



# Co-Curricular Code Of Conduct Handbook



2018-19 School Year

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## **I. Philosophy Statement for Co-Curricular Activities**

The Green Bay Area Public School District believes co-curricular activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. Policies have been developed and are implemented to cultivate the high ideals of good citizenship, community involvement and personal growth. Although the co-curricular program is a valuable part of the total educational experience, participation in co-curricular programs is a privilege, and not a right. Student participation carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society. Participants must abide by the rules and responsibilities that apply to each co-curricular program in which they are involved in order to continue participation in these activities. We expect students to be a credit to themselves, their family, school and community.

## **II. The Goals of Co-Curricular Activity Participation**

- A. To teach attitudes of responsibility, cooperation and sportsmanship; to help students realize participation in co-curricular activities is a privilege with accompanying responsibilities.
- B. To provide activities for learning self-discipline, loyalty, team play, cooperation, personal pride, pride in organization, respect for the rights of others and the will to be successful.
- C. To provide the opportunity and to encourage all students to participate in co-curricular activities identified as a basic educational tradition.
- D. To encourage all students who participate in co-curricular activities to reach their potential.
- E. To provide school experiences of interest for all students to develop school spirit, community and commitment, thereby developing a sense of connectedness.
- F. To place the unit, team, squad, class and school above personal desires.

## **III. Code of Conduct Purpose Statement**

The first purpose of the Green Bay Area Public District Co-Curricular Code of Conduct is to establish clear and consistent academic and behavioral expectations for students to follow when participating in school district co-curricular opportunities. The second purpose of the code is to inform the students and parent(s)/guardian(s) of the consequences that will occur for rules violations. Finally, participation in co-curricular activities is a privilege, not a right.

## **IV. Definition of Co-Curricular Activities**

Co-curricular activities include any school related organized activity that is offered outside of the academic class requirements. Criteria for membership are established in the best interests of the students. Students choose to participate voluntarily. Students who comply with these rules demonstrate a dedication to self-improvement, commit to high personal standards and enhance the best interests of teammates and co-participants.

The Green Bay Area Public School District complies with all federal and state laws and regulations prohibiting discrimination and with all related requirements and regulations of the U.S. Department of Education. The District shall have separate but comparable facilities available for males and females where appropriate.

It is the policy of the Green Bay Board of Education that, "No person may be denied admission to any public school or to be denied participation in, be denied benefits of, or be discriminated against in any curricular, co-curricular, disciplinary policies, pupil services, recreational or other program or activity

because of the person's sex, religion, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability." (See, Wis. Stat. § 118.13.)

Co-curricular activities for grades 6-12 are divided into three (3) categories:

- Category 1 - Athletics (WIAA governed);
- Category 2 – Performance-Based, Competitive, and Leadership Activities; and
- Category 3 – Service Clubs and Special Interest Groups.

The activities that are classroom related in which a grade is attached, are not included in this code. District, School, Wisconsin Interscholastic Athletic Association, Conference (high school) and League (middle school) policies and rules govern all student activities. In addition, each category has unique rules and expectations which regulate participation.

### **Membership**

At least one parent or guardian and the student must attend a co-curricular rules interpretation meeting or view the code presentation online prior to the start of the student's first session of participation. The co-curricular code book is available in each high school office. The signature page on the Activities Eligibility Form must be signed by both the parent and the student and submitted to the main office every school year.

The procedure for joining any of the Green Bay Area Public School District co-curricular activities is as follows:

#### **For Athletics Only**

Students must have the following:

- A physical and Physical Form completed by a licensed physician every other year;
- An Alternate Year Form in the years the physical is not required;
- Co-Curricular Code Participant - Parent Acknowledgement Signature Form;
- Signed Concussion Form;
- HIPAA Form; and
- Emergency Information Form.

#### **For All Co-Curricular Activities**

Students must complete the following:

- An Emergency Information Form;
- Co-Curricular Code Participant - Parent Acknowledgement Signature Form; and
- Signed Concussion Form.

Activities Director or designee will conduct a code meeting for co-curricular non-athletic groups prior to the activity start date.

## **V. Categories of Activities**

### **Category 1 – Athletics (WIAA governed)**

The Green Bay Area Public School District co-curricular code and the Wisconsin Interscholastic Athletic Association (WIAA) govern interscholastic athletics. The WIAA is a voluntary, incorporated and nonprofit organization located in Stevens Point, Wisconsin. All WIAA and other pertinent national and

state governing regulations as published will apply to this code and are available upon request. The following are within this category, but not limited to:

- **Fall** – Cross Country (Boys and Girls), Football, Golf (Girls), Soccer (Boys), Swimming (Girls), Tennis (Girls), Volleyball (Boys and Girls)
- **Winter** – Basketball (Boys and Girls), Hockey (Boys and Girls), Swimming (Boys), Wrestling (Boys)
- **Spring** – Baseball, Golf (Boys), Soccer (Girls), Softball, Tennis (Boys), Track and Field (Boys and Girls)

All middle school interscholastic (competing outside of the school) sports are included in this category.

### **Category 2 – Performance Based, Competitive and Leadership Activities**

These are activities that are competitive in nature, require tryouts, or have a defined selection process. Examples include but are not limited to: Badger Girls/Boys, Cheerleading, Dance, DECA, FBLA, FFA, Forensics, HOSA, Jazz Band, Mock Trial, Musicals, Plays, Show Choir, Swing Choir, Student Council, Lacrosse and Bowling.

### **Category 3 – Service Clubs and Special Interest Groups**

Clubs and special interest groups are defined as those activities generated by student and/or staff interest. Students participate on a voluntary basis and are not involved in public performances. Examples include but are not limited to Art Club, Chess Club, Diversity Club, Environmental Club, Future Teachers of America, Intramurals and Link Crew.

