

# **VIROQUA HIGH/MIDDLE SCHOOL ACTIVITIES CODE**



**2018-19**

**Revised and Board Approved – September 20, 2018**

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**HIGH SCHOOL/MIDDLE SCHOOL ACTIVITIES DIRECTOR**  
**Eric Anderson, HS Office 637-1610**

**INTRODUCTION**

**Mission**

*The Viroqua Area School District provides a quality education for all students that inspires continuous learning, positive relationships, curiosity and compassion in an environment that welcomes diversity while developing respectful and responsible citizens.*

**Philosophy**

Our district believes in the positive student outcomes associated with student involvement in co-curricular activities. To that end, limited only by available district resources, all students are invited and encouraged to participate in the broad range of co-curricular alternatives that are available at Viroqua Area Schools. Further, our district believes that participation in such activities provides a unique opportunity for students to develop such lifelong skills as commitment, responsibility, teamwork, cooperation, and sportsmanship.

In addition, it is our expectation that students who participate in co-curriculars become the standard bearers in our community. As such, they are expected to maximize their academic growth while striving to achieve with the very best in the state in the co-curricular areas of choice.

**Broad Goals**

1. Serve the varied needs, interests, and abilities of district students.
2. Provide positive outlets for student energies and provide a place to succeed.
3. Allow students to acquire new skills and enhance existing ones.
4. Enhance peer and adult interaction and cooperation.
5. Provide activities which bring students together for mutual expressions of interest at all age levels.
6. Help students develop responsibility, leadership and skills of competition.
7. Provide opportunities for the expression of gifted and talented abilities.
8. Develop community pride in the schools.
9. Encourage lifetime interests in programs begun in school.

There is no exclusion based on race, sex, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

**Governed By**

In addition to the rules and consequences set forth in this Viroqua Area Schools Student Activity Code, the student will also be governed by: Viroqua School District Parent/Student Handbook Rules and Regulations; WIAA Rules and Regulations; WSMA Rules and Regulations; and civil and criminal laws of the community, county and state. Violations of the Activity Code do accumulate throughout the student's high school career.

**Statement of Participation**

As determined by the WIAA, the participation in high school athletics is a privilege, not a right. The coach shall determine which athletes will play, who will start, and how long an athlete will play in any given contest. Athletes that participate in interscholastic high school athletics are not guaranteed any amount of playing time.

# **WISCONSIN INTERSCHOLASTIC ATHLETICS ASSOCIATION (WIAA)**

## **STATEMENTS**

### **WIAA Public Address for Use at Events**

Good evening. Viroqua Area Schools welcomes you to Viroqua High School for tonight's game. One of the goals of high school athletics is developing values for a lifetime. Sportsmanship is one such value that makes these games an educational experience. Remember to exercise good sportsmanship during the game. And now, let's meet the starting lineups . . .

### **WIAA Parental Guide to Sportsmanship**

*Introduction:* This guide was designed to assist parents to evaluate their attitudes about their son's and daughter's participation and put them in proper perspective. By doing this, parents can better understand and support the sportsmanship initiatives and guidelines. Our assumption is that we all want what's best for our children.

*Role of Parents:* As a parent and role model for your student-athlete, you have a significant influence on the education and personal growth of your son or daughter. Whether you realize it or not, the support and environment at home, as well as your conduct at interscholastic activities, assists your child accept the opportunities and challenges presented in the classroom and during athletic competition with dignity.

It is your obligation as a parent to nurture and educate your son or daughter and equip them with the knowledge, wisdom and inner strength to succeed in their lifelong endeavors. That includes setting an appropriate example of how to react in pressure- and stress-filled situations resulting in either positive (win) or negative (loss) outcomes.

Your son's or daughter's participation in interscholastic athletics is testimony to your belief that high school activities provide benefits to those who participate. It is important to understand that participation in and attendance at interscholastic athletic activities are a privilege and not a Constitutional right.

*Be Involved; Not Obsessed:* Parents often take an active role in their son's or daughter's athletic participation. An active interest in their child's development and activities is commendable and encouraged, but when parental involvement becomes too demanding and critical, a child's enjoyment in participating is diminished.

A U.S. Department of Education report reveals the number one reason boys and girls participate in high school sports is to have fun. In addition, skill development was actually considered a more important aspect of fun than winning, even among the best athletes. The purpose of your involvement with your son's or daughter's participation in athletics should be for their well-being, not an attempt to live vicariously through your child or to fulfill an unfulfilled dream of yours.

*Exercising Self-Control:* Parents in control of their emotions and attitudes toward their son's or daughter's participation and the circumstances involving that participating are considered ideal program supporters and leaders. Their good sportsmanship reveals character and self-discipline. Unfortunately, the opposite is also true. That may be of no consequence to you, but your actions and behavior reflect back on your son or daughter participating and those associated with you.

*Are You A Good Sport:* Forget about peer pressure; forget about your own biases; and forget about what you have seen at other events. No excuses. Nobody is responsible for your actions but you – not the officials, not the coach, not the opponents or their fans, not even the weather. Nor is ignorance to what sportsmanship is an excuse, because we can define it for you now. Sportsmanship is defined as “playing by the established rules of a contest; competing and accepting the result without complaining, gloating or taunting; and cheering in only an enthusiastic and supportive manner that does not disrespect, taunt, distract, ridicule, or attempt to intimidate an opponent, its fans or game officials.”

