

STUDENT ACTIVITIES CODE OF CONDUCT (Revised 07/20/2026)

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Part I - Student-Athlete and Family Athletic Code

1. Purpose, Scope, and Governance

1.1 Purpose

Athletic participation is an educational opportunity. The purpose of this Athletic Code is to establish clear expectations for academic eligibility, attendance, conduct, due process, and participation in Verona Area School District athletics.

The Athletic Code is intended to support student growth, team accountability, fair process, school safety, and consistent administration across athletic programs. Athletic participation is voluntary and is not required for graduation. Students who choose to participate accept additional responsibilities because they represent themselves, their team, their school, and the District.

1.2 Covered students and activities

This Athletic Code applies to all students who participate in District-sponsored interscholastic athletics, including student-athletes, team managers, and any other students formally assigned to an athletic team role.

1.3 When the Code applies

A student is accountable to this Athletic Code beginning when the student signs the athletic acknowledgement form, attends or participates in any high school athletic activity, or participates in any pre-season, summer contact, tryout, practice, team meeting, competition, or team-sponsored event, whichever occurs first.

The Athletic Code applies year-round, including in-season periods, off-season periods, summers, weekends, holidays, school breaks, team travel, and school-sponsored athletic events. For incoming ninth-grade students, the Code applies once the student begins participation in high school athletic activities, including summer activities before grade 9.

1.4 Governing rules

Students must comply with all applicable rules and requirements, including:

- Wisconsin Interscholastic Athletic Association (WIAA) rules and regulations.
- Conference rules applicable to the sport.
- Verona Area School District Board policies, administrative rules, Student Handbook, VASD Progressive Response Model, and other school rules.
- This Athletic Code.
- Sport-specific and team-specific rules approved by the Athletic Director or designee.
- State and federal law.

If a WIAA rule, legal requirement, Board policy, or District rule imposes a stricter eligibility requirement than this Athletic Code, the stricter applicable requirement will apply unless prohibited by law. If a published local rule is stricter than the WIAA minimum, the local rule must be applied as written.

1.5 Administration and interpretation

The Athletic Director or designee is responsible for administering this Athletic Code. Building administration, student services staff, attendance staff, coaches, and other District staff may assist with implementation as appropriate.

The District will administer the Athletic Code in a manner that is consistent with WIAA rules, District policy, pupil records requirements, nondiscrimination obligations, and applicable student discipline procedures. The District may update this Code prospectively to maintain compliance with WIAA rules, law, or other district policy.

The District may provide translated versions of this Code for family access and communication. Translations are provided to support understanding and participation. If there is a conflict, inconsistency, or ambiguity between a translated version and the English version, the English version controls unless otherwise required by law.

2. WIAA and District Eligibility Requirements

2.1 WIAA minimum eligibility requirements

The WIAA rules summarized below are included for ease of reference. The WIAA Senior High Handbook, WIAA Rules of Eligibility, current WIAA eligibility bulletins, and applicable WIAA interpretations are the controlling sources for WIAA eligibility. WIAA materials are updated periodically, and students and families are responsible for reviewing the current WIAA eligibility materials provided through the District, the Athletic Department, or the WIAA. Students and families should contact the Athletic Director with eligibility questions before participating.

At minimum, a student-athlete must satisfy all applicable WIAA and District requirements before practicing or competing, including the following:

- Be a full-time student carried on the attendance rolls as required by WIAA rules and District policy.
- Meet applicable age, semester, enrollment, residence, transfer, amateur status, and outside competition rules.
- Meet the WIAA academic standard, including no more than one failing grade in the most recent school-issued grade-reporting period, subject to the WIAA rules on incompletes and regaining eligibility.
- Have on file the required parent or guardian permission, acknowledgement of the school athletic code, acknowledgement of receiving the WIAA Rules of Eligibility, athletic emergency information, and current physical fitness documentation.
- Follow the school athletic code on a year-round basis.
- Receive an opportunity to be heard before an athletic code penalty is enforced, except where WIAA rules provide otherwise for felony charges.
- Serve any WIAA-required suspension, including the minimum competition suspension for certain in-season alcohol, tobacco, nicotine, controlled substance, street drug, and performance enhancing substance violations.

2.2 Required forms and documentation before participation

A student may not practice for or participate in interscholastic athletics until the District has written evidence on file confirming all required participation materials. Required materials include:

- Parent or guardian permission for the school year, including acknowledgement of receiving the school athletic code.
- Acknowledgement of receiving the WIAA Rules of Eligibility.
- Athletic emergency information.
- Current physical fitness documentation meeting WIAA requirements.
- Any additional District-required forms, including concussion, sudden cardiac arrest, health, insurance, or emergency forms.

2.3 Physical examination and alternate-year documentation

A current WIAA-compliant physical examination or alternate-year documentation must be on file before the student may practice or compete. A physical examination taken April 1 or later is valid for the following two school years. A physical examination taken before April 1 is valid only for the remainder of that school year and the following school year. A WIAA-compliant physical examination must be signed by a licensed physician, physician assistant, advanced practice nurse prescriber, or another provider accepted under current WIAA rules.

If a student develops a medical condition or sustains an injury that may affect safe athletic participation, the District may require written medical clearance before the student returns to practice or competition. Return-to-play decisions must also comply with concussion, sudden cardiac arrest, athletic trainer, physician, WIAA, and District requirements.

2.4 Transfer, residence, and other eligibility questions

Transfer, residence, open enrollment, tuition, foreign exchange, home-based private educational program, charter school, amateur status, awards, Name, Image, and Likeness (NIL), non-school participation, and all-star participation questions must be reviewed with the Athletic Director before the student participates.

A student who transfers to VASD with a status of ineligibility for disciplinary, academic, athletic code, expulsion, removal, or association reasons retains that ineligibility status for the same period required by the former school or association, unless WIAA rules or an authorized decision provide otherwise.

2.5 Non-school participation during the school season

WIAA rules restrict non-school competition in the same sport during the school season. Students must obtain school approval before participating in any permitted non-school competition during the school season, and participation may not exceed WIAA limits. Non-school competition is not allowed during the applicable WIAA tournament series.

A student may not delay reporting for the school team after the official opening day of practice in order to continue non-school training or competition, except as allowed by WIAA rule. Students and families should ask the Athletic Director before participating in any non-school event that could affect eligibility.