## **VI. Academic Expectations**

### **A. Academic Eligibility Description**

#### **1. Academic Eligibility Standard:**

- a. A student cannot have more than one failing grade which constitutes two F's or one F and one incomplete or two incomplete grades as defined below to be eligible to participate in any co-curricular activity.
- b. This standard is applied when six-week grade reports are issued and again at the end of each semester, when the permanent semester grades are issued. Students who have more than one failing grade which constitutes two F's or one F and one incomplete or two incomplete grades will lose their eligibility. When courses span more than one period and receive dual credit, a failing grade would only be calculated once for eligibility purposes.
- c. Students must meet the definition, as set by the Green Bay Area Public School District, of being a full time student.
- d. In addition to the academic expectations listed herein, all co-curricular participants are expected to follow the rules and regulations as established by the student's coach/advisor and as approved by the Activities Director. A document shall be provided to each student with these expectations and shall be distributed to each participant and his/her parents at the beginning of each specific activity/season and kept on file with the Activities Director. Rules and consequences established by a coach/advisor cannot supersede the provisions of the Green Bay Area Public School District co-curricular code.

#### **2. Academic Ineligibility Generally Defined:**

- a. Loss of Eligibility: An affected student cannot participate in any performances or contests for a period of time as defined by this code. If a student does not correct

his/her academic deficiencies in the time specified, he/she will remain ineligible until his/her academic performance once again meets the standard that has been established in this code.

- b. Academic Ineligibility Period:
    - i. The period of ineligibility is independent of the number of contests or events in a season. For students who are ineligible at the end of a season or activity, the academic ineligibility period will continue until the student reestablishes eligibility.
    - ii. The ineligibility period is different for the six-week grade reports and semester grades. The six-week report is viewed as a grade in progress. Failing grades received at semester grading times are treated differently because they are the basis for determining a student's grade of record (i.e. permanent records, grade point average).
  - c. Students who are academically ineligible will not miss class due to an away event. If the student's sport/activity has an away event and the bus to transport the team/group leaves during the school day, the student could choose to find alternative transportation to attend the event.
3. Regaining Academic Eligibility:
- a. If a student wishes to regain eligibility, he/she is expected to be at rehearsals, practices and games/events during his/her period of ineligibility.
  - b. Students receiving one or more F's will be expected to participate in a tutorial session/lab on a daily basis until the F has been changed to a higher grade. Grades will be evaluated beginning at the first six-week grading period of the school year. Any exception to this expectation must be approved by the Activities Director.
  - c. A coach/advisor is encouraged to monitor his/her student participant's academic progress at regular intervals in addition to the official school-wide grade checks every six (6) weeks. If this additional monitoring is to be used with consequences attached, the coach/advisors must first get administrative approval at the building, and then share them in writing at the start of the season/activity with the students and parents.
4. Regaining Athletic Eligibility with Summer School Courses (High School Only):
- a. Any student who becomes ineligible at the end of the 2nd semester may regain his or her eligibility by successfully completing comparable summer school courses.
  - b. A comparable course is one that is equivalent to the course(s) the student failed causing the ineligible status.
  - c. The courses must be offered by an accredited learning institution and be of an equivalent nature to the course(s) failed. Additionally, the student must have received prior approval of the Principal and Activities Director for the course to be used for regaining eligibility.
  - d. It is not the school's responsibility to create summer school courses to cause a student to regain eligibility.
  - e. Grades for courses taken during the summer must be received by the first contest, game or public event in order for the student to regain eligibility. If such grades are not received, then procedures for gaining eligibility as listed in the code under semester grades will be followed.
  - f. For Fall sports, the minimum ineligibility period will be twenty-one (21) consecutive calendar days beginning with the date of earliest allowed competition, or one-third

of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). See WIAA chart available from the activities directors.

## B. Progress Grade Reports

### 1. High School Action

**Preble, Southwest, and West High School: Grading Periods 1, 2, 4 and 5.**

**East High School: Grading Periods 1, 3 and 5.**

Students are ineligible to participate in games, contests or public events for one week beginning on the Monday\* following the posting of the grades and ending on the following Monday\* if students have more than one failing grade which constitutes two F's or one F and one incomplete or two incomplete grades. Please refer to E. Incompletes on page 8 for additional information. To become eligible after the one week of ineligibility, students must provide the Activities Director or designee a school provided form (See Appendix C) to document the updated six week grades.

If, after one week, the student fails to meet the eligibility standard in all subjects, the student is ineligible to participate. Any day after the ineligibility period, the student will have another opportunity to gain his/her eligibility by completing the proper form (Appendix C) and returning it to the main office.

\* Regardless of school being in session or not, Monday will be the day designated as the start of ineligibility.

### 2. Middle School Action

**All Middle Schools: Grading Periods 1, 2, 4 and 5.**

This standard is applied at the start of each activity, when six-week grade reports are issued, and again at the end of each semester. Students who have received more than one failing grade which constitutes two F's or one F and one incomplete or two incomplete grades will lose their eligibility. Please refer to E. Incompletes on page 8 for additional information. Loss of eligibility means that the affected student cannot participate in any performances and/or contests until the student is receiving passing grades in all classes in order to regain eligibility. Once a student receives passing grades, he/she will immediately regain eligibility.

## C. Final Grade Reports

### 1. High School Action

**Preble, Southwest, and West High School: Grading Periods 3 and 6.**

**East High School: Grading Periods 2, 4 and 6.**

- a. A student must not have more than one failing grade which constitutes two F's or one F and one incomplete or two incomplete grades beginning the Monday\* following the posting of the final grade reports. Please refer to E. Incompletes on page 8 for additional information. Students are ineligible to participate in games, contests or public events for a period of 15 consecutive school days and nights ("15-day period"). The 15 day period will begin the Monday\* following the posting of the grades by the high school office and continue for 15 school days.
- b. For Fall sports and activities that begin competition before the opening day of school, the second semester or third trimester grades from the previous school year shall be used to determine eligibility. The period of ineligibility shall be the lesser of (1) three week period (21 consecutive calendar days) from the date when the first contest can be

scheduled; or (2) one-third of the games/meets/events allowed in the sport/activity. Students are required to attend practices during the period of academic ineligibility.

