

SHOREWOOD HIGH SCHOOL



Activities Code of Conduct Handbook

The Shorewood School District does not discriminate on the basis of sex, race, color, national origin, religion, age, sexual orientation, gender identity or expression. The Shorewood School District does not discriminate on the basis of sex, race, color, national origin, religion, age, sexual orientation, gender identity or expression, veteran status, physical, mental, emotional or learning disability, or any other legally protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following designees handle inquiries regarding non-discrimination policies: Director of Human Resources, Title IX Coordinator and Compliance Officer, 1701 E. Capitol Drive, Shorewood, WI 53211, 414-961-2854, humanresources@shorewood.k12.wi.us.

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INTRODUCTION

This Handbook is prepared for the students and caregivers of Shorewood High School. It was developed by a consortium of parents, students, and staff. In addition to stating a general philosophy on extracurricular activities, this handbook sets forth specific expectations regarding student behavior and consequences for violations of the Code of Conduct. For the purposes of this handbook, extracurricular activities were divided into three categories – Interscholastic Athletics, extracurricular Competitive and Performance Activities, and Extracurricular Club Activities.

All student participants will be required to abide by the Code of Conduct contained within this handbook. It is further expected that parents and activity sponsors will support and expect students to adhere to this code. Each student participant commits to the expectations of the code throughout the entire calendar year and for the duration of their years of education at Shorewood High School.

SHOREWOOD HIGH SCHOOL OVERARCHING RESULT

Our students are leaders who challenge themselves to grow and achieve academically, pursue their passions, navigate change, learn continuously, and contribute to the common good.

STATEMENT OF PHILOSOPHY

Shorewood High School believes that student extracurricular activities are vital to the educational, social, and emotional development of the student. Extracurricular activities provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Participation in activities provides experiences that enhance student wellness and foster positive habits and attitudes that will assist students towards leading productive lives as contributing citizens to our democratic society.

Activities at Shorewood High School are considered extracurricular, voluntary programs that complement the regular curriculum offered to students. Through participation in these activities, each student may be better prepared for life by learning lessons not readily available in the classroom. Shorewood High School has a strong tradition of pride and sportsmanship that promotes accomplishment through hard work, character and citizenship, and good sportsmanship. The Shorewood legacy of competitive spirit, teamwork, honor, and success define what it means to be a Greyhound.

Participation in any school activity is a privilege that is awarded only to those students who conduct themselves in accordance with the expectations described in the Activities Code of Conduct Handbook. The Activities Code of Conduct is in addition to the [Shorewood School District Student Code of Conduct \(Grades 7-12\)](#) and is established to provide students, their parents/guardians/caregivers, and activity sponsors with the expectations that accompany the

commitment to participate in extracurricular activities and to provide resources to assist students in meeting that commitment.

ACTIVITIES GOVERNED BY THIS CODE

Note: Any Shorewood High School sponsored activity falls under the jurisdiction of the Activities Code of Conduct. The list of the following activities does not limit the District's ability to add, modify, or delete any activities.

Interscholastic Athletics

GIRLS

Cross Country
Swimming
Tennis
Volleyball

FALL

WINTER

Basketball
Gymnastics/co-op with USM
Hockey / co-op with USM,
WFBay, Nicolet, & DSHA

SPRING

Track & Field
Golf
Soccer
Softball
Lacrosse

BOYS

Cross Country
Football
Soccer
Volleyball

Basketball
Swimming
Hockey / co-op with WFBay & Nicolet
Wrestling / co-op with Brown Deer

Track & Field
Golf
Tennis
Baseball
Lacrosse

Extracurricular Performance/Competitive

AFS Showcase
Drama Performance – FALL
Drama Performance – Musical
Jazz Ensemble
Pit Band – Showcase
Pit Orchestra – Musical
Math Team
Mock Trial
Model UN
Mountain Biking Team
Ski Team
WSMA – Solo & Ensemble Contest
Science Club
Student Council
Investment Club

Extracurricular Clubs

[List of Clubs/Activities](#)

CODE OF CONDUCT

The Shorewood School District expects students involved in extracurricular activities to represent themselves, their school, their community, and their families in a positive manner. To that end, it is also expected that these students will adhere to the Shorewood High School Activities Code of Conduct. Students who are in violation of the code will be held accountable for their behavior. Each student participant commits to the expectations of the Code throughout the entire calendar year (365 days), in season and out of season, at school, and away from school; this includes inappropriate use of internet/social media platforms, presence at inappropriate settings and any misconduct not specifically addressed in the code of conduct. It is an expectation that all students read the handbook and adhere to it.