3. Academic Eligibility

3.1 Academic standard

The District will follow the WIAA academic eligibility floor and will also maintain in-season grade monitoring to support student progress. To be academically eligible for competition, a student must meet school and DPI requirements defining a full-time student and must not have more than one failing grade in the most recent school-issued grade-reporting period, subject to WIAA rules.

For local monitoring purposes, students are expected to make satisfactory academic progress during the season. Coaches may set higher academic expectations for their team only if the expectations are approved by the Athletic Director or designee and provided in writing to students and families before the season begins.

3.2 Official grade-reporting periods

Eligibility will be reviewed after each school-issued grade-reporting period used by the District for WIAA eligibility purposes. Academic eligibility for fall sports is based on the prior school year grade-reporting period as required by WIAA rules, subject to any summer school recovery allowed by WIAA.

If a student has two or more failing grades in the most recent school-issued grade-reporting period, the student is academically ineligible for competition for the minimum WIAA ineligibility period. The student may practice during academic ineligibility unless the District determines otherwise for safety, supervision, academic support, team standing, or other legitimate reasons.

3.3 WIAA academic ineligibility period

A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard after 15 scheduled school days and nights of ineligibility. The student may not return to competition until the school day following the 15-day ineligibility period.

For fall sports when the earliest allowed WIAA competition occurs before the first day of classes at the member school, the minimum ineligibility period is the lesser of 21 consecutive calendar days beginning with the date of earliest allowed competition in that sport or one-third of the maximum number of games or meets allowed in that sport, rounded up if one-third results in a fraction. If the District begins classes on or before the earliest allowed competition date, the standard 15 scheduled school days and nights rule applies.

3.4 Incompletes, withdrawals, no-credit marks, and other nontraditional marks

For WIAA eligibility after an official school-issued grade-reporting period, incompletes are handled as required by WIAA rules. A student regains eligibility immediately if incompletes are made up within two weeks after the grade-reporting period and the student otherwise meets the academic standard.

For weekly local grade monitoring during a grading period, an incomplete, withdrawal, no-credit mark, or similar temporary notation is not automatically treated as a failing grade unless the school record, teacher confirmation, or applicable District grading procedure identifies the mark as failing or not passing. The Athletic Director or designee may consult with the teacher, counselor, case manager, administrator, or other appropriate staff to determine how the mark should be treated.

3.5 Weekly grade monitoring

During the season, the Athletic Department may conduct weekly grade checks. Grade checks will ordinarily occur on Monday or the first school day of the week. The purpose of weekly monitoring is to identify students who need academic support and to determine whether any local competition restriction applies.

A student with one current failing grade during weekly monitoring may remain eligible to compete if the student resolves the failing grade by 3:45 p.m. on the next scheduled school day after the weekly grade check or by another deadline established by the Athletic Director or designee. If the student does not resolve the failing grade by that deadline, the student is ineligible for competition until the next weekly grade check or until the Athletic Director or designee verifies that the student is passing all current classes.

A student with two or more current failing grades during weekly monitoring may be restricted from competition until the Athletic Director or designee verifies that the student is passing enough coursework to satisfy the applicable WIAA and local standard. This local monitoring rule does not shorten any WIAA ineligibility period that applies after an official grade-reporting period.

3.6 Summer school and academic recovery

A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school or other WIAA-allowed coursework if the student successfully completes not less than the same number of courses that caused ineligibility and the coursework is accepted for credit under District and WIAA rules.

Students and families should obtain approval from the Athletic Director or school administration before relying on summer school, online coursework, correspondence coursework, college coursework, or other nontraditional coursework to restore eligibility.

3.7 Students with IEPs or 504 plans

When a student has an IEP or 504 plan, the Athletic Director or designee should consult with appropriate student services staff, which may include the case manager, counselor, school psychologist, or administrator, when academic eligibility involves satisfactory progress, nontraditional grading, accommodations, or disability-related considerations.

A student who receives no usual grades in a state-approved special education program may be eligible if the student is making satisfactory progress in the student's total school program as indicated by the IEP and as allowed by WIAA rules.

4. Attendance Eligibility

4.1 General attendance expectation

Student-athletes are expected to attend school regularly, attend all assigned classes, arrive on time, and attend required practices, games, meets, team meetings, and team activities unless excused. Attendance expectations support academic progress, team accountability, safety, and fair participation.

4.2 Excused absences

If an absence is excused under District attendance procedures, the absence does not make the student ineligible to compete that day. All excused absences are treated equally for athletic eligibility purposes. This Athletic Code does not distinguish between parent-excused absences and medically documented absences, provided the absence is accepted as excused under District attendance procedures.

Examples of absences that may be excused under District attendance procedures include medical appointments, religious observances, funerals, court appearances, school-sponsored activities, family circumstances accepted by the school, and other absences approved through the school attendance process.

4.3 Unexcused absences during an athletic season

A student with an unexcused absence during the athletic season is ineligible for the next scheduled competition unless the unexcused absence is cleared by the attendance office or school administration before the applicable deadline. The ordinary deadline is noon on the day of competition. If the competition or team departure occurs before noon, the absence must be cleared before departure or competition.

If one unexcused absence incident remains unresolved by the deadline, the student is ineligible for one competition. If two unexcused absence incidents remain unresolved by the deadline, the student is ineligible for two competitions. Additional unresolved unexcused absence incidents may result in additional competition suspensions and may be reviewed as a conduct issue.

For purposes of this draft, an unexcused absence incident generally means a school day or attendance event with one or more unexcused class periods. The Athletic Director or designee may consult with the attendance office or building administration when determining whether multiple entries should be treated as one incident or multiple incidents.

4.4 Out-of-season unexcused absences

If a student accumulates five unexcused absence incidents while the student is not in-season for a District athletic team, the student will serve a 25% competition suspension in the next athletic season in which the student participates. The suspension is calculated under the Code suspension rules and must be served once the student is otherwise eligible.

4.5 Practice eligibility and attendance

A student may practice regardless of school-day attendance unless the student is serving an out-of-school suspension, has been restricted from school property, has a safety or medical restriction, is not cleared to participate, or is restricted by school administration.

Practice attendance and team activity attendance are separate team expectations. Coaches may address missed practices, missed team activities, tardiness, and team commitment under approved team rules. Team rules may affect playing time, role, lineup, lettering, or team standing. A coach may not impose a formal Athletic Code suspension without Athletic Director or designee approval.

4.6 Out-of-school suspension and other school discipline

A student serving an out-of-school suspension may not practice, compete, travel, attend team activities, or represent the team on the day or days of the suspension unless school administration expressly permits a different result under District policy. Athletic Code suspensions may not be served during an out-of-school suspension.

