



Mukwonago High School Athletic/Activity Code of Conduct

****This code is effect for twelve (12) months out of the year****

Beginning in the 2018-19 School Year: The Code of Conduct will apply to not only all athletic teams, but also those activities that represent MHS in competitions or those groups that have a tryout/selection/voting process to select both general members or those clubs/groups that have an "Executive Board" or equivalent.

Additionally, Mukwonago High School will be implementing a random drug testing policy for all students covered by this agreement as well as students who choose to park on-campus. Please see separate policy and procedures regarding our drug testing program.

Mukwonago High School Activity and Athletic Code of Conduct

****This code is in effect for twelve (12) months out of the year****

Statement of Purpose:

Participation in Mukwonago High School's athletic/activity groups is an integral part of the Mukwonago High School experience, and is a privilege which should elicit great pride in both the student and his/her family. While our number one goal as a school district is to provide a sound academic foundation for all of our students, athletic/activities provide unique opportunities for students to promote their mental, physical, social, and emotional development. By providing a strong athletic/activities program, Mukwonago High School extends the opportunity of enriching the mind and body to any student who meets district, Wisconsin Interscholastic Athletic Association (WIAA), and other applicable governing body's requirements. Like anything of value, it comes at a price. That price is a commitment from you to follow established rules. Students who comply with this Code of Conduct demonstrate a commitment to dedicate themselves to self-improvement as well as to enhance the best interests of fellow students, advisors/coaches, and their school. If accepted, this privilege carries certain responsibilities, and this code presents these responsibilities.

This code applies to the following groups:

All WIAA Athletic Teams (plus Cheer, Dance, Field Hockey & Ski)

Competitive/Performance Activities:

Blue2

HOSA

Culinary Skills

Mock Trial

Cyber Patriots
Debate
DECA
Drama Productions (Cast and Crew)
Forensics

MHS Musical
Robotics
Skills USA

*additional fine arts groups may be added as determined by MHS Administration

Elected/Select Groups/Positions:

Class Officers
Link Crew
Homecoming/Prom Courts

National Honor Society
Student Government

* additional groups may be added as determined by MHS Administration

Eligibility:

These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with Mukwonago Area School District's rules. To be eligible, students must:

1. Be enrolled in the Mukwonago Area School District as a full time student, or be in an approved home school network and reside in the Mukwonago Area School District.
2. Have a current physical exam form or alternate year card to participate in **athletic** activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1st as the earliest day of examination. The alternate year card with parent or guardian signature is used in the second year.
3. For athletics, attend a mandatory Code of Conduct meeting with a parent/guardian prior to the start of the season.
4. Have a signed Parent-Athlete WIAA Rules of Eligibility Sign-Off form.
5. Sign the Code of Conduct contract, along with your parent, prior to the start of the athletic season, or activity.
6. For athletics, pay the user fee for each sport season.

WIAA Rules and Regulations:

1. An athlete must meet school and DPI requirements defining a full time student.
2. An athlete must remain in good academic standing in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
4. Athlete may not accept merchandise awards such as jackets, sweaters,

- watches, rings, balls, etc.
5. An athlete may not receive reimbursement for play in the form of salary, cash, or merchandise.
 6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
 7. An athlete may not play in a contest under a name other than his/her own.
 8. An athlete may not play in more than 2 non-school contests/events at the same time that he/she is a member of a school team in that sport.
 9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer) involving buying, selling, use and/or possession of alcohol, tobacco, or other drugs.
 10. An athlete may not compete if he/she becomes 19 before August 1 of any school year.

GOALS:

Athletics/Activities are an integral part of our educational curriculum. It provides opportunities for learning experiences difficult to duplicate in the regular school day. Mukwonago High School Athletics/Activities have the following goals:

1. To develop leadership skills and responsibility.
2. To show team/group spirit, encourage others and contribute to good morale.
3. To be fair and treat others as one wishes to be treated.
4. To keep commitments to team/group.
5. To experience a variety of activities, to offer an outlet for a wide variety of students' abilities and interests.
6. To treat all persons respectfully regardless of individual differences; to show respect for legitimate authority (e.g. Coaches, Advisors, Officials).
7. To accept responsibility to set a good example for teammates, peers, younger students, fans and school community.
8. To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of co-curricular activities.
9. To help students realize that participation in co-curricular is a privilege with accompanying responsibilities.
10. To generate a sense of pride and unity in MHS programs for students, staff and community.