To become eligible after the 15-day period of ineligibility, students must provide the Activities Director or designee a school provided form (See Appendix C) to document the updated grades. If, after the 15-day period the student fails to meet the eligibility standard in all subjects, the student is ineligible to participate. Any day after the ineligibility period, the student will have another opportunity to gain his/her eligibility by completing the proper form (Appendix C) and returning it to the main office.

## **2. Middle School Action**

### **All Middle Schools: Grading Periods 3 and 6.**

This standard is applied at the start of each activity, when six-week grade reports are issued, and again at the end of each semester. Students who have received more than one failing grade which constitutes two F's or one F and one incomplete or two incomplete grades will lose their eligibility. Please refer to E. Incompletes on page 8 for additional information. Loss of eligibility means that the affected student cannot participate in any performances and/or contests until the student is receiving passing grades in all classes in order to regain eligibility. Once a student receives passing grades, he/she will immediately regain eligibility.

## **D. Posting of Grades and Notification of Academic Ineligibility**

1. Grades are considered posted when they are received by the Activities Director. Periods of ineligibility for six-week grades and semester one grades begin on the Monday\* following the posting of grades.
2. Upon posting of the grades, the Activities Director will notify the coaches and advisors of the failing grades. Coaches and advisors will be held accountable for informing participants of academic ineligibility and withholding that student from participation. The Activities Director will mail notification to parent/guardian in a timely fashion.
3. It is the responsibility of the head coach or advisor to monitor a student's progress and to ensure that all students participating in a contest or event are academically eligible. The Activities Director will provide coaches and advisors with lists of students who receive failing grades on six-week grade reports and semester report cards. The coach or advisor will notify the student. The student will provide the coach or advisor the information necessary to prove that they are once again academically eligible to participate.

## **E. Incompletes**

Incompletes (I) are treated as failing grades and could make the student ineligible to participate in any activity. Upon verification by the teacher issuing the incomplete, a student who completes the necessary requirements to attain a passing grade will immediately regain their eligibility providing they have no more than one (1) additional failing grade.

## **F. Individualized Education Plan**

A student with a disability who is enrolled in any state-approved special education program and who receives no usual letter grades for such courses may be academically eligible for participation if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.



## VII. Attendance Expectations

### A. Expectations Generally Defined

1. School attendance and academics are the priority for all students that participate in a co-curricular activity. The school attendance requirements are as follows:
  - A student must be in school the last one-half of the day in order to participate in practice.
  - A student must be in school for the entire day on the day of a contest, performance and competitive event in which he/she is going to participate.
2. Coaches and advisors will monitor attendance daily through communication with the attendance offices. Exceptions may be granted by a Building Administrator for special circumstances. Examples of this would include, but are not limited to:
  - Cases of family emergency (approved by a Building Administrator);
  - Written medical release from physician; or
  - Medical related appointments.
3. In addition to the attendance expectations listed herein, all co-curricular participants are expected to follow the rules and regulations as established by the student's coach/advisor and as approved by the Activities Director. A document shall be provided to each student with these expectations and shall be distributed to each participant and his/her parents at the beginning of each specific activity/season and kept on file with the Activities Director. Rules and consequences established by a coach/advisor cannot supersede the provisions of the Green Bay Area Public School District co-curricular code.

### B. Unexcused Absences

An unexcused absence from any period in the school day during a sports season for category 1 activities, and during the week of competition/events for category 2 activities, and/or repeated absences and tardiness on the day following an event/contest/competition for both category 1 and 2 activities, will result in:

- **First offense:** suspension from next contest, event, competition.
- **Second offense:** suspension from the next two (2) contests, events, competitions.
- **Third offense:** suspension for the remainder of the season/activity.

### C. Suspensions in School

Any student who is assigned to ISS (In School Suspension) for one-half day or more may not participate in co-curricular contests, functions, or practices, on the day(s) they are serving the suspension. However, a student assigned to ISS on a Friday would be allowed to participate on the following Saturday or Sunday provided the student has completed his/her suspension.

### D. Suspensions Out of School

A student who is serving an out-of-school suspension may not participate in any co-curricular practices or contests on days or portions of days of scheduled contests, functions and practices when the suspension is in effect until it is fully served. This may include Saturday competition, i.e., suspended on Friday and Monday. Students may not practice on days when a suspension is in effect.

## **E. Scheduling Conflicts with Other Activities/Athletics**

Students and parents can expect that Activities Directors and Coaches/Advisors will meet on a regular basis to develop a schedule of events, practices and rehearsals that attempts to avoid major conflicts. Ideally, arrangements would be made in advance so that the student could participate in desired activities and athletics on a shared time basis. However, understanding that conflicts may still occur, students faced with conflicts should follow these guidelines:

### **1. Conflict – Practice/Rehearsal with Game/Performance**

When a regularly scheduled practice/rehearsal conflicts with a game/performance/event, the student is expected to attend the game/performance/event.

### **2. Conflict – Co-Curricular with Co-Curricular**

When two co-curricular events conflict, the student/parent shall choose which event to attend and inform the coach and advisor of his/her decision. It is recommended the coach/advisor is notified a minimum of 72 hours before the conflict. The student is not to be disciplined in any manner for his/her decision.