4.7 Attendance decision-maker

Attendance coding is determined through the District attendance process, not by the coach. The Athletic Director or designee determines the athletic eligibility effect of an attendance record after consulting with the attendance office, building administration, or other appropriate staff as needed. The attendance consequences in Section 4 apply to ordinary attendance eligibility issues. Attendance-related conduct may also be reviewed under Sections 5 and 6 when the conduct involves repeated misconduct, dishonesty, leaving supervision, team travel, safety concerns, disruption to team operations, or other conduct beyond ordinary attendance coding.

5. Conduct Standards and Code Violations

5.1 General conduct standard

Student-athletes are expected to conduct themselves in a manner that reflects positively on themselves, their team, their school, and the District. Student-athletes must act with honesty, respect, accountability, sportsmanship, care for

others, and respect for school property, personal property, officials, opponents, coaches, staff, teammates, and community members.

A student may violate the Athletic Code through conduct that occurs at school, away from school, online, during school-sponsored activities, outside school hours, in-season, or out-of-season if the conduct has a sufficient connection to the student's role as a District student-athlete, affects team or school operations, affects student or staff safety, violates WIAA standards, violates District expectations, or is contrary to the ideals, principles, and standards of the school and the WIAA.

A citation, arrest, charge, conviction, school discipline referral, or formal school discipline consequence is not required for an Athletic Code violation. The Athletic Director or designee may determine that a Code violation occurred based on reliable information gathered through the review process.

5.2 Relationship to school discipline, team rules, and other District processes

Some conduct may be addressed under the Student Handbook, PRM, Board policy, school discipline procedures, Title IX or discrimination procedures, law enforcement processes, team rules, this Athletic Code, or more than one of those authorities.

The Athletic Code determines athletic eligibility and athletic consequences. School discipline determines school consequences. Team rules determine team-level expectations such as practice expectations, playing time, roles, lineup, leadership roles, and lettering. The same behavior may result in separate school, athletic, and team responses when allowed by policy and law.

Conduct that is concerning but not specifically listed may still be reviewed if it is conduct unbecoming of a student-athlete. When a potential conduct-unbecoming issue arises through the school discipline process or PRM, building administration should notify the Athletic Director or designee so the Athletic Department can determine whether athletic eligibility or team representation should be reviewed.

Retaliation related to any Athletic Code concern, report, review, witness statement, support request, or participation in an Athletic Code process is prohibited and may be treated as a separate violation, an aggravating factor, or both.

5.3 Evidence, Standard of proof, and digital conduct

The District may consider reliable information, including student statements, witness statements, staff reports, parent or guardian information, police or citation information, school records, attendance records, video, photographs, social media, messages, digital communications, and other available information. The District may find that a Code violation occurred when the available reliable information shows that it is more likely than not that the violation occurred. This standard, sometimes referred to as a preponderance of the evidence standard, means the available reliable information shows that it is more likely than not, sometimes described as 50 percent plus one, that the violation occurred.

5.4 Alcohol, tobacco, nicotine, marijuana, controlled substances, and performance enhancing substances

Student-athletes must not use, possess, buy, sell, distribute, provide, transport, or be under the influence of alcohol, tobacco, nicotine products, vaping devices, marijuana or THC products, controlled substances, street drugs, drug paraphernalia, look-alikes, prescription medication used in an unauthorized manner, over-the-counter medication used in an unsafe or abusive manner, anabolic steroids, human growth hormones, or other performance enhancing substances.

A student who unexpectedly becomes aware that alcohol, tobacco, nicotine, marijuana, controlled substances, or illegal activity is present at a gathering is expected to leave promptly and safely. Remaining present after becoming aware of the conduct may be an Athletic Code violation even if the student did not personally use or possess the substance.

5.5 Amnesty and help-seeking

The District encourages students to seek help for themselves or others. Consistent with WIAA rules and applicable law, victims of sexual assault and bystanders who report a sexual assault, request emergency assistance,

cooperate with and assist law enforcement, and stay on the scene or encounter law enforcement at a medical facility where the victim is being treated cannot be issued an Athletic Code violation for conduct covered by the applicable amnesty protections. A student may not falsely claim amnesty for a situation the student knows does not exist.

A student who voluntarily seeks assistance for alcohol, drug, nicotine, mental health, safety, or other personal concerns before a specific incident is reported or discovered may be referred for support. Voluntary help-seeking may be considered in determining appropriate supports and consequences, but it does not automatically eliminate any WIAA-required minimum suspension.

5.6 Classification of Athletic Code violations

Code violations are organized into three levels. The examples below are not exhaustive. The Athletic Director or designee determines the applicable level after reviewing the available information, the seriousness of the conduct, the student's prior Athletic Code history, the relationship to school discipline, and any WIAA minimum requirement. Each level carries the ordinary consequence identified in Section 6.2. The general level descriptions below and the conduct matrix in Section 6.2.1 classify violations; Section 6 determines the consequence, including warning letters, percentage suspensions, cumulative violations, repeat-offender rules, stacking, and WIAA-minimum rules.

Athletic Code Level	General Standard	Typical Examples
Level 1	Conduct that is inconsistent with student-athlete expectations but does not involve a serious safety threat, serious harassment, significant harm, significant property loss, illegal substance use or possession, or major disruption. Level 1 may also include lower-level conduct that becomes an Athletic Code issue because it is repeated, occurs in an athletic setting, affects team operations, or reflects poorly on team or school representation.	Minor or moderate misconduct; disrespectful conduct; profanity or put-downs; minor technology misuse; minor physical contact or horseplay; minor property misuse; first-time or lower-level team, travel, supervision, or school-day conduct issues.
Level 2	Serious conduct, repeated Level 1 conduct, conduct resulting in an in-school suspension under the District's Progressive Response Model when not otherwise specified in this Code, conduct creating a safety or disruption concern, substance-related conduct not classified as Level 3, bullying or harassment concerns, significant dishonesty, significant property damage or theft, or conduct that materially affects the team, school, or student-athlete's ability to represent the District.	Alcohol, tobacco, nicotine, marijuana, controlled substance, paraphernalia, or performance-enhancing substance use or possession; knowingly remaining at a gathering involving illegal substance use; bullying or harassment; threats; fighting; theft or vandalism; serious technology misuse; serious insubordination; conduct comparable to misdemeanor-level conduct.

