



PEWAUKEE HIGH SCHOOL ATHLETIC & ACTIVITIES CODE OF CONDUCT



I. PHILOSOPHY

School Board members, administrators, community and faculty agree that Athletic/Activities are an important part of a student's school career. These activities offer learning experiences and competitive opportunities in addition to those in the classroom. The community and the staff of Pewaukee High School encourage every student to participate in an activity that he/she finds challenging or enjoyable.

This Athletic/Activity Code is in accordance with the mission of our school district.

The Pewaukee Public School District is committed to a policy of equal opportunity and non-discrimination in the educational programs and activities it operates and in related employment practices. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of sex; race; color; religion; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; gender identity; physical, mental, emotional or learning disability; or any other characteristic protected by law.

II. GENERAL GUIDELINES

Participation in activities makes the student a visible representative of the School District and extends the District's legal responsibilities for the student beyond the regular school day. To maintain eligibility in the activities offered by the school, a student must make a commitment to follow rules stated in this code. This code is on a year-round basis (12 months).

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

We recognize that discipline is essential to the teaching/learning process; therefore, each coach/advisor may establish rules in addition to those cited in this code to ensure an atmosphere conducive to the activity. These rules, however, must not conflict with this code, must be submitted in writing and approved by the Athletic/Activities director.

III. POLICIES

The following general policies have been established for all activities/sports:

- A. Random Drug Testing – All students involved in athletics or activities are required to participate in the Random Drug Testing Program provided by the district per the Random Drug Testing Policy.
- B. Attendance at school – A student must be present in **ALL** classes on the day of a practice or contest. Death in the family, college visits, medical appointments, and other approved absences may be exempted, but the activities director or administrator must give permission prior to participation.
- C. Detentions – Students are not excused from detention because of participation in co-curricular activities.
- D. Activity/Sport Suspension – The athletes/students are required to practice during suspensions resulting from code violations.
- E. Out-of-School Suspension – Students shall not practice or participate on the day(s) of an out-of school suspension, including the weekend should the suspension span across a weekend.
- F. Transportation – Students must travel with the group on a school-authorized carrier to and from out-of town contests. If a parent/guardian is present at the out-of-town contest, the student may ride home (only with coach approval) with his/her parent(s)/guardian(s) provided the parent/guardian fills out an Alternate Transportation Form and turns in that form to the advisor/coach in charge before departure from the contest. All other situations must be pre-approved by the Athletic/Activities Director.
- G. Injury – All injuries incurred during practice or contest must be reported to the advisor/coach immediately.

IV. ELIGIBILITY

ATHLETIC ACADEMIC ELIGIBILITY

To be eligible for interscholastic athletic participation, a Pewaukee student must:

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

To regain eligibility following academic suspension, a student must:

1. Satisfy all academic eligibility requirements prior to reinstatement.
2. Participate in all practices and/or team meetings.
3. Not compete in interscholastic contests for a period of 15 consecutive school days once grades are checked. **Note: Only school days count toward the 15.** Grade check will occur on the 15th day and eligibility will be restored on the 16th day as long as the student has satisfied all academic eligibility requirements.
 - a. Incomplete grades made up within two weeks, result in immediate eligibility.
4. A student who receives more than one failing grade in the previous school year's final grading period, and wishes to participate in the fall, shall be ineligible for the lesser of these two periods.
 - 21 calendar days from the date of the first WIAA allowed contest, or
 - One-third of the maximum number of games/meets the WIAA allows in that sport
 - a. Work completed during summer school will be considered in determination of eligibility for fall sports.

ACTIVITY ACADEMIC ELIGIBILITY

To be eligible for interscholastic athletic participation, a Pewaukee student must:

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

To regain eligibility following academic suspension, a student must:

1. Satisfy all academic eligibility requirements prior to reinstatement.
2. Participate in all practices and/or meetings associated with that activity.
3. Not compete in contests/performances for a period of 15 consecutive school days once grades are checked. **Note: Only school days count toward the 15.** Grade check will occur on the 15th day and eligibility will be restored on the 16th day as long as the student has satisfied all academic eligibility requirements.
 - a. Incomplete grades made up within two weeks, result in immediate eligibility.