### **3. Conflict – Co-Curricular with Curricular**

When a co-curricular event and a curricular event conflict in which the student is to receive a grade, the student must first consider the effect of his/her decision upon his/her grade. If the student/parent chooses to attend the co-curricular event he/she must inform the curricular teacher of his/her decision a minimum of 72 hours before the conflict, complete the missed class work or an appropriate makeup assignment as determined by the teacher. No grade reduction will occur if the assignment is completed by the designated deadline. If the student/parent chooses to attend the curricular event, he/she must inform the coach and/or advisor of his/her decision a minimum of 72 hours before the conflict. The student is not to be disciplined in any manner for his/her decision.

## **F. Absences Due to a Scheduled Contest, Event, or Performance**

All class work missed due to an absence for a scheduled contest, event or performance is considered excused and needs to be made up according to the process set up in the High School Student Handbook. It is the student's responsibility to obtain, complete, and submit his/her make-up work within timelines established by the student's teachers.

## **G. Excused Absences for Co-Curricular Events/Practices/Games**

Students who must miss practices or events are excused only for the following reasons:

- Personal Illness or Personal/Family Problems - The student in question must talk to the coach or advisor of the given program and make known the difficulty and expected absence.
- Family Vacations (with at least one parent or guardian) - It is recommended that when a student is involved in a particular co-curricular activity that every effort be made to schedule family vacations around the requirements of the activity and calendar of the school. It is also understood that this is not always possible. When the latter is the case, the coach or advisor of the activity should be informed, as far in advance as possible, of the beginning date of the vacation as well as the length of the vacation.

## VIII. Behavioral Expectations

Students choosing to participate in co-curricular activities agree to act in a manner that positively represents themselves, their team/group, the school and the district. Participation in co-curricular activities is a privilege, not a right.

### A. Prohibited Conduct

A student participating in athletics or activities covered under this Code of Conduct is prohibited from engaging in the following conduct. Any finding that a student engaged in this conduct may result in the student being deemed ineligible for participation as noted below. The following conduct is prohibited throughout the course of the school year, regardless of whether the student is actively participating in an activity or sport at the time of the prohibited conduct.

#### 1. Conduct Unbecoming a Student Co-Curricular Participant

Conduct in direct violation of the co-curricular code and unbecoming of a student participant will not be tolerated. Conduct unbecoming of a student co-curricular participant may include, but is not limited to the following:

- a. Stealing in or out of school;
- b. Flagrant misbehavior in class/school;
- c. Disrespectful attitude toward school personnel (i.e. insubordination, repeated referrals);
- d. Conduct which adversely affects and impedes the safe and effective management of the school environment and its occupants, including disorderly conduct as defined by state law;
- e. Bullying, harassment or hazing;
- f. Acts of vandalism;
- g. Representation of themselves or others, inappropriately or unlawfully on the Internet. This would include Instagram, on-line profiles, twitter, social media, etc.
- h. Conduct contrary to the ideals, principles and standards of the Green Bay Area Public School District, the applicable athletic conference or league, and the Wisconsin Interscholastic Athletic Association, including but not limited to criminal behavior.
- i. In addition to the prohibited conduct listed above, all co-curricular participants are expected to follow the rules and regulations as established by the student's coach/advisor and as approved by the Activities Director. A document shall be provided to each student with these expectations and shall be distributed to each participant and his/her parents at the beginning of each specific activity/season and kept on file with the Activities Director. Rules and consequences established by a coach/advisor cannot supersede the provisions of the Green Bay Area Public School District co-curricular code.

#### 2. Alcohol, Drug, Tobacco, Nicotine, Alternative Smoking Products or Other Prohibited Substance Use

All participants in co-curricular activities shall be suspended from participation in co-curricular activities for engaging in any of the following conduct:

- a. Selling, purchase, possession, or the consumption of alcoholic beverages. This prohibition includes the purchase, possession or consumption of alcohol alternatives, non-alcoholic beer or an intoxicant look-a-like;
- b. Selling, purchase, possession, or the consumption or use of illegal drugs, controlled substances, street drugs, look-a-like drugs, and banned performance-enhancing substances (PES);
- c. Purchase or possession of drug paraphernalia;

- d. Selling, purchase, possession, or use of all tobacco products, tobacco-like products, nicotine products or alternative smoking products (including but not limited to electronic cigarettes);
- e. Hosting, sponsoring, organizing, or otherwise arranging a party or gathering at which alcohol, drugs, or look-a-likes are being used/consumed or offered to minors (See 4. below)

### **3. Mere Presence**

Students are prohibited from being in settings where the aforementioned prohibited substances are present as described below. It is generally recommended that students should avoid situations that could call into question their presence at a prohibited establishment or gathering. This prohibition shall not apply to recognized and established religious practices.

- a. Presence in settings where any of the aforementioned prohibited substances are in use by minors;
- b. Presence in drinking establishments or attendance at gatherings where consumption or use of alcoholic beverages or illegal or prohibited drugs is taking place.
  - This rule does not prohibit a student's presence in an establishment that is primarily a dining establishment or presence in drinking establishments while under the direct control and supervision of a student's parent(s)/guardian(s).
  - This rule does not prohibit being employed at drinking establishments where such employment is permitted by law.
  - This rule does not prohibit presence at a golf course or bowling alley where alcoholic beverages may be served.
  - This rule does not prohibit attendance at weddings, reunions, anniversaries or other ceremonial functions where alcohol may be served.
  - Where students are permitted to be present but where alcohol is served, a student may not consume alcohol or be in possession of alcoholic beverages regardless of parental permission. Parental permission does not supersede the provisions of this code.
- c. A student may be found to be in attendance at a gathering, in violation of this policy and outside of the exceptions noted above, as evidenced by:
  - The student's admission;
  - A police report;
  - A signed statement from a responsible witness as determined by Administration.

