
SUN PRAIRIE HIGH SCHOOL

EXTRA-CURRICULAR RULES AND REGULATIONS HANDBOOK

2011 - 2012



EDUCATIONALLY BASED ATHLETICS

AT SUN PRAIRIE HIGH SCHOOL

Sun Prairie High School student-athletes are committed to understanding that participation is a privilege. It is something that needs to be earned every day. We are providing an educationally based experience that is an extension of the classroom. Within this experience are many life lessons, which are rooted in these core traits. These traits complete the statement, "At Sun Prairie High School, our student-athletes are people who demonstrate...."

Accountability-Putting forth the effort and attitude to make yourself and your team better by doing what is right even when no one is watching. Your success in the classroom, community and in your sport starts with your decisions.

Respect-Respect of coaches, teammates, opponents, fans and all other aspects of the privilege to participate in an educationally based sport.

Coachability- Having the desire to improve and the will to accept constructive feedback from coaches and peers. Being willing to do the extra work to be the best at your role.

Passion-No team can be successful without having passion. Love for the game and the desire to make those around you better portrays a team-first attitude.

Discipline-Training hard, making good life choices, being early and staying late. If a student-athlete is disciplined they will value these things.

A Spirit of Sacrifice-A real student-athlete will give up something temporarily for the purpose of making others better. You can't have it all and do it all. Over committing and under delivering are not enduring qualities.

Integrity-A student-athlete must possess a moral foundation when it comes to fulfilling his/her expectations. Playing above and beyond the rules shows that you are someone to be trusted in the classroom, in the community and on the competition field.

Commitment-Making a conscious decision to fully invest in the team pursuits and protecting your team from things that could get them off the path.

Unity-Treat your teammates, teachers, and coaches how you want to be treated. Choose words, actions and responsibilities that draw you closer to the team goals.

Updated 5/3/10

SUN PRAIRIE HIGH SCHOOL

2011-2012

Interscholastic and Extra-Curricular Activity Rules and Regulations Handbook

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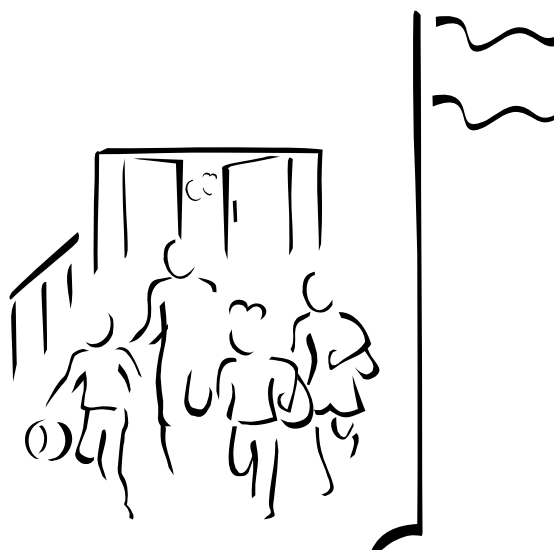
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If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 834-6655.
Si un estudiante, padre ó guardian prefriere tener esta información traducida en Español, por favor contactenos en el 834-6655.

If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 834-6630.
Yog tus me nyuam lub xiv los yog niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hais rau peb paub rau ntawm 834-6630.

**PAGES 3-7 PROVIDE GENERAL
INFORMATION FOR STUDENTS WHO
PARTICIPATE IN ANY
EXTRA-CURRICULAR ACTIVITY AT
SUN PRAIRIE HIGH SCHOOL**

ATHLETICS AND ACTIVITIES



OUR PURPOSE FOR EXTRA-CURRICULAR ACTIVITIES

The extra-curricular program is an integral part of the high school experience. It is a privilege intended to enrich student learning and connectedness to their school, community, and each other. Participation in extra-curricular activities assists in the physical, social, and emotional development of students. Additionally, activities provide opportunities for participants to become their own advocates and work with coaches and advisors to set goals, overcome adversity, and work cooperatively to make experiences rewarding.

Extra-curricular activities are optional and are not required in order to graduate from Sun Prairie High School. Thus, participation requires some additional expectations for participants. This codebook defines those expectations. A goal is that the code be used as an educational tool that encourages participants to make positive choices. It is the responsibility of each student to know and follow the policies outlined in this handbook.

RESPONSIBILITIES

The privilege of participating in our athletic and activities programs is extended to all students who are willing to assume certain responsibilities. Parents are expected to attend one extra-curricular code meeting with their child along with reviewing all policies in this handbook.

Your greatest responsibility is to be a credit to your team/group, school, parents, and community. Therefore, it is required that you...

- Display high standards of social behavior.
- Follow the student code of conduct on a year-round basis (365 days per year).
- Display outstanding sportsmanship as a participant and fan.
- Display proper respect for those in authority, including teachers, coaches, and officials.
- Display a real spirit of cooperation and sportsmanship.
- Dress appropriately when attending a contest or activity away from home.
- Use language that is socially acceptable. Profanity will not be tolerated.
- Provide a reasonable level of dedication/commitment to your school, activity, sport, coaches, advisors, and teammates.

STATEMENT OF NONDISCRIMINATION

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur. (SPASD Policy JB)

DEFINITIONS

ATODA

Alcohol, Tobacco and Other Drug Abuse

Attendance/Knowing Presence Violation

Attendance at an event or party, without the participant's parent being present, where the participant is knowingly in the presence of (1) an underage person possessing or using alcohol, or (2) a person possessing or using an illegal drug. Being in the presence of a person using tobacco is not a violation herein. A participant has not committed a violation hereunder if he/she leaves the event or party with appropriate promptness under the circumstances. The participant is expected to make a rational "exiting decision."

Co-Curricular Activities

Activities that are those that have a specific relationship with a class in which a student is or has been enrolled for a grade. Students will not be held out of co-curricular activities when his or her grade would be affected. Examples of these would include music concert performances, FFA activities for class credit, etc.

Community Service Hours (CSH)

Non-athletic activity students are expected to use CSH as a means of giving something positive back to the community. These hours may include, but are not limited to church, neighborhood, school or community activities. Students may not be compensated or paid in any way for service hours. A CSH form can be obtained in the Activities Office or from your advisor. Students are required to submit their completed hours to the Activities Director or club advisor upon completion.

Exit Interview

An exit interview is a short meeting initiated by the student-athlete who has quit or severed ties from an athletic team. The student-athlete is expected to explain the reason for their decision and discuss options for future participation.

Extra-Curricular Activities

Activities that do not have a specific relationship with a class in which a student is or has been enrolled. The student is participating in these activities in order to enrich their school experience. There is no grade or credit attached to these activities that is reflected in their class work. Team sports and student council are examples of these activities.

Plagiarism

Use of another person's published ideas, works, or research and presenting it as one's own by not properly crediting the author. This includes downloading papers from the Internet and downloading parts of a paper from the Internet without enclosing the downloaded material within quotation marks and/or without crediting the source.

Self-Referral

When a student violates an extra-curricular rule and makes an honest effort to come forward and report the violation to the Activities Director, other school administrator, coach/advisor or Student Services Personnel, prior to staff awareness of the violation. This is only for a student-athlete's first code violation.

Self-referrals must be made 48 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire calendar year. An email or message can be left at jemcclo@spasd.k12.wi.us or 834-6715.

Simultaneous Athletic/Activity Consequences

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be held according to the code for both activities.

Example: TYPE I violation - A student participates in golf, DECA and Three Act

Suspension from Sport: 25% of games.

Suspension from Clubs: No activities until 15 hours of community service are completed.

TYPE I Violation

Offenses that are considered minor. (Non-Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations)

TYPE II Violation

Offenses that are considered serious. (Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations)

TYPE III Violations

Offenses that are considered extremely serious, such as criminal behaviors.

Voluntary

In reference to a situation when a student voluntarily enters him or herself into a treatment program for an ATODA substance abuse problem. Voluntary means that it is unrelated to a specific ATODA incident and the student has not committed an ATOD code violation.

STUDENT EXTRA-CURRICULAR ACTIVITY ACCOUNTABILITY MAP

Students who choose to participate in extra-curricular activities are afforded full participation. However, when a student chooses to participate in extra-curricular activities at Sun Prairie High School, certain responsibilities accompany this participation. The main responsibility is to follow the code of conduct outlined in this handbook. At times, when a student chooses not to follow the code of conduct, a student is held accountable at multiple levels.

All Sun Prairie Area School District students are expected to follow school, community, and state laws.

Law Enforcement Rules:

There are local and state rules that are addressed in the code policy. At times a citation is administered. These are law enforcement policies that are above and beyond the consequences of the code. A student may receive a citation for underage drinking and will also serve a suspension from participation in athletics and activities.

School District Policies:

All students who are enrolled in a SPASD school follow the same rules. There is no choice here. School rules are enforced first and then code violation consequences are enforced next.

In addition to consequences at the community and school level, students who participate in extra-curricular programs are held accountable to the extra-curricular code of conduct.

When a Code of Conduct
Violation Occurs --
Student is Accountable
To the Following:

Family Rules:

Your family has their own set of rules for students to participate that may go beyond the code of conduct. This is a family decision.

Extra-curricular Activities Code:

Participation is a choice. By participating, you are choosing to follow the code of conduct. This could mean a ticket from law enforcement, a school suspension, a consequence at the family level and a consequence restricting a student from participation in extra-curricular activities.

ACADEMIC ELIGIBILITY

1. Students are eligible for extra-curricular programs (athletics and activities) if they have received no F's, incompletes, and have a contribution grade of 2 or higher, from the previous grading period, as follows:

FIRST QUARTER	THIRD QUARTER
FIRST SEMESTER	SECOND SEMESTER

2. Any student who has a cumulative GPA below a 2.0 from the above grading period(s) may be placed on academic probation for the entire season, the coach may require weekly grade checks be turned in on Monday of each week.
3. Students who fail, receive an incomplete, or have a contribution grade lower than 2 in any class, for the above mentioned grading periods, are ruled ineligible for fifteen (15) consecutive school days and nights. Note: Day one (1) is the first school day following notification.
 - a) The student becomes eligible if, at the end of the fifteen (15) school days and nights, they are doing passing work in all classes, and have raised their contribution grade to 2 or higher
 - On the 15th day, it is the responsibility of the student to initiate a grade check with all classroom teachers.
 - A grade check form can be obtained from the Activities Office, Assistant Principal, or Guidance Office. When completed, grade checks should be turned in to the Activities Office (for athletes) or the Activity Advisor (for extra-curricular activities).
 - b) A student regains eligibility immediately if incomplete grades are made up within two weeks after a grade-reporting period, and their contribution grade is 2 or higher
4. For Fall sports, the minimum ineligibility period shall be the lesser of the following (includes grade levels 9-12):
 - a) 21 consecutive calendar days beginning with the date of earliest competition/performance.
 - b) one-third of the maximum number of games/meets/performances allowed (rounded up if one-third results in a fraction).
5. Students may erase ineligibility for grades by retaking and passing the failed course during summer school if that particular class is offered.
6. Midterm Academic Probation/Ineligibility: Students may be placed on academic probation at any time within a quarterly grading period if it is determined they are failing any course. When placed on probation, students have ten (10) school days and nights to raise a failing grade(s) to a passing level. If still failing after ten (10) school days and nights, students will be considered *academically ineligible* for competition/performance until a passing grade is achieved. Weekly grade checks are required for the remainder of the season, and are to be turned in to the coach/advisor on Monday of each subsequent week.
 - There are no SPASD or WIAA restrictions on practicing, competing/performing while on academic probation. Coaches/Advisors may, however, develop individualized plans for improvement as circumstances warrant.
7. Credit recovery programs, such as ELO (Extended Learning Options) do not qualify a student for academic eligibility.
8. If a student or a student's parent(s) or guardian(s) falsify any information submitted to a school, and a student participates resulting in an order of forfeiture, the student becomes ineligible in all activities for one calendar year from the date of the last game or meet in which the student participated.

ATTENDANCE REQUIREMENTS

Unless an absence has been pre-arranged (doctor/dental appointments, etc.), a student must be in school for the entire day to participate in practice, rehearsals, club activities or athletic contests, etc. on that given day. Additionally, a student who has an unexcused absence on a Friday may not participate in a scheduled weekend event.

Students who develop a pattern of tardiness will not be eligible to participate in the next athletic contest or club activity, etc. This pattern is described as every fourth reported tardy or one IST (In-school Suspension for Tardiness) in a given semester. See Sun Prairie High School Student and Family Handbook for a more complete description.

It is the responsibility of the parent/guardian to notify the Sun Prairie High School attendance office (834-6993) either on or before 9:00 A.M. of the day that a student will be absent from school due to an appointment. Failure to do so will result in a student being restricted from participating that day. A student may not be excused from any part of the school day retroactively (after 9:00 A.M. the day of the absence) by anyone for athletic or activity participation purposes.

CHAIN OF COMMUNICATION WHEN YOU HAVE A CONCERN WITH A PROGRAM

Communication among or between students, parents, and coaches is encouraged and becoming ever more necessary. Coaches are encouraged to operate under an open door policy where they will candidly respond to questions and concerns from either the athlete or the parent. There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, the following procedure should be followed to help promote a resolution to the issue:

1. If the student or parent has a question or concern about the program, the question or concern should be brought directly to the coach/advisor.
2. Contact with the coach/advisor should be accomplished as much as possible during normal school hours via the tool established by the coach/advisor (i.e. email, phone call, office hours, etc.). Face to face or phone call is preferred.
3. Coaches/advisors should schedule the meeting with the student and/or parents in a private setting. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
4. If the student, parent, and coach/advisor cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Activities Director. The Activities Office phone number is 834-6715.

COMMUNICATION COACHES EXPECT FROM PARENTS

- Concerns expressed directly to the coach as soon as you have them.
- Encourage students to advocate for themselves with support from parents.
- Notification of any schedule conflicts in writing well in advance.
- Information about your student's health and safety.
- Your understanding of the commitment necessary to participate.

STUDENT TRANSPORTATION

Travel to and from activities or athletic contests will be only on school-provided transportation, when team numbers permit. A parental release or STUDENT TRAVEL PERMISSION FORM would allow a student to return from away contests/activities with their parent/guardian. The permission form must be submitted one day in advance to the Activities Office, and signed by athletic department staff. . A copy of the signed release will be given to the coach prior to the event. Please do not ask a coach to release your child after a game without following the correct procedure.

If a student wishes to ride home with another student's parents, both sets of parents must sign the STUDENT TRAVEL PERMISSION FORM. The driving parent is to hand the signed copy of the form to the advisor or coach.

Teams of less than eight (8) students, or teams with low numbers, may need to provide their own transportation to off-site practices, and/or competition sites. **Students are not permitted to transport other students.**

The STUDENT TRAVEL PERMISSION FORM is available in the high school Activities Office, and on the athletic department website.

POLICIES AND INFORMATION FOR STUDENTS WHO ARE PARTICIPATING IN INTERSCHOLASTIC ATHLETIC PROGRAMS AT SUN PRAIRIE HIGH SCHOOL

ATHLETICS

STATEMENT OF RISK FOR PARTICIPATION

Physical activity yields many benefits but may result in catastrophic injuries. All sports involve movement; some involve contact. Sports may be a high risk area for serious injuries. Although the Sun Prairie Area School District endeavors to operate athletic activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports. Therefore, parents and student athletes should consider these risks carefully before deciding to participate in interscholastic activities. Student athletes are recommended to obtain adequate health/accident insurance. If families have concerns about additional insurance, please contact the Activities Office.

The Sun Prairie Area School District is not responsible for and does not provide insurance coverage for student-athletes and their injuries. As a service, a Voluntary Student Insurance Plan is available to purchase privately. This information is available in the athletic office and is also available on our department and school district websites.

PLEASE NOTE: HEALTH CONCERNS, HEALTH PROTOCOLS, AND EMERGENCY MEDICATIONS NEED TO BE PROVIDED TO THE ATHLETIC COACHES BY THE PARENT. PLEASE BE CERTAIN TO PROVIDE ANY NECESSARY INFORMATION AND/OR MEDICATION TO THE COACHES, AND/OR ATHLETIC TRAINER.

FORMS NEEDED FOR ATHLETIC PARTICIPATION

No athlete may start practice or receive any equipment until all forms are properly processed in the SPSH Activities Office.

1. Athletic Physical / Participation Form (one each year)
2. Blue Coaches Medical History Card for each sport a student participates in.
4. ATHLETIC FEE is payable to SPHS ATHLETICS for each sport a student participates in.

NOTE: Athletic fees are not included in high school registration, class, or activity card fees.

MORE ON ATHLETIC PHYSICALS

An athlete must have a physical by a licensed physician, (MD or DO) / APNP, every other year and have the Physical / Participation Form on file in the SPSH Activities Office BEGINNING WITH THE STUDENT'S NINTH GRADE YEAR. In alternate years, the Physical / Participation Form must be completed and on file in the SPSH Activities Office. **All freshmen must have a physical before participation in a sport at SPSH.**

In April, 2003 the Health Insurance Portability Accountability Act (HIPAA) went into effect. Among other things, this law was passed to help ensure the protection and privacy of an individual's past, present, and future medical information. All information included on the athlete's physical and insurance/health history forms will be kept strictly confidential and will not be available for view or use by the general public.

Current interpretation of the HIPAA law does allow for discussion of an athlete's relevant medical history and current injury status between the medical staff and that athlete's coaching staff. This is to ensure the safety of the athlete through clear lines of communication between athletes, parents/guardians, coaches, and the medical staff regarding an athlete's ability to safely participate in a sport or activity.

Information on rights and protections provided by HIPAA law and current HIPAA policy and procedures are available on site from the Activities Office or the attending athletic trainer. For information on obtaining a free physical, contact the SPASD nurse, Deb Brown.

GENERAL WIAA (WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION) RULES FOR ATHLETIC PARTICIPATION

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school. A student-athlete must follow his/her school's code of conduct on a year-round basis

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaawi.org. This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules. There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office. These are WIAA eligibility rules:

AGE

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

ACADEMICS

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

ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.) Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

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

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- H. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- I. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

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

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

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

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

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9.

Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

A. A student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be eligible for practice but ineligible for competition for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.

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

C. Open enrolled and/or tuition paying students entering 11th and/or 12th grade as transfer students are ineligible to practice and/or compete for one calendar year.

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

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

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

G. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-4th semester transfers. Intra-district transfers occurring after the fourth consecutive semester following entry into grade 9 result in the student being ineligible for practice and competition for one calendar year (365 days beginning with first day of attendance at the new school).

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

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

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

K. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.

L. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics and he/she must have a physical examination (signed by a licensed physician, MD or DO / APNP*, every other school year. *Physicians may authorize Nurse Practitioners or Physicians Assistants to stamp the physical/participation form with the physician's signature or the name of the clinic with which the physician is affiliated.

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

TRAINING and CONDUCT

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

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

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

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

D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport.

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

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

AMATEUR STATUS

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

A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffle bags, backpacks, watches, rings, billfolds, 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, e.g.

B. 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, e.g.

C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.

D. A student-athlete may not be identified as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.

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

SPORTS ACTIVITIES OUTSIDE OF SCHOOL

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 the school team.

A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate in any nonschool games, including scrimmages against other teams.

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

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

B. During the school year before and/or after the school season of a sport, a student-athlete may participate in sport activities outside of school with these restrictions:

(1) A student-athlete must not participate in nonschool programs, activities, camps, clinics and/or competition that is limited to individuals who are likely to be candidates for the school team in that sport in the following season.

(2) Nonschool activities in which students are engaged may not resemble in any way a school team practicing or competing out of season.

C. In the summer nonschool roster restrictions are not in effect and members of a schools team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.

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

E. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. The sports of baseball, cross country, golf, gymnastics, softball, swimming, tennis, track & field, and wrestling are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in postseason play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

GENERAL SUN PRAIRIE AREA SCHOOL DISTRICT RULES FOR ATHLETIC PARTICIPATION

1. Student-athletes may not quit one sport to go out for another after tryouts have been completed and team divisions/cuts have been made in the same season.
2. Students may only participate in one school sponsored sport per season... Students who are dropped from one sport for disciplinary reasons, or who quit, shall not be eligible to compete in another sport for that particular season without mutual agreement of the coaches and the Activities Director.
3. Students are expected to register to try out for a sport prior to the first practice. Once competitions begin, no new participants will be added to the roster. Special circumstances may be taken into consideration. (i.e. recent transfer or student cut from another sport during tryouts). Coaches reserve the right to not accept any new participants to their program once competition has begun.
4. Student-athletes may be dropped from an athletic team by the coach or Activities Director for not being in good standing for repeated or flagrant discipline problems and/or failure to attend all classes, study halls, and practices.
5. Student-athletes serving an athletic code suspension, who have either been dropped from or quit a team at any part of the season, will be considered as not having completed their suspension and must re-serve their full suspension during the next sport they participate in.
6. Any student-athlete who quits a team is required to have an exit interview with the Activities Director before they can tryout for another athletic activity in any season.
7. Team managers will be treated as student-athletes for the purpose of enforcing the Extra-curricular Code consequences.
8. Special Awards Restriction. Student-athletes who violate the Extra-curricular Code will NOT be nominated for any special end of the season awards (including MVP, captain, all conference, all area, and all state, etc.) or Big 8 Conference awards during the season of participation or any season in which the suspension is served.
9. Policy Enforced Year-Round. The Extra-curricular Activities Code will be enforced 365 days a year. Students are expected to abide by all rules regardless of their geographical location. Once the Extra-curricular Expectations and Participation Agreement is signed by a student, the code is then in affect until the student graduates from Sun Prairie High School.
10. Students participating in Interscholastic and Extra-Curricular Activities are subject to school and media recognition, via rosters, photography, newspaper articles, the school website, etc.

STUDENT INJURIES

- Any student who is injured during a practice or contest must report the injury to the coach/advisor at once.
- Should an injury be discovered after the student has returned home, the coach/advisor should be contacted at once.
- The school athletic trainer will handle minor emergency treatments.
- In the event of any serious injury, parents will be contacted and nearest medical service will be obtained.

SUN PRAIRIE HIGH SCHOOL - STUDENT INTERNET POLICY

Social networking sites such as Facebook and MySpace, chat rooms, bulletin boards, and texting can be an important part of a young person's life and also pose a serious danger.

Since participation is a privilege and not a right, a student needs to accept responsibility for appearing or posting on certain Websites.

When visiting or appearing on any Internet site, students at Sun Prairie High School will maintain acceptable standards. These acceptable standards will be based upon the policies and regulations described within the Student and Family Handbook and the Sun Prairie High School Extra-Curricular Rules and Regulations Handbook, as well as individual team rules.

Any posting or communication via social networking Websites which disrupts either the educational or athletic environment or which advocates the violation of any school or team policy would be unacceptable, this would include but not be limited to:

- The consumption of alcohol or the use of illicit drugs or facsimiles
- Inappropriate sexually-oriented material
- Activities involving bullying, hazing or harassment

NOTE:

Students are expected to not place themselves in situations or environments where they could be implicated as violating The Extra-Curricular Rules and Regulations Handbook. For example, students have been implicated in violations via pictures, videos, texting, Facebook postings, and other social networking sites. Students who attend drinking parties or who engage in code violations and are then captured in video, in photos, or have their images posted on social networking sites, may be subject to consequences as describe in this Extra Curricular Rules and Regulations Handbook.

It is the intent of Sun Prairie High School to provide leadership, education and protecting of students from the dangers involved with some internet sites and to maintain the positive aspects of an education-based athletic program.

PARENT/GUARDIAN PARTNERSHIP

At Sun Prairie High School our athletic programs are educationally based. They are different from club sports, recreational sports, traveling teams and special all-star teams. We do not plan to have elite programs and each season brings a new opportunity for students to tryout for our teams. While a parent should be hopeful that their child successfully makes it onto a team roster, there are never any guarantees. Should your child represent a Sun Prairie High School athletic team we expect that you would support that privilege by understanding and agreeing to abide by all policies in this code.

- 1) Support your child by being a positive listener, especially after a tough loss.
- 2) Support the coach and administration in public around other parents and fans. We all have the same goal and should be on the same team.
- 3) Avoid speaking negatively about the coach in front of your child. It may create a major barrier in the child's hope for improvement in the sport. It will damage the coach/player relationship.
- 4) Understand the ultimate purpose of high school athletics; it exists as an integral part of the total educational mission of the school and participation in athletics is a privilege and not a right.
- 5) Contribute to the booster club by volunteering to help with projects and committees.
- 6) Display excellent sportsmanship at all times. Teach your child to always play by the rules and to be fair and honest with you and their abilities.
- 7) Follow the chain of command when you have a concern. Your athlete should speak to the coach first. The next step would be for you to contact the coach in order to set up a meeting at a mutually convenient time. If you are not satisfied after the meeting with the coach, please contact the athletic director to request a meeting to discuss your concerns.
- 8) Understand that the coach makes all personnel decisions.

CONFERENCE AFFILIATION

Sun Prairie High School is a member of the Big 8 Conference. This membership affords us the opportunity to compete in conference play with several other area schools. We share the responsibility in maintaining and promoting the integrity, sportsmanship, and character that the Big 8 Conference represents.



Beloit Memorial
Madison East
Madison West

Big 8 Member Schools

Janesville Craig
Madison La Follette
Middleton
Verona

Janesville Parker
Madison Memorial
Sun Prairie

BIG 8 CONFERENCE: FIGHTING AND UNSPORTSMANLIKE BEHAVIOR POLICY

Sun Prairie High School abides by the Big 8 Conference policy against fighting and other unsportsmanlike behavior. Any athlete, coach, or team personnel member ejected by a contest official from any contest for acts of harassment, fighting, taunting, or flagrant unsportsmanlike conduct or such acts as witnessed by a school official before, during, or after any contest will be subjected to the penalties listed hereafter.

Violation of the prohibition against harassment, fighting, or flagrant unsportsmanlike conduct shall bring an automatic suspension for the remainder of the contest plus suspension from the next scheduled contest date.

A more severe penalty may be assessed against an individual by a school for a violation if, in the judgment of the school, such action will be beneficial to the future of the sport.

For unsportsmanlike conduct resulting in an ejection, a second violation by the same individual during the same season brings automatic expulsion from the sport for the remainder of the season plus suspension from any and all tournament contests of that same season. If a second violation occurs during the last contest of a season, the individual is suspended from any and all tournament contests of that season plus suspension from the next contest date normally eligible for during the next season he or she participates in and completes in good standing.

For harassment incidents resulting in ejection, a second or subsequent violation, at any time, brings automatic expulsion for one calendar year from the date of ejection.

The member school may make unsportsmanlike conduct suspension appeals and the local Principal, following communication with the other involved Principal, will rule on the suspension. For harassment ejections, there is no appeal.

Fighting or Flagrant Unsportsmanlike Conduct

1. **Fighting** in any sport shall be construed to consist of an invitation to fight (closely following an opposing player during a disturbance and making any menacing or taunting gesture or sound), punching or slugging whether or not contact is made, and wrestling or tackling an opponent as part of an altercation. ***In addition, leaving the player box or player bench area to approach an altercation shall be construed as participation in the altercation.***
2. **Unsportsmanlike conduct** in any sport shall be construed to consist of disrespectful language or conduct or profanity directed at another player, contest official, school official, or law enforcement agent.
3. **The conference considers all forms of harassment** (including *racial, sexual, national origin, sexual orientation*, and all other forms as described by Board Policy JB) to be unacceptable behavior because such conduct undermines productivity, degrades, intimidates, isolates, discriminates against individuals in the school environment, and creates unreasonable interference with an individual's ability to perform. In order to maintain a positive environment for players and spectators, the Conference expressly prohibits such practices and will take all necessary steps to prevent acts of harassment from occurring.
4. Athletes who are subjected to harassment violations will **IMMEDIATELY**:
 - Report the incident to their coach.
 - The coach will report the incident to a contest official.
 - The official will inform the opposing coach of the allegation. Officials will be expected to rigorously enforce sportsmanship regulations and will be especially alert for repetition of the alleged incident.
 - Coaches notified of allegations will immediately counsel all squad members on the allegations and take appropriate steps to prevent any future incidents.
5. School officials are required to use the Big 8 Conference "Notification of Harassment Incident" procedure for all ejections and for witnessed incidents that fall outside the jurisdiction of WIAA contest officials.

SUCCESSFUL COMMUNICATION EQUATION

STUDENT + COACH + PARENT = SUCCESS

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student. Our goal is for the student, parent, and coach to work together in establishing positive communication.

PRE-SEASON SQUAD MEETINGS

Athletic coaches are expected to hold a pre-season meeting with parents and students. At this meeting, the following should be addressed in writing:

- Practice schedule
- Team Rules
- Coaching Philosophy Statement
- Special dates and events
- Game schedule
- Cut Policy
- Lettering Policy
- How players earn playing time
- The tool and time for talking with the coach

PRE-SEASON ACTIVITIES CODE MEETING

In addition to distributing this booklet through coaches and the Activities Office, it will also be available at the pre-season extra-curricular activity code meetings. Parents and students are expected to attend these meetings which will be planned prior to each athletic season.

ATHLETIC CODE OF CONDUCT

Participation in high school athletics is a privilege that is an optional addition to a student's high school experience. Therefore, additional rules apply to those who participate. Students who violate a rule from the Sun Prairie High School Student and Family Handbook will be held accountable for violating both district and extra-curricular rules. The student will complete the district consequences prior to serving the extra-curricular consequences. Students who participate in both athletic and non-athletic activities and who violate the code will be serving their consequences simultaneously for athletics and non-athletic activities.

"CARDINAL WAY RESPECT" CLAUSE:

Student-athletes are expected to show respect to fellow students, staff, and property. Any student-athlete that receives discipline for disrespect or insubordination may receive a one-game suspension, even for a minor violation. Remember, participation is a privilege, not a right.

TYPE I VIOLATIONS

The following is a list of minor violations impacting student-athlete participation. This is not an all-inclusive list. TYPE I offenses are not cumulative.

TYPE I – Non-Alcohol, Tobacco and Other Drug Related Athletic Code Violations

1. Harassing/taunting/threatening
2. Lying
3. Possessing false identification or school keys
4. Falsifying excuse/pass slip
5. Fighting
6. Forgery
7. Cheating/Plagiarism/Academic Honesty (see page 16 of Student and Family Handbook)
8. Violating school rules (per Student and Family Handbook)
9. Conduct not consistent with representing a WIAA member school as a student-athlete

a. The student-athlete will be suspended for **25%** of the current (or next sport if out of season) sports season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. During this suspension period a student-athlete will be expected to practice with the team.

***See Appendix A for Chart of Ineligibility Period**

TYPE II VIOLATIONS

The following is a list of major violations that impact student-athlete participation. This is not an all-inclusive list. TYPE II offenses are cumulative.

TYPE II – Alcohol, Tobacco and Other Drug Related Athletic Code Violations

1. Buying, possessing, use, or being in the presence of misuse of alcohol, tobacco, and other drugs or facsimiles/look-a-likes.
2. Misuse or being in the presence of prescription or over the counter medications
 - a. Student-athletes are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illicit activities. Failure to do so will result in a **50%** suspension.
 - b. Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place, is not acceptable, and will result in a **50%** suspension penalty whether or not the driver stays at the gathering.

First TYPE II Violation:

The student-athlete will be suspended for **50%** of the current (or next sport if out of season) sports season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student-athlete will be expected to practice with the team during this suspension. Meeting with Student Services Personnel is required and optional participation in a Student Assistance Program group will be offered.

Second TYPE II Violation:

The student-athlete will be suspended for **75%** of the current (or next sport if out of season) sports season competition dates, **or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs.** The student will be expected to practice with the team during this suspension. A student meeting with the District Student Services Personnel is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by Sun Prairie High School, must be completed in addition to the 75% suspension. Proof or certificate of completion of this assessment and follow-up recommendations (if applicable) must be presented to the District Student Services Personnel or Activities Director.

Third TYPE II Violation:

The third violation results in **100%** suspension from the current (or next sport if out of season) sports season competitions, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs

Fourth TYPE II Violations:

The fourth violation results in suspension for the remainder of a student’s high school career from any extra-curricular activity.

***See Appendix A for Chart of Ineligibility Period**

TYPE III VIOLATIONS - Extremely Serious Violations

The following is a list of extremely serious violations that impact student-athlete participation. This is not an all-inclusive list. TYPE III offenses are cumulative.

1. Organizing, hosting or having gatherings where the consumption of alcohol or the use of controlled substances takes place.
2. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look –a-like.
3. Use, possession or possession with intent to deliver anabolic steroids, androstydyne or human growth hormones.
4. Possession of a dangerous or concealed weapon
5. Reproducing or distributing school keys
6. Theft (larceny)
7. Vandalism (criminal damage of property)
8. Hazing/initiations
9. Threatening a staff member
10. Battery or sexual assault
11. Charged with a serious local, state or federal violation, which may or may not include a citation or arrest.

a. A student-athlete who commits any of these violations will be suspended from athletic participation immediately and may be suspended for up to a maximum of **three consecutive** athletic seasons or the equivalent of one full academic year. The Activities Director will determine the eligibility for the student-athlete to practice with a team.

b. All alcohol or drug violations in TYPE III will require a meeting with the Student Services Personnel and an alcohol and drug assessment, recommended by Sun Prairie High School. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services Personnel or Activities Director.

c. A second TYPE III violation will cause a student to be ineligible for any extra-curricular activity for the remainder of their high school career.

***Any athlete or activities participant convicted of a felony will be suspended from participation (practice and competition/performance) for a minimum of one (1) calendar year. Restriction from participation shall be effective from the date of the crime.**

****Multiple suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e. an athlete must be academically eligible first in order to then serve any code violation suspension).**

******See Appendix A for Chart of Ineligibility**

CALCULATING SUSPENSIONS:

The following describes the general process for determining ineligibility periods.

1. The number of normal contests a participant would be determined ineligible is outlined in Appendix A.
2. All normal ineligibility periods are calculated prior to introducing any penalty reduction option.
3. Penalty reduction options may lead to reduction of up to 25% or 50%. Respective reductions are applied only after the normal contest suspension is applied.
4. After applying a reduction option, the final ineligibility period will always be rounded up.

SAMPLE #1 CALCULATION OF SUSPENSION: First Violation – Type II Violation (Self-referral)

Student X participates in a sport with 14 contests. Student X earns a Type II consequence for an ATODA violation. The consequence is 50% of the regular season, which means that Student X will be ineligible to compete in 7 contests.

However:

Student X self-refers, which may lead up to a 50% reduction of the suspension. If it is determined that Student X has the option of the self-referral reduction that could mean that Student X will be ineligible for just 3.5 contests. That number will be rounded up to 4 contests. Student X will be ineligible for 4 contests.

SAMPLE #2 CALCULATION OF SUSPENSION: First Violation – Type II Violation (Self-referral)

Student Z participates in a sport with 9 contests. Student Z earns a Type II consequence for an ATODA violation. The consequence is 50% of the regular season, which means that Student X will be ineligible to compete in 5 contests.

However:

Student Z self-refers, which may lead up to a 50% reduction of the suspension. If it is determined that Student Z has the option of the self-referral reduction that could mean that Student Z will be ineligible for just 2.5 contests. That number will be rounded up to 3 contests. Student Z will be ineligible for 3 contests.

SAMPLE #3 CALCULATION OF SUSPENSION: 1st Violation - Type II Violation (did not self –refer)

Student Y participates in a sport with 9 contests. Student Y earns a Type II consequence for an ATODA violation. The consequence is 50% of the regular season, which means that Student Y will be ineligible to compete in 5 contests.

However:

Student Y elects to complete an ATODA program approved by the district that may lead to a 25% reduction of the suspension. If it is determined that Student Y has the option of the ATODA reduction that means that Student Y will be ineligible for just 4 contests ($25\% \text{ of } 5 = 1.25 \text{ contests} \dots 5 - 1.25 = 3.75 \dots \text{the suspension is rounded up to } 4$).

PENALTY REDUCTION OPTIONS

1. PENALTY REDUCTION OPTIONS BASED ON PARTICIPATION IN A STUDENT ASSISTANCE PROGRAM FOR TYPE II VIOLATIONS

Students who elect to participate in a Student Assistance Program or other approved ATODA class/counseling in order to have their penalty reduced, must comply with the following:

1. Sign up for a Student Assistance Group or approved ATODA class/counseling within two weeks of violation report
2. Meet with the a Student Assistance Group Facilitator prior to group
3. Attend four group sessions (or equivalent out of school ATODA class/counseling)

Students, who comply with the Student Assistance Program group or approved ATODA class/counseling, may be eligible to have their consequence **reduced by up to 25%**. Programs offered outside the school will be paid at the families' expense. This option is not available in conjunction with any other penalty reduction option.

Example: A 10-contest suspension reduced by 25%, would mean a student is ineligible for just 8 contests. ($25\% \text{ of } 10 = 2.5 \dots 10 - 2.5 = 7.50 \dots \text{the suspension is rounded up to } 8$)

2. HONESTY CLAUSE (SELF-REFERRALS)

Any TYPE I or II code violation that is self or family reported to the Activities Director, other school administrator or advisor , prior to staff awareness of the violation, may result in up to a **50%** reduction of the normal suspension consequence. This is for a first code violation only.

Self-referrals must be made 48 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire year. An email or message can be left at jemcclo@spasd.k12.wi.us or 834-6715.

Should violations occur on school grounds during the school day or during any school activities in the district, it is unlikely that students will be able to exercise the use of the self-referral privilege. Students are strongly encouraged to self-report ATODA violations to assist them in the ATODA assessment process and to minimize suspension penalties.

For Instances of self-referral, students are encouraged to participate in an ATODA program, but will not be given the option of any further penalty reduction. This option is not available in conjunction with any other penalty reduction option.

This clause is not applicable if / when a ticket is issued for an ATODA violation.

VOLUNTARY ENTRY INTO A TREATMENT PROGRAM

A student-athlete who voluntarily enters an approved ATODA Treatment Program will not be required to serve an athletic code suspension. Voluntary means that it is unrelated to a specific ATODA incident and the student has not been cited for an ATODA code violation.

A student-athlete may not participate in an extra-curricular activity while involved in a treatment program. Upon written documentation of successful completion of the program, the student-athlete involved may be fully reinstated to an extra-curricular activity. The student, parent/guardian, coach, advisor, administrator, and Student Services Personnel must agree upon a plan for a student's re-entry into an athletic program at the beginning of the treatment process.

PROCEDURES FOR PROCESSING VIOLATIONS

1. The Activities Director or Assistant Principal (for extra-curricular activities) will meet with the alleged offender and investigate the violation. The Activities Director or Assistant Principal may make a decision immediately if he/she, or any Principal, viewed the violation or if the violation was court established.
2. The Activities Director or Assistant Principal shall notify the student verbally of his/her decision.
3. The Activities Director or Assistant Principal shall give the student and custodial parent/legal guardian written notice of his/her decision, and will clearly define the dates of the suspension.

COOPERATION DURING INVESTIGATION

It's important that all student-athletes understand that involvement in our athletic program is a privilege. Therefore committing to the athletic code is their responsibility. In the event a student-athlete comes under investigation for a possible violation of the athletic code, it is expected that...

- The student-athlete be truthful / cooperative
- The student-athlete be forthcoming with information
- The student athlete not be deceptive
- The student athlete be accountable

Failure to comply with the above conditions may result in full expulsion form athletics for the remainder of the student-athletes career.

Great weight must be placed on the privilege of representing our community outside the district. Any student athlete that would fail to be truthful and or cooperative would jeopardize the perceived character of our programs.

APPEAL PROCEDURE

A student may appeal the application of these rules and regulations. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration. If an appeal is not filed within five (5) days after notification of the suspension, the decision stands.

Level One: Make appeal directly to the High School Principal or Designee

- A. Student should submit a letter requesting an appeal. The letter should include the basis for the appeal (procedural, new evidence, unfair application of the code, etc.).
- B. The Principal, or designee, will hold a meeting and make a decision within seven (7) school days of receipt of letter of appeal.

Level Two: Make appeal directly to the District Administrator or Designee

If the student disagrees with the decision of the Principal, further appeal can be made to the District Administrator through Policy BDDI and Procedure BDDI-R. If an appeal is not filed within five (5) school days after notification of the suspension, the decision stands.

POLICIES AND INFORMATION FOR STUDENTS WHO ARE PARTICIPATING IN ACTIVITIES AT SUN PRAIRIE HIGH SCHOOL

ACTIVITIES

In addition to the policies outlined in this section, students who participate in various clubs and activities must meet the eligibility requirements established for each individual program. These requirements can be obtained via the high school activities website, the Activities Office, or from club advisors.

ACTIVITY CODE OF CONDUCT

Participation in high school activities is a privilege that is an optional addition to a student's high school experience. Therefore, additional rules apply to those who participate. Students who violate a rule from the Sun Prairie High School Student and Family Handbook will be held accountable for violating both district and extra-curricular rules. The student will complete the district consequences prior to serving the extra-curricular consequences. Students who participate in both athletic and non-athletic activities and who violate the code will be serving their consequences simultaneously for athletics and non-athletic activities.

How is participation limited?

For violating the code of conduct, a student will be suspended from representing Sun Prairie High School in any activities until all consequences are completed. Activities are defined as competitions, performances, field trips, assemblies, dances, and other activities in which the student participates. This includes homecoming parades, special ceremonies, school dances, etc. Students are allowed to participate in rehearsals and meetings during their suspension.

*Participation may not be limited if participation is directly tied to student grades.

"CARDINAL WAY RESPECT" CLAUSE:

Students are expected to show respect to fellow students, staff, and property. Any student that received a referral for disrespect or insubordination will likely receive a suspension, even for a minor violation. Remember, participation is a privilege, not a right.

TYPE I VIOLATIONS

The following is a list of minor violations that impact student participation in activities. This is not an all-inclusive list.

TYPE I – Non-Alcohol, Tobacco and Other Drug Related Code Violations

1. Harassing/taunting/threatening
2. Lying
3. Possessing false identification or school keys
4. Falsifying excuse/pass slip
5. Fighting
6. Forgery
7. Cheating/Plagiarism/Academic Honesty (see page 16 of Student and Family Handbook)
8. Violating school rules (per Student and Family Handbook)
- 9.
9. Conduct not consistent with positively representing Sun Prairie Area School District

CONSEQUENCE FOR TYPE I VIOLATIONS

The student will complete 15 hours of community service BEFORE returning to their activity. Student is allowed to participate in club meetings and rehearsals during this period. TYPE I offenses are not cumulative. A student will always be required to serve 15 community service hours as a consequence.

TYPE II VIOLATIONS

The following is a list of serious violations that impact student participation in activities. This is not an all-inclusive list. TYPE II offenses are cumulative.

TYPE II – Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations

1. Buying, possessing, or use of alcohol, tobacco, and other drugs or facsimiles/look-a-likes.
2. Misuse of prescription or over the counter medications.
 - a. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illicit activities. Failure to do so will result in 30 hours of community service.
 - b. Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place will result in 30 hours of community service, whether or not the driver stays at the gathering.

CONSEQUENCE FOR FIRST TYPE II VIOLATION

1. The student will complete 30 hours of community service BEFORE returning to the non-athletic activity.
2. The student is allowed to participate in club meetings or rehearsals during this suspension. Meeting with Student Services Personnel is required and optional participation in a Student Assistance Program group will be offered.

CONSEQUENCE FOR SECOND TYPE II VIOLATION

1. The student will complete 45 hours of community service BEFORE returning to their activity.
2. The student is allowed to participate in club meetings or rehearsals during this suspension
3. A student meeting with the District ATODA Coordinator is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by Sun Prairie High School, if applicable, must be completed in addition to the 45 hours of community service. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to a Student Services staff member or Activities Director.

CONSEQUENCE FOR THIRD TYPE II VIOLATION

1. The student will complete 60 hours of community service BEFORE returning to their activity.
2. The student is allowed to participate in club meetings or rehearsals during this suspension
3. A student meeting with the District ATODA Coordinator is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by Sun Prairie High School, must be completed in addition to the 60 hours of community service. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services staff member or Activities Director.

CONSEQUENCE FOR FOURTH TYPE II VIOLATION

1. The student will be suspended for the remainder of his/her high school career from any extra-curricular activity.

TYPE III VIOLATIONS

TYPE III - Extremely Serious Violations

All alcohol or drug violations in TYPE III will require a meeting with the District ATODA Coordinator and an alcohol and drug assessment, recognized by Sun Prairie High School. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services staff member or Activities Director.

1. Organizing, hosting or having gatherings where the consumption of alcohol or the use of controlled substances takes place.
2. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances
3. Possession of a dangerous or concealed weapon
4. Reproducing or distributing school keys
5. Theft (larceny)
6. Vandalism (criminal damage of property)
7. Hazing/initiations
8. Threatening a staff member
9. Battery or sexual assault
10. Charged with a serious local, state or federal violation, which may or may not include a citation or arrest.

TYPE III violations require that a student be suspended from non-athletic activity involvement for up to a maximum of **two full semesters**.

A second TYPE III violation will cause a student to be ineligible for any extra-curricular activity for the remainder of their high school career.

***Any athlete or activities participant convicted of a felony will be suspended from participation (practice and competition/performance) for a minimum of one (1) calendar year. Restriction from participation shall be effective from the date of the crime.**

****Multiple suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e. an athlete must be academically eligible first in order to then serve any code violation suspension).**

CALCULATING SUSPENSIONS:

The following describes the general process for determining ineligibility periods.

1. All normal community service hours are calculated prior to introducing any penalty reduction option.
2. Penalty reduction options may lead to reduction of up to 25% or 50%. Respective reductions are applied only after the normal community service hours are applied.
3. After applying a reduction option, the final ineligibility period will always be rounded up.

PENALTY REDUCTION POSSIBILITIES

1. PENALTY REDUCTION OPTIONS FOR TYPE II VIOLATIONS

Penalty Reduction Options Based on Participation in a Student Assistance Program for TYPE II Violations

Students who elect to participate in a Student Assistance Program or other approved ATODA class/counseling in order to have their penalty reduced, must comply with the following:

1. Sign up for a Student Assistance Group or approved ATODA class/counseling within two weeks of violation report
2. Meet with a Student Assistance ATODA Group Facilitator prior to group
3. Attend four group sessions (or equivalent out of school ATODA class/counseling)

Students, who comply with the Student Assistance Program group or approved ATODA class/counseling, may be eligible to have their consequence **reduced by up to 25%**. Programs offered outside the school will be paid at the families' expense. This option is not available in conjunction with any other penalty reduction option.

2. SELF-REFERRALS

Any TYPE I or II code violation that is self or family reported to the Activities Director, other school administrator, or advisor, prior to staff awareness of the violation, may result in up to a **50%** reduction of the normal suspension consequence. This is for a first code violation only.

Self-referrals must be made 48 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire year. An email or message can be left at jemcclo@spasd.k12.wi.us or 834-6715.

Should violations occur on school grounds during the school day or during any school activities in the district, it is unlikely that students will be able to exercise the use of the self-referral privilege. Students are strongly encouraged to self-report ATODA violations to assist them in the ATODA assessment process and to minimize suspension penalties.

For instances of self-referral, students are encouraged to participate in an ATODA program, but will not be given the option of any further penalty reduction. This option is not available in conjunction with any other penalty reduction option.

This clause is not applicable if a ticket was issued for an ATODA violation.

VOLUNTARY ENTRY INTO A TREATMENT PROGRAM

A student who voluntarily enters an approved ATODA Treatment Program will not be required to serve an athletic code suspension. Voluntary means that it is unrelated to a specific ATODA incident and the student has not been cited for an ATODA code violation.

A student may not participate in an extra-curricular activity while involved in a treatment program. Upon written documentation of successful completion of the program, the student-athlete involved may be fully reinstated to an extra-curricular activity. The student, parent/guardian, coach, advisor, administrator, and ATODA coordinator must agree upon a plan for a student's re-entry into an athletic program at the beginning of the treatment process.

PROCEDURES FOR PROCESSING VIOLATIONS

1. The Activities Director or Assistant Principal (for extra-curricular activities) will meet with the alleged offender and investigate the violation. The Activities Director or Assistant Principal may make a decision immediately if he/she, or any Principal, viewed the violation or if the violation was court established.
2. The Activities Director or Assistant Principal shall notify the student verbally of his/her decision.
3. The Activities Director or Assistant Principal shall give the student and custodial parent/legal guardian written notice of his/her decision, and will clearly define the dates of the suspension.

APPEAL PROCEDURE

A student may appeal the application of these rules and regulations. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration. If an appeal is not filed within five (5) days after notification of the suspension, the decision stands.

Level One: Make appeal directly to the High School Principal or Designee

- A. Student should submit a letter requesting an appeal. The letter should include the basis for the appeal (procedural, new evidence, unfair application of the code, etc.).
- B. The Principal, or designee, will hold a meeting and make a decision within seven (7) school days of receipt of letter of appeal.

Level Two: Make appeal directly to the District Administrator or Designee

If the student disagrees with the decision of the Principal, further appeal can be made to the District Administrator through Policy BDDI and Procedure BDDI-R. If an appeal is not filed within five (5) school days after notification of the suspension, the decision stands.

STUDENTS AND PARENTS HAVE ASKED THESE CODE OF CONDUCT QUESTIONS:

1. **We are attending a family wedding this summer. There will likely be alcohol present at the reception. Does this code mean that my child cannot attend the wedding?** No, they most certainly can attend the wedding. This is the rare exemption of knowingly being in the presence of alcohol. However, student possession or consumption of alcohol is a violation of the code regardless if location and/or who gives them permission.
2. **My child had received an underage drinking ticket at a football game in another community. My child is also an athlete at our high school. I will be giving out a consequence at home and my child will be paying a fine for the ticket. Can those consequences work in place of the consequences outlined in the codebook?** No, we have the responsibility to enforce our code as a WIAA member school. It is natural to expect family and legal consequences for breaking the law. Those are two different levels that we do not take responsibility for as a school district.
3. **I am involved in a sport and three activities. If I violate the code, does this mean I have to sit out from all these activities? That seems like an excessive punishment.** Remember, that your participation is a privilege. You are choosing to participate. The more you are involved in activities, the more incentive you have to make good choices. The decisions you make impact many people, not just you. Yes, you will be serving a suspension from your sport competitions per our WIAA regulations, and you will be expected to complete your service hours before being involved in club activities.
4. **I was suspended for forging a hall pass, which I know is wrong. I had to sit out several games due to this. I heard that another student was caught drinking at a party over the weekend, and he/she got a reduced penalty. That is just not fair. Why are certain students being treated differently?** Our code has a self-referral component to it. We hope that students will come forward and report themselves when they violate the code. A student can self-refer only one time in his or her career. That self-referral can lead to a 50% reduction in a suspension. That is likely what happened in this case.
5. **I was unexcused from my three morning classes due to “an appointment.” My mom called on Friday afternoon to have the unexcused absences removed from my record. My coach told me that I was not able to play in our game that afternoon. I thought parents could call in to have my attendance record cleared.** Your parent/guardian can call at any time to have your record cleared. However, when it comes to participation in activities, all absences must be pre-arranged in advance with our attendance office. Parents have until 9:00 A.M. the day of an absence to excuse a student. Students are expected to be in school the entire day in order to participate that day unless the absence was pre-arranged.
6. Someone anonymously sends the school an image from a social network site of a student-athlete holding what appears to be alcohol. How will this be handled? The alleged violation will be investigated.
7. Social network
8. Part cooperation
9. Privilege – what does that mean?

Appendix A

ATHLETICS CHART OF INELIGIBILITY

Total Number of Season Contests/Events	Suspension		
	25%	50%	75%
1	1	1	1
2	1	1	2
3	1	2	2
4	1	2	3
5	1	3	4
6	2	3	5
7	2	4	5
8	2	4	6
9	2	5	7
10	3	5	8
11	3	6	8
12	3	6	9
13	3	7	10
14	4	7	11
15	4	8	11
16	4	8	12
17	4	9	13
18	5	9	14
19	5	10	14
20	5	10	15
21	5	11	16
22	6	11	17
23	6	12	17
24	6	12	18
25	6	13	19
26	7	13	20

* THIS CHART IS INTENDED FOR CALCULATING A NORMAL SUSPENSION PERIOD.

SUN PRAIRIE HIGH SCHOOL EXTRA-CURRICULAR EXPECTATIONS AND PARTICIPATION AGREEMENT

The Sun Prairie School Board sponsors extra-curricular activities as learning opportunities that contribute to the physical, social, intellectual, and emotional growth of students. Through these activities students develop the positive character traits of responsibility, leadership, cooperation, and teamwork. Moreover, these activities foster honest effort and fair play within the spirit of competition.

To help guide participants toward these goals of physical and mental development, the Sun Prairie School Board, with students, staff, parents, and community members, has established the Sun Prairie High School Extra-Curricular Activities Code of Conduct. This code represents the belief that the success of an extra-curricular program rests not upon an event won or excitement that may last for a day, but rather upon lessons learned and experiences gained that will last for a lifetime.

The original copy of this agreement must be turned into the Activities Office before a student participates in an extra-curricular activity. The Extra-curricular Activities Code will be enforced 365 days a year. Students are expected to abide by all rules regardless of their geographical location. Once the Extra-curricular Expectations and Participation Agreement is signed by a student, the code is then in affect until the student graduates from Sun Prairie High School.

I have read the Sun Prairie High School Extra-Curricular Activities Code. I recognize that my participation is a privilege that I must earn. I understand the rules and the consequences for violating them, and I agree to abide by all of the rules set forth in this handbook.

As an extra-curricular activities participant, I assume full responsibility for all school property and equipment issued to me. I will respect and care for the use of that equipment during practices, games, meets, performances, and events. I further agree to pay for any and all property or equipment that I lose, misplace, or carelessly or intentionally damage.

STUDENT NAME (PRINT) _____ GRADE _____

Participant's Signature _____ Date _____

As the parent/guardian of the above student, I have read this Code of Conduct, understand the rules and the consequences for violating them, and I agree to support the rules set forth in this handbook. I give my son/daughter permission to participate in extra-curricular activities under these conditions.

For the purpose of promoting extra-curricular programs in positive ways, I hereby grant permission to publish pictures of the student and release their name for external publication on the Sun Prairie Area School District website, which is accessible to the Internet and local media. (Policy IIBGB)

Parent/Guardian Signature _____ Date _____

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CLUB / ACTIVITY ACCEPTANCE FORM ONLY

ATHLETES / SPORTS: FILL OUT THE PHYSICAL / PARTICIPATION FORM AS ACCEPTANCE.

KEEP THIS COPY FOR YOUR RECORDS

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TURN THIS COPY IN TO:

*******ATHLETIC TEAMS: DO NOT USE THIS FORM, PLEASE SIGN THE ATHLETIC PHYSICAL / PARTICIPATION FORM AS YOUR ACCEPTANCE AND AGREEMENT TO ABIDE BY THE EXTRA CURRICULAR RULES AND REGULATIONS.**

*******CLUBS: CLUB ADVISOR (FOR EACH CLUB)**