BEHAVIORAL EXPECTATIONS AND STANDARDS

Therefore, it is expected that a student **will not**:

- (a) purchase, possess, use, sell or deliver controlled substances, look-alike drugs, and/or drug paraphernalia
- (b) purchase, possess, sell, deliver, or illegally consume alcoholic beverages
- (c) purchase, sell, use, or possess tobacco products (*WIAA*)
- (d) attend gatherings where controlled substances and/or alcoholic beverages are being illegally consumed, unless a student takes reasonable steps to leave such gathering immediately upon his or her discovery that such substances or beverages are present
- (e) engage in any criminal activity or other conduct that endangers the property, health, or safety of others
- (f) otherwise violate the policies or rules of the Shorewood School District relating to student conduct.

It is further expected that a student **will**:

- (a) attend classes the day of an event, game, or performance unless he/she has an approved absence. It is expected that a student will attend school the day following a midweek event; students should be at school no later than 8:00 am (*See attendance on page 9 of this Handbook*)
- (b) use the transportation arranged by the school unless special pre-arrangements are made in writing and approved by the coach/advisor. (*See travel on page 11 of this Handbook*)
- (c) adhere to the specific rules outlined by his/her coach or activity advisor.

CONSEQUENCES

Subject to provisions of “Behavioral Expectations and Standards,” the Athletic/Activities Director(s) of the Shorewood School District shall be responsible for making determinations as to violations of the Activities Code of Conduct, imposing consequences, and for notification to the affected student and to his or her parents or guardians. If a violation occurs while a student is not currently participating in a sport or activity, the consequence will take effect in the next sports season or activity period that the student participates in.

ATHLETIC ACTIVITIES

Code of Conduct Violations

1st Violation

Consequences

Notification of parents/guardians

Continue to attend practice

Suspended a minimum of 25% current or next season * (or one game suspension and completion of a cessation course for tobacco violation only)

Refer for student assistance **

2nd Violation

Notification of parents/guardians

Continue to attend practice

Suspended a minimum of 50% current or next season ***

Refer for student assistance

3rd Violation

Notification of parents/Guardians

Suspension from athletics for one calendar year from the date of violation

* Mandated by the WIAA (Wisconsin Interscholastic Athletic Association)

** Student assistance involves referring a student to Student Support Services for appropriate follow-up.

*** The athlete must make the team and complete the season in good standing. When the amount of time left in the season is not 50%, the remaining amount of time to be served will carry over to the next athletic activity in which the student participates.

COMPETITIVE & PERFORMANCE EXTRACURRICULAR ACTIVITIES

Code of Conduct Violations

1st Violation

Consequences

Notification of parents/guardians

Continue to attend practice

Suspended from next competition or contest

Refer for student assistance **

2nd Violation

Notification of parents/guardians

Continue to attend practice

Suspended a minimum of 50% current or next season ***

3rd Violation

Refer for student assistance

Notification of parents/Guardians

Suspension from activity for one calendar year
from the date of violation

The foregoing guidelines were initially developed to apply to athletic seasons that run approximately one-third of the academic year and have numerous competitions. It is acknowledged that other activities that are encompassed by the Code may, in certain cases extend for a more abbreviated, and in some cases, for a considerably longer season, or even the full academic year. Other activities may involve a more limited number, or no, competitions or events. In these cases, the specific consequences for violations of the Code of Conduct rules will be determined by the Activity Advisor and communicated to the Athletic/Activities Director(s) and to the participants at the beginning of the activity.

