

Monroe High School

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It Takes More To Be A
CHEESEMAKER

Activities Handbook

- ENFORCEABLE 12 MONTHS OF THE YEAR -

2018-2019

High School Phone Number
District Web-page
WIAA Web-page
High School calendar and sport schedules
Sports Information Smart Phone App
(*rSchoolToday, Activity Scheduler*)

(608) 328-7117
www.monroeschools.com
www.wiaawi.org
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PREFACE

As the Activities Director here at Monroe High School, I strongly encourage every student to take advantage of the activities that are offered. I am confident that each and every student will be able to find at least one activity that they are interested in. MHS is committed to providing a wide variety of activities as an extension of the classroom.

Extracurricular and Co-curricular activities are an integral part of a student's high school experience, memories will be made that will last a lifetime. Students who participate in extracurricular and co-curricular activities will likely see an improvement in their academics and life skills, including discipline, goal-setting, teamwork, accountability and responsibility. They will also find themselves better prepared for post-secondary education. Ultimately, students may even discover that the lessons they learned outside the classroom, in athletics or clubs, help them cope with future challenges in the workplace.

Extracurriculars and Co-curriculars	Participation #	Percentage %	Grade Point Average
Students who do not participate	215	31%	2.801
Any Activity	473	69%	3.322
Athletics	360	52%	3.269
1-Sport	171	48%	3.054
2-Sports	146	40%	3.231
3-Sports	43	12%	3.523

**Based on 2017/2018 School Year Data*

Monroe High School stresses that participation in these activities outside the classroom are a privilege, therefore the outlined Code of Conduct and Eligibility Requirements are put into place to make sure focus remains on the student's education. This handbook is to help assist students and parents with the expectations the school district has for students who participate in activities. Therefore, the students who participate are held to a higher standard, because "It Takes More To Be A Cheesemaker".

ACTIVITIES AT MHS

Extracurricular Activities

Category A and B

Activities that fall outside the realm of the normal curriculum. These activities are listed in Categories A and B below.

Co-Curricular Activities

Category C

Activities, programs, and learning experiences that complement, in some way, what students are learning in school—i.e., experiences that are connected to or mirror the academic curriculum. These activities are listed in Category C below.

	Category A COMPETES	Category B PERFORMS	Category C SERVICE
	GROUP: 1 All WIAA Athletics* Bowling Cheerleading Dance	Jazz Band** Musical** Pit Orchestra** School Play** Theatre Crew** Forensics** FFA**	AFS & International Exchange Art Club Costa Rican Exchange FBLA** FCCLA German Club GSA Investment Club Key Club Model UN** Science Club Spanish Club Student Senate Students of Service Visioneer

*** Indicates a fee to participate (paid prior to participation).**

All fees are approved by the school board.

PHILOSOPHY

The Handbook should describe the Code of Conduct, the standards and expectations set for the student participants, as well as describe the Eligibility Requirements, conditions on which students are eligible to participate. It will also describe circumstances under which participation is limited or suspended. Related policies and processes will be included and bound to this agreement.

The Monroe High School Activities Handbook covers ALL activities, not just athletics. The purpose of the Handbook is to specify, as clearly as possible, the circumstances under which standards and limits are placed upon participation by students. The Handbook was written with recognition that the mission of this school is to prepare, challenge, and support all students to achieve their goals for a productive life. Realize no handbook can address every situation that may arise, it may be necessary at times for the Administration to make changes to this handbook. Focusing on our educational mission sometimes means restricting or limiting students' opportunities to participate in programs. When necessary, we limit those opportunities with regret. *It is important to remember that participation in activities is a privilege, not a right.*

Any MHS students who participate in a public activity under the auspices of a club, organization or team that is sponsored by the school are required to follow the Handbook except when the activity is a course requirement and/or tied to a grade. Limitations on participation will vary depending on the nature of the activity and these limitations are described later. Individuals who graduate early will not be allowed to be in ANY activities that are school sponsored.

STUDENT/PARTICIPANT EXPECTATIONS

Students Who Participate in Activities

Participants on a school team, club, or organization represent not only themselves and their families, but also their teammates, their coaches, their school, and the Monroe community. Additionally, activities often draw high public interest, visibility and focus of attention in the media. The student's behavior commands a public interest and attention that is unique in its capacity to elevate or denigrate the school district, the school, and the team or organization. Since public support is an essential ingredient of public education, the behavior of students who participate in activities has a significant impact on the school district's pursuit of its mission. High standards of conduct and citizenship are essential precepts of the school district's activity program. These high standards include instilling students with a positive attitude, building strong character, teaching responsibility, and demanding integrity. Participants must set a positive example and be role models for all. To maintain high standards for all programs throughout the entire school district, a firmly and fairly enforced code of conduct is necessary. Therefore, all participants shall abide by a code of conduct specifically for activities.

The Privilege of Participation

Participation in activities is a privilege, not a right. School officials may deprive a student of the privilege of participation when they determine that the student's continued participation is not consistent with the high standards of conduct expected of all participants. In particular, whenever a student violates this code of conduct, the student is subject to losing the privilege of participation in activities.

PARENTS'/FAN EXPECTATIONS

Our students compete in activities to challenge themselves physically, mentally and to have fun and for the love of the game. Through activities our students learn to be trustworthy, respectful, responsible, fair, caring, and cooperative. Through activities, students can achieve great things! As a parent and as a fan I will agree to abide by the following expectations and guidelines:

I will remember that this activity is for the student and I will make it a positive experience. I will be a positive role model for the students and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players/participants, coaches, officials, and spectators at every game, practice or other event. I will teach my student to play by the rules and to resolve conflicts without hostility or violence. I will demand that my student treat other players/participants, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, participants, or parent such as booing and taunting or using profane language or gestures. I will respect the coaches/advisors and will not question, discuss, or confront coaches/advisor at the competition venue. If I wish to speak with a coach/advisor, I will follow accepted protocol (See Exhibit C). I will not ridicule or make negative statements at the student, the team, or the coach/advisor for making a mistake or losing a competition. I will not coach my child or other players/participants during games/competitions and/or practices. I understand that I am the parent and a fan and will leave the coaching to those who have been entrusted with the position. I agree that I will follow the expectations and guidelines.

Expectations of Parents

1. Be positive with your son/daughter. Let them know that they are accomplishing something by being part of the team or group.
2. Do not offer excuses to the reason they are not playing. Encourage them to work hard and do their best.
3. Encourage students to follow the rules. Whether they are a first stringer, starter or backup, participants must follow rules pertaining to drinking, smoking, promptness and school, etc.
4. As a fan, you are entitled to cheer enthusiastically for your team, but don't become belligerent. Coaches/advisors work with athletes/participants and know their talents. Respect that!
5. Insist that the athletes/participants respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
6. Encourage the athletes/participants to improve their self-image by believing in themselves.
7. Encourage your son/daughter to compete for the love of the game, nothing else.
8. Remember that the coach/advisor is involved as a coach/advisor because he/she is sincerely fond of children and is an experienced professional. Coaches/advisors have different ways of dealing with people and situations. Student's lives are enriched by interaction with different types of leaders.
9. Remember: at a competition you, the parent, represent your community, your school and your son/daughter. Please be a positive role model.

Parent Coach/Advisor Communication

As your son/daughter becomes involved in activity programs at Monroe High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. This is the opportunity for your child to talk with their respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach/advisor and the parent. These are encouraged. It's important that both parties have a clear understanding of the other's position. Please follow the below procedures to help promote a resolution.

1. Address concerns immediately, waiting does not help anyone.
2. If the concern is not resolved between your child and the coach/advisor, call the Activities Director to arrange a conference. A meeting will be arranged with the coach, parent, son/daughter, and Activities Director.
3. At this meeting, the appropriate next step can be determined.
4. Please do not attempt to confront a coach/advisor before or after a contest or practice. These can be emotional times for both the parent and coach/advisor. Meetings of this nature do not promote resolutions.
5. Any communication regarding a coach to a school district staff member may be shared with that coach.