A good sport is a true leader. As a parent of a student-athlete at our school, your sportsmanship goals and objectives must include:

1. Athletics are part of the educational experience, and its benefits of participation and involvement go beyond the final score or outcome of a game.

2. Encourage student athletes to perform to the best of their abilities and efforts, just as we urge them with their class work, realizing someone may turn in better or lesser performances.
3. Participate in positive cheers that encourage our team, and discourage any actions that would redirect that focus in a negative or disrespectful nature to anyone.
4. Learn, understand and respect the rules of the game, the officials who administer them and their decisions.
5. Respect the efforts and tasks our coaches face as teachers; and support them as they work to educate our children.
6. Respect our opponents and acknowledge them for striving to do their best with positive cheers or by simply refraining from any negative cheers, actions or disrespect toward them.
7. Maintain a sense of dignity and character under all circumstances.
8. Enjoy your son's or daughter's participation.

*Parental Oath of Sportsmanship:* I agree to practice and promote good sportsmanship. I also agree that if I fail to abide by the following guidelines and goals, I will be subject to disciplinary action that could include, but not limited to: verbal warning by school personnel, written warning, removal and/or suspension from game(s), or legal prosecution or action with record of incident kept on file.

1. I will learn and understand the rules of the game and the policies of the conference and WIAA.
2. I will be responsible for my actions and the actions of my guests as a positive role model for my student athlete and will encourage sportsmanship by showing respect, courtesy and positive support for players, coaches, officials and all other spectators.
3. I will not engage in any unsportsmanlike actions directed at any official, coach, player, or other spectators to include booing, taunting, using profane or rude language or gestures.
4. I will discourage any behaviors or actions that would endanger the health of all spectators and athletes.
5. I will teach my child to play within the rules and resolve conflicts without resorting to violence or hostility. In addition, I will demand that he/she treat other players, coaches and officials with respect.
6. I will teach my child to perform to the best of his/her ability and, although winning is rewarding, it is not more important than the effort extended or the maintaining of one's dignity.
7. I will compliment my child for playing fair and to the best of his/her ability.
8. I will not ridicule or yell at my child or other members of the team for making a mistake or losing a competition.
9. I will put what is best for the athletes and team above my personal desires for my child to gain acclaim or win.
10. I will respect the officials and their authority during games and will not question, discuss or confront coaches or officials at the competition site. I will take time to speak with coaches at an agreed upon time and place.
11. I will demand an educational sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all high school events.

*What Is Expected Of Me As A Parent:* Essential elements of character and ethics are embodied in sportsmanship principles, including loyalty, respect, modesty, honesty, trustworthiness, responsibility, self-control, and discipline, and good citizenship. To be a supportive and valued parent fan, we ask you to review and abide by the following sportsmanship goals and guidelines.

1. Realize that athletics is part of the educational experience, and the benefits of involvement go beyond results and standings.
2. Encourage your son/daughter and other student-athletes to give their best effort, just as you would expect them to do in their class work, with the realization others will often perform better or worse.
3. Extend respect to all those involved with your child's participation in interscholastic activities including game officials, coaches, opposing team and opposing team supporters.
4. Maintain your dignity under any circumstance. Participate in only positive cheers encouraging our teams, discourage cheers or outbursts that redirect that focus and confront those who engage in unsportsmanlike behavior.

***Recommended Procedure for Addressing a Concern with a Coach:***

Step 1: Athlete seeks out his/her coach to discuss concern (*Parents please speak with your child about the concern and encourage your son/daughter to speak with their coach*).

Step 2: Parent requests conference with the coach or coaching staff.  
(Please call during school hours and leave a message for the coach either on his/her voicemail or with the Activities Office).

Step 3: If the conference between the athlete and coach, or parent, athlete and coach does not resolve the concern, a meeting can be set up with the Activities Director. The Activities Director will mediate the conference.

- *The conference will deal only with specific concerns. Both parties will be allowed to speak in an uninterrupted manner. The conference will be held in a non-threatening environment.*

***Appropriate concerns that a Parent may address with the Coaching Staff:***

1. The treatment of your child mentally and physically.
  2. Ways that your child can improve his/her performance and skill level.
  3. Concerns about your child's behavior in school, practice, or contests.
  4. The make-up of the team in relation to your child.
- *Coaches will not discuss other team members, other parents, or other members of the VHS coaching staff.*
  - *Coaches will not meet with a parent immediately after a contest. Parents must wait until the next school day and refer to the recommended procedure for addressing a concern with a coach.*

## **CATEGORIES**

### **Category I – School Sponsored Athletic Programs**

Boys: Cross Country, Football, Golf, Basketball, Hockey, Wrestling, Baseball, Tennis, Track  
 Girls: Cross Country, Golf, Volleyball, Basketball, Hockey, Softball, Gymnastics, Tennis, Cheerleading, Track,  
 Homecoming Court

### **Category II – School Sponsored Activities with Performances**

Musical, 3-Act, & Pep Band

### **Category III – School Sponsored Activities with Contests**

FBLA, FFA, Solo Ensemble, Vocal Jazz, Skills USA, Forensics, One Act, Visual Arts Classic