CLUB/EXTRACURRICULAR ACTIVITIES

Students interested in starting a club at Shorewood High School must complete the following [club/activities form](#) and return it to the main office for approval from the Associate Principal. *Please note that any flyers or promotional materials must be approved by the Associate Principal and embossed with the school seal prior to being hung in the building. Failure to comply will result in materials being taken down.*

****Flyers/signs need to be hung with painters tape or masking tape*

Code of Conduct Violations

Any Violation

Consequences

Notification of parents/guardians
Dismissal or reduction in participation in the activity at the discretion of the advisor.
Refer for student assistance **

ACADEMIC ELIGIBILITY

In order to be eligible to participate in Athletic, Competitive, and Performance Extracurricular activities, a student must maintain an academic record as follows:

- (a) No more than one failing grade, F
 - a. A student who is ineligible for a minimum of 15 consecutive school days and nights shall NOT regain eligibility if he/she is still doing failing work in more than one class at the end of this time period. Academic eligibility shall be monitored weekly for students who have served a period of academic ineligibility.
- (b) meet school requirements defining a full-time student - grades 9, 10, & 11: 6 credits each semester, grade 12: 5 credits each semester.
- (c) have no more than one failing grade in the most recent grade-reporting period **(Quarter)**.

Academic ineligibility is for an eight-week grading period. Students are ineligible to participate in any competitions or performances. They remain a member of the team/activity and are allowed to participate in all other facets of the team/activity. The student is reinstated once the three eligibility components are met for any future grading period.

ACADEMIC PROBATION WAIVER

Academic probation status allows an otherwise academically ineligible student to continue the extracurricular activity for one grading period if he/she meets all eligibility requirements outlined previously, except the required academic criteria, average outline in (a). If at the end of the one grading period of academic probation, the student does not have the required academic criteria, he/she becomes ineligible immediately. Since continuing an extracurricular activity limits the amount of time a student has available to spend on improving his/her grades. It is recommended that the student consult his/her parents, teacher, coach, and athletic director prior to choosing academic probation. **A student may not choose academic probation more than once during his/her four-year high school career.**

NOTICE OF CODE OF CONDUCT VIOLATION

Determination of penalties for violations of the Code of Conduct will be made by the Athletic Director or Assistant Principal and shall be effective immediately upon notification.

APPEALS

The decision of the Athletic Director or Associate Principal may be appealed within three days of notification by written notice to an Appeal Board assembled and determined by the Principal.

PARTICIPATION REQUIREMENTS

1. The Shorewood High School Activities Code of Conduct Handbook must be thoroughly read and understood by the Parent/Guardian/Caregiver and Student prior to participation in any extracurricular activity.
2. **ACTIVITY/TEAM RULES** - The head coach/advisor establishes activity rules, expectations, and consequences that the Athletic Director or Associate Principal approves. Before the start of the activity, these rules, expectations, and consequences are given to each participant. The rules will be discussed at the parent and participant meetings. The head coach/advisor will establish the time and date of this meeting. This will be a mandatory meeting.
3. **SCHOOL ATTENDANCE** - A student is expected to dedicate the time specified for practice by the coach/advisor. Regular attendance and participation is required. Other attendance requirements:
 - An activity participant must be in school the day of a game, meet or contest and attend more than half of his/her classes unless he/she has an approved anticipated absence*. Activity participants with any unexcused absences on the day of an event will not be allowed to participate in an event on that day.
 - An activity participant must attend half of his/her classes on Friday prior to the activity on Saturday. Activity participants with any unexcused absences on Friday preceding a Saturday event will not be allowed to participate in the Saturday event.

- An activity participant is expected to be in school the day following a weeknight event. If not, he/she is not allowed to participate in the activity the following school day.
- Students who have a physician-written medical excuse not to participate in physical education will not be allowed to participate in athletic practice and/or competition.
- It is the responsibility of the parent/guardian/caregiver
- to communicate with the coach/advisor regarding the student's participation in the activity.