### **4. Hosting and/or Supplying**

The following conduct shall be prohibited under this Code:

- a. Hosting or permitting a gathering to take place at a student's home or on his/her property under his/her control where alcohol or prohibited substances are provided or consumed by the student and/or others;
- b. Supplying alcohol or other prohibited substances to others.

## **B. Procedures for Investigating Allegations of Code Violation(s)**

### **1. Allegations and Reporting**

- a. All allegations regarding student(s) violation(s) of the Code shall be reported in a confidential manner to the Activities Director preferably, in writing. Where a conflict of

interest exists for the Activities Director regarding such allegation, the allegation shall be referred to the Associate Principal.

- b. Upon receiving an allegation, the Activities Director shall, in a reasonable timely manner, engage in an initial fact-finding to determine whether the allegation warrants a formal investigation. The Activities Director is not required to investigate anonymous reports of code violation(s).
  - c. During the reporting and initial fact-finding process, every reasonable effort shall be made to keep confidential the identity of those accused and the accuser(s).
2. Investigation
    - a. Where sufficient information exists to form the basis for a plausible code violation, the Activities Director shall conduct a fair, impartial and unbiased formal investigation into the allegations. Such investigation shall commence and conclude in a reasonable timely manner.
    - b. The Activities Director shall keep a record of his/her investigation which shall include a statement of the allegation(s), a summary description of the evidence reviewed, summaries of the relevant interviews, and conclusions of the investigation.
    - c. The accused shall be provided an opportunity to meet with the Activities Director and respond to the allegation(s) in the course of the investigation. Refusal to meet with the Activities Director or provide a response to the allegation(s) shall not prohibit the Activities Director from concluding the investigation and making findings and conclusions of a penalty where appropriate.
    - d. Interviews of material witnesses as determined by the Activities Director shall be conducted by the Activities Director or his/her designee. These interviews shall be conducted in a private location.
  3. Findings and Conclusions
    - a. Based upon his/her findings, the Activities Director will interpret the evidence and make a determination as to what infraction has, or has not, taken place.
    - b. The findings and conclusion shall be made in a reasonable timely manner.
    - c. Such findings and conclusion may take into account the student's prior code of conduct infraction(s).

## C. Consequences for Code Violations

Where an allegation of a code violation has been substantiated by the Activities Director, the following consequences may be imposed. The District reserves the right to impose a greater penalty as deemed appropriate based on the severity of the infraction. The severity of the infraction may influence the level of the consequence. To provide for consistent implementation of consequences under this section throughout the District, all high schools and middle schools shall maintain a file listing the violation and applicable penalty. Accumulation is based on violation, not category (ie first violation of Alcohol, Drug and Tobacco offense and first violation of Mere Presence equals second violation.)

### 1. First Violation

#### a. Conduct Unbecoming a Student

A student found to have engaged in conduct unbecoming of a student will be subject to the consequences described below.

Where a student is found to have engaged in conduct unbecoming of a student for the first time, a student may be provided latitude by the Activities Director, up to a maximum of a 25% reduction of the suspension from contests or performances.

**b. Alcohol, Drug, Tobacco, Nicotine, Alternative Smoking Products or Other Prohibited Substance Use**

i. Category 1 - Athletics

*First Violation: (in season)*

Suspension from playing 25% of a season's actual games and contests scheduled. If the season's contests/schedule has already begun and the full suspension cannot be served, the remaining number of games or contests will be carried over to the next sport's season. Student athletes must complete all seasons in good standing. If the student athlete does not complete a season in good standing, the entire penalty will be served in the next sport's season.

*First Violation: (out of season) (took number off)*

Suspension from playing in 25% of the next season's scheduled contests the athlete participates in after the violation. Athletes must end the season in good standing. If the student athlete does not complete a season in good standing, the entire penalty will be served in the next sport's season.

ii. Category 2 - Performance Based/Competitive/Leadership Activities

*First Violation:*

Student participants may choose either (a) or (b) as listed below:

- a) Suspension from participating in 25% of an activity's contests/performances. If the activity has more than one performance/contest in a day, the suspension is for the whole day of the scheduled event.
- b) Suspension from participation until twenty-five (25) hours of community service are completed. It is the suspended student's responsibility to set up the community service hours/schedule. The schedule must be approved by the Activities Director and must include dates/hours to be served (one-half [1/2] hour increments minimum), name and phone number of the adult who will be supervising, and the projected completion date. This plan needs to be approved and on file in the office of the Activities Director for the student to continue in Category 2 activities. Failure to complete the agreed to community service hours by the agreed upon time schedule will result in the immediate suspension from all co-curriculars until further review by the Activities Director.

iii. Category 3 - Service Clubs and Special Interest Groups

Students participating in any Category 3 activities will be expected to comply with the academic, attendance and behavioral expectations as listed as part of the co-curricular code. In order to be eligible to participate, students must be in good standing, exhibit proper school behavior, and have no school violations. Students who violate stated rules are subject to removal from the activity as deemed appropriate by the activity advisor and/or the Activities Director. The advisor and/or the Activities Director will make all eligibility determinations.

**c. Mere Presence**

Suspension from participating until fifteen hours of community service are completed (not to exceed suspension from playing 25% of the season's contests/schedule.) It is the suspended student's responsibility to set up the community service hours/schedule. The schedule must be approved by the Activities Director and must include dates/hours to be served (one-half hour increments minimum), name and phone number of the adult who will be supervising, and the projected completion date. This plan needs to be approved and on file in the office of the Activities Director for the student to continue in activities. Failure to complete the agreed to community service hours by the agreed upon time schedule will result in the immediate suspension from all co-curricular until further review by the Activities Director.