RESPONSIBILITIES:

It is important to understand that participating in athletics/activities is a privilege and not a right. You are expected to share responsibility for such an opportunity. This is to include:

Responsibilities to You: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences. To live a healthy lifestyle, both physically and mentally, at all times.

Responsibility to your Academic Studies: Your academics and your participation in other athletics/activities prepare you for your life as an adult. Athletics/Activities, while very important to young people, is only a small part of life.

Responsibilities to Your School: Another responsibility you assume as a student is to your school. Mukwonago High School cannot maintain its position as an outstanding school, unless you do your best in the activity in which you are engaged and are a good role model. Other students and faculty are watching you. They know who you are and what you do. Be a positive example that will make your school proud.

Responsibility to your Community: You assume a leadership role when you are involved in athletics/activities. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are a class act, not based on winning but rather that we exhibit strong character, work ethic and sportsmanship. Make your community proud of you by your consistent demonstration of these ideals.

Responsibility to your Families: As a student, you need to be aware of the sacrifices, both financially and in time, that your families have given up to allow you to participate. You can begin to repay that by practicing to the best of your ability every day and participating in the activity "all out". By doing so, your family will be justly proud of you, win or lose.

Responsibility to Younger Students: The younger students at Mukwonago High School, Park View Middle School, the various elementary schools in our district, and in the community are watching you. They know who you are and what you do. Athletes/Activity members are role models for the young students. Make them proud and be a positive example. They will copy you in many ways, so be a great role model.

CODE OF CONDUCT RULES, MISDEMEANORS AND VIOLATIONS

MHS Athletic/Activity participants must understand that this code of conduct program is not designed to be a punishment, but a deterrent to becoming involved in risky and dangerous behaviors. It is also to insure that you have the best possibilities to succeed in your activity and to learn the valuable lessons that athletics/activities can teach. Advisors/Coaches, parents and administrators want to enable participants to reach their full potential while maintaining mental and physical well-being.

CODE OF CONDUCT RULES

The following rules will apply to each student and will be in effect at all times during the **12-month** period from the date of acceptance. Each advisor/coach also has the prerogative to establish and implement additional rules specific to his/her particular program. Advisors/Coaches are expected to share these in writing with their students and parents/guardians on or before the first contest.

CODE OF CONDUCT ACADEMIC ELIGIBILITY (FROM WIAA SENIOR HIGH SCHOOL HANDBOOK)

A student 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 grade-reporting period.

- 1) A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard, following a period of 15 scheduled school days and nights of ineligibility. Grade check forms are available in the Athletic/Activities Office.
- 2) A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period.
- 3) A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided:
 - a. The student successfully completes not less than the same number of courses which caused ineligibility.
- 4) A student who is ineligible for a minimum of 15 scheduled school days, under the provisions of this Section, may not return to competition until the school day following the 15-day ineligibility period.
- 5) A student who is enrolled in some courses in a university/college or technical college or some similar institution:
 - a. Must receive high school credit which meets the academic standard or have a notation made on his/her high school transcript that he/she successfully met the equivalent of the academic standard between the two schools involved.

Note: A student who has been assigned to a technical college by the school district is exempt from the provision requiring physical attendance at least one course each day, provided such a student continues being carried on the attendance rolls for purposes of state aids.
- 6) A student who is enrolled in any state-approved EEN program and receives no usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- 7) In fall sports/activities, in which the date of earliest allowed competition/activity is before the first day students are in class:
 - a. Fall Sport/Activities – The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days 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).

Dismissal / Quitting

A student who is dropped from one team/activity group for disciplinary reasons shall not be eligible in another during that same season. However, any student who is cut or quits may participate in another sport/activity during the same season. A student who quits does not receive credit for serving a suspension and will serve that suspension on the next team/activity on which he/she participates.

Attendance: A student should be in attendance at school the full day in order to be eligible to compete/participate that day. If a student is ill in the morning, they must report to school by the end of the lunch periods in order to compete or practice after school. Additional exceptions would include: School-sponsored activity, family emergencies, funerals, college visits, doctor/dentist appointments, and/or others at administration's discretion. Unexcused absences **WILL NOT** be tolerated. A student who is suspended from school shall be barred from participation in athletic/activities during that period of time.

Regular attendance is required to remain as part of the team/group. It is the student's responsibility to notify the advisor/coach, in advance, of any circumstances which would prohibit attendance at practice(s) or contest(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team/group dependent upon the nature and/or frequency of the offense.