### **Category IV - IV School Sponsored Activities without Contests or Performances**

Student Council, Class Officers, National Honor Society, Library Council

### **Category V – Prom Court**

### **Category VI – School Sponsored Overnight Trips**

### **Activities Seasons**

<b>ACTIVITY</b>	<b>SEASON</b>	<b>ACTIVITY</b>	<b>SEASON</b>
Class Officers	Year round	Pep Band	Varsity Sport Season
FBLA	Year round	Prom Court	1 <sup>st</sup> vote date to end of prom
FFA	Year round	Skills USA	Year round
Forensics	September 1 – April 30	Solo-Ensemble	January 1 – May 7
Library Club	Year round	Student Council	Year round
Musical	Tryouts to last performance	Visual Arts Classic	March 1 – April 30
National Honor Society	Year round	One-Act	September 1 – November 15
		3-Act	Tryouts to last performance

## **ELIGIBILITY**

Viroqua Area Schools will follow WIAA's guidelines as stated in the "High School Athletic Eligibility Information Bulletin." There are additional WIAA guidelines that are not listed within this handbook. A copy of this is available through the Activities Director.

### **Academic Eligibility**

- A participant must be enrolled at Viroqua Area Schools for the minimum number of credits or units required per year by the school/meeting requirements of full time status.
- The participant may not have received any F's or Incompletes (computerized report card) during the previous grading period.
- Parents/guardian and students are required to sign the Activity Code Agreement each year prior to the start of season.
- Parents/guardian and students are required to attend one mandatory meeting during which the coaches/advisors of each activity will inform the parents/guardian and students of expectations and responsibilities for their activity.

High School students who do not meet these academic requirements will be ineligible during the first fifteen (15) school days and nights of the next quarter grading period. After fifteen (15) school days and nights, the student must be passing in all classes to regain his/her eligibility. The student will be required to practice during the ineligibility. It is the student's responsibility to initiate a grade check after fifteen (15) days by completing a Progress Report and submitting it to coaches/advisors who will forward it to the athletic director.

For high school fall sports in which the earliest game/meet/activity takes place before the first day of classes, the ineligibility period for one failed class shall be the lesser of: twenty-one (21) consecutive calendar days and nights beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). For more than one failed class, the ineligibility period shall be the lesser of: twenty-one (21) consecutive calendar days and nights beginning with the date of earliest allowed competition in a sport; or one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). An interschool scrimmage does not count as a game/meet for purposes of this code.

Middle School students will be ineligible to compete beginning the day progress and term grade reports are released until the failures/incompletes are made up. Students who fail/incomplete one subject will be suspended for one contest. Students who fail/incomplete two subjects will be suspended for two or more contests. It will be the student's responsibility to circulate a progress report until all grades are passing. Failure to submit the weekly progress report will result in no game participation. Students are expected to practice during their academic suspension period.

### **Age**

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

### **Medical Consent**

Athletes will not be permitted to practice or be issued equipment until their WIAA physical examination card and medical consent card are signed and returned to the athletic director, coach, or advisor. Athletes are required to have a physical examination every two years. The Viroqua School District recommends that students have a physical examination during the summer of their freshman and junior years of high school.

If a student has had a physical one year, the following year they will need to have a parent permission card on file in the high school office in order to be eligible for participation.

**All athletes are required to sign a Concussion Information Acknowledgement form at the start of every season as required by the WIAA Concussion Policy and Procedure, 2011.**

### **Attendance**

**Daily attendance by a student athlete is important and necessary. Parents play an important role in supporting this effort. Athletes and parents need to adhere to the participation rules listed below for practice and contests.**

A student cannot participate in practice or a contest/performance if absent from school in the morning or afternoon (or both) unless there has been prior approval by an administrator. Acceptable excuses include medical appointments and family emergencies. The administration may request confirmation about appointments from a health care provider (additional penalties can be given by the coach, advisor and/or administrator).

If a participant is absent or tardy the day following a contest, he/she may not participate in the next contest unless excused by an administrator.

**Excessive absences/tardies by a student athlete will result in a coach, athletic director, and principal meeting for consideration of the student athlete's eligibility status.**

### **Residency and Transfers**

A full-time student is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district. Transfer eligibility will follow WIAA rules, (WIAA website: Section 3, Transfer Eligibility).

### **Amateur Status**

A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffle bags, backpacks, watches, rings, bill folds, coupons, gift certificates, regardless of their value 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, etc.

A student-athlete may receive awards for school achievement which are symbolic (non utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event T-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, etc.

### **Sports Activities Outside of School**

A student-athlete in a given sport may not compete in that same sport outside of school either as a team member or an individual or independent entry during the same time he/she is participating with a school team. It is the philosophy of this Association that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school. The penalty may be reduced upon request of a school on the basis of documented extenuating circumstances.

### **Fees**

All Viroqua High School and Middle School students must pay the participation fee as determined by the school district before they can participate in any school-sponsored activities.

## **LETTERING**

### **Basic Requirements**

- The athlete/participant must attend practices, competitions, and/or activities (unless excused by the coach/advisor).
- The athlete/participant must be a contributing member of the team/group, upholding the rules and regulations of the team/group and the VHS/VMS Activity Code.
- The athlete/participant must complete the season as a member of the team. The end of the season is recognized as the completion of the state tournament or as communicated by the coach/advisor.