**2. Second Violation - Conduct Unbecoming a Student, Alcohol, Drug, Tobacco, Nicotine, Alternative Smoking Products or Other Prohibited Substance Use, or Mere Presence**

**c. Athletics & Activities -in season**

Suspension from playing 50% of a season's contests/schedule. If the season's contests/schedule has already begun and the full suspension cannot be served, the remaining number of games or contests will be carried over to the next sport's season. He/she is also required to successfully complete a Student Assistance Plan (see 6. b. for specific requirements). Student athletes must complete all seasons in good standing. If the student athlete does not complete a season in good standing, the entire penalty will be served in the next sport's season.

**d. Athletics only -out of season**

Suspension from playing in 50% of the next season's contests the athlete participates in after the violation. He/she is also required to successfully complete an approved educational counseling, assistance, and/or assessment program and follow through with the recommendations before they are eligible for reinstatement. The athlete must end the season in good standing.

**3. Third Violation - Conduct Unbecoming a Student, Alcohol, Drug, Tobacco, Nicotine, Alternative Smoking Products or Other Prohibited Substance Use, or Mere Presence**

The student athlete will be immediately suspended for one calendar year from date of violation. He/she is also required to successfully complete an approved educational counseling, assistance, and/or assessment program and follow through with the recommendations before they are eligible for reinstatement.

**4. Fourth Violation - Conduct Unbecoming a Student, Alcohol, Drug, Tobacco, Nicotine, Alternative Smoking Products or Other Prohibited Substance Use, or Mere Presence**

The student athlete will be suspended from Category 1 - athletics for the remainder of his/her high school career.

## 5. **Hosting/Supplying:**

A student who hosts and/or supplies alcohol and/or prohibited substances will be given a penalty at the next highest level above the level he/she would normally receive. Example: If a student hosts a party and it was his/her first violation, he/she would be given a violation as his/her second offense. (Note: A student who hosts/supplies may not use the self-reporting penalty reduction.)

## 6. **Additional Considerations**

### a. **Cumulative Record**

A student's prior disciplinary record will be cumulative over a student's middle school career. Middle school violations will not carry over to his/her high school enrollment. High school violations will be cumulative over a student's high school career.

### b. **Simultaneous Consequences**

If a student is participating in more than one co-curricular at a time in Categories 1, 2 and 3, the full consequences will apply to each activity in all categories he/she are currently involved. Consequences for category 1-athletics will apply immediately if in season, if out of season the penalty will apply upon the start of the next sport's season. Consequences for Categories 2 and 3 are for only those activities that students are currently participating in.

## 7. **Reduction of Penalties**

### a. **Self-Reporting**

Students in all Category 1 and 2 co-curriculars who self-report within 24 hours or by the end of the next student school day to school authorities and/or their coach/advisor, and who are truthful shall receive a 10% of the season/activity suspension in lieu of the 25% suspension from all Category 1 and 2 co-curriculars that the student is currently involved in at the time of the incident (or fifteen hours of community service in lieu of twenty-five hours). For the Mere Presence Category the reduction would be five hours of community service in lieu of 15 hours. This self-reporting must occur prior to school authorities beginning an investigation of a possible code violation. This reduction can only be used if it is the student's first offense.

### b. **Student Assistance Plan**

If a student agrees to participate in an educational counseling, assistance, and/or assessment program and follows through with the recommendations given during the assessment, the period of suspension shall be reduced by 50% from the original Alcohol, Drug and Tobacco suspension. This reduction can only be used if it is the student's first offense. The student must follow through with all recommendations of the counselor or approved community agency. Verification of follow through will be required, with a copy given to the Activities Director. Failure to follow the counseling recommendations will result in the student being dropped from all present and future co-curricular activities until proper documentation of follow-up is received. All screenings are confidential. Acceptable sources of counseling are as follows:

- A Green Bay Area Public School District employee with an administratively approved program. This program will result in no loss of school time for the student.



- A licensed counselor not employed by the school district and mutually agreed upon with the Activities Director prior to the onset of the counseling experience. This program is at his/her parent's/guardian's expense and the student must be able to establish that he/she is complying with the counselor's recommendation.

A copy of the planned assessment and supporting documentation of progress made must be made available to the Activities Director prior to reinstatement. A release of information may be necessary for the Activities Director to have contact with the counselor.

A student is eligible for a reduction in a penalty under this provision once during his/her middle school enrollment and once during his/her high school enrollment.

## **IX. Appeals Process**

Appeals of imposed consequences may be filed as described below. During the term of such appeal, the consequence as imposed by the Activities Director shall remain in force.

### **A. First Level Appeal – Appeal to Principal**

1. **Basis for Appeal:** A student, parent or guardian may submit an appeal of the imposed consequence on the following bases:
  - a. The interpretation and application of the Code was incorrect;
  - b. A factual dispute exists as to the underlying facts that form the basis of the consequence; or
  - c. The investigation into the alleged violation was not consistent with due process.
2. **Appeal Process:**
  - a. The appeal must be directed to the Principal within five (5) school days of the Activities Director's initial decision.
  - b. Failure to file the appeal within the timelines noted herein will result in denial of the appeal. The Principal shall have no jurisdiction to hear such appeal where the student and/or parent/guardian failed to file the appeal in a timely manner.
  - c. The appeal must be in writing and must include the rationale for the appeal.
  - d. The Principal will meet with the parent and student for the appeal.
  - e. The finding and decision of the Principal will be in writing and sent to the student and his/her parent/guardian within five (5) school days.
3. The Principal shall review the appeal and determine whether:
  - a. The process for imposing the consequence was followed; and/or
  - b. The facts as alleged that form the basis of the consequence were proven by the Activities Director.
4. Except where an appeal is sustained, there shall be no modification or amendment to the consequence imposed by the Activities Director.