* A student knows of an absence before it occurs. The student will bring a note, signed by his/her parent or guardian, explaining the need for the absence to the Attendance Secretary. Students should check in with their teachers to get any assignments they might have missed. The student will fill out a re-entrance slip and present it to each teacher whose class will be missed due to the absence.

4. **ACTIVITY/TEAM LIMITS** - If the number of students trying out for an activity/team is more than the program can accommodate, selection will be made by the coach/advisor based on demonstrated ability, desire, and/or established criteria.
5. **ATHLETIC PHYSICAL EXAMINATION** - A student may not practice for or participate in interscholastic athletics until the school has a green WIAA athletic physical form, signed and dated by a licensed physician on file in the Athletic Office. ***Physical examination taken on April 1 and thereafter is valid for the following two years. Physical examination taken before April 1 is valid for the remainder of that school year and the following school year.*** School policy determines when an athlete may return to competition following an injury, except where the rulebook or WIAA tournament policies apply.
6. **ATHLETIC REGISTRATION** - Prior to each sports season, athletes must complete the [Athletic Eligibility Verification](#) form online. This form will verify that the athlete has a current WIAA medical card on file and has paid the appropriate Athletic Fee. A hard copy of this form will be given to the coach. The coach will not allow anyone to participate without the completion of this form.
7. **DROPPING FROM AN ACTIVITY/TEAM** - Students who are dropped from one athletic activity for disciplinary reasons shall not be eligible to compete in another athletic activity for that particular season. However, any student who is not selected for one activity may try out for another activity during that same season.
8. **EXTRACURRICULAR ATHLETIC/ACTIVITY FEES:**
 - Athletic Fee of \$125 per sport. Golf has an additional Greens fee of \$75. Activity Fee of \$30 for all other Extracurricular Performance/Competitive activities/clubs.
 - No refunds shall be granted except where cuts are made, or injury or extended illness occurs which prevents continued participation. In the case of a cut, the fees would be applied to future participation or refunded in full. In the case of an injury or illness, 50% would be refunded, provided the injury or illness

occurred during the first half of the season or activity period. No refunds will be given thereafter. No refunds will be given for suspension resulting from violation of attendance, academic or training regulations.

9. **TRAVEL** - A student who travels with the school group to an away contest or performance must return with the group to school. If the parent/guardian/caregiver of the student wishes to have the student return from an activity with them, due to a special circumstance, a [TRAVEL RELEASE](#) form must be completed and submitted to the coach/advisor or to the Athletic Director for approval. School transportation will leave at pre-designated times. Students who miss the transportation will not be able to participate in that particular activity.
10. **EQUIPMENT (includes team uniforms)**– All school-issued equipment is school property and may be used as specified by the coach/advisor. Each student is responsible for the proper care, safekeeping, and return of the equipment issued to him/her. School equipment should work appropriately, without modification, and only be used or worn for authorized practices or contests. A student is financially responsible for any lost or damaged equipment. A student will not be issued equipment for a new activity until equipment is returned from any previous activity and/or the replacement price paid for.
11. **STATE ASSOCIATION RULES** - Students participating in interscholastic athletics must also abide by specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association (WIAA). A copy of the WIAA rules is available in the Athletic Director’s office.

ELIGIBILITY

These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic association (WIAA) and are supplemented with Shorewood School District rules.

Enrollment – Students must be full-time students of either Shorewood High School or New Horizons Charter School. This excludes home school students.

Age – Students must be under 19 years old as of August 1st the school year.

Semesters – Students participating in high school athletics have only eight (8) total semesters of eligibility that begins upon entering 9th grade (at any school).

WIAA Physical – A current Physical Exam Form or Alternate Year Card is required to be on file with the Athletic Department. The School District is required to have a current physical examination on file before an athlete is allowed to start practice. The Physical Exam Form must be filled out completely by the student’s parent/guardian along with the signature or stamp of a licensed physician and the date of the physical examination. This covers a student for two years of physical examination (April 1st is the earliest date of an examination for the physical to cover this two-year period). The Alternate Year card is used for the second year of the physical exam period and must also be filled out completely by the student’s parent/guardian.