Appropriate Concerns Athlete/Parent May Address With Staff:

1. The treatment of the participant mentally and physically.
2. Ways to help their son/daughter mentally and physically.
3. Concerns about the participant's behavior in school/practices/games.

Areas That Are Not Appropriate For Parents To Discuss With Staff:

1. An individual's playing time.
2. Team strategy.
3. Play selections.
4. The make-up of the team and the decision as to who plays on what team.
5. Other members of the team, other parents, and other staff.

See Exhibit C: *Public Complaints Regarding Activities Department Personnel*

CODE OF CONDUCT

General Principles

- Conduct Rules are in effect year-round, 365 days, all **twelve (12)** months of the year, a new agreement must be signed each school year.
- Participation is a privilege that carries with it high expectations and responsibilities.
- All students participating in interscholastic athletics must comply with the Activities Code of Conduct, the MHS Parent and Student Handbook policies, and meet all WIAA, Badger Conference and Monroe High School eligibility requirements.
- Violations will result in the suspension of eligibility.
- Violations will result in loss of awards privileges. Student will also be ineligible for Prom and Homecoming Court, during the school year in which the violations occurred.
- If a penalty has not been served by the end of the sport/activity season in which the violation occurred, it carries over to the next sport/activity season in which the student participates.
- If a student does not complete the sport/activity season in which a penalty is assessed, the penalty will carry over to the next sport/activity that the student participates in.
- A student ejected from a contest is suspended for the rest of that competition and the next scheduled competition.
- Consequences may increase with repeated offenses.

Consequences

Generally, when the Activities Director/High School Administration has reason to believe that a student participant has engaged in unacceptable conduct as described in this code of conduct, he/she shall notify the student of the violation and provide the student with the opportunity to present his or her account and explanation. The Activities Director/High School Administration or his/her designee will determine the appropriate sanction or penalty to be imposed. The level of discipline imposed is at his/her discretion, and sanctions may range from reprimands to suspension from a game, contest, or event, or in the most serious incidents of misconduct, dismissal from a team, club, or group or permanent denial of participation for the remainder of the student's high school career. The listed penalties mentioned in this Handbook are recommendations, full discretion is given to the Activities Director/High School Administration and may vary due to severity of violation.

- **Suspension** means that the student is not allowed to dress out or participate in a contest or event. It may also include suspension from practice, rehearsals, or meetings. However, the participant may be required to continue to practice with the team, club, or group.
- **Dismissal** means that the student is no longer a part of the team, club, or group. If dismissed, the participants' uniform and/or equipment owned by the school district will be taken back and his/her name will be removed from the team, club, or group's roster. Re-instatement into the same team, club, or group will be considered only after one calendar year. The Principal, after consultation with the Activities Director, must approve any re-instatement.

Under no circumstances will any student who has been suspended from school pursuant to the general code of conduct participate in extracurricular activities during the suspension period.

Events	
Baseball/Softball - Doubleheader	Each game equals 1 event
Tennis, Volleyball, Wrestling - Tournament/Invite	Entire tournament/invite equals 1 event
Cross Country, Swim, Golf, Track - Meet	Entire meet equals 1 event
Soccer, Basketball/Hockey - Tournament	Each game equals 1 event
All Sports single games/matches, duals and triangulars	Each equals 1 event
All performances	1 day equals 1 event

ACTIVITIES AND ATHLETIC CODE OF CONDUCT

I. ACADEMIC PERFORMANCE STANDARDS FOR ELIGIBILITY

(Category A, B and C)

Students and parents have the responsibility to be knowledgeable about academic progress and/or grades.

Grade Checks

The academic performance standards for eligibility at Monroe High School are that a student must be passing all classes to be eligible to participate in any activity. A student's first priority must always be academic performance. This standard is applied through the weekly progress monitoring. Beginning on the 3rd Wednesday of each trimester and all following Wednesdays of the trimester, the Activities Department will print out grades of students that are currently participating in an activity. The Activities Department will notify advisors/coaches, student participant, and parents or guardians if she/he is earning a "F" (Failing Grade), an "NE" (No Evidence) or has an "I" (Incomplete). If an "F", "NE", or an "I" is reported in any class the student will be placed on two weeks of academic probation Monday through Sunday of the following two weeks. The student can and will be expected to continue participation, but must raise the specific course(s) grade(s) in order to be eligible the following week after the probation period. If passing the following week, the student is no longer on academic probation. Grade checks reports will only be run on Wednesdays of each week. If the student has not done the work to become eligible by Wednesday of the second week, it is the student's responsibility to ask their teacher to inform the Activities Director that the work has been completed prior to Noon on Friday to become eligible. If the student still has an "F", "NE", or an "I" during the grade check on the second week of the probation period, the student will become ineligible/suspended starting the next Monday of

the following week and will continue until the grade is raised. Such students will remain ineligible until she/he is passing that particular course but is able to continue practicing. Student Managers do not travel or sit on the bench for the week of their ineligibility.

See Exhibit A: *Grade Check Flowchart*

Trimester Grades

1. One Failing Grade

- a. Students will not be allowed to participate in competitions, performances or other meetings or activities for a minimum of 15 calendar days beginning on the Monday following the posting of grades. Grades are considered “posted” when they are received by the Activities Director from the Student Services Office. Periods of ineligibility for grades begin on the Monday following the posting of grades and run through the second Monday (15 calendar days). The ineligibility period may be prolonged or start later than the first Monday after grades are posted due to school district observed holidays or other unforeseen circumstances.
 - i. Students may drop a class in the first five (5) days of the trimester. Dropping a course after five (5) days will result in a failure (F) for the course, therefore affect eligibility. High School Administration may or may not grant eligibility in this case.
 - ii. Students will regain eligibility to participate after serving the fifteen (15) calendar day ineligibility period.

See Exhibit B: *Trimester Grade Flowchart*

2. Two or More Failing Grades

- a. Students are immediately dropped from ALL activities until the next Trimester grading period at which time the student must demonstrate passing grades in all classes to resume participation in the next activity.

3. Third Trimester Provision

- a. Students with failing grades at the end of the third trimester will lose eligibility as previously described, and will carry-over to the next school year.
 - i. Fall Sports, Category A
 1. The ineligibility period shall be 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport determined by the WIAA, the same will apply for non-WIAA Category A programs. The following chart outlines the date in which a participant can regain their eligibility in a fall sport.
 - a. If a program starts on or after the first day of school the suspension period will be 15 days, eligibility will be regained on the 16th day.

FALL 2018 DATES

Sport	Boys Soccer	Girls Volleyball	Football	Cross Country	Girls Tennis	Girls Swimming
Minimum Ineligibility Period: 21 days or	8 games	5 meets	3 games	4 meets	5 meets	5 meets
Earliest Allowed Game/Meet - Fall 2017	Aug. 21	Aug. 21	Aug. 17	Aug. 21	Aug. 11	Aug. 15
Student Regains Eligibility on this Date or After Sitting Out the Required Number Meets	Sept. 11	Sept. 11	Sept. 7	Sept. 11	Sept. 1	Sept. 5

**Do not use this chart if classes begin on or before the date of the earliest allowed game/meet.*

- ii. Fall Activities, Category B and C
 - 1. The ineligibility period will begin with the first day of school, unless the activity begins prior to the first day of school, in which the Activities Director and the advisor of the specific activity will have full discretion on the ineligibility period duration.
- iii. Students receiving one failing grade (“F”) during the third trimester, may regain eligibility by earning a passing grade in a pre-approved summer school course. Approval must come from MHS Student Counselors. Students receiving two or more failing grades during the third trimester will be declared academically ineligible until the dates listed in Section 3. Third Trimester Provision, Subsection i and ii.