### **Athletic Lettering**

The athletic letter is given on the basis of participation in varsity contests for the loyalty, commitment and performance of an individual.

### **Specific Requirements**

- The athlete must participate in 50% of the games, periods, innings, quarters, or matches. Cheerleaders must earn 90% of the points awarded. In track, the athlete must score points for the team 50% of the time.
- Under special or unusual circumstances (for example: four years in a sport, illness or injury), a coach may recommend a letter be given even though the specific letter requirements were not met. This will be subject to the approval of the Athletic Director or Principal.
- Managers are eligible for a letter for working in one sport season. Managers must follow the basic requirements of athletes. Letters are not awarded to scorers, statisticians or photographers.

### **Violations of the Activity Code**

- If an athlete violates the Student Activity Code, he/she will not be allowed to letter for the sport in which a violation occurred. If the penalty carries over to a second sport season, he/she is eligible to letter in the second season.
- An athlete with a violation is not eligible for any special awards in the sport and season in which the violation occurred.
- Athletes currently serving penalty time on a violation cannot attend the state tournament.

### **Arts Lettering**

The arts letter is given on the basis of participation in activities/contests for the loyalty, commitment and performance of an individual.

### **Specific Requirements**

- The student must participate in a percentage of the activities/competitions. This will be communicated by the advisor/coach.
- Under special or unusual circumstances (for example: four years in an activity, illness, injury), a coach/advisor may recommend a letter be given even though the specific letter requirements were not met. This will be subject to the approval of the Activities Director or Principal.
- Managers are eligible for a letter for working in one activity. Managers must follow the basic requirements of participants.

### **Loss of Letter**

- If a participant violates the Student Activity Code, he/she will not be allowed to letter for the activity in which a violation occurred. If the penalty carries over to a second activity season, he/she is eligible to letter in the second season.
- Students with a violation are not eligible for any special awards in that season which the violation occurred.
- Students currently serving penalty time on a violation cannot attend the WIAA Tournament Series.

## **VIOLATIONS**

The participant must not violate any of the Wisconsin Criminal Statutes, including but not limited to, the following chapters:

- \* Alcohol, Tobacco, Controlled Substances
- \* Crimes against life and body
- \* Bullying
- \* Gambling
- \* Inappropriate use of social media

- \* General Crime
- \* Hazing
- \* Disorderly Conduct
- \* Use of some performance-enhancing substances

Presence in bars or attendance at parties where these prohibited substances are available is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating place, or to prevent being employed at such places. It also is not meant to include presence in places like a golf course club house where alcoholic beverages are served when a participant would have a legitimate reason to be there. Attendance at family gatherings sponsored by

parents/guardian where use of alcohol is occurring will not be considered a violation. (This does not allow the holding of or use of these products.) These exceptions would include such logical events as family weddings, graduation parties, and other similar occasions.

It is the responsibility of each participant to avoid attending or participating in any gathering that includes these activities. Failure to leave will be viewed as “Guilt by Association” and will result in the suspension of one contest. Guilt by association will not be considered a first violation.

### **Activity Season/Suspensions**

A sport season is defined by the WIAA. In all sports, the season will end with the state tournament for that sport. In the case of cheerleading, the season will be the same as the sport for which the squad cheers. For example, the basketball cheerleader’s season will begin on the first day of girl’s basketball practice and end with the boy’s state tournament.

In determining violation consequences, a season is the number of contests scheduled, not including the WIAA Tournament or state competitions, unless a carryover is in effect. Then the number of contests played by the team will be used to determine the length of the penalty. A contest is competition in which an official score is recorded, and the end result is a win, loss, tie, or rating.

The student under suspension must practice and complete the season in good standing if he/she chooses to participate in that activity after his/her suspension is fulfilled. Once a season has started, a participant cannot join a team in order to fulfill a suspension.

### **School Suspension**

Out of/in-School Suspension will result in no practice or participation in contests for the duration of the suspension. At a minimum, participants in Category I will miss the next scheduled event of the activity in which he/she is currently participating. Participants in all other categories will have contest/activity suspensions as determined by an administrator.

### **Enforcement of Activity Rules**

1. Enforcement of the Activity Code will be based on the following:
  - a. All violations must be reported to an administrator/athletic director/coach/advisor. The source of the report must be verifiable.
  - b. Violations must be reported by teachers, coaches/advisors, parents/guardian, students, law enforcement officials (per Wisconsin Statute, Section 4. 118.125 (5)(b)), or members of the community.
  - c. Students may self admit to a violation.
2. Upon receiving a report of the violation:
  - a. An administrator will facilitate/oversee the designee of the interview process of the accused participant. If the participant admits the allegations, a suspension will be rendered. Personal contact and a letter will inform the parents/guardian of the violation and subsequent consequence.
  - b. If the participant denies the allegations, the administrator or designee shall conduct an investigation within five (5) school days. The allegations may be dismissed or a suspension may be rendered. The administrator or designee will be responsible for notifying parents/guardian by letter and personal contact.
3. The suspension shall begin the day the decision is rendered and parents/guardian is notified. If the student is not actively involved in any sport or activity at the time of violation, the penalty will take effect beginning with the next sport or activity in which the student participates. Any student serving a penalty during a sport or activity season must remain active in the sport or activity in order for the penalty to be valid. The violator must attend practice during the suspension period.
4. All coaches/advisors will be notified of violations by the athletic director.
5. Disciplinary measures which may involve suspensions for a violation unbecoming of a participant and not specifically covered by the Viroqua Area Schools Student Activity Code, Student Handbook, WIAA policy, WSMA policy, or other activity governing body will be determined by the Activity Board.
6. It shall be the coach/advisor's prerogative to suspend/discipline any student from a squad whom they consider to be a demoralizing influence or a detriment to the objective of that activity.