Level 3	Major conduct that creates a serious safety risk, causes significant harm, results in an out-of-school suspension under the District's Progressive Response Model when not otherwise specified in this Code, involves violence or threatened violence, involves serious harassment or discrimination, involves sexual misconduct, involves weapons, involves sale or distribution of substances, involves felony-level conduct, or is otherwise fundamentally inconsistent with continued athletic participation without significant review and reinstatement conditions.	Felony charge or felony-level conduct; weapon possession or use; serious threats; bomb or terroristic threats; arson; serious physical assault; assault on staff or officials; hazing; sexual assault or serious sexual misconduct; distribution or sale of controlled substances or look-alikes; serious discriminatory harassment or hate-based conduct; major theft or vandalism; severe or repeated Athletic Code violations.

5.7 Felony and misdemeanor considerations

The Athletic Director or designee may consider whether conduct is comparable to misdemeanor-level or felony-level conduct even if no citation or charge has been issued. A formal legal charge is not required for an Athletic Code consequence. However, if a student is charged with a felony, WIAA rules require the student to become ineligible for all further participation upon the filing of felony charges until the student has paid the student's debt to society and the courts consider the sentence served, including probation, community service, or other court-ordered obligations.

6. Consequences, Suspensions, and Reinstatement

6.1 General principles

Consequences are intended to promote accountability, safety, fairness, and student growth. In determining consequences, the Athletic Director or designee may consider the level of the violation, WIAA minimums, the student's prior Athletic Code history, honesty and cooperation, impact on others, school discipline, team safety, team integrity, restorative actions, and any required support or re-entry plan.

No consequence may reduce or eliminate a WIAA-required minimum suspension. Any suspension calculated as a fraction of a competition will be rounded up to the next whole competition.

6.2 Consequence framework

The consequence matrix below provides the ordinary local framework for Athletic Code violations. Before applying the matrix, the District will apply any special rule that is required by WIAA rules, law, Board policy, District rule, conference rule, or this Athletic Code. If a special rule conflicts with the matrix, the special rule controls.

Special Rule	Effect
WIAA, legal, District, or conference minimums	The matrix may not be used to reduce or eliminate any WIAA-required, legally required, District-required, or conference-required consequence. If a stricter rule applies, the stricter rule controls.
Felony charge	If a student is charged with a felony, the student is ineligible for further participation as required by WIAA rules. This rule applies even if the matrix would otherwise result in a shorter local consequence.

WIAA tournament series	If an Athletic Code suspension causes a student to miss any portion of WIAA tournament competition, the student is ineligible for the remainder of the WIAA tournament series in that sport as required by WIAA rules.
Contest ejection, disqualification, or physical contact with an official	A student who is ejected, disqualified, or engages in conduct involving intentional physical contact with an official is subject to applicable WIAA consequences. The District may also impose school, team, or Athletic Code consequences if the conduct independently violates this Code.
Appeal status	Consequences remain in effect during an appeal unless the District modifies or stays the consequence. Any WIAA-required ineligibility remains in effect during the appeal process.
Multiple violations from one incident	If one incident involves multiple types of misconduct, the Athletic Director or designee may classify the incident at the highest applicable level. The District may impose one integrated consequence or separate consequences if the conduct involved distinct acts, victims, events, or harms.
Interim safety restriction	Nothing in the matrix limits the District's ability to temporarily restrict a student from practice, competition, travel, team activities, or athletic facilities while a serious safety, supervision, harassment, violence, weapon, substance, or law enforcement concern is being reviewed. An interim restriction is not a final Athletic Code consequence.

After any applicable special rule is applied, the Athletic Director or designee will classify the violation under the conduct matrix and apply the following ordinary local consequence framework. The percentage assigned under this Section 6.2 will be converted into the number of competitions to be missed under Section 6.3.

Violation Level	First Cumulative Athletic Code Violation	Second Cumulative Athletic Code Violation	Third Cumulative Athletic Code Violation	Fourth or Subsequent Cumulative Athletic Code Violation
Level 1	Warning letter. No competition suspension unless a special rule, WIAA requirement, District requirement, or safety restriction requires a different result. The District may require corrective, restorative, educational,	10% competition suspension.	25% competition suspension.	Treated as at least a Level 2 violation.

	restitution, support, or re-entry conditions when appropriate.			
Level 2	25% competition suspension.	50% competition suspension.	100% competition suspension for the current season or next season of participation.	Up to one calendar year of athletic ineligibility, or longer if required by WIAA rule, law, expulsion status, safety restrictions, or reinstatement conditions.
Level 3	50% competition suspension, unless the seriousness of the conduct, WIAA rules, law, school discipline, safety concerns, or reinstatement conditions require a longer consequence.	100% competition suspension for the current season or next season of participation, or up to one calendar year of athletic ineligibility.	One calendar year of athletic ineligibility or review for ineligibility for the remainder of the student's high school athletic career.	Ineligibility for the remainder of the student's high school athletic career, unless the District authorizes reinstatement after review.

For purposes of this matrix, "cumulative" means all Athletic Code violations during the student's high school athletic career, regardless of sport, season, school year, coach, team, or conduct category. In addition to any competition suspension, the District may require restorative actions, education, assessment, restitution, support, or re-entry conditions when reasonably related to the violation, student needs, team needs, school safety, team integrity, or repair of harm.

6.2.1 Conduct Matrix

The following conduct-area matrix provides examples of conduct that may fall within Level 1, Level 2, or Level 3. The examples are not exhaustive. The Athletic Director or designee will classify conduct based on the available information, the seriousness of the conduct, the student's prior Athletic Code history, the relationship to school discipline, and any applicable WIAA, legal, District, or conference requirement.

Conduct Area	Level 1	Level 2	Level 3
General student-athlete conduct and representation		Conduct not otherwise specified in this Code that results in an in-school suspension under the District's Progressive Response Model.	Conduct not otherwise specified in this Code that results in an out-of-school suspension under the District's Progressive Response Model.

Honesty, investigation, and eligibility integrity		Lying to a coach, Athletic Director, administrator, teacher, investigator, or other District employee; falsifying attendance information; withholding material information; impeding an investigation; using another person's account, identity, or documentation; or providing false eligibility, health, travel, or permission information.	Significant dishonesty that materially affects safety, eligibility, discipline, an investigation, or another student's rights; retaliation against a witness; intimidation of a reporting person; or coordinated dishonesty by multiple students.
Academic integrity connected to athletic participation	Academic dishonesty, plagiarism, misuse of AI, cheating, or misrepresentation of work where the conduct also affects athletic expectations, eligibility, awards, captaincy, school representation, or team standing.	Repeated (2) academic dishonesty or academic dishonesty involving another student, altered records, stolen materials, or conduct that causes school discipline.	Large-scale academic dishonesty, falsification of academic eligibility, grade manipulation, theft or alteration of academic records, or conduct involving coercion, payment, threats, or substantial disruption.