4. Weighted Courses

High School students who have a failing grade after the probation period in a weighted course may apply for a waiver which will allow them to continue to participate in extracurricular activities for two additional weeks. If at the end of the waiver period a student is still failing the course, the student will be suspended. Only one such waiver may be granted per trimester, regardless of the number of weighted classes being taken. Waiver requests require parent and teacher signatures. The Activities Director may approve the waiver and communicate with the appropriate coach. If a student has a failing grade in a weighted course at the end of the first or second trimester the student may elect to use their waiver to avoid suspension.

Courses for which a waiver may be requested are as follows:

Advanced Chemistry
Advanced Metals
Manufacturing
Advanced Writing

AP Art History
AP English Literature &
Composition
AP Biology

AP Calculus AB
AP Calculus BC
AP US History
AP Physics

AP Psychology	College Accounting	Intro to Engineering Design
AP Statistics	Computer Integrated	Physics
AP Studio Art 2D Design	Manufacturing (CIM)	Pre-calculus
AP Studio Art 3D Design	Engineering Design and	Principles of Biological
CAPP Personal Finance	Development	Sciences
Classic Literature	German 5 (CAPP German)	Principles of Engineering
		Spanish 5 (CAPP Spanish)

Virtual Courses eligible for waiver:

AP Computer Science	AP Environmental Science	AP Macro Economics
AP Language & Composition	AP European History	AP Politics & Government
		AP World History

II. POLICIES / PENALTIES FOR PARTICIPANTS

(Category A, B and C)

- *Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they may come under suspicion and be subject to investigation and/or discipline if that is deemed appropriate by the administration. It is wise, therefore, either to prevent the wrongdoing, or failing that, to remove one's self from the group as soon as possible without putting one's self or others at risk.*
- *Willingly hosting a gathering where drugs and/or alcohol are present may result in a loss of activity privileges for one calendar year.*
- *A student with suspension penalties must begin and end their respective season for the suspension to be completed. If the student is not involved in any activities at the time of the violation the penalty will apply to the next season of participation. Students are not eligible to begin an activity after the first practice/rehearsal in order to serve the suspension. In other words, a student may not go out for a sport or join an activity after the first day of practice to serve the suspension. The suspension will also not be considered to be served if the student quits before the season is complete.*
- *If a student participates in more than one activity at the same time, full discretion is given to the Activities Director on which penalty (Category A, B, or C) will be assessed. Students may serve penalties in each category and/or group.*
- *Students will be penalized for the sport and/or activity in which they currently participate. Students who violate the Code of Conduct outside of their sport season will begin a penalty from the first day of their next sports season, as per WIAA regulations.*
- *Penalties will carry over into a second sport season or activity if the suspension is not completed in the original season or from one school year to the next.*
- *Penalties will be cumulative over a student's high school career. A student may, however, be returned to a first violation status upon being free of all penalties for a period of two years.*

- A student must have a clean record for two years running before another violation is considered their first violation. For example, a student violating the code for the first time as the start of his/her freshman year would start clean slate at the start of his/her junior year.*
- *An activity sport “season” is considered over upon the issuing of awards at the season ending meeting. If no such event exists, then the last event shall be considered the end of the season.*
 - *When violation of the alcohol, tobacco, and substance abuse restrictions also result in criminal charges, the section below (Criminal Infractions) will also apply.*

1. Random Suspicionless Drug Testing

It is the purpose of this policy (Board Policy JFCHA) to prevent students from participating in co-curricular and extracurricular programs while under the influence of or while having drugs in their body and it is further the purpose of this policy to educate, help and direct students away from drug use toward a healthy and drug-free participation and life-style. The co-curricular/extracurricular participant and a parent or guardian must provide written consent for the student to be subjected to random suspicionless drug testing. The student will remain in the pool for random suspicionless drug testing through the duration of the signed consent form.

a. Definitions:

- **Student Participant:** Any student who is trying out for or participating in any school-based co or extracurricular activity, as outlined in the Activities Handbook.
- **Drugs:** The District will test for the following drugs:
Amphetamines/Methamphetamines, Barbituates, Cocaine, Cannabinoids (THC), Marijuana 20/10, Opiates, PCP-Phencyclidine, Benzodiazepines, Methadone, MDMA-Ecstasy, Propoxyphene, and Oxycodone. As circumstances warrant, the District may add or delete from the list of drugs being tested. A student who tests positive for a drug may be exempted if a legal and current prescription for use can be provided within twenty-four (24) hours of notification by the Medical Review Officer.
- **Positive Results:** A test result which indicates the presence of illegal drugs.
- **Administrative Failure:** Is a failure to follow the drug testing procedures in an effort to deceive or pass the random drug test. This would include all/any attempts to provide a false sample, assist in providing a false sample, or in any other manner refuse to or not comply with the testing procedures. An administrative failure will be treated the same as a failed drug test and the appropriate penalties will be applied.
- **Testing Negative:** The parents or legal guardians of a student participant who tests negative will be notified.
- **Testing Positive:** The parents or legal guardians of a student participant who tests positive will be notified within twenty-four (24) hours of the district’s receipt of the information. The student/athlete immediately becomes ineligible for participation in the student activity.

- **Consequences:** In the event of a positive test a student will follow the penalties outlined under Policy #1.
- **Regaining Eligibility:** After the conclusion of the period of exclusion from participation in the co/extracurricular activity as outlined under Policy #1, the student participant will again be eligible to participate.
- **Confidentiality:** The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the District Administrator. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in this policy, the District's or the WIAA rules and regulations. The test results will not be part of the student's permanent record but will be kept in a secure file in the Activities Director's Office.

2. Policy #1: Alcohol, Tobacco, Illegal Drugs and Chemicals, Controlled Substances, Look Alike Drugs, or Drug-Related Paraphernalia - Possession Rules

- a. Purchasing, selling, possession or consumption of substances such as alcohol or tobacco products, illegal, controlled substances (mood-altering substances, controlled substances or look-a-like drugs, performance enhancing substances or street drugs), possession of drug paraphernalia, or prescription drugs prescribed for someone else are prohibited. Monroe is a Drug-Free School.
- b. If a student is in violation of Policy #1 during any activity or athletic season, they will not be eligible for post-season or any team, school, conference or WIAA recognition. Examples are, but not limited to: All-Conference, All-Area, All-District, All-State, Most Valuable, Captain, American Legion Athletic Award etc.
- c. Violations of Random Suspicionless Drug Testing:
 - i. Students who refuse to be tested: Students will be suspended for a period of one calendar year with no opportunity for a reduction in the penalty. The student must successfully pass a drug test prior to reinstatement.
 - ii. Students who test positive: Positive results will be counted cumulatively with any other violations of the code for the purpose of determining consequences.

Penalties for Violations of Policy #1:

When a coach, advisor, teacher, or principal determines that a participant has violated the alcohol, tobacco, or illegal substances restrictions as noted above, the following penalties shall apply.

Category A - Competes

1st Offense: The student will be suspended 25% of the contests in which the student is involved in and will

participate and cooperate in an AODA assessment program, as approved by high school administration. Students failing to present a letter, certificate, or form to the Activities Director stating they have completed the assessment program, will be suspended an additional 10% of contests. The Activities Director must be informed that an assessment meeting has been set up within 7 days of being formally notified of the violation.

2nd Offense: The student will be suspended for 50% of the contests in which the student is involved in and will participate and cooperate in an AODA assessment program, as approved by high school administration. Students failing to present a letter, certificate, or form to the Activities Director stating they have completed the assessment program, will be suspended an additional 25% of contests. The Activities Director must be informed that an assessment meeting has been set up within 7 days of being formally notified of the violation. The student is also required to complete 10 hours of community service, arranged by the student and approved by the Activities Director.