7. Students will be penalized in a maximum of one activity per category per violation. The student will be allowed to choose the activity in which the penalty will be served. If a student is in two (2) Category I activities simultaneously, he/she must serve at least a one game suspension in the second activity.

### **School and Licensed AODA Counseling**

The use, purchase, possession, or sale of tobacco products, illegal drugs, alcoholic beverages, look-a-like drugs or alcohol, and improper use of inhalants are regarded as violations.

#### **A. First Violation**

School counseling referral:

The student is responsible to set up appointments for school counseling regarding AODA (alcohol and other drug abuse) screening with the school AODA coordinator (school guidance counselor). Appointment dates will be set up at the availability of the coordinator. At a minimum, the AODA screening will consist of:

- Two one-on-one sessions between the student and the AODA coordinator.
- One meeting with the parents/guardians, the student, and the AODA coordinator.

The above must be completed on separate calendar days and prior to the student resuming activity. The student must show the coach written verification from the AODA coordinator indicating that counseling has been fulfilled. The student must adhere to the ongoing recommendations of the coordinator and may continue beyond the length of the suspension. Failure to follow the recommendations will cause the student to become ineligible for competition until such time as all recommendations have been successfully completed.

#### **B. Second Violation**

The student will receive a school counseling referral.

Licensed AODA counseling option:

A student may choose to earn a reduction of half the penalty by attending a minimum of eight hours of counseling with a licensed AODA counselor. When petitioning for penalty reduction, the student must show written verification of successful program completion and any prescribed follow through.

#### **C. Third Violation and Subsequent Violations**

The student will receive a school counseling referral.

Licensed AODA counseling option:

Formal outpatient AODA counseling/therapy. In all cases of a licensed AODA assessment, the Student Assistance Program Coordinator shall be authorized by the student to receive information about the recommendations made by the treatment provider. The above shall additionally be authorized to monitor the student's participation in the treatment program and the student's observance of the treatment program recommendations.

### **Category I: School Sponsored Athletic Programs**

#### **A. First Violation**

- Suspension for 25% of the regular season
- Student must practice
- Carry over to the next season if the suspension is not fulfilled
- School counseling referral
- Loss of letter

#### **B. Second Violation**

- Suspension for one (1) full sports season

- Can be reduced to (.5) full sports season with counseling
- Student must practice
- Carry over to the next sports season in which the athlete participates if the penalty is not fulfilled.
- School counseling referral
- AODA counseling option
- Loss of letter

### **C. Third Violation and Subsequent Violations**

- Suspension for one (1) calendar year from the date of violation.
- School counseling referral
- AODA counseling option
- Loss of letter

### **Homecoming Court**

Students serving any suspension for a sport(s) are not eligible for Homecoming Court. For example, if the athlete participates in basketball only and has a remaining suspension to be served, he/she is not eligible for Homecoming Court until the entire suspension has been served.

### **Guilt by Association**

- One game suspension.

## **Category II – School Sponsored Activities with Performances**

### **A. First Violation**

- HS only: loss of one (1) performance for Musical or 3-Act, two (2) performances for Traveling Troupe, and three (3) performances for Pep Band
- HS only: loss of Fine Arts Points in that activity
- MS only: 30 day suspension from activity
- Student must practice
- Carry over into the next activity if penalty is not fulfilled
- School counseling referral

### **B. Second Violation**

- HS only: loss of all performances for one (1) current activity
- HS only: loss of all Fine Arts Points in that activity
- MS only: 60 day suspension from activity
- Student must practice
- Carry over into the next activity if penalty is not fulfilled
- School counseling referral
- AODA Counseling option

### **C. Third and Subsequent Violations**

- HS only: loss of all activities in this category for one (1) calendar year
- HS only: loss of all Fine Arts Points for the school year
- MS only: 90 day suspension from activity
- School counseling referral
- AODA counseling option

### **Guilt by Association**

- HS only: Loss of 25% of the student's Fine Arts Points for the school year and the assignment of 1 hour of extra work as assigned by the advisor.

## **Category III – School Sponsored Activities with Contests**

### **A. First Violation**

- HS only: loss of all Fine Arts Points in one (1) current activity for the school year.
- HS only: student must practice

- HS only: do five (5) hours of extra work as assigned by the advisor in one (1) current activity
- MS only: Suspension from activity for 20 school days
- MS only: Suspension from one major event
- Carry over into the next activity if penalty is not fulfilled
- School Counseling referral

#### **B. Second Violation**

- HS only: loss of all contests for one calendar year in one (1) current activity
- HS only: loss of Fine Arts Points in that activity for the school year
- HS only: do five (5) hours of extra work as assigned by the advisor in one (1) current activity
- MS only: Suspension from activity for 45 school days
- MS only: Suspended from two (2) major events
- Carry over into the next activity if penalty is not fulfilled
- School counseling referral
- AODA counseling option

#### **C. Third and Subsequent Violations**

- HS only: loss of all events for all activities in this category for one (1) calendar year
- HS only: loss of all Fine Arts Points for the school year
- HS only: do five (5) hours of extra work as assigned by the advisor in one (1) current activity
- MS only: Suspension from activity for 90 school days
- School counseling referral
- AODA counseling option

#### **Guilt by Association**

- HS only: loss of 25% of the student's Fine Arts Points for the school year and the assignment of 1 hour of extra work by the advisor.