Alcohol, tobacco, nicotine, vaping, marijuana, controlled substances, prescription misuse, OTC misuse, paraphernalia, look-alikes, and performance-enhancing substances	Lower-level presence concerns, such as brief presence at a gathering after unexpectedly becoming aware of alcohol, marijuana, controlled substances, or illegal activity, where the student did not use, possess, distribute, host, organize, transport, encourage the conduct, or remain after a reasonable opportunity to leave, and no aggravating safety factor is present.	Use, possession, purchase, attempted purchase, being under the influence, possession of paraphernalia, possession of look-alikes, misuse of prescription medication, unsafe or abusive use of over-the-counter medication, possession or use of tobacco, nicotine, vaping devices, marijuana, THC products, controlled substances, street drugs, or performance-enhancing substances. This includes knowingly remaining at a gathering involving illegal use after a reasonable opportunity to leave.	Sale, distribution, delivery, sharing, providing, intent to deliver, hosting or organizing a gathering involving illegal substance use, transporting others to a gathering with known illegal substance use, pressuring another person to use, conduct resulting in medical response, possession of larger quantities, or conduct involving controlled substances, street drugs, prescription medication, look-alikes, or performance-enhancing substances in a way that creates serious risk.

Bullying, harassment, discriminatory conduct, hate-based conduct, and retaliation		Bullying, cyberbullying, harassment, discriminatory conduct, hate-based conduct, use of slurs or hate speech, targeted intimidation, conduct based on protected status, conduct that creates a hostile or intimidating environment, or retaliation. For purposes of this Code, retaliation means intimidating, threatening, harassing, coercing, excluding, punishing, targeting, or treating a person adversely because the person reported a concern, participated in a review, provided information, served as a witness, sought support, assisted another person, or otherwise participated in a process related to misconduct. .	Severe, pervasive, repeated, threatening, coordinated, discriminatory, or hate-based bullying, cyberbullying, harassment, intimidation, discriminatory conduct, hate-based conduct, or retaliation. Level 3 may include hate-based violence; coordinated bullying, harassment, or retaliation by multiple students; threats or intimidation tied to protected status; bullying or harassment causing or threatening safety concerns; retaliation that interferes with a District review; retaliation connected to discrimination, harassment, Title IX, mandatory reporting, or law enforcement review; or conduct requiring formal discrimination, harassment, Title IX, mandatory reporting, or law enforcement review .
Hazing, initiation, coercive team conduct, and group misconduct		Hazing means any act, activity, expectation, initiation, tradition, or condition of membership, affiliation, status, acceptance, or continued participation in a team or group that humiliates, degrades, intimidates, coerces, endangers, or pressures a student, regardless of the student's apparent willingness to participate. Level 2 includes hazing, initiation, compelled participation, humiliation, intimidation, coercion, forced tasks, social exclusion, or group conduct that affects a student's ability to	Hazing or initiation involving violence, threats, sexualized conduct, nudity, substances, restraint, confinement, physical harm, significant emotional harm, retaliation, coercion, abuse of team status or seniority, or conduct requiring school safety, discrimination/harassment, Title IX, mandatory reporting, or law enforcement review.

		participate safely, equally, or without unreasonable pressure.	
Sexual misconduct and sex-based misconduct		Sexualized conduct, sex-based conduct, or sexual harassment that is inappropriate in the school or athletic setting and does not involve a Level 3 aggravating factor. This may include inappropriate sexualized language, sexual jokes, sexual gestures, inappropriate display of affection, sexual comments or conduct directed at another person, exposing or attempting to expose another person, non-consensual sexualized physical conduct that does not involve intimate body parts, possession or sharing of sexualized material not involving nude or explicit images of a student, or other conduct that may require review under District harassment, discrimination, or Title IX procedures.	Sexual assault; non-consensual touching of intimate body parts; sexual activity at school or during school activities that creates a safety, coercion, exploitation, or reporting concern; dating violence; domestic violence; stalking; severe or repeated sexual harassment; pantsing or other conduct involving nudity, exposure of intimate parts, humiliation, or coercion; creation, possession, request, threat, or distribution of nude or explicit images of a student; deepfake sexual images; sextortion; illegal sexual material; coercion; retaliation; or sexual conduct requiring mandatory reporting, Title IX review, or law enforcement review.

Technology, recording, social media, digital conduct, and group chats	Unauthorized or inappropriate use of technology, recording devices, messaging, social media, group chats, gaming devices, speakers, or other electronic devices where the conduct is limited and does not significantly harm others.	Recording or sharing images, video, audio, messages, or screenshots without permission; sharing videos of fights or incidents; cyberbullying; unauthorized access to another person's account or device; inappropriate use of District technology; deepfake or AI misuse; or digital conduct that disrupts school, team, or athletic operations.	Electronic threats, sextortion, sexual or explicit deepfakes, distribution of illegal materials, targeted harassment, doxxing, blackmail, impersonation causing serious harm, unauthorized access causing significant disruption or data loss, or technology use creating a serious safety risk.
Building safety, school safety, and security	Entering an unassigned area, being in an inappropriate location, minor failure to follow building entry procedures, or minor safety-related misconduct.	Circumventing security protocols, propping open exterior doors or secured doors, opening secured doors for others, disabling or bypassing door locks or access controls, trespassing, false safety reports, possession of pyrotechnics, lighters, combustibles, or ammunition without means of use, or conduct creating a safety or supervision concern.	Bomb threats, terroristic threats, threats to school safety, intentional false alarms activating emergency response, arson, attempted arson, volatile acts, major disruption, conduct causing evacuation, propping or bypassing secured access in a manner that allows unauthorized access or creates a serious safety risk, or conduct creating serious and imminent safety risk.