3rd and Subsequent Offense: The participant will be dismissed from participation in activities for the remainder of the student's high school career.

Number of Events to Miss

Number of events	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1st Violation* (25%)	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6
2nd Violation *(50%)	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11

*number of contests/events are always rounded up.

Category B - Performs

1st Offense: The student will be suspended for 20 days from the day the incident was reported and will participate and cooperate in an AODA assessment program, as approved by high school administration. Students failing to present a letter, certificate, or form to the Activities Director stating they have completed the assessment program, will be suspended an additional 10 days. The Activities Director must be informed that an assessment meeting has been set up within 7 days of being formally notified of the violation.

2nd Offense: The student will be suspended for 50 days from the day the incident was reported and will cooperate in an AODA assessment program, as approved by high school administration. Students failing to present a letter, certificate, or form to the Activities Director stating they have completed the assessment program, will be suspended an additional 10 days. The Activities Director must be informed that an assessment meeting has been set up within 7 days of being formally notified of the violation. The student is also required to complete 10 hours of community service, arranged by the student and approved by the Activities Director.

3rd and Subsequent Offense: The participant will be dismissed from participation in extracurricular activities for the remainder of the student's high school career.

Category C - Service

Code violations will be reported to the advisor of clubs/activity in which the student is enrolled. The Activities Director, with input from the advisor, will have full discretion to enforce the code of conduct.

AODA Penalty Reductions For ATODA Violations Based on Participation and Screening

An AODA assessment is an in-depth, formal evaluation by a certified agency or individual outside of the school. It is anticipated that the assessment will determine the degree of the problem and the appropriate recommendations.

1. Students who elect to participate in a Student Assistance Program Screening (AODA) in order to have their penalty reduced must comply with the following:
 - a. SAP-Completion: A participant must complete a screening within 14 days of the violation report.
 - b. Screening: Screening will include at a minimum an individual meeting with a Student Services staff member and a parent conference.
 - c. Recommendation: Student Assistance Program counselor's recommendations may include referral to outside agencies for comprehensive assessment and/or treatment.
2. Students who agree to comply with recommendations made by a Student Assistance Program counselor will regain eligibility for participation after the minimum ineligibility period related to the violation has been served.
3. To maintain eligibility the student must continue, until completed, any recommended activities and/or programs. If a student fails to participate in or complete recommended activities, he/she will become ineligible until the maximum ineligibility period for the violation served, or until he/she demonstrates that they are actively following the recommendations of the Student Service staff.
4. All costs associated with the assessment and treatment will be the responsibility of the student's parent/guardian.

Conditions for return to participation from ATODA Violations:

A student making a choice to use or possess alcohol, tobacco, or other drugs has an impact on self, team/group and school. In order for the student to return as a fully contributing member of the team/activity, he/she must complete the suspension period and participate in a restorative process to repair the damage done to the relationships. The restorative process includes:

- The student addresses the coaching staff and the team as a restorative measure, with the Activities Director present.

- The student also re-signs the code of conduct in front of teammates/activity participants and coaching staff/Advisor.

2. Policy #2: Personal Conduct Level 1

Personal conduct in and out of school shall be such as to bring no discredit to the student, his/her family, school, team, organization or community and shall be in compliance with the rules and laws of the team, school and community.

- Examples and definitions of a Policy #2: Personal Conduct Level 1 violation, but are not limited to the following:
 - Being present when alcohol is being illegally used.
 - Hazing/Bullying - any action that humiliates, degrades, abuses, or endangers another person, regardless of that person's willingness to participate. These actions may include initiation rituals into a team, club or organization.
 - Theft - stealing or taking personal property that belongs to another person, school, team, or organization.
 - Vandalism - willful or malicious breaking, destruction, or defacement of public or private property.
 - Plagiarism/Cheating - taking someone else's work or ideas and passing them off as one's own, and/or to use unfair or dishonest methods to gain an advantage.
 - Actions unbecoming of a Cheesemaker student or athlete.

3. Policy #2: Personal Conduct Level 2

Personal conduct in and out of school shall be such as to bring no discredit to the student, his/her family, school, team, organization or community and shall be in compliance with the rules and laws of the team, school and community.

- Examples and definitions of a Policy #2: Personal Conduct Level 2 violation, but are not limited to the following:
 - Repeated refusal to follow school rules.
 - Convictions of the Justice System.
 - Inappropriate use of Social Media. (Facebook, Twitter, Instant Messaging, SnapChat, etc.)
 - Disrespect - actions that show or express a lack of high regard or respect for others (fellow students, opponents, teachers, coaches, administrators, parents, or adults). This includes actions that result in school suspensions and the use of unacceptable language (cursing).
 - Actions unbecoming of a Cheesemaker student or athlete.

Penalties for Violations of Policy #2 - Level 1 and 2

When a coach, advisor, teacher, or principal determines that a participant has violated the personal conduct restrictions as noted above, the following penalties shall apply.

- All suspensions must begin within one calendar year of the date the violation of the code of conduct has been reported and investigated.
- Felony Offenses: Students charged with a felony offense are ineligible until the charges are dismissed or must serve a minimum one calendar year suspension from the date of the offense.
- Restorative Justice: Students may be assigned, by the school administration, to a restorative justice session for any violation of Policy #2.

Category A - Competes

Policy #2: Personal Conduct Level 1

1st Offense: The student will be suspended 25% of the contests in which the student is involved in.

2nd Offense: The student will be suspended 50% of the contests in which the student is involved in.

3rd and Subsequent Offense: The participant will be dismissed from participation in extracurricular activities for the remainder of the student's high school career.

Policy #2: Personal Conduct Level 2

1st Offense: Recommended minimum 10% of the contests suspension based upon the nature of the offense.

2nd Offense: Recommended minimum 20% of the contests suspension based upon the nature of the offense.

3rd and Subsequent Offense: Recommended minimum 50% of the contests suspension based on the nature of the offense.

Category B and C - Performs/Service

Policy #2: Personal Conduct Level 1 and 2

Code violations will be reported to advisors of clubs/activities in which the student is enrolled. Advisors will be allowed discretion to enforce their individual activity/club code of conduct.

4. Policy #3: Participation Rules

a. School Day Attendance

Regular school attendance is one of the most important habits each student must develop. All absences will be classified by the office as excused or unexcused.

- i. Students must be in attendance the **entire** day to participate in a practice and/or contest(s) scheduled for that day.
 - ii. Students must not be more than fifteen (15) minutes late for any class.
 - iii. Students are allowed to keep medical and/or dental appointments, college visits, or funerals on a contest or event day.
 - iv. Written verification from medical or dental office must be turned in to the office before the student may participate.
 - v. Parental excuses are not an excuse that allows students to participate.
 - vi. High School Administration may approve individual exceptions prior to a student's absence.
 - vii. It is not an approved exception for students to leave school to retrieve forgotten uniforms, equipment, or other items.
 1. **Penalty:** loss of privilege to participate in a school athletic event, activity or practice/rehearsal that afternoon or evening. In the event that there is a late discovery of a violation of any attendance eligibility rules after the day of an actual contest or event will result in the suspension from participation on the next event or contest date. Chronic violations of "Participation Rules" will be considered lack of respect and subject to suspension from the program.
 - a. Participants will be given a pass for one (1) unexcused absence (more than 15 minutes late for class) per semester for unplanned incidents and still maintain eligibility.
 - viii. Unexcused Attendance
 1. Five (5) tardies = 1 unexcused absence.
 2. A tardy is being fifteen (15) minutes or less late for a period.
 3. A absence is being more than fifteen (15) minutes late for a period.
 - a. **Penalty:** students with an unexcused period absence(s) will not be allowed to participate in activity contest(s), event(s), practice(s) or rehearsal(s).
- b. Truancy
- i. The high school administration will deal with repeated attendance issues.
 1. **Penalty:** full discretion is given to the high school administration. Chronic violations of "Participation Rules" will be considered lack of respect and subject to suspension from the program.