### **B. Second Level Appeal – Appeal to Co-Curricular Council**

1. **Basis for Appeal:** A student, parent or guardian may submit an appeal of the imposed consequence on the basis that due process was not afforded at the First Level of the Appeal.
2. **Appeal Process:**
  - a. The student and/or parent/guardian may appeal in writing the decision of the Principal within five (5) school days after receiving a copy of the decision of the Principal to the Co-Curricular Council.

- b. A hearing before the Co-Curricular Council shall be scheduled as soon as possible, but no later than five (5) school days after receiving the appeal request. The student and/or parent/guardian may agree to waive a hearing before the Co-Curricular Council within five (5) school days of receiving the appeal request.
- c. Failure to file the appeal within the timelines noted herein will result in denial of the appeal. The Co-Curricular Council shall have no jurisdiction to hear such appeal where the student and/or parent/guardian failed to file the appeal in a timely manner.
- d. The Co-Curricular Council shall review the appeal and determine whether due process was afforded to the student at the First Level Appeal.
- e. Except where an appeal is sustained, there shall be no modification or amendment to the consequence imposed by the Activities Director.
- f. The finding and decision of the Co-Curricular Council will be in writing and sent to the student and his/her parent/guardian within five (5) school days.

### **C. Third Level Appeal – Appeal to the Associate Superintendent Overseeing Athletics and Co-Curriculars**

1. Basis for Appeal: A student, parent or guardian may submit an appeal of the imposed consequence on the following basis:
  - a. Facts or Evidence exist that were not considered by the Activities Director, Principal or Co-Curricular Council; or
  - b. Due process was not afforded at the Second Level of the Appeal.
2. Appeal Process:
  - a. The student and/or parent/guardian may appeal in writing within five (5) school days after receiving a copy of the decision of the Co- Curricular Council to the Associate Superintendent overseeing athletics and co-curriculars.
  - b. Failure to file the appeal within the timelines noted herein will result in denial of the appeal. The Associate Superintendent shall have no jurisdiction to hear such appeal where the student and/or parent/guardian failed to file the appeal in a timely manner.
  - c. The Associate Superintendent shall review the appeal and determine whether:
    - i. Facts or evidence exist that were not considered by the Activities Director, Principal or Co-Curricular Council; or
    - ii. Due process was not afforded at the Second Level of the Appeal.
  - d. Except where an appeal is sustained, there shall be no modification or amendment to the consequence imposed by the Activities Director.
  - e. A decision will be rendered in writing within five (5) school days.
  - f. The decision of the Association Superintendent shall be final and not appealable.

### **D. Co-Curricular Council**

The Co-Curricular Council will be comprised of staff members representing all high schools. At the beginning of the school year, the Principals and/or Activities Directors of all secondary schools will provide one name in each of the four categories to the Associate Superintendent who oversees district-wide activities. The Co-Curricular Council will consist of five members including one from the school where the violation took place and four from other schools at the level the appeal took place. As an example, if the appeal took place at the high school level, all five representatives would be from the high school level including one from the high school the violation took place and four others from the remaining high schools. The four areas will include:

- Two representatives from athletic area
- One representative from music area
- One representative from advisor area
- One teacher-at-large

The Co-Curricular Council will be selected by the Director of Co-curricular Programming who oversees district-wide activities and a list will be established and provided to all schools. In the event of unforeseen circumstances that a representative could not attend, a quorum will be met with at least four voting members attending. Additionally, the meeting will be held at the District Office and directions will be provided to the team by the appropriate Activities Director.

## **X. General Information**

### **A. Awards**

Students must finish the season/activity in good standing to be eligible to receive awards. Awards will be determined by each coach/advisor and provided in writing to their groups before the start of the season/activity.

### **B. Coach/Advisor Expectations**

Coaches/advisors will develop and implement their written expectations for students not specifically referred to in this co-curricular code booklet. These rules must not be in conflict with the established District co-curricular code and must be approved by the Activities Director. The expectations will be shared at the beginning of the season/activity. Expectations may include, but are not limited to the following:

- Tardiness to practice/performance
- Absence from practice/performance
- Appearance and grooming
- Training hours
- Practice schedules
- Requirements for earning awards

### **C. Dropping Out of Co-Curricular Activity**

A student who quits or is dropped from an activity/team for disciplinary reasons cannot participate in another activity/team until the original activity is completed unless approved by the Activities Director.

### **D. Equipment and Materials**

Each student is responsible for reasonable care of all issued school equipment and materials. All equipment and materials should be used only for school activities. Equipment must be returned at the close of the activity or the following guidelines will be used:

- No awards will be issued
- No equipment for the next season/activity will be issued
- Seniors with school equipment that has not been returned will not be allowed to participate in commencement exercises and will not be issued a diploma until the matter is resolved.

## **E. Practice**

Practices, events and/or open gyms held on Wednesday nights will end by 6:00 p.m. from the first day that school starts until May 15. There will be no practices, rehearsal events and/or school-sponsored open gyms held on Sundays unless the coach or advisor receives administrative approval. If administrative approval is granted, open gyms can only be held from 12:00 p.m. to 8:00 p.m. on Sundays if prior building administrative approval is given. For in-season activities, practice on Sundays may be held between 12:00 p.m. and 8:00 p.m. with building administrative approval when special circumstances apply.

## **F. Selection**

If the number of students trying out for an activity is more than the activity can accommodate, coaches or advisors will make the selection. Coaches' decisions are final.

## **G. Travel**

Students will observe all Green Bay Area Public School District rules regarding bus safety when traveling. A student who travels to an activity with a school group must return with the group if transportation is provided. An exception to this rule is if a parent/guardian is present at the site and signs out his/her child with the coach/advisor that his/her child will return with him/her. Any other exceptions must be made via the building principal or his/her designee in writing using the District Transportation Waiver prior to the event.