Weapons, dangerous items, look-alikes, and pyrotechnics	Possession of a toy, look-alike, or non-functional item not used to threaten, intimidate, harm, or disrupt, depending on context. A true “surrender for safety” situation may be handled as no Athletic Code violation if the student voluntarily turns in the item before discovery, questioning, threat, or harm.	Possession of a knife, BB gun, pellet gun, air rifle, flare gun, pyrotechnic, ammunition, look-alike, or other dangerous item; threatened use of a look-alike or dangerous item; or possession causing disruption or safety concern.	Possession of a firearm or deadly weapon; actual or attempted use of a weapon; threatened use of a weapon; possession or use of any item readily capable of causing death or serious bodily injury; or weapon-related conduct requiring law enforcement or expulsion review.
Physical contact, fighting, physical force, and violent conduct	Minor physical contact, horseplay, pushing, shoving, bumping, play-fighting, or throwing an object without contact where the conduct is harmful or disruptive but quickly de-escalated and does not cause injury.	Physical force, fighting, repeated or deliberate harmful contact, throwing or kicking an object that makes contact, physical conduct with potential to cause injury, or physical conduct resulting in school discipline.	Physical force resulting in injury, assault, battery, serious fight, group fight, planned fight, retaliation, physical force against staff, physical force with bodily fluids or objects, conduct requiring medical attention, or violence comparable to serious criminal conduct.

Officials, opponents, spectators, and sportsmanship	Unsportsmanlike conduct, taunting, disrespect toward officials, opponents, teammates, coaches, or spectators, or conduct causing a warning, reprimand, or team-level consequence.	Ejection, disqualification, flagrant conduct, fighting or taunting during competition, harassment during competition, refusal to comply with officials or contest management, or conduct bringing discredit to the team or school.	Intentionally spitting on, striking, slapping, kicking, pushing, or aggressively physically contacting an official; serious assaultive conduct toward an opponent, spectator, coach, or official; repeated ejections; or harassment-based ejection requiring conference, WIAA, or law enforcement review.
Property, theft, vandalism, and restitution	Minor misuse of school, team, facility, or personal property; accidental or minor damage; failure to return equipment; or loss of District-issued property when the conduct does not involve theft, vandalism, intentional damage, concealment, or significant disruption.	Theft, vandalism, intentional damage, destruction of school or personal property, tampering with equipment, unauthorized use of facilities, failure to return property after notice, or conduct requiring restitution or school discipline, when the replacement or repair value is less than $100 and no Level 3 aggravating factor is present.	Major theft, major vandalism, property damage causing substantial disruption, damage to safety equipment, burglary, arson-related property damage, conduct comparable to felony-level theft or criminal damage, or theft, damage, loss, or restitution with a replacement or repair value of $100 or more.

Transportation, facilities, locker rooms, equipment, uniforms, and athletic spaces	Failure to follow bus, locker room, practice, equipment, uniform, facility, or travel expectations; minor horseplay in athletic spaces; minor misuse of equipment.	Repeated (2) or serious misuse of athletic facilities or equipment, unsafe conduct in locker rooms or training spaces, unauthorized access to athletic areas, misuse of District transportation, or conduct causing damage, disruption, or safety concern.	Conduct in athletic spaces involving hazing, assault, sexual misconduct, theft, serious property damage, weapons, substances, significant safety risk, or serious violation of supervision requirements during travel or overnight events.
Gambling, wagering, and competition integrity	Unauthorized games of chance or low-level wagering not connected to school contests, team performance, or student-athlete integrity.	Gambling for money or items of value, wagering on school or youth contests, fantasy or betting conduct involving teammates or opponents, or use of team information for wagering.	Match-fixing, point-shaving, intentional manipulation of performance, coercion related to gambling, wagering involving an athlete's own contest, use or disclosure of inside team information for gambling, or conduct involving criminal gambling activity.

Criminal, citation, municipal, misdemeanor-level, or felony-level conduct	Conduct that results in a citation or comparable municipal violation and has a sufficient connection to team, school, safety, or District representation but is limited in severity.	Conduct resulting in or comparable to misdemeanor-level conduct, disorderly conduct, theft, battery, harassment, property damage, substance violations, or other criminal conduct with an athletic or school nexus.	Felony charge, felony conviction, felony-level conduct, conduct likely to result in expulsion or incarceration, conduct involving serious harm or serious safety risk, or repeated (2) criminal conduct inconsistent with continued athletic participation.

6.3 How percentage suspensions are calculated

Percentage suspensions assigned under Section 6.2 are converted into the number of competitions to be missed using WIAA game or meet maximums for the sport, not merely the number of contests scheduled by a particular team, unless the District states otherwise for a particular sport or violation. This approach is intended to promote consistency across students and sports. The Athletic Director or designee will calculate the number of competitions to be served and will round any fraction up to the next whole competition.

A competition suspension means the student may not participate in games, meets, matches, races, contests, or other interscholastic competition. The Athletic Director or designee will determine how the suspension applies to tournaments, multi-school meets, doubleheaders, invitationals, postseason competitions, and unusual scheduling situations, consistent with WIAA rules.

6.4 When suspensions are served

A suspension is served in the student's current season of participation if the student is currently in-season. If the suspension cannot be fully completed during the current season, the remaining portion carries over to the next athletic season in which the student participates. If the violation occurs out of season, the suspension is served in the next athletic season in which the student participates.

A student may not serve an Athletic Code suspension while academically ineligible, while physically unable to participate, while not cleared for participation, while serving an out-of-school suspension or expulsion or while otherwise ineligible. The suspension begins or resumes only when the student is otherwise eligible to compete.

A student must complete the season in good standing for a served suspension to count. If a student quits, is removed from the team, or does not complete the season in good standing, the Athletic Director or designee may require the suspension, or the remaining portion of the suspension, to carry forward to the next season of participation.

6.5 Practice and team involvement during suspension

During an Athletic Code competition suspension, a student may ordinarily practice, travel, attend team meetings, and remain involved with the team at the discretion of the Athletic Director, building administration, and coach. The District may restrict practice, travel, team attendance, or team involvement when necessary for safety, school discipline, team welfare, student support, or other legitimate reasons.

6.6 WIAA tournament consequences

If an Athletic Code suspension causes a student to miss any portion of WIAA tournament competition, the minimum WIAA penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport. Athletes who are ineligible during the WIAA tournament may not appear in uniform, participate in warm-ups, or participate in the awards ceremony except as allowed by WIAA rule for injured athletes.

6.7 Ejections and flagrant or unsportsmanlike conduct

A student who is ejected or disqualified from a contest for flagrant or unsportsmanlike conduct is subject to the applicable WIAA suspension and may also be subject to team, school, or Athletic Code consequences. A student who intentionally spits on, strikes, slaps, kicks, pushes, or aggressively physically contacts an official is subject to WIAA minimum ineligibility and any additional District response.