c. Early Release Privilege

- i. Some athletics and activities require students to be released from the traditional school day.
 1. Students may lose the privilege to leave early for events if they are not passing all of the classes.
 - a. **Penalty:** if students leave before the set early release time, students are susceptible to loss of participation privileges. The coach/advisor has full discretion. Chronic violations of “Participation Rules” will be considered lack of respect and subject to suspension from the program.

d. Transportation

- i. Travel to and from contests or events will be done on school transportation. It is expected that students will stay for the entirety of their team’s competition and travel back to school with the team. This is part of the team building experience. However, occasionally other arrangements must be made (appointment, family obligations, etc.). In those cases, the following procedures must be followed:
 1. A parent or guardian must submit the Parent/Guardian Travel Permission Request form at least twenty-four (24) hours prior to the departure time of the event to the Activities Director. If approved, the form will be sent to the coach/advisor for their records. The parent/guardian or approved driver must meet face-to-face with the respective coach/advisor before the student can be released from the event.
 2. For parents or guardians who fail to make arrangements in advance, the coach/advisor will have parental release forms available at away contests. The form must be completed at the event and given to the coach/advisor before the parent or guardian will be allowed to take his/her child home. No one besides the parent or guardian is allowed to take the child home in this circumstance.
 - a. Student participants, regardless of age, will not be allowed to drive to or from away games or events.
 3. Co-op sports and extenuating circumstances may require alternative transportation arrangements.

See Exhibit D: *Parent/Guardian Travel Permission Request*

e. School Property and Equipment

- i. Equipment issued to students must be returned at the end of the season or when a student’s affiliation with the team/club/activity ends. Students will be held responsible for all lost or willfully damaged equipment.

f. Injuries

- i. Following **ANY** injury students must immediately inform their coach and their coach must communicate the incident with the athletic trainer. It is the participant's responsibility to make sure that the coach fills out an incident report. In the case of minor injuries not requiring the services of a physician the athletic trainer and coach will determine when the athlete is ready to return to practice and competition. In sports where concussion testing is required the baseline test must be completed, and clearance from a physician must be given to the athletic trainer prior to an athlete becoming eligible to participate in physical activity with the team.

III. REPORTING AND ENFORCEMENT

(Category A and B)

- A. **Valid Evidence** - any information or evidence considered to be relevant, valid and accurate by any person(s) reviewing a particular alleged violation shall be considered. A parental report as well as a student(s) report(s) shall be considered as valid evidence in any code of conduct investigation. Anonymous reports will not be accepted. Parties who provide information will be asked to provide specific names, dates and times of infractions. If such information cannot be substantiated on the basis of subsequent investigations, it will be treated as a rumor.
- B. The District expects that violations will be reported to the High School Administration within 14 days of the occurrence in order to allow the District the opportunity for a prompt response to misconduct. However, violations reported after 14 days of the occurrence may still serve as the basis for student discipline and code enforcement provided the report is made by school personnel or law enforcement.
- C. Procedures will be followed which will provide opportunity for the student to have the case reviewed in regard to violations. A copy of the procedures will be made available to a student at the time he/she is notified of an alleged violation or whenever he/she may request an appeal.
- D. Students are encouraged to report themselves as violators of the code. Acts of self-reporting may be taken into considerations for reductions in discipline. Whatever the source of information about a violation, the usefulness of this Code of Conduct in the long term will depend upon the perception of students that the code is reasonable and the enforcement of the code is fair.

IV. PROCEDURES FOR PROCESSING CODE VIOLATIONS

(Category A and B)

- A. The procedures outlined hereafter will be adhered to, as closely as possible, when suspending students from participation in activities for violations of the Code of Conduct. Furthermore,

the participant is ineligible until the process is complete.

1. The student shall be notified of an alleged violation of the code and given a copy of these procedural guidelines. The student will then be given an opportunity to provide any information in his/her defense that may be pertinent.

A decision will result in one of three actions:

- a. The student has admitted the violation and a suspension will be assessed and served.
 - b. The student has denied the charge; however, a suspension will be assessed based on the evidence.
 - c. The alleged violation will be dropped due to insufficient evidence.
2. A student shall begin a suspension when one or more of the following conditions are met:
 - a. The student admits guilt.
 - b. The Activities Director/High School Administrator has met with the student, investigated the case, and determined the student has committed a violation of the Code.
 - c. General - Suspensions shall begin immediately after the student has been found to have committed a violation. Suspensions will normally be served by remaining in practice for an activity in all respects except for participation in scheduled events.
 3. If a suspension is assessed, a letter shall be sent to the parent(s)/guardian(s) informing them of the decision and basis for it.

Suspended Students/Carry Over/Calculations:

1. Students will be penalized for the sport and/or activity in which they currently participate. Students who violate the Code of Conduct outside of their sport season will begin a penalty from the first day of their next sports season, as per WIAA regulations. Other activity participants will begin their penalty(ies) beginning on the day they are suspended. Students who violate the Code of Conduct outside of the activity season will begin a penalty from the first day of their next activity season in the same category or group. If a student participates in more than one activity at the same time, full discretion is given to the Activities Director on which penalty (Category A, B, or C) will be assessed. Students may serve penalties in each category and/or group.
2. Penalties will carry over into a second sport season or activity if the suspension is not completed in the original season or from one school year to the next.
3. Penalties will be cumulative over a student's high school career. A student may, however, be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two years running before another violation is considered their first violation. For

example, a student violating the code for the first time as the start of his/her freshman year would start clean slate at the start of his/her junior year.

4. An activity “season” is considered over upon the issuing of awards at the season ending meeting. If no such event exists, then the last event shall be considered the end of the season.

V. THE APPEAL PROCESS

(Category A, B and C)

If the student or the parent(s)/guardian(s) are dissatisfied with the decision rendered by the Activities Director/High School Administration, they may appeal the decision in writing to the Activities Director or High School Administration within five (5) school days after the receipt of the letter notifying them of the decision for the violation.

Upon receiving the written appeal, the Principal and/or the Activities Director will meet with the student and the student’s parent(s)/guardian(s). If the student wishes to continue the appeal, the Activities Director and/or the High School Administration will schedule a meeting of the Code of Conduct Board of Appeals Council to be held within three (3) school days. The student and parent(s)/guardian(s) will have the opportunity to present evidence or challenge evidence presented at this meeting. The student and parent(s)/guardian(s) will then be dismissed from the meeting in order for the Code of Conduct Board of Appeals Council to deliberate and issue a decision. If the student and parent(s)/guardian(s) cannot attend the meeting, they will be given the opportunity to decide to allow the Code of Conduct Board of Appeals Council to meet without them or to delay the meeting until they are able to attend, however the participant is and will remain ineligible during the entire appeals process.

The Code of Conduct Board of Appeals Council will limit its deliberations to the evidence presented at the meeting.

The Code of Conduct Board of Appeals Council will be comprised of:

- A District Administrator (non-voting member, serve as proctor)
- A High School Administrator
- Two (2) coaches (not directly involved in the violation)*
- Two (2) non-coaching faculty representatives*
- Activities Director (non-voting member)

* A member of the High School Administration will determine who the coaches and non-coaches are that will be on the board of appeals.

No member of the Code of Conduct Board of Appeals Council shall have a conflict of interest. No coach/advisor may pass judgement on a case involving his/her student athlete.