### **Category IV – School Sponsored Activities without contests or performances**

Events encompassed in this code include all activities not related to daily class work.

#### **A. First Violation**

- 30 school day suspension from leadership as an officer in one (1) activity
- Student must be present and do 5 extra hours as assigned by the advisor
- Carry over into the next activity (all meetings/sessions) if suspension is not fulfilled
- School counseling referral

#### **B. Second Violation**

- Suspension from leadership as an officer in one (1) activity for sixty (60) school days
- Student must be present and do ten (10) hours of extra work as assigned by the advisor in one current activity
- Carry over into the next activity (all meetings/sessions) if suspension/penalty is not fulfilled
- School counseling referral
- AODA counseling option

#### **C. Third and Subsequent Violations**

- Loss of all activities in this category for one (1) calendar year
- School counseling referral
- AODA counseling option

#### **Guilt by Association**

- The assignment of two (2) hours extra of work in the current activity.

## **Category V – Prom Court**

### **A. First Violation**

- No violation may have occurred within 30 school days of Prom Court election in order to be eligible. Any violation between the time of election to the Prom Court and the coronation will result in removal from the court.
- School counseling referral

### **B. Second Violation**

- Students are not eligible for Prom Court if a second violation has occurred within 60 school days prior to the election.
- School counseling referral
- AODA counseling option

### **C. Third and Subsequent Violation**

- If a third violation occurs during the junior year, the student is not eligible for Prom Court.
- School counseling referral

## **Category VI – School Sponsored Overnight Trips**

### **A. First Violation**

- If the student has a violation within 30 school days prior to a school sponsored overnight trip, he/she will not be eligible to go on the trip. Refunds will be based on refundability.
- School counseling referral

### **B. Second Violation**

- If a student has a second violation within 60 school days prior to an overnight trip, he/she will not be eligible to go on the trip. Refunds will be based on refundability.
- If the violation occurs on the trip, the penalty will be carried over to the next activity season in which the student participates. The student will miss the remainder of the current activity season and the percentage equivalent of the following activity season.
- School counseling referral
- AODA counseling option

### **C. Third Violation**

- If the third violation occurs during the school year of the trip, the student is not eligible to go on the trip. Refunds will be based on refundability.
- School counseling referral
- AODA counseling option

## **GENERAL INFORMATION**

### **Activity Board**

- The Activity Board may be initiated, as needed, by school personnel to determine disciplinary actions/suspensions that pertain to violations of civil or criminal laws and any items not specifically covered in District Handbooks, including the Viroqua Student Activity Code, WIAA Rules and Regulations, or other student activity governing bodies.
- The Activity Board will not hear appeals.
- The Activity Board shall consist of five members appointed by an administrator or designated to the athletic director: an administrator, athletic director, a faculty member, one head coach, and one advisor.

### **Appeals Board**

- The Appeals Board deals with violations of the Student Activity Code.
- The Appeals Board will determine whether a violation did or did not occur.

- The Appeals Board shall consist of an administrator, an athletic director, a coach, an activity advisor, and a parent/guardian.
- The student and his/her parent/guardian may be present at an appeal hearing.
- The administrator will preside.

### **Appeals Process**

- The appeals process is for the purpose of hearing a student who feels that their rights have been denied or who wishes to appeal a suspension.
- The student and/or his/her parents/guardians may formally appeal the suspension in writing to an administrator within two (2) school days from the time of initial notification of the suspension.
- The formal appeal must be in writing stating the reasons for the appeal using the Activity Code Appeal Form (attached).
- The appeal form must be submitted to an administrator.
- The administrator /designee will sign the form and indicate the date and time it was received.

After an appeal has been received, a hearing date will be established by the administrator/designee. This hearing shall be scheduled within five (5) school days after receipt of the written appeal request from the parent/guardian or student. The Appeals Board will be sent information regarding the violation and a copy of the completed Activity Code Appeal Form before the hearing.

- The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
- Following the presentation of evidence, the Appeals Board will deliberate in closed session.
- Results of the hearing will be written and will be mailed to the student and his/her parents/guardian within three (3) school days of the hearing.

### **WIAA Membership & Contest Scheduling**

Viroqua Area Schools belong to the WIAA and complies with or exceeds all WIAA requirements. All athletic schedules are generated either by the WIAA, Conference, or by the VAS Athletic Director and approved by the administration. State events scheduled by the state and the state tournament series in Categories I and III will always take priority over locally scheduled events.