6.8 Restorative actions, support, and re-entry

The Athletic Director or designee may require restorative actions, educational activities, student services support, AODA education or assessment, counseling referral, apology, restitution, community service, re-entry meeting, or other appropriate actions as part of the consequence or re-engagement plan. Required supports should be reasonably related to the conduct, student needs, team needs, or school safety.

Before a student fully returns to competition after a suspension, the Athletic Director or designee may require a re-entry meeting with the student, parent or guardian, coach, administrator, student services staff, or other appropriate staff. The meeting may review expectations, supports, team re-engagement, and any remaining conditions.

6.9 Self-reporting

A self-report occurs when a student voluntarily reports the student's own Athletic Code violation to the Athletic Director, a coach, or another District official before the District has become aware of the allegations, circumstances, report, citation, investigation, or other information suggesting that an Athletic Code violation may have occurred, other than through the student's own qualifying self-report.

To qualify as a self-report, the report must be made within three school days of the incident and must include a truthful and reasonably complete description of the conduct. If the student reports the violation to a coach or another District official other than the Athletic Director, that person must promptly forward the information to the Athletic Director or designee for review.

A student does not qualify for self-reporting consideration if the student reports only after being questioned, after a District official, staff member, coach, volunteer, or other adult acting on behalf of the District has already become aware of the incident or related circumstances from another source, after an official report has been made, or after a citation, ticket, charge, referral, or law enforcement contact has occurred.

A timely and complete self-report may be considered as a mitigating factor when the Athletic Director or designee determines the appropriate local consequence, supports, restorative actions, re-entry conditions, or other corrective requirements. At the discretion of the Athletic Director or designee, the local competition suspension may be reduced by up to one-half when the self-report materially assists the District in preventing further harm, protecting student or staff safety, stopping ongoing misconduct, identifying affected persons, recovering property, obtaining support for a student, or otherwise addressing the violation in a timely and responsible manner.

Self-reporting does not eliminate the violation, does not reset the student's cumulative Athletic Code history, and does not reduce or eliminate any WIAA-required minimum suspension, legally required consequence, District-required consequence, conference-required consequence, safety restriction, or consequence required by another special rule in this Code.

A reduction is not automatic and may be denied based on the seriousness of the conduct, harm caused, safety concerns, dishonesty, delay in reporting, prior Athletic Code history, impact on others, school discipline, need for accountability, or the need for a re-entry or safety plan. The Athletic Director or designee may decline to reduce a suspension for serious misconduct, including but not limited to conduct involving violence, hazing, sexual misconduct, harassment, discrimination, retaliation, weapons, distribution or sale of substances, felony-level conduct, conduct requiring mandatory reporting, or conduct requiring law enforcement review.

A student who lies, withholds material information, minimizes material facts, or provides misleading information about an Athletic Code violation may receive additional Athletic Code consequences, including classification of the dishonesty as a separate or aggravating violation.

6.10 Cumulative violations, repeat offenders, and stacking

Athletic Code violations are cumulative during the student's entire high school athletic career. Violations do not reset by sport, season, school year, coach, team, or conduct category. Repeat violations may result in increased consequences under the consequence matrix. Repeated Level 1 conduct may be treated as Level 2 when prior corrective action, restorative action, team response, warning letter, or Athletic Code consequence has not corrected the behavior. Repeated Level 2 conduct may be treated as Level 3 when the pattern shows continuing disregard for school, team, safety, eligibility, or District expectations. A pattern of Athletic Code violations may support season removal, extended suspension, loss of captaincy or other leadership roles, loss of awards or recognition when consistent with team, conference, WIAA, or District rules, reinstatement conditions, or review of whether the student may continue participating in District athletics.

If one incident involves multiple types of misconduct, the Athletic Director or designee may classify the incident at the highest applicable level and impose one integrated consequence. However, the District may impose separate consequences when the conduct involved separate acts, separate victims, separate events, separate harms, or separate decisions by the student.

When separate consequences are imposed, the suspensions are served consecutively unless the Athletic Director or designee determines that an integrated consequence is appropriate. A student may not receive double credit for the same competition suspension unless the District expressly states that the consequences are being served concurrently.

If stacked suspensions exceed the competitions remaining in the current season, the remaining suspension carries over to the next athletic season in which the student participates. A student must be otherwise eligible and must complete the season in good standing for a served suspension to count.

Nothing in this section limits the District's ability to impose a longer consequence when required by WIAA rules, law, school discipline, safety restrictions, expulsion status, reinstatement conditions, or other applicable requirements.

7. Due Process for Athletic Code Violations

7.1 Initial Notice

When the Athletic Director or designee receives information that a student may have violated the Athletic Code, the Athletic Director or designee will provide written notice to the student and parent/guardian.

The initial notice should:

1. Identify the alleged conduct or code violation in general terms.
2. Invite the student to meet with the Athletic Director or designee before any final code violation decision is made.
3. Identify the deadline by which the student meeting should occur.
4. Inform the parent/guardian that they are welcome to attend the meeting with the student or participate by phone or video call.
5. Include the student's coach for awareness and scheduling purposes only.
6. State that the student is not deemed responsible for an Athletic Code violation unless and until the student receives an official code violation letter.

The notice should include language substantially similar to the following:

> *We have been made aware of a possible Athletic Code violation involving [brief description of alleged conduct]. No final determination has been made. You are invited to meet with the Athletic Director or designee to discuss the information before any code violation decision is issued. This meeting should occur*

by [deadline]. A parent/guardian is welcome to attend the meeting with you or participate by phone or video call. You are not deemed responsible for an Athletic Code violation unless and until you receive an official code violation letter. This notice is provided to the coach for awareness and scheduling purposes only. If the student believes they are being punished or restricted from participation before receiving an official code violation letter, the student or parent/guardian should promptly contact the Athletic Director.

7.2 Student Meeting

Before issuing a final Athletic Code violation decision, the Athletic Director or designee will provide the student with an opportunity to meet and respond to the concern. The meeting may occur in person, by phone, or by video call. The initial notice will identify a reasonable deadline for the student meeting to occur. If the student or parent/guardian does not respond or is unavailable before the deadline stated in the notice, the Athletic Director or designee may proceed with the decision based on the information available.

A parent/guardian is welcome to attend the meeting with the student or participate by phone or video call. The meeting may proceed without a parent/guardian if the student has been given an opportunity to meet and the parent/guardian is unavailable within the timeline stated in the notice. The purpose of the meeting is to allow the student to respond to the concern, provide relevant information, and identify any additional information the Athletic Director or designee should consider before making a final decision.