The Code of Conduct Board of Appeals Council may take one of three actions:

1. Sustain the decision of the Activities Director/High School Administration **OR**
2. Overturn the decision of the Activities Director/High School Administration (Note: The council may overturn a decision when they believe that the “technical requirements” of the code have not been followed. In determining this, the council should consider whether or not the evidence against a student is reasonable and whether or not penalty was in accordance with this code. The intent of this paragraph is to limit the reasons for overturning the Activities Director’s/High School Administration’s decision to technical reasons rather than reasons which stem from personal disagreements with the code itself) **OR**
3. Remand the case back to the Activities Director/High School Administration with directions/suggestions.

The school district shall consider the decision of the Code of Conduct Board of Appeals Council final and with no further appeals by the student nor any further disciplinary action by the Activities Director/High School Administration that would affect a student’s extracurricular participation.

The student shall remain suspended for all competitions upon receiving the written notice of appeal for the duration of the appeals process.

VI. HOME-BASED PRIVATE EDUCATION

(Category A)

A Home-based Private Education (home school) student who resides in the school district and meets the state law definition of Home-based Private Education student may participate on public school teams. The law states: "(3g) HOME-BASED PRIVATE EDUCATION PROGRAM. “Home-based private educational program” means a program of educational instruction provided to a child by the child’s parent or guardian or by a person designated by the parent or guardian. An instructional program provided to more than one family unit does not constitute a home-based private educational program. The 2015 Wisconsin Act 55, created a means for resident students of public school districts who are enrolled in home-based private education programs ("home-schooled students") to participate in school district athletic and extracurricular programs. Section 118.133, Wis. Stats., was created to provide home-schooled students avenues of participation.

The student must meet the required rules on the same basis and to the same extent that all other full-time students at the school must provide:

- Grade Checks, Academic Standards, Physical, Code of Conduct (enforceable for 12 months), WIAA rules, and Concussion Law.

Academics: The parent(s) who conduct the home-based private education must agree to provide weekly grade reports to the Activities Director or High School Administration, starting with the 3rd Wednesday of each trimester. Failure to provide the report will make the student ineligible until the report is received by the Activities Director or High School Administration. The student will be held to all other academic standards, including maintaining comparable full-time student class credits.

VII. ATHLETICS - ADDITIONAL REQUIREMENTS FOR ELIGIBILITY

(Category A (WIAA sponsored sports only))

All athletes wishing to participate in/on an athletic team or program must complete and have on file with the Activities Department the following documents prior to their first practice.

- a. Emergency/WIAA Physical Information Form (Physical/Alternate Year Cards) with updated medical needs
- b. Signed Code of Conduct Participation Agreement Form
- c. Proof of paid user fee (per sport)
- d. Concussion Waiver - Due before the first sport, one waiver per year is required
- e. Impact Testing (baseline concussion testing) - completed every other year

Once all five (5) things have been turned in your son/daughter is eligible to join a program/team. Students are not allowed to practice in any manner until the above are complete.

In addition, students who have outstanding school obligations (registration, activity, library, lost equipment/uniforms, etc.) may not participate in or start until all fees/fines and/or obligations are taken care of.

VIII. ONLINE REGISTRATION

(Category A (WIAA sponsored sports only))

Parents are encouraged to register their students for WIAA Athletic teams by utilizing the online registration site. Parents can digitally sign the Code of Conduct, Concussion Agreement, as well as upload the Physical or Alternate Year Form. You may continue to turn in the forms to the office if you prefer.

Participation fees cannot be paid using the registration site. Payment must be made via the Family Access Account or at the Monroe High School Office.

The online registration site can be found at the Monroe School District web-site, under the Activities Tab.



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

2018-2019 High School Athletic Eligibility Information Bulletin

Monroe High School is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaawi.org.

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.

These are WIAA eligibility rules, which are **current for the 2018-2019 school year**:

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating

circumstances and a waiver has been provided.

B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.

C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.

D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.

E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.

B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.

C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.

E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.

F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).

G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.

H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from

undue influence (special consideration because of athletic ability) on the part of any person.

I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.

J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.

B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.

C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.

E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.

F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in

residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.

B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.

C. Open enrolled and/or tuition paying students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.

D. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.

E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.

F. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).

G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.

H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.

I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.

J. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.

K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.

L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education.

M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether

or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).

B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.

C. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.

D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.

E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.

F. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.

G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.

H. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a

winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.

B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.

C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.

D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.

E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.

F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

SPORTS ACTIVITIES OUTSIDE OF SCHOOL

Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including “banditing”) in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).

(1) This restriction applies to normal nonschool games as well as “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.

(2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.

(3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school’s official opening day of practice in order to continue nonschool training and/or competition.

B. During the school year before and/or after the school season of a sport and in the summertime, members of a school’s team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.

C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.

D. A student-athlete may not be instructed except during the school season of a sport and approved

summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.

E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.