V. CODE VIOLATIONS

Conduct – All students involved in sports and/or activities **as a participant and/or spectator** are expected to conduct themselves in a manner that will reflect positively on Pewaukee High School and its co-curricular program. Any inappropriate conduct will result in disciplinary action or code violation.

CODE OF CONDUCT – MINOR OFFENSE

These violations accumulate only during each school year. Two minor offenses in the same school year will equal a Code of Conduct Major Offense. The following minor offenses are unacceptable and the principal and/or athletic director reserve the right to impose a penalty as deemed appropriate by the severity of the infractions which may include suspension from practice and/or competition.

- Unexcused absences resulting in truancy
- Academic dishonesty
- Fighting
- Bullying/Harassment/Hazing/Cyber bullying (minor offense)
- Improper use of cell phones, computers and social media
- Vandalism or Property Destruction
- Poor sportsmanship including name calling, obscene gestures, and/or fighting.
- Out-of-School suspensions
- Hate speech, racial or ethnic slurs/comments

- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Athletic Code, the regulations within WIAA, or the ideals, principles and standards of the Pewaukee School District.

Note: If a ticket is issued for any of these offenses listed, the suspension will fall under the first, second, or third major offense criteria.

CODE OF CONDUCT – MAJOR OFFENSES

The following are considered major violations of the athletic/activities code:

- A. Positive drug screening in the Random Drug Testing Program
- B. Possession, use, sale, or distribution of alcoholic beverages, marijuana, performance enhancing substances, or any other controlled substance. This rule does not prohibit the personal use of drugs prescribed by a physician for the individual student nor does it prohibit the proper use of over-the-counter drugs like aspirin, ibuprofen, etc. The abuse of prescriptions or over-the-counter drugs is prohibited.
- C. Use or possession of tobacco or nicotine products including smoking, chewing, and inhalant devices such as vape pens or supplies related to vape pens or other inhalant devices
- D. Attendance at gatherings where alcohol, marijuana, and/or other controlled substances are being used is prohibited. Students will be considered to have violated rules by attending such gatherings, except as follows:
 - 1) A student attends one of these gatherings and immediately leaves when he/she becomes aware of the use of alcohol or illegal drugs.
 - 2) A student is present at an establishment licensed to sell alcoholic beverages in addition to food or recreational services (restaurant, bowling alley, etc.) and the student does not consume alcoholic beverages.
 - 3) A student is present at family gatherings where alcoholic beverages are available to adults only, and the student does not consume alcoholic beverages.
- E. Any criminally related activity or municipal ordinance including, but not limited to, shoplifting, theft, disorderly conduct, burglary, underage drinking or assault.
- F. Being in a vehicle with open intoxicants and/or illegal drugs.
- G. Hosting, organizing, facilitating and/or promoting any gathering or social event where alcohol or other drugs are known to be available or used (there may be greater consequence – up to doubling of the penalty)
- H. Bullying/Cyber Bullying/Harassment/Hazing (major offense) (See District Policy #5300.08 & #5300.09)
- I. Misuse of social media or technology – Students must remember that participating and competing in athletics and activities for PHS is a privilege, not a right. The student represents his/her high school, and therefore, they are expected to portray themselves, their team, and their high school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team and school rules and regulations (included those listed below).
Specifically prohibited behaviors include, but are not limited to:
 - Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
 - Derogatory language regarding school personnel or other students.
 - Comments designed to harass or bully students and/or school personnel.
 - Nude, sexually-oriented, or indecent photos, images or altered pictures.
 Also prohibited are all on-campus connections to off-campus violations of this policy.
 - Use of school technology to view off-campus postings.
 - Students accessing posts at school on their own devices.
 - Distribution of hard copies of posts on school property.
 - Re-communication on campus of the content of the posts.

***Administration retains the right to respond to any action covered, or not covered, by these rules.**

VI. ENFORCEMENT

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

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

VII. PENALTIES – ATHLETIC MAJOR OFFENSE

Participation in activities/athletics is a privilege. Failure to abide by the established rules will result in withdrawal of the privilege to participate. All code violations and resulting penalties will be handled by the administration/Athletic/Activities director. In a case in which a student does not leave a party at which others are consuming illegal substances, and it is proven that the student did not use these substances, the student could receive a written warning sent home to parents. If this happens a second time, it will be considered a second violation according to the chart. A student may reduce their consequence in ½ for a code violation by reporting it within 5 days of the incident. However, it must be reported before administration or the Activities Director becomes aware of the incident.