Dress: Every student is expected to maintain appropriate standards of dress and grooming while representing his/her school or team/group.

Cell Phone Privacy: It is the practice of Mukwonago Area School District to ensure the privacy of all individuals during the time they occupy locker room/bathroom/dressing room facilities at school and during school sponsored events. All cell phones are prohibited from being seen or used in any school locker room/bathroom/dressing room (Statute: Wisconsin Act 118). If a cell phone is found to be in use, the advisor/coach has the right to confiscate the phone. If compromising photos are found to be taken with the phone, immediate removal from activities may result.

Transportation: Members of athletic/activity teams/groups are required to travel to and from out-of-town competitions in vehicles provided by the school district or co-op program. A student may return home with their parent/guardian, if this request has been made in advance of the contest and only if the parent/guardian personally picks the student up in the presence of the advisor/coach, at the conclusion of the activity. A student is not allowed to return from an activity with anyone other than his or her parent/guardian, unless the *Alternate Transportation Request* form has been filled out in advance and returned to the Athletic/Activities Office.

Injury: Every student is required to report any injury, however slight, to the advisor/coach at the time it occurs. The advisor/coach will fill out an accident report form.

Equipment: Students are responsible for any uniforms and/or equipment issued to them. Each student is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport/activity until he/she has returned or paid for all uniforms and equipment that was issued to them in a previous season.

Honesty Clause:

1. The student shall be truthful.
2. The student shall be forthcoming with information.
3. The student shall not be deceptive or untruthful.
4. The student shall be cooperative.
5. When a student is facing his/her first code violation, if the student is honest and forthright upon the first interview with administration, the suspension will be reduced to 20%, instead of a 30% suspension.

If a Mukwonago Area School District administrator or the activities director has a reasonable suspicion that a specific student may have violated the district's Code of Conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, **it is expected that the student shall answer truthfully**. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty advances to the next step.

CODE OF CONDUCT MISDEMEANORS

The following misdemeanors are unacceptable and the Mukwonago High School Administration reserves the right to impose a penalty as deemed appropriate by the severity of the infractions, which may include the suspension from practice and/or competition. Each advisor/coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.

Behavior and Conduct: Respect, courtesy, manners and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since students represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of students will be exemplary at all times. Below is a list of examples that are considered behavior unbecoming of a student, but is not an exhausted list:

- Unexcused absences
- Academic dishonesty
- Bullying/Cyber bullying/Harassment

- Social media content that is deemed inappropriate
- Vandalism or Property Destruction
- Poor sportsmanship including name calling, obscene gestures, and/or fighting, ejections from a contest, etc.
- Hazing/Initiation Ceremony: Mukwonago High School will not permit, nor will any student stage, any type of “initiation ceremony” or hazing of students at any time and on any level.
- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Athletic/Activities Code, the regulations within the WIAA, or the ideals, principles and standards of Mukwonago High School.

CODE OF CONDUCT VIOLATIONS

Forbidden Behaviors would include:

Criminal Behavior: A student who participates in activities resulting in his/her arrest or formal charges being filed in a court of law. If the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. If the school district does not have such evidence and the student is convicted of a crime (misdemeanor, felony or municipal ordinance violation), the penalty pursuant to this code will be imposed upon conviction. In the latter case, the athlete may continue to participate in his/her sport/activity until resolution of the matter by the judicial system.

Following conviction of a felony, a student would need MASD Board of Education approval in order to regain eligibility to participate in any athletics/activities.

Chemical Health Violation: A chemical health violation includes possession, use, buying, selling and/or being under the Influence of any drugs and drug paraphernalia: (Note: drugs are defined as tobacco, electronic smoking/vaping devices and materials, alcohol, illegal drugs, marijuana, synthetic drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to prescription directions.)

Presence at a party or gathering where alcohol or drugs are being illegally consumed: If a student attends a party where alcohol or drugs are being illegally dispensed, the student must **LEAVE IMMEDIATELY**. To remain in the presence of this illegal activity shall constitute a violation of the Code of Conduct. In addition, the student should report the event to his/her advisor/coach or the activities director by the end of the next school day.

Note: Students should encourage as many classmates as possible to leave with them.

*The intent of the “presence at a party” is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family events.

Hosts of Parties Lose the Most: Suspensions will be doubled for student a who knowingly organize, facilitate, promote, or host any gathering, party or social event where alcohol or drugs were used by underage participants.