Exhibit A

Grade Check Flowchart

Grade Checks begin the third week of trimester

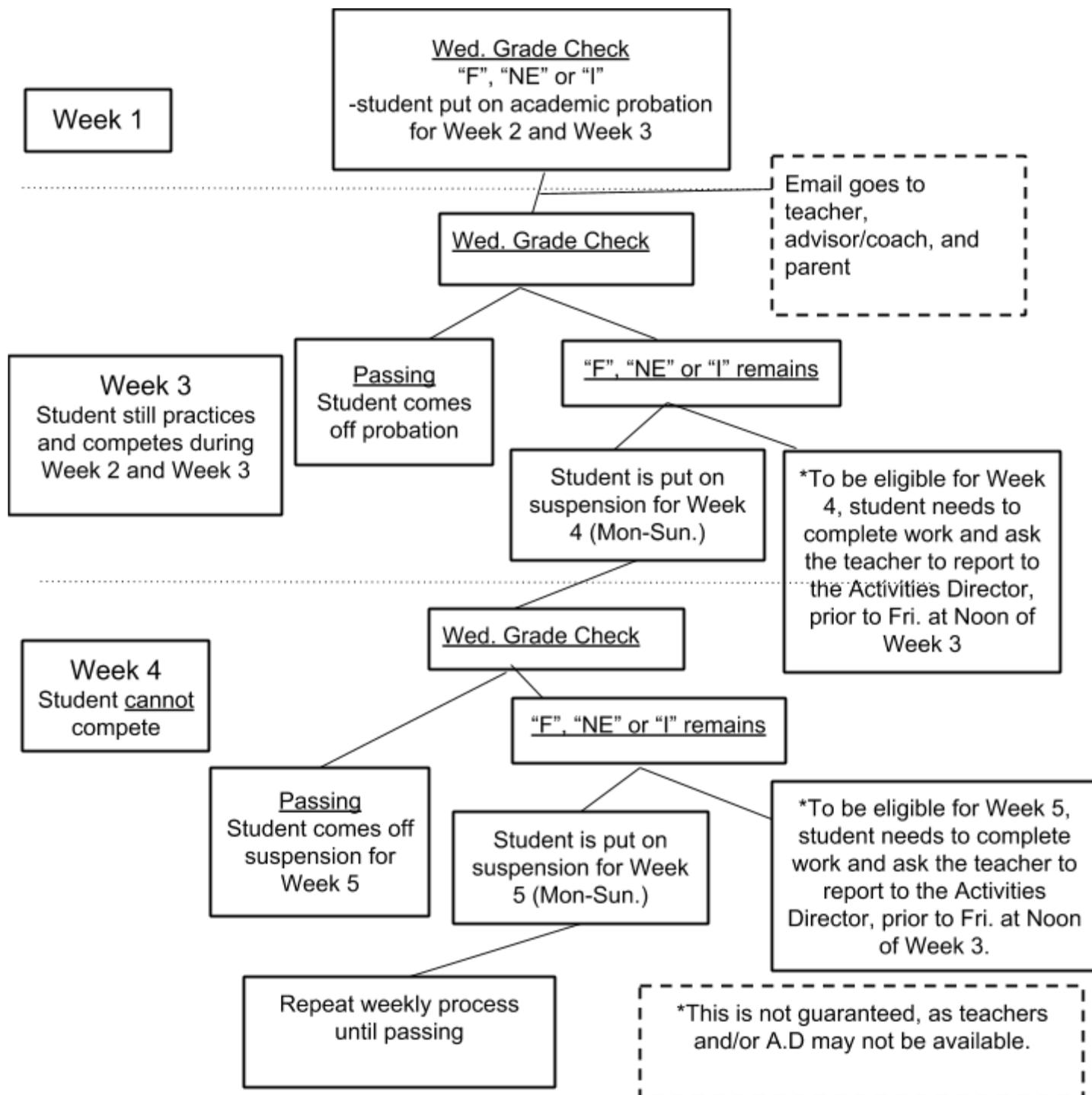


Exhibit B

Trimester Grade Flowchart

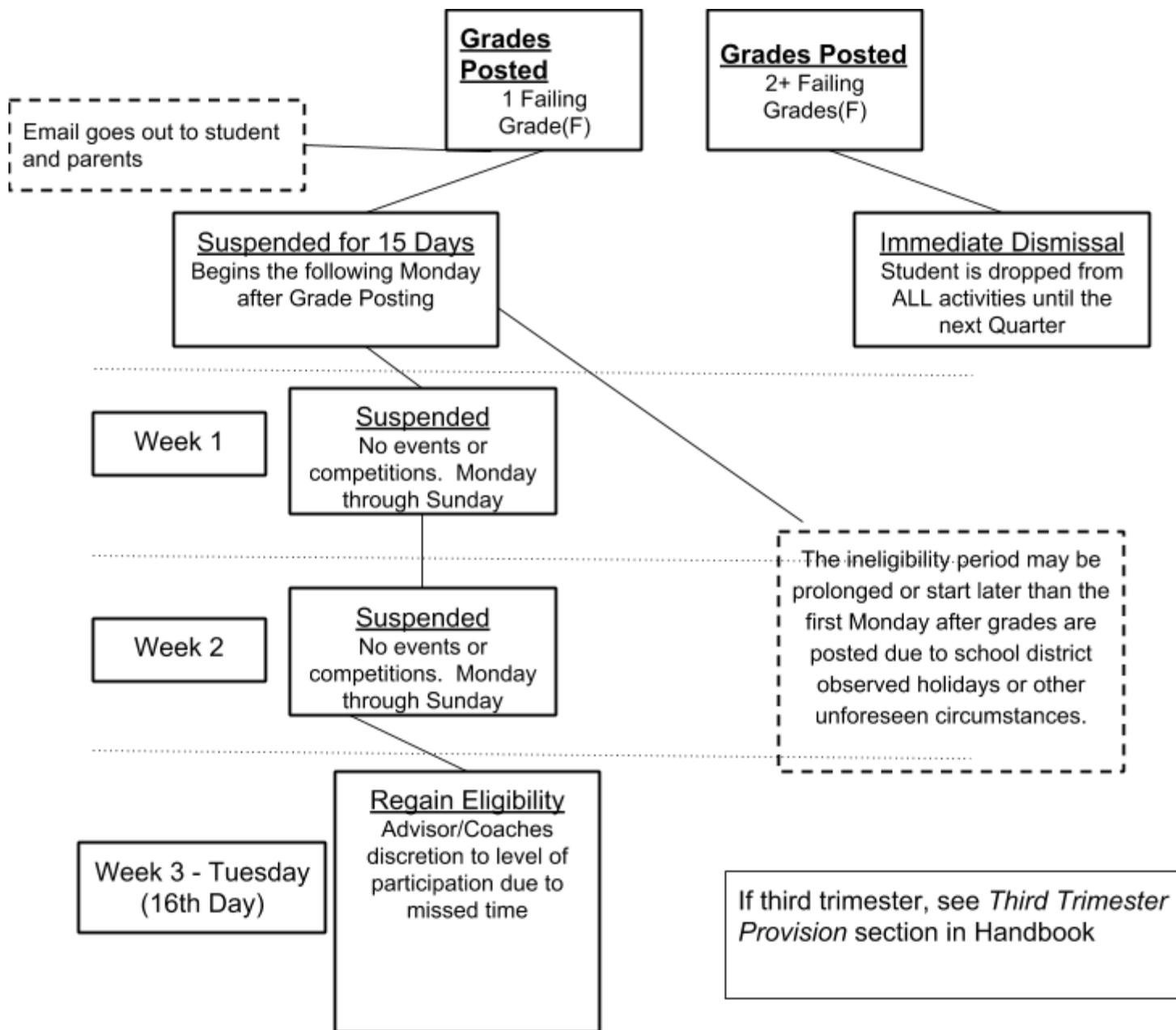


Exhibit C

PUBLIC COMPLAINTS REGARDING ACTIVITIES DEPARTMENT PERSONNEL

The Board of Education is committed to the prompt solution of any complaint(s) at the level closest to the area of concern. If the complainant feels intimidated or has reason to believe they will be retaliated against, parents or other citizens may begin at the second step below. Confidential discretion should always be used with complaints of a very serious nature and should be referred to the Superintendent or designee.

1. Parents or other citizens with complaints or concerns relating to the school district, school personnel and/or its operation should attempt to resolve the matter by discussing their complaint/concern with the school district employee involved. If resolution cannot be reached, the complaint will be subject to the following procedures unless covered by other District policies.
2. The complainant should first discuss his/her concerns with the Activities Director.
3. If the issue is not resolved with the Activities Director, he/she may contact the High School Principal.
4. If the issue is not resolved at the administrative level, may be taken to the Board of Education through an official complaint. Such requests should be made to the Superintendent in advance of the meeting, preferably in writing.

Complaints shall go through an investigative process. If appropriate, information, status and timelines of the complaint or investigation will be communicated along the process of resolution. Complaints will be retained appropriately for future reference or investigation as deemed appropriate.

These procedures exclude any complaints pertaining to wages, hours and conditions of employment. School Board members shall refer persons offering complaints concerning staff and/or aspects of the District's operation to the Superintendent.

Exhibit D

PARENT/GUARDIAN TRAVEL PERMISSION REQUEST

Turn into the Activities Director

Turn in 24 hours prior to the event

Student's Name:		
Event/Location:		
Event Date:	Teacher/Advisor/Coach/Director:	
Home Phone:	Cell Phone:	Work Phone:

I certify that I am personally transporting the above named student, or have arranged for transportation with an adult of my choosing for this student.

I understand that the Monroe School District requires that students ride the provided transportation to and from all activities and a departure from this requirement will release the Monroe School District from all liability for any adverse results that may occur.

I agree to release the Monroe School District and its employees and officers from all liability with reference to the above stated transportation.

This form must be signed by the parent or guardian as well as the Activities Director or designee and will serve for only the dates and contests listed.

***The parent/guardian or approved driver will need to sign the student-athlete IN or OUT at the event with the head coach prior to leaving the event.**

Parent/Guardian Signature:	Date:
The named student will be transported TO / FROM (circle one) the above event/location by myself or an approved adult of my choosing.	
COMPLETE ONLY IF USING APPROVED DRIVER	
Name of Approved Driver:	Relationship Student:
Contact Number:	
Signature of Approved Driver:	

Approved / Not Approved

Signature of Activities Director or designee

MONROE HIGH SCHOOL PARENT-STUDENT HANDBOOK

Important policies to be aware of for your reference. The full list of MHS Parent-Student Handbook Policies can be found on the school's web-site.

RELEASE OF INFORMATION:

The school district believes in the positive recognition of student work and activities. As such, student pictures, names, and information pertaining to activities are often released. These releases can be made to radio stations, newspapers, television stations, district web-sites, and district publications. We are assuming positive acceptance for this release of information by parents/guardians unless otherwise directed in writing. If you have any questions, please feel to contact the building administration.