Parent/Guardian and Student Activities Code Contract – This contract obligates the student and parent/guardian to comply with the rules set forth in this Activities Code of Conduct. This contract is kept on file in the High School office and is valid for one (1) school year for all Shorewood High School activities.

SPORTSMANSHIP

Good sportsmanship is viewed by the WIAA in conjunction with the National Federation as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

Fundamentals of Sportsmanship

1. Show respect for self and others at all times.
2. Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior.
5. Recognize and appreciate skill in performance regardless of team affiliation.

MEET THE GROUP VIDEO

AWARDS

Awards for extracurricular Performance, Competitive, or Club activities will be determined by the advisor or awarded for performance at an event by the sponsoring organization.

Athletic awards are based on the varsity letter system which is explained below. Each coach will establish the basic requirements for earning a varsity letter in each sport. A coach may also recommend a student for a varsity letter who may not have fulfilled the requirements but who made outstanding contributions to the program during the season.

MAJOR AWARD - Awarded to athletes who compete at the varsity level. An athlete's first major award is the varsity letter or "S". The varsity letter is attached to the left side on the front of the letter jacket or can be framed for display. One varsity letter is given for each different sport that a student participates in.

SPORT PIN – Designates the sport in which a varsity letter was earned. The sport pin is given the first time a varsity letter is earned in that sport. The sport pin is attached to the varsity letter.

NUMERALS – Awarded the first time a major award is earned. The numerals are representative of the athlete's graduating year. The numerals are attached to the upper right sleeve of the letter jacket.

VARSITY CERTIFICATE – Awarded for each additional major award after the varsity letter and sport pin have been given.

CHEVRON – Given in addition to the Varsity Certificate to those athletes who wish to display it on their letter jacket. The chevron is attached to the left sleeve of the letter jacket, beginning at the top and running down the sleeve.

PARTICIPATION CERTIFICATE – Awarded to athletes who have already earned one minor award or whose participation was limited at the junior varsity or junior varsity - 2 level.

An athlete suspended for violation of the code may be denied an award.

PUBLIC NOTIFICATION OF NON-DISCRIMINATION POLICY

The Shorewood School District does not discriminate on the basis of sex, race, color, national origin, religion, age, sexual orientation, gender identity or expression. The Shorewood School District does not discriminate on the basis of sex, race, color, national origin, religion, age, sexual orientation, gender identity or expression, veteran status, physical, mental, emotional or learning disability, or any other legally protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following designees handle inquiries regarding non-discrimination policies: Director of Human Resources, Title IX Coordinator and Compliance Officer, 1701 E. Capitol Drive, Shorewood, WI 53211, 414-961-2854, humanresources@shorewood.k12.wi.us.

FILING A COMPLAINT

If a person believes that the school district or any part of the school organization has inadequately applied the principles of student records policy, Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act, or in some way discriminates, a complaint may be filed with: Director of Special Education & Pupil Services 1701 E. Capitol Drive, Shorewood, WI 53211. Call (414) 963-6906. The school district encourages informational resolution of complaints. Address your concerns first to the athletic director, principal or staff member directly involved.

INSURANCE COVERAGE AND INJURIES

Shorewood High School does not provide insurance coverage for students injuries who are involved in extracurricular activities. However, the WIAA offers [Concussion Insurance](#) for anyone who is interested. In any activity, particularly contact sports, there is a risk of injury. It is the responsibility of each student to report his/her injuries to the responsible parties; coach, trainer, etc. Students using the weight room/fitness center equipment against the coaches' and/or trainer's advice/ instruction will assume the responsibility for their direct or indirect injuries.

Updated 6/23

In case of any emergency, a rescue squad to the hospital or clinic will convey the participant unless parents/guardians/caregivers indicate otherwise. Every effort will be made to contact parents/guardians/caregivers before the necessary medical attention is obtained.

The parent/guardian of an athlete must provide evidence of health or accident insurance coverage. The Athletic Director will check the WIAA Physical Examination card or the Alternate Permit card for this information. If the insurance information is not provided on the card, the Athletic Director will contact the parent/guardian to request this information.