Cyber Image Policy: Any identifiable image, photo or video which implicates a student to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must also be noted that there may be persons, who would attempt to implicate a student, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our students not place themselves in such environments in the first place.

Suspensions: Any behavior that results in an out of school suspension, will be considered a violation of the Code of Conduct.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS

- Any penalty will be imposed immediately following substantiation of the violation.
- If a student chooses to serve a suspension in a new sport/activity, the student must fully participate in that activity from the beginning through the end of the activity.
- When calculating the number of contests/performances/meetings/etc to be forfeited, any amount that results in a decimal remainder of .5 or greater will round up to the next whole number.
- The student will be ineligible for all contests during the period of suspension and prior to a reinstatement request.
- During the period of the suspension, the student is required to attend team/group meetings, practices and contests and must participate in every team/group activity, but may not compete.
- For suspensions in which the number of contests/performances forfeited is greater than the number that remains in the activity, the remainder will be carried over to the next season/activity in which the student participates. Number of performances may vary yearly. The actual penalty will be determined using the actual schedule for the activity's season. The number of contests forfeited will be recalculated when the forfeiture involves two different activities, allowing a prorated penalty to take effect.
- A student-athlete who has a code of conduct violation will not be eligible for either a nomination or be the recipient of any conference award at the conclusion of the season in which the violation was served. The athlete will also not be eligible for any team or coach's award such as Most Valuable Player, Most Improved, etc. An athlete may receive a team award based on a statistical award such as Most Rebounds or Best Batting Average, etc. The athlete will be allowed to receive any WIAA Tournament series award. For activities, awards will be determined at the discretion of the advisor.
- Any student-athlete who has a code of conduct violation will not be allowed to serve as Team Captain for any team for one calendar year (365 days) beginning on the date the violation was substantiated by the Athletic Director. For activities, leadership roles are at the discretion of the advisor.

First Violation:

- Athletics: automatic suspension for 30% of that competitive season's scheduled contests. If a student-athlete receives a violation due to alcohol or drug related issues, the student-athlete will be required to meet for assessment and education with the District AODA officer. If outside treatment is recommended, it will become the parent/guardian's responsibility and expense, to see that outside treatment is obtained. Activities: automatic **30%** suspension, as determined by the advisor. If the activity is a one-time event, the student would be ineligible to participate.

Second Violation:

- Athletics: automatic suspension for 60% of that competitive season's scheduled Contests. If a student-athlete receives a 2nd violation due to alcohol or drug related issues, the student-athlete will be required to meet for assessment and education with the District AODA officer. If outside treatment is recommended, it will become the parent/guardian's responsibility and expense, to see that outside treatment is obtained. Activities: automatic **60%** suspension, as determined by the advisor. If the activity is a one-time event, the student would be ineligible to participate.

Third Violation:

Automatic suspension from all activities for the rest of high school career. Students may request reinstatement after 365 days, with a written letter to the Activities Director. Approval, or denial, of request would be made by an appeal board, made up of one high school administrator (not the AD) and two MHS head coaches/advisors (not associated with the student).

CODE OF CONDUCT VIOLATIONS REINSTATEMENT

All students must seek reinstatement after any code of conduct violation to regain eligibility.

1. The student must attend all practices/meetings and be present at all competitions while under suspension.
2. A written request for reinstatement must be submitted by the student to the Activities Director. Letter should include the understanding of why they were suspended, a plan of how to remain in good standing and the benefits for the student to return to competitive performance.
3. Must make a verbal apology to team/group.

CODE OF CONDUCT VIOLATIONS REPORTING PROCEDURE

A violation of the Code of Conduct should be reported to an administrator in the district. The report should indicate the nature, date and time of the violation. Alleged violations during the summer months must be reported in writing or by phone to a school administrator within the first fifteen (15) school days. All attempts will be made to keep the name of the reporting witnesses confidential. Administration may, or may not, investigate anonymous reports.

CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE

When an alleged violation of the code is reported to the administration or coach/advisor, the administrator or his/her designee shall meet with the student. The student will continue to participate in activity activities until this meeting is held.

1. In the event that the student admits to the allegation of a violation at this meeting, the administrator or activities director shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her parent/guardian shall be given written notice of the violation and the discipline imposed.
2. In the event that the student denies the alleged violation, the administrator or his/her designee shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student and his/her parent/guardians shall be given written notice of the violation and the discipline imposed and shall be informed of the opportunity for appeal to an appeal board.

* Students who are involved in athletics and activities who have a violations, will serve suspensions in both.