ACADEMIC INTEGRITY:

Monroe High School promotes and expects ethical behavior from all members of the school community. Honesty and integrity are valued at MHS in all of our classrooms, programs and activities. Dishonest and unethical behavior, such as plagiarism, lying or cheating, will not be tolerated at any time by anyone. Please note that MHS may use software programs to check the authenticity of papers submitted to teachers. Cheating is defined as: a) copying someone else's work, such as an assignment, quiz or test, or parts thereof, and submitting it as one's own work; b) dissemination of test questions or test materials; c) allowing another student to copy your work or giving answers to another student by any means; d) utilizing aids, such as notes, crib sheets or electronic media (tablets, i-pods, cell phones, programmable calculators, etc.) to assist in the completion of a quiz or test or parts thereof when such aids are not specifically authorized by the teacher; e) copying source material or not crediting sources (plagiarism) in an attempt to present another's work as one's own on any assignment, including research papers or by cutting and pasting other's work from internet sources; f) doing work for someone else or allowing another to do your work, g) working together when instructed that the assignment should be an individual effort.

SCHOOL BOARD POLICIES

Important policies to be aware of for your reference. The full list of School Board Policies can be found on the school district's web-site.

POLICY: JFCG – TOBACCO, ELECTRONIC CIGARETTE AND/OR VAPOR DEVICE USE BY STUDENTS

Student use and/or possession of tobacco products, electronic cigarettes and/or vapor devices is prohibited in school buildings, on school grounds or while involved in school-sponsored activities. Building Administrators shall be responsible for effectively implementing this policy in all schools in the District. Students who violate this policy shall be subject to disciplinary action. The administration shall establish regulations for handling students in violation. All regulations on smoking and other tobacco use apply to all students regardless of age.

POLICY: JFCKL – LOCKER ROOM PRIVACY

The District has established this policy to protect the privacy interests of individuals who use District locker rooms. General Locker rooms are provided for use by physical education students and staff, athletes and other groups or individuals authorized by the Building Administrator or designee, or District policy. The District recognizes the privacy rights of individuals using the locker room and shall take reasonable measures to protect an individual's privacy. No person shall be permitted access to locker rooms or remain in the locker room to interview or seek information from an individual in the locker room. Such interviews shall take place outside the locker room area consistent with applicable District policies and/or school rules. For athletic contests, non-team personnel shall not be in locker rooms. Contact with District personnel (employees and/or students), or contact with visiting school personnel (employees and/or students) shall take place outside of the locker room area. This shall include media requests for interviews or information. Use of Electronic Recording Devices Under no circumstances shall any person use cameras, cell phone or similar devices, video recorders or other recording devices in the locker room to capture record or transfer any images from a locker room setting. This shall include any representation of a nude or partially nude person in the locker room. In addition the taking of photos or recording of images of a person in the locker room is prohibited. Consequences for Violation Consequences for violation of this policy shall be consistent with District policies and the school building student/parent handbook. Violator's of this policy may also be subject to referral to law enforcement agencies and penalties under state law or local ordinance. Notification and Enforcement The Building Administrator and/or designee shall be responsible for enforcing this policy. The Building Administrator and/or designee shall also be responsible for posting this policy in each locker room area and pertinent District publications. In the case of non-school district organizations or persons using school district locker rooms, that organization or person shall bear the responsibility of enforcement. Notification of this policy shall be given to any organization or party upon issuance of a building permit.

POLICY: JG – STUDENT DISCIPLINE

The measures of discipline used with the students shall be at the discretion of the administration. A positive approach in the disciplinary measures, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students, shall be used. Any student found engaging in conduct which, if that student were an adult, would constitute criminal conduct shall be immediately reported by an employee of the District to the appropriate administrator. Upon receipt of information indicating the commission of such offenses, the administrator may report the matter to the appropriate police or authority. The District shall not discriminate in disciplinary measures, including suspensions and expulsions, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

POLICY: JHA – STUDENT INSURANCE PROGRAM

A student accident insurance plan may be made available to students attending the School District of Monroe. Participation in the plan shall be strictly voluntary. The cost of insurance coverage shall be borne by the individual students. All students participating in interscholastic athletics shall be required to have accident insurance. Athletic participants must show proof of insurance or carry insurance made available by private carriers.

POLICY: AC - NONDISCRIMINATION

The District is committed to a policy of nondiscrimination in relation to race, religion, sex or sexual orientation, age, national origin, handicap, marital status, arrest or conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

The District shall establish and maintain an atmosphere, in which all persons can develop attitudes and skills for effective, cooperative living, including:

1. Respect for the individual regardless of economic or marital status, handicap, intellectual ability, race, creed, color, religion, sex or sexual orientation, age, arrest or conviction record
2. Respect for cultural differences
3. Respect for economic, political and social rights of others
4. Respect for the right of others to seek and maintain their own identities

The instructional materials used in the schools must accurately portray the history, contributions and culture of the various ethnic groups in our society.

In keeping with the requirements of federal and state law, the District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students, in their assignments to schools and classes, and in their discipline; in location and use of facilities; and in educational offerings and materials.

CHECK LIST TO PARTICIPATE

Category A

- Attend Activities Meeting
- Sign Code of Conduct Agreement
- Physical Form or Alternate Year Card
- Concussion Agreement
- Activity Fee Paid

Category B

- Attend Activities Meeting
- Sign Code of Conduct Agreement
- Participation Fee Paid if applicable

Category C

- Attend Activities Meeting
- Sign Code of Conduct Agreement
- Participation Fee Paid if applicable

PARENT - PARTICIPANT AGREEMENT**MONROE SCHOOL DISTRICT****ACTIVITIES HANDBOOK - CODE OF CONDUCT AGREEMENT**

STUDENT: I agree to abide by the Monroe High School Activities Code of Conduct and realize that any violation on my part will result in the restrictions set forth in the code. I will also have integrity to inform my Coach/Advisor and/or Activities Director if I violate this Code of Conduct.

PARENT/GUARDIAN: I have read the requirements for participation in activities and give permission for my child to participate under these conditions. I will do my part to ensure he/she follows these expectations and requirements. I will also have the integrity to inform my child's Coach/Advisor and/or Activities Director if this Code of Conduct is violated.

WIAA ATHLETIC ELIGIBILITY

STUDENT/PARENT: I certify that I have read, understand, and agree to abide by all of the information contained in the WIAA Bulletin within the handbook. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation to the information prior to signing this statement.

ASSUMPTION OF RISK STATEMENT FOR ATHLETIC PARTICIPATION

STUDENT/PARENT: I understand that playing sports can cause genuine risks to anyone who engages in them. Because of the dangers of participating in sports, I recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, and to agree to obey such instructions

In consideration of the Monroe School District permitting my participation on MHS sport team(s), clubs and/or groups and to engage in all activities related to that activity(s), I hereby assume all risks associated with participation and agree to hold Monroe School District harmless from any liability which may arise in connection with my participation in activities. I do voluntarily choose to participate in MHS activities in spite of inherent risks.

As a STUDENT and the PARENT/GUARDIAN of said student, we have read and understand the **Code of Conduct**, the **WIAA Athletic Eligibility**, the **Random Suspicionless Drug Testing Authorization**, and the **Assumption of Risk Statement for Activity Participation** and agree to be bound by these terms. I understand that this agreement is binding for 365 days from date of signature.

 Print Student Name

Signature

Date

 Print Parent/Guardian Name

Signature

Date

This form must be completed and submitted to the Activities Department prior to a student being declared eligible to practice, compete, or participate in any activity.

LET THE...

PLAYERS - PLAY

COACHES - COACH

OFFICIALS - OFFICIATE

FANS - STAY POSITIVE