### **Co-ops**

**The deadline dates for athletic co-ops for the 2018-19 school year are:**

- **February 1<sup>st</sup> for Fall season**
- **April 1<sup>st</sup> for Winter season**
- **June 1<sup>st</sup> for Spring season**

Participation of non-public school students in district programs/activities:

Students enrolled in a private school, parochial school or home-based private educational program may not participate in any public school sponsored academic courses or curricular or extra-curricular activity programs, except as follows:

- A non-public school student may participate in a course or activity program when specifically required by law.
- Non-public school students will be allowed to participate in summer school classes.
- Agreements with other schools for participation in extra-curricular activities and/or co-ops will be decided based on the educational and financial benefit to our district.

Participation Philosophy for Students Not Enrolled In Our School:

We believe that extra-curricular activities are an important part of the growth of our students. We also believe that the people in the school should promote and encourage all students to become involved in school activities. With this in mind, Viroqua Area Schools will do its best to maintain all of our current activities and involve district students. All

agreements with other schools for participation and/or coops will be decided based on the educational and financial benefit to our district.

### **Confidentiality**

School personnel will maintain all records, conversations, and personal contacts in the strictest confidence as required by federal and state regulations and statutes.

### **Equipment, Practice, and Participation**

If inclement weather should force school to be closed, either before school starts or after it has started, Viroqua Schools shall not participate in interscholastic activities or practices (including open gym) on that date, nor will there be any forfeiture due to the closing of school. During the tournament season, the high school principal or designee will make a decision about practice or competition during inclement weather.

Participants will have signed and returned the appropriate paperwork prior to the first practice or receiving equipment. Depending on the activity, forms may include the 'Activity Code Participant Acknowledgement slip', 'WIAA Physical examination card' (for athletes), 'insurance waiver', 'medical consent card', and other forms the coach/advisor may request. These forms should be signed and returned to the athletic director, coach, or advisor.

Coaches/Advisors have individual expectations in regards to a participant's behavior, commitment to rules, game/activity conduct, transportation conduct, equipment care, language, dress, training, etc. Each coach/advisor will make aware to the participants their expectations of students and their methods.

### **Conflict Resolution**

Students that participate in more than one activity sometimes find themselves in conflict where two events are scheduled on the same date. Because of the tremendous number of events that the high school schedules, a conflict of that nature is inevitable. In an attempt to resolve conflict, scheduled events should take priority over events that have been rescheduled.

When the situation can only be resolved by choosing one activity over the other, the following people will meet: principal/designee, advisors/coaches, students, and parents/guardian (if available). The situation, including any implications, will be discussed. The student will make a decision and notify the coaches/advisors accordingly.

Coaches/advisors will accept the decision of the student. The choice will not affect continued/future participation in any activity. When the conflict involves a curricular class/performance which is graded, make-up assignments may be required by the instructor.

### **Transportation**

The school district furnishes transportation to and from out-of-town activities in a school approved vehicle accompanied by the advisor/director/chaperone/coach. There are events when we contract with an alternate transportation company based on availability and costs. There are occasions when return trips with parent/guardian or a parent designee may be acceptable. If a parent/guardian requests that his/her child ride home with a designated adult, (the designated adult may not be a high school student), and the parent/guardian must make the request, in writing, prior to the start of the activity. This permission must be granted by the school principal, activities director, advisor, or coach. A parent/guardian may request that his/her child ride home with them at any time. In all cases, parents/guardian or parent designees (as specified by the parent/guardian) will have to be the party with whom the student is riding home. The adult giving the ride will present him/herself to the advisor/coach after the contest before the student is excused. Failure to comply will result in denial of the request, future travel restrictions, and possible contest disqualification. Individual coaches/advisors may suggest that the participant ride home in the school provided vehicle. In extenuating circumstances, students may drive themselves with parental permission and administration approval.

In the event that a parent/designee provides transportation for a student (other than their own child) a copy of a recent driver's license and proof of insurance must be on file in the district office prior to the date of transporting. In all cases, permission/approval must be given in advance by the coach and administration.

## **Student Accident Insurance**

When a student is injured at school, he/she should inform the teacher or other adult on duty immediately.

If the school nurse feels the student needs medical attention, the parent will then be notified. In the event the school nurse is unavailable, their assistant or the office personnel will contact the parent to make the decision. If the parent is unable to be reached; the person listed on the emergency card will be called.

The Viroqua Area School District provides accident insurance that provides coverage after your family insurance. The Health Aide coordinates this process and will send the necessary forms after receiving a completed accident report from the adult on duty. If you receive an insurance form from the school and your child did not go to the doctor, or you know your insurance will pay everything, you are not obligated in any way to send the insurance form in. If, however, you do not receive an insurance form within one week of the injury and your child was seen by a doctor, please contact the Athletic Director. Also, if you have any questions or concerns, please feel free to call 637-1184.