- A. First Violation: Suspension from participation in 30% of the entire season's contests (refer to Appendix A) and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See section X.)
- B. Second Violation: Suspension from participation in 50% of the entire season's contests (refer to Appendix A) and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See section X.)
- C. Third Violation: Indefinite suspension from interscholastic athletics (refer to Appendix A) and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See section X.) An ineligible student may apply for reinstatement, in writing to the Athletic/Activity Director, after one calendar year.

Since honesty is expected, any finding of dishonesty during disciplinary investigations or during disciplinary proceedings may result in an extension (up to doubling) of any penalty authorized in this guideline.

If a student violates the Code of Conduct during a time when they are not participating in a sport or activity, she/he cannot join a sport or activity already in progress (practice has begun) in order to serve the suspension.

A violation of the Rules of Conduct will eliminate the athlete for WIAA Scholar Athlete consideration.

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

During suspension, athletes will be expected to attend and participate in all scheduled practices and team meetings. Suspended athletes will not be permitted to dress for contests. The coach will determine if the athlete

can sit on the bench or ride on the team bus to contests. Notwithstanding anything else stated in Section VI, if any of the acts identified in Section IV result in the student being suspended for one or more WIAA tournament competitions, the immediate penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.

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

VIII. PENALTIES – ACTIVITIES MAJOR OFFENSE

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

Since honesty is expected, any finding of dishonesty during disciplinary investigations or during disciplinary procedures may result in an extension (up to doubling) of any penalty authorized in this guideline.

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

- In all cases, the student will be suspended immediately from participation in the stated number of contests in the current sport or activity as outlined in Appendix B. If the student is not participating in an activity at the time of the violation (or insufficient activities remain in the current season), the suspension shall be enforced at the beginning of the next activity season in which the student participates.
- **Voluntary Admission for First Violation:** In non law enforcement situations where school officials have not yet initiated an investigation into the possibility of a Code violation, a student or his/her parent may submit a voluntary admission to school officials. The voluntary admission would apply for first time violators only and would allow administration the option to potentially reduce the duration of a suspension – up to 10% - going from a 30%-of-season suspension to a 20%-of-season suspension.

IX. APPEAL PROCEDURE

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

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

X. GOOD BEHAVIOR CLAUSE

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

- 1. The student must maintain his/her behavior positively and maintain academic eligibility with no further violations of the code, for twelve (12) months from the date of the last violation's enforcement.
- 2. The student must apply to the athletic/activities director in writing for the good behavior clause to be applied.
- 3. The principal or associate principal and the athletic/activities director will review the request. The review must be able to validate that the student has maintained good behavior for 12 months, and agree that the student should be eligible to have the good behavior clause applied. At this time the level of the violation would be moved back one step, if it is a first violation, the student would regain eligibility for Homecoming court, Winter Ball court, and Prom court. This process may be applied a maximum of one time while a student at the high school.

APPENDIX A

SPORT	30 %	50%
Cross Country (11)	3 meets	6 meets
Football (9)	3 games	5 games
Fall Cheerleading (5)	2 games	3 games
Fall Pom Pons (5)	2 games	3 games
Soccer (24)	7 games (multiple games in a day = 1)	12 games (multiple games in a day = 1)
Tennis (14)	4 meets	7 meets
Swimming (14)	4 meets	7 meets
Volleyball (15)	5 meets (multiple games in a day = 1)	8 meets (multiple games in a day = 1)
Basketball (22)	7 games (multiple games in a day = 1)	11 games (multiple games in a day = 1)
Winter Cheerleading (22)	7 games	11 games
Winter Pom Pons (22)	7 games	11 games
Hockey (20)	6 games (multiple games in a day = 1)	10 games (multiple games in a day = 1)
Wrestling (14)	4 meets (multiple matches in a day = 1)	7 meets (multiple matches in a day = 1)
Golf (15)	5 meets	8 meets
Softball (20)	6 games (multiple games in a day = 1)	10 games (multiple games in a day = 1)
Track (20)	6 meets	10 meets
Baseball (26)	8 games (multiple games in a day = 1)	13 games (multiple games in a day = 1)

APPENDIX B

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