*(This document will be reviewed on an annual basis in the spring.)*

## Appendix A

### Suspension Penalty Chart

Number of Contests in a Season												
	1	2	3	4	5	6	7	8	9	10	11	12
Number of Contests Ineligible												
25%	1	1	1	1	1	2	2	2	2	3	3	3
50%	1	1	2	2	2	3	3	4	5	5	6	6
Number of Contests in a Season												
	13	14	15	16	17	18	19	20	21	22	23	24
Number of Contests Ineligible												
25%	3	4	4	4	4	5	5	5	5	6	6	6
50%	7	7	8	8	9	9	10	10	11	11	12	12

*Note about WIAA State Tournament participation:*

The WIAA in the 2001-2002 season added the following provision to the WIAA Rules of Eligibility (article VII., Section 3- Code of Conduct D.) which all member schools must follow. "The minimum penalty for acts outlined in section 3-C (1 through 3), which results in a student being suspended for one or more WIAA Tournament competitions, is immediate disqualification of the student for the remainder of the TOTAL State Tournament Series in that sport."

## Appendix B

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

P.O. Box 267, Stevens Point 54481

High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and  
Green Bay Area Public School District High Schools

Your 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](http://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 11<sup>th</sup> 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.***

Appendix C

Academic Eligibility Form  
Green Bay \_\_\_\_\_ High School

Sport \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ is currently academically ineligible to participate in athletics/activities, please fill out the bottom portion of this form to determine if the student is eligible to participate.

Class	Current Grade	Comments	Signature of Teacher
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Please return form by

**Student:** Once this form is completed, you must turn it in to the main office. At that time, it will be determined if the student is cleared for complete participation. A copy will be made of the form and given to the coach/advisor for his/her records.

Thanks - \_\_\_\_\_, Activities Director

## Green Bay Area Public Schools Concussion Information



### What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

### COMMON SYMPTOMS OF A CONCUSSION:

#### Signs a student-athlete should report

- Thinking/Remembering:
  - Difficulty thinking clearly
  - Difficulty concentrating or remembering
  - Feeling more slowed down
  - Feeling sluggish, hazy, foggy, or groggy
- Physical:
  - Headache or “pressure” in head
  - Nausea or vomiting
  - Balance problems or dizziness
  - Fatigue or feeling tired
  - Blurry or double vision
  - Sensitivity to light or noise
  - Numbness or tingling
  - Does not “feel right”
- Emotional:
  - Irritable
  - Sad
  - More emotional than usual
  - Nervous
- Changes in your normal sleep patterns.

#### Signs observed by a parent or peer - Tell someone if you observe a student-athlete with any of these symptoms:

- Appears dazed or stunned
- Forgets sports plays
- Is confused about assignment or position
- Moves clumsily
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fall
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

Students with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care provider experienced in evaluating for concussion says they are symptom-free and provide written clearance to return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports conditioning
- Weight lifting
- Practices and games
- Physical activity at recess

#### Student-Athletes!

It is important to note... unlike a broken arm, you can't see a concussion. Most concussions occur without loss of consciousness. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you are feeling, if symptoms are getting worse, or if you just “don't feel right.” If you think you or a teammate may have a concussion, it is important to tell someone.

For more information about concussions, go to:

[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion); [www.wiaawi.org](http://www.wiaawi.org); [www.nfhs.org](http://www.nfhs.org)

## Student-Athletes

## Parent/Guardian(s)

### Steps a student-athlete should complete if they have any symptoms listed above

### Steps a parent/guardian should complete if their child has a concussion

- Tell your coaches and parents right away. Never ignore a bump or blow to the head even if you feel fine. If you experience symptoms of a concussion, you should immediately remove yourself from practice/play. Tell your coach right away if you think you or one of your teammates might have a concussion.
- Get evaluated by a health care provider. A health care provider experienced in evaluating for concussion can determine if you have a concussion, help guide management and safe return to normal activities, including school (concentration and learning) and physical activity. If you have been removed from a youth athletic activity because of a suspected or confirmed concussion, you may not participate again until evaluated by a health care provider and receive written clearance to return to activity. You must provide this written clearance to your coach.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. It is important to rest until you receive written clearance from a health care provider to return to practice and play.

- Seek medical attention right away. A health care provider experienced in evaluating for concussions can direct concussion management and review when it is safe for your child to return to normal activities, including school (concentration and learning) and physical activity. If your child or teen has been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury, they may not participate again until he/she is evaluated by a health care provider and receives written clearance to participate in the activity from the health care provider.
- Help them take time to get better. If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen should limit activities while he/she is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, using a computer, texting, or playing video games may worsen or prolong concussion symptoms (such as headache or tiredness). Rest will help your child recover more quickly. Your child may become upset that he/she cannot participate in activities.
- Together with your child, learn more about concussions. Talk about the potential long-term effects of concussion and the problems caused by returning too soon to daily activities too quickly (especially physical activity and learning/concentration).

### Why you should tell someone about your symptoms:

Your chances of sustaining a life altering injury are greatly increased if you aren't fully recovered from a concussion.

Practicing/playing with concussion symptoms can prolong your recovery.

Practicing/playing with a concussion can increase your chances of getting another concussion.

Telling someone could save your life or the life of a teammate!

### Danger signs for a parent/guardian to be aware of:

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if he/she has:

- One pupil (the black part in the middle of the eye) larger than the other
- Difficult to arouse
- Severe headache or worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

### Steps to take at school following a concussion:

Tell your teachers if you have suffered a concussion or head injury. Concussions often impair school performance. In order to properly rest, many students often need to miss a few days of school immediately following a concussion.

#### **Students who return to school after a concussion may need to:**

- Take rest breaks as need
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

### Steps for a parent/guardian to take when their child returns to school following a concussion:

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's school administrators, teachers, school nurse, coach, and counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because he/she cannot keep up with schoolwork and learn as well after a concussion. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually.