



**Wauwatosa School District**  
**INTERSCHOLASTIC ATHLETIC PROGRAM**  
**INFORMATION AND ATHLETIC CODE**

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The purpose of this handbook is to provide parents and athletes a written document outlining responsibilities and expectations for those participating in the athletic program, along with the consequences for noncompliance with those responsibilities and expectations. Because participation in cheerleading, pom-poms, and drill are considered athletic activities in the Wauwatosa Schools, students participating in these activities are also governed by the Code of Conduct provisions and penalties. The eligibility and training rules and regulations in this manual were designed to help the individual athlete as well as the total athletic program. They will be enforced.

## I. ELIGIBILITY

### A. SCHOLASTIC ELIGIBILITY

1. A student must meet school, DPI AND WIAA requirements defining a full time student and have received no more than one failing grade in the most recent grade-reporting period. The grade reporting periods are: First Quarter Grades, First Semester Grades, Third Quarter Grades, and Second Semester Grades. A student who becomes ineligible at the end of a grade-reporting period shall remain ineligible until after District's next grade reporting period.
2. A student may erase any academic ineligibility status from the most recently completed school year by completing course work and receiving a passing grade in sufficient failed subject areas to erase academic ineligibility status during the summer prior to the start of the next school year. Any costs associated with the enrollment in and completion of this coursework is the responsibility of the student and/or family.
3. A student who has become ineligible because of incomplete or failing course work in the latest grade-reporting period, will become eligible if the course work is completed, and the student receives enough passing grades to erase academic ineligibility within two weeks following the latest grade reporting period.

### B. PHYSICAL ELIGIBILITY

The WIAA requires that a physical examination need be taken only every alternate year; however, the Wauwatosa Athletic Department strongly recommends an annual physical for all contact and/or other vigorous sports. If the parent chooses not to have the physical annually, the parent must sign an "alternate year" permit card.

1. The physical exam must be recorded on the Wauwatosa School District Senior High Athletic Participation Form, which must be signed by a parent/guardian and the physician.
  - a. Either parent or legal guardian may sign this form.
  - b. The remainder of the Senior High Athletic Participation Form must be completed and signed. NOTE THAT A PARENT'S/LEGAL GUARDIAN'S SIGNATURE INDICATES, AMONG OTHER THINGS, PERMISSION FOR HIS/HER CHILD TO PARTICIPATE, ACCEPTANCE OF THE FINANCIAL RESPONSIBILITY FOR ALL EQUIPMENT ISSUED TO THE CHILD, AND ACCEPTANCE OF THE STANDARDS SET FORTH BY THE ATHLETIC DEPARTMENT AND PRINTED IN THIS ATHLETIC HANDBOOK.
2. The fully completed card must be in the hands of the Activities/Athletic office before any equipment can be drawn or practice is started.

3. Completion of this form does not provide insurance coverage.
4. An athlete planning to participate in more than one sport needs to turn in only one athletic participation form per school year.
5. Occasionally, physicians will give permission for ONE YEAR of sport activity instead of two, thus requiring a yearly exam.
6. Falsification of information on the Senior High Athletic Participation Form (e.g., forged physician's signature, forged parent's signature, false personal information) will result in a one calendar year suspension from athletics by WIAA regulation.

### **C. SCHOOL ATTENDANCE ELIGIBILITY**

Athletes must be in attendance for the full school day in order to participate in athletic practice or interscholastic contests scheduled for that date. Any non-attendance (period absence and/or full day absence) will result in the athlete being withheld from athletic practice or contests for that day. If the absence is not discovered until a later date, the student will be withheld from the next practice or contest (if the absence occurred on the day of a scheduled interscholastic contest) after the time of discovery. The only exceptions to this policy are prior-approved legal absences, e.g., attendance at funeral, appointment with doctor/dentist, appointment for driver's test, school sponsored field trip, etc. The administration reserves the right to request written verification of compliance with this rule.

## **II. TRAINING RULES AND CODE OF CONDUCT**

### **A. TRAINING RULES**

Participation in the athletic program in Wauwatosa is a privilege rather than a required part of our total educational program. Because of the voluntary nature of this program, all athletes desiring to take part in interscholastic athletics and expecting to partake of the advantages participation offers must follow all the rules. Those not willing to comply with all the regulations of this optional phase of our curriculum should not expect to participate.

### **B. ATHLETIC CODE OF CONDUCT - EXPECTATIONS**

The Wauwatosa School District expects each student to pursue excellence, not only in the academic and activity areas, but also in the areas of conduct and behavior.

The following actions and behavior are unacceptable and shall be considered as major violations of the athletic code. Failure to follow these rules ON A YEAR-ROUND BASIS (TWELVE MONTHS) will result in the athlete being suspended from athletic competition for a specified period of time. (CF. WIAA Handbook, Article VII, Section 2A1.) Further, these actions may result in other disciplinary action, up to and including a recommendation to the Board of Education for expulsion from school.

- ◆ Engaging in any acts of willful, persistent, disruptive behavior, or any act in violation of, or subject to, penalty under Wisconsin State Statutes, Wauwatosa School District Policies, or any local ordinances. This includes, but is not limited to, such things as theft, vandalism, burglary, assault and battery, harassment, hazing or disorderly conduct. This provision is not meant to include such things as minor traffic offenses.

- ◆ Possessing, transporting, consuming, or using alcoholic or malt beverages and/or controlled substances. (Use during religious ceremonies is exempt from this policy.)
- ◆ Possessing, consuming, or using smoking or smokeless tobacco
- ◆ Providing, buying, or selling either alcohol or malt beverages and/or any controlled substances including “look-alike” drugs.
- ◆ Presence at events/parties at which drugs and/or alcohol are possessed and/or consumed illegally.
- ◆ Engaging in any conduct unbecoming an athlete. This includes but is not limited to continued and/or flagrant disruption of the educational process, continued violation of the District Classroom Code of Conduct, and/or single, severe incidents of student misbehavior that are in conflict with this code of conduct.
- ◆ Committing or participating in acts of vandalism or theft at schools (or on their property) with whom we compete, and/or displaying any other behavior that is inappropriate, disrespectful, or unbecoming a representative of the Wauwatosa School District.

PLEASE NOTE: School officials recognize that any athletic code cannot anticipate all forms of misconduct by an athlete. Therefore, other forms of conduct not specifically stated in this code and deemed inappropriate by the coach or athletic director will be penalized.

**THE ABOVE EXPECTATIONS ARE IN EFFECT DURING THE SCHOOL YEAR, DURING OFF-SEASON AND DURING THE SUMMER. THESE EXPECTATIONS BEGIN WHEN A STUDENT PARTICIPATES IN ANY INTERSCHOLASTIC ACTIVITY FOR THE FIRST TIME, AND REMAIN CONTINUOUSLY IN EFFECT UNTIL THE STUDENT GRADUATES.**

### **C. ATHLETIC CODE OF CONDUCT – PENALTIES**

1. Wauwatosa High School athletes found in violation of an athletic rule will, for the first offense, be suspended from competition. The formula for this suspension will be based upon 25% of the regular season contests, commencing with the next scheduled athletic contest in which the athlete is eligible to participate. Depending upon when the infraction occurs, penalties will be enforced in both regular season and post-season play.
  - a. A 1.5 contest suspension constitutes a one-contest suspension while a 1.6 contest suspension constitutes a two-contest suspension.
  - b. The “regular season” shall be interpreted as the number of contests scheduled within the restriction of the WIAA. WIAA tournament contests are not included as part of the regular season total.
  - c. If the violation occurs at the end of a season or while the athlete is not in a particular sports season, the suspension will be carried over to the next sport in which the athlete participates.

2. For the second violation of a major athletic rule, there will be a suspension from 50% of scheduled regular season contests, commencing with the next scheduled athletic contest in which the athlete is eligible to participate.
  - a. If a second violation occurs while the student athlete is still suspended as a result of a prior violation; the first suspension must be completed before the application of the fifty- percent suspension for the second violation.
3. The third and any subsequent violations of a major athletic rule will result in the athlete being suspended for one full calendar year (365 days) from the date of the commencement of the suspension.
4. For violations of this code that are deemed so serious by school officials that the penalty described in the code would not be adequate, the building principal may add additional or alternate penalties up to and including nonparticipation in athletics for up to one calendar year from the time of violation.
5. Any consideration of a penalty greater than nonparticipation in athletics for one calendar year must be referred to the superintendent of schools for action.
6. During a suspension for the first and second violations of the athletic code, the athlete must attend all practice sessions and contests; regular or pre-season, in order to regain his/her eligibility.
7. An athlete wishing to be reinstated from an athletic suspension must follow all rules of the athletic code.
8. The series of suspensions are cumulative during the athlete's participation in Wauwatosa Schools. If an athlete exhibits conduct violation-free for two calendar years (730 days), a first violation will be removed from the athlete's record.
9. A student who is penalized must serve his/her penalty in the season in which the infraction occurred.
  - a. Penalties not fulfilled within that season must be fulfilled during the next sport season in which the athlete participates and which he/she successfully completes. The unfulfilled portion of the penalty will be fulfilled in proportion to the length of the next sport season based on number of contests.
  - b. If a penalty occurs out-of-season, the penalty must be served in the next sport that the student participates in and successfully completes.
  - c. Penalties imposed will be served and counted during WIAA tournament series.

#### **D. ATHLETIC CODE OF CONDUCT - ENFORCEMENT**

Each head coach or advisor shall hold an annual parent meeting at which the coach's expectations for his/her activity will be communicated. Prior to the imposition of a penalty for violation of a coach's expectations, the student will be given the opportunity to explain to the coach his/her side of the situation. Investigations of reported incidents will occur within the guidelines specified in Section E. 2. of this code.

An athlete may also be penalized by failure to comply with WIAA rules not specifically listed in this handbook. It is the athlete's responsibility to be aware of WIAA regulations. These regulations are available from any coach or athletic director or on the WIAA web site, <http://www.wiaawi.org/>

## **E. PROCEDURES FOR REPORTING AND INVESTIGATING ATHLETIC CODE VIOLATIONS**

NOTE: All "days" referred to in the timelines described in this section are calendar days. All references to "parent" refer to the student's parent(s) or legal guardian(s).

### **1. REPORTING THE VIOLATION**

Any responsible adult, staff member or coach who witnesses or learns of a possible violation of the athletic code is to report the possible violation to the school athletic director or administrator using the following procedures. This includes the reporting of athletic code violations to the athletic director by a school administrator who has seen a student for disciplinary action regarding an infraction that violates both a school rule and the athletic code.

- a. Upon learning of the possible violation the person who witnesses or learns of the violation is to complete a "Report of Athletic Code Violation" form.
- b. Copies of the completed report will be provided to the school's athletic director and the school administrator.

### **2. INVESTIGATING THE VIOLATION**

- a. **Upon receipt of a report, the athletic director/administrator will inform the student's parent(s)/legal guardian of the possible violation and the intent to investigate.**
- b. The athletic director/administrator will investigate the allegation, including interviews with the student who is named in the violation and any witnesses to the event.
  - 1) If the alleged violation occurs during a season in which the student participates in a sport, the athletic director will reach a decision on the violation as soon as possible, and no later than 7 days from the date the athletic director/administrator receives the violation report.
  - 2) If the alleged violation occurs at a time during which the student is not participating in a sport, but during the school year, the athletic director/administrator will reach a decision on the violation as soon as possible, and no later than 14 days from the date the athletic director/administrator receives the report.
  - 3) If the alleged violation occurs during a time when school is not in session, the athletic director/administrator will reach a decision as soon as possible after locating and interviewing the appropriate parties, and no later than 14 days from the date that the investigation is completed.
  - 4) If the violation is substantiated, the athletic director/principal will take action and impose the appropriate sanctions for the offense according to the athletic code. The parent/legal guardian, student and coach will be notified in writing of the action taken and the basis for the action. If the

violation is of such a nature that additional school disciplinary action is indicated, the administrator will initiate such action.

- 5) If the athletic director refers the matter to the building principal for the consideration of additional sanctions under the code, the referral must be made within 7 days (in-season) or 14 days (out of season) of the athletic director's receipt of the violation report.
- 6) If the building principal refers the matter to the superintendent of schools for the consideration of additional sanctions under the code, the referral must be made within 7 days (in-season) or 14 days (out of season) of the principal's receipt of the referral from the athletic director. The superintendent will decide if additional sanctions are to be imposed, and will notify the parent/guardian of the decision in writing within 7 days (in-season) or 14 days (out of season).
- 7) If the violation is not substantiated, the student, parent and coach will be notified of the findings of the investigation in writing.

## **2. APPEALING THE DECISION**

Parents/students have the right to appeal the decision of the athletic director if they disagree with a decision about an alleged violation of the athletic code. Any penalty imposed in response to a code violation will remain in effect during the appeal process. Appeals will be addressed as follows:

- a. If a parent/student disagrees with the decision of the athletic director, they may appeal the decision to the building principal in writing. This appeal must be made within 7 days of the date of the decision. The principal will render a decision on the merits of the appeal within 7 days (in season) or 14 days (out of season).
- b. If the parent/student disagrees with the decision of the building principal, they may appeal the decision to the director of student services in writing. This appeal must be made within 7 days of the date of the building principal's decision. The director will investigate the situation and render a decision on the merits of the appeal within 7 days (in season) or 14 days (out of season).
- c. If the parent/student disagrees with the decision of the director of student services, they may appeal the decision to the superintendent of schools in writing. This appeal must be made within 7 days of the date of the director of student services' decision. The superintendent will review all previous investigations and render a decision on the merits of the appeal within 7 days (in season) or 14 days (out of season).
- d. If the parent/student disagrees with the decision of the superintendent, they may appeal the decision to the board of education in writing. This appeal must be made within 7 days of the date of the decision of the superintendent. The school board will convene to hear all evidence and review all prior action taken on the incident in question. The school board will render a decision on the merits of the appeal within 7 school days of the date of the hearing. The decision of the school board is the final action on any appeal under the athletic code.

### **III. ATHLETIC EQUIPMENT**

#### **A. GENERAL GUIDELINES**

1. The original equipment issued to the athlete must be returned at the close of the season. Substitution of equipment among athletes is not permitted.
2. Only coaches, managers, or authorized personnel will be allowed in the equipment area. All equipment is to be issued by the coach or manager.
3. The athlete will be held financially responsible for any lost or misplaced equipment. Parent(s)' or guardian(s)' assistance in the matter will be greatly appreciated by the school.
4. Theft of athletic equipment will not be tolerated and will result in disciplinary action.

#### **B. MAINTENANCE OF EQUIPMENT**

1. Each athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice and game.  
Lockers remain the property of the District and are subject to the District's policy pertaining to the search of lockers.
2. All squad members must keep their street clothing and certain squad equipment in the area assigned to them and in the manner prescribed by the coach.
3. The securing of personal valuables is each squad member's responsibility. Locks for the lockers are furnished and valuables may be placed for safekeeping with managers. Take care of your valuables.
4. Each squad member is responsible for having clean clothes for use at practice. Cleanliness is a must in athletes.

### **IV. ATHLETIC AWARDS**

The schools award athletic emblems and certificates because the student athlete has met and lived up to certain requirements and conditions of the athletic program. In order to receive an award, a student athlete must finish his/her season in good standing. If an athletic violation occurs during the season, and the suspension for the violation extends to or beyond the end of that particular season, preventing the athlete from finishing the season in good standing, the award may be given upon the re-establishment of "good standing" on the part of the athlete.

The award is our recognition of special achievement. An award winner represents his/her school and as such is usually viewed by the public as among the best we have. At the very least, his/her award marks him/her as from our school, and his/her conduct becomes our conduct, his/her reputation our reputation.

Because of this and because we want to make the award more meaningful to the wearer, we have established the following rules regarding the awarding of athletic emblems.

- ◆ The winner of the award, even though s/he may have finished competition, is expected to observe the same rules of conduct and training as a currently participating athlete.
- ◆ Any award winner who violates any of the above rules of training and conduct outlined in the athletic code of conduct may be required to surrender the award(s) for the same period of time that s/he would be suspended from the squad, if s/he were in active participation and the penalty required suspension.

## **TO THE PARENTS OF WAUWATOSA ATHLETES:**

The program of athletics in Wauwatosa is heavily dependent upon the support and cooperation of parents. The presence of a student-athlete in a family frequently causes disruption of routine and some inconvenience. Meal schedules may have to be changed, transportation demands may increase, and even vacations altered. The athletic department and coaches are aware of this situation and appreciate parents' tolerance of such inconvenience.

To make the program outlined in this manual successful, the athletic department makes an appeal to parents for help in two additional areas. The first falls under cases of training rule violations. The penalties outlined in the athletic program code have a dual purpose. The initial purpose is to help the individual learn that part of maturing is assuming responsibility for one's actions. The other purpose is to give the offender a second chance. With this in mind, parents are urged to help and support the school when aware that a son, daughter or friend has chosen to violate rules established for participants.

The second area of additional help is needed is in return of athletic equipment. Such equipment represents an expenditure of funds by the athletic department, and is purchased in quantity. Replacement of a single item is more costly than the initial, large quantity purchase. Even where single item replacement is financially possible, materials, dye lots and patterns may no longer be available. This creates problems for the successive teams. When you sign the athletic participation form, you agree to reimburse the school for all equipment not returned regardless of circumstance. Such reimbursement can be a hardship, but this is another case where the athlete must learn to assume responsibility for his/her actions. In cases where equipment is not returned, the athletic department is placed in the uncomfortable position of sending a bill to the parents. Return of the equipment is preferable to reimbursement to both the athletic department and parents.

As always, we will work together with you and your athlete to make athletic participation a worthwhile and fulfilling venture. Thank you for your cooperation and encouragement in permitting your athlete to participate.

The Wauwatosa School District  
Athletic Department