- **Which students will be covered under Student Accident Insurance?** Coverage would be in force for all participants in school sponsored and supervised student activities, including interscholastic athletics and sponsored group travel.
- **What is an accident?** An accident is defined as an unexpected, sudden and definable event, which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition.
- **What are covered expenses?** The coverage would be for those medical/dental expenses incurred within 52 weeks from the date of the original accident. Treatment must begin within 60 days from the date of the accident by a legally licensed medical or dental practitioner (not a member of the insured's immediate family).
- **Is there any deductible?** A \$100 deductible, which may be satisfied by other insurance payments, will be applied to each claim.
- **Do I need to use my family insurance first?** YES. Payment of all medical/dental expenses incurred from accidents is made only in excess over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and, if no other coverage plan is available to pay the medical/dental expenses incurred to the limit stated in the policy.
- **Am I covered if my family is an HMO or PPO?** If the insured's primary coverage is an HMO (health maintenance organization) or PPO (preferred provider organization), this plan will provide benefits in excess of coverage provided by the insured's HMO or PPO. If the insured chooses not to use an authorized medical vendor (under HMO or PPO), this plan will cover the expense incurred that would have been honored had he/she used the proper medical vendor.
- **What is the basic coverage?** Athletic Accident (\$100 to ~~\$24,900~~ **25,000**) - Student Accident (\$100 to ~~\$9,900~~ **10,000**)

## **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the District Administrator to:

### A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the

development of human society.

provide that necessary programs are available for students with limited use of the English language.

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of race; color; religion; age; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program.

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

E. Student Evaluation

require that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; or national origin.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979



## ACTIVITY CODE APPEAL CHECKLIST

Student Name: \_\_\_\_\_

Date of Suspension: \_\_\_\_\_

Parent Notification: \_\_\_\_\_

Telephone: \_\_\_\_\_ Letter: \_\_\_\_\_

\_\_\_\_\_ Formal appeal is in writing and on the Activity Code Appeal Form.  
Date

\_\_\_\_\_ Appeal presented to Principal/Designee within two (2) school days from  
Date the time of the official notification.

\_\_\_\_\_ Hearing date established by the Principal/Designee within five (5) school  
Date days after receipt of the written appeal.

\_\_\_\_\_ Results of the hearing will be written and mailed to the student/parents  
Date within three (3) school days of the hearing.

### Activity Board Members:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Activities Director

## ACADEMIC PROGRESS REPORT

**Student's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Block	Subject	Passing		Assignment Missing		Teacher's Signature
		Yes	No	Yes	No	
1						
2						
3						
4						
5						
6						
7						
8						
Other						

Comments:

List Activities

Coach/Advisor Signature

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\*Academic Progress reports must be circulated by the student 2 weeks following the grading period or mid-quarter progress reports.

Turn completed forms in to the Activities Director.

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**PARENT-STUDENT CONCUSSION/PARTICIPATION CODE /PROCEDURE FOR ADDRESSING A CONCERN  
AGREEMENT - Viroqua Middle/High Schools**

***Statement Acknowledging Receipt of Education and Responsibility to Report Signs or Symptoms of Concussion:***

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

***Participation Code Agreement:***

I, \_\_\_\_\_, have read the Viroqua Student Middle/High School Activities Code. I understand that violation of any of the WIAA or Viroqua Middle/High School regulations will result in action prescribed. Furthermore, any act in violation of the Activities Code that occurs outside of the school setting which is brought to the attention of school authorities, will be prosecuted under the athletic code following due process.

Further, we understand that participation in school sponsored extra-curricular activities is a privilege and that all such participation is voluntary.

I am aware that playing or practicing to play/participate in any co-curricular activities can be dangerous, involving many risks/injuries. I understand that some risk is assumed by the participant as a matter of participating. I further understand that some of these activities (e.g. football, wrestling, hockey, baseball, and gymnastics) involve even greater risk of injury than others and that such injuries can be permanently disabling, crippling, or fatal.

Because of the dangers of participating in such activities, I recognize the importance of the following coach's/advisor's instruction regarding playing techniques, training, and other rules, etc., and agree to obey such instruction.

Participation in sports increases the possibility of coming in contact with the blood and body fluids of other people.

Student athletes should not assist in any body fluid spills clean-up. All coaches are required to participate in First Aid training and proper handling of body fluids is reinforced and required throughout the sports season.

I agree to abide by all rules and regulations set down by my individual coach/advisor and the Activities Director.

I agree to assume full responsibility for all equipment issued to me, and to confine the use of that equipment to practice, games, or meets.

I will further agree to pay for any and all equipment which I may lose, misplace, or damage through carelessness or intent.

***Recommended Procedure for Addressing a Concern with a Coach:***

Step 1: Athlete seeks out his/her coach to discuss concern (*Parents please speak with your child about the concern and encourage your son/daughter to speak with their coach*).

Step 2: Parent requests conference with the coach or coaching staff.

(Please call during school hours and leave a message for the coach either on his/her voicemail or with the Activities Office).

Step 3: If the conference between the athlete and coach, or parent, athlete and coach does not resolve the concern, a meeting can be set up with the Activities Director. The Activities Director will mediate the conference.

***Appropriate Concerns That a Parent May Address with the Coaching Staff:***

1. The treatment of your child mentally and physically.
2. Ways that your child can improve his/her performance and skill level.
3. Concerns about your child's behavior in school, practice, or contests.
4. The make-up of the team in relation to your child.
  - *Coaches will not discuss other team members, other parents, or other members of the VHS coaching staff.*
  - *Coaches will not meet with a parent immediately after a contest. Parents must wait until the next school day and refer to the recommended procedure for addressing a concern with a coach.*

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student's Grade

*As parent/guardian of the above participant, I acknowledge that I have reviewed the above information and understand the rules and regulations set forth at Viroqua Area Schools. I give my son/daughter permission to participate in co-curricular activities under the described conditions.*

\_\_\_\_\_  
Parent's Signature (legal guardian)

\_\_\_\_\_  
Date