7.3 Code Violation Letter

If the Athletic Director or designee determines that the student violated the Athletic Code, the student and parent/guardian will receive an official code violation letter.

The code violation letter should:

- Identify the Athletic Code provision violated, including the specific language from the Athletic Code.
- Briefly summarize the factual basis for the decision while protecting the privacy rights of other students.
- Identify the consequence imposed, including the violation level, the percentage suspension or other consequence.
- Explain the student's appeal rights.
    - Identify where and to whom an appeal must be submitted.
    - State the deadline for submitting an appeal.

7.4 Appeal Rights

A student may appeal an Athletic Code violation by submitting a written appeal. The appeal must be authored by the student. The student may receive support from a parent/guardian or other adult in preparing their appeal, but submissions authored by other individuals will not be considered. An appeal may be based only on one or more of the following grounds:

1. **Material procedural error:** The District made a material error regarding the procedures in sections 7.1-7.3 that affected the outcome.
2. **New evidence:** New evidence became available after the code violation letter was issued, and that evidence could reasonably affect the outcome.

An appeal is not intended to be a full rehearing of the matter or an opportunity to disagree with the Athletic Code generally.

7.5 Appeal Panel

Appeals will be heard by a three-member appeal panel consisting of:

- Two coaches who do not coach the student, and
- One administrator.

Appeal hearing dates may be scheduled on a regular basis, generally every other week or as needed. When possible, the District will use coaches who are not currently in season. The Athletic Director's decision will remain in

effect unless all three appeal panel members agree that the appeal should be granted. In other words, the student must receive a unanimous decision from the appeal panel to overturn or modify the Athletic Director's code violation decision. If the panel is not unanimous, the appeal is denied and the original decision remains in effect.

Appeal panel members must be impartial and must maintain confidentiality consistent with pupil records law, District policy, and the nature of the appeal. A panel member may not serve if the panel member coaches the student, reported the underlying concern, investigated the matter, issued the code violation decision, is a witness, has a direct personal or professional conflict, or was otherwise materially involved in the underlying matter. If a potential conflict exists, the panel member must disclose the concern to the Athletic Director or designee, and the District will determine whether recusal or replacement is appropriate.

7.6 Appeal Hearing

Appeal hearings may be held in person or by video call. The appeal hearing will generally follow this structure:

1. The Athletic Director or designee summarizes the factual background that led to the code violation letter.
2. The student presents the basis for the appeal and any relevant information.
3. The Athletic Director or designee may respond, if desired.
4. The appeal panel may ask the Athletic Director or the student clarifying questions.
5. The student and Athletic Director or designee leave the meeting.
6. The appeal panel deliberates privately.
7. The panel determines whether all three panel members agree to grant the appeal.

The appeal panel may uphold the code violation, overturn the code violation, modify the local consequence, modify the violation level, remand the matter for further review, or provide other appropriate relief consistent with this Athletic Code, WIAA rules, District policy, and applicable law. The appeal panel may not reduce or eliminate any WIAA-required minimum consequence, legally required consequence, District-required consequence, conference-required consequence, safety restriction, or consequence required by another special rule in this Code.

7.7 Appeal Decision

The student and parent/guardian will receive written notice of the appeal decision. The appeal decision should briefly state whether the appeal was granted or denied and whether the original code violation consequence was upheld, modified, or overturned.

The decision of the appeal panel is final. Once the appeal panel issues its decision, the code violation decision is not subject to further review or reconsideration. Questions about implementation of the decision should be directed to the Athletic Director or other Administrator designated by the Superintendent.

7.8 Status during appeal and timing

Consequences remain in effect during the appeal unless the District modifies or stays the consequence. There is no guarantee that an appeal will be heard or decided before the next scheduled competition. The District will attempt to process appeals promptly and will ordinarily issue a written appeal decision within five school days after the appeal hearing, unless additional time is needed.

7.9 Pupil records and confidentiality

Athletic Code records are pupil records and will be maintained and disclosed consistent with District policy, Wisconsin pupil records law, FERPA, and other applicable confidentiality requirements. The District will not disclose another student's discipline, pupil records, personally identifiable information, or confidential information except as allowed by law.

Because Athletic Code matters may involve information provided by or about multiple students, families should understand that the District may not be able to provide copies of witness statements, reports, communications, or other records that include information about another student. When records contain information about more than one student, the District may provide access, summaries, redacted records, or other information in a manner consistent with applicable pupil records and confidentiality laws.

Nothing in this section limits the District's ability to share enough information with the student and parent/guardian to explain the alleged violation, the factual basis for the decision, the consequence imposed, and the student's appeal rights, while still protecting the privacy rights of other students.

8. Team Rules, Communication, Travel, Equipment, and Awards

8.1 Team rules

Coaches may establish team rules and expectations for their sport. Team rules must be approved by the Athletic Director or designee and provided in writing to students and families before the season begins. Team rules may address practice attendance, punctuality, preparation, team roles, playing time, lettering, leadership, travel expectations, sportsmanship, and other team-specific matters.

Team rules may not conflict with WIAA rules, District policy, this Athletic Code, or applicable law. Team rules may not reduce or avoid any WIAA-required suspension or District Athletic Code consequence.

8.2 Communication and concern process

Students are encouraged to practice self-advocacy and to communicate respectfully with coaches. Many concerns should begin with a student-coach conversation. Parents and guardians may support the student and may contact the coach or Athletic Director when the matter involves student safety, harassment, bullying, discrimination, a serious concern, or an issue beyond the student's ability to resolve independently.

Concerns should ordinarily proceed in this order unless the issue involves safety, discrimination, harassment, retaliation, abuse, or another serious matter requiring immediate administrative attention:

1. Student contacts the coach.
2. Student and parent or guardian contact the coach.
3. Student and parent or guardian contact the Athletic Director or designee.

Playing time, roster selection, lineup decisions, strategy, and team roles are coaching decisions. Coaches should communicate role expectations to students, but those decisions are not ordinarily appealable under the Athletic Code appeal process.

8.3 Transportation and travel

Students must use District-provided transportation to and from athletic events unless the student is released under District procedures. A parent or guardian request to transport the student or to release the student to an approved adult must be submitted according to Athletic Department procedures. Students must conduct themselves appropriately during team travel and remain under team supervision unless released consistent with District procedures.

8.4 Equipment and uniforms

Students are responsible for all District-issued equipment, uniforms, and property. Items must be returned in reasonable condition at the end of the season or when requested. Students and families may be responsible for repair or replacement costs for lost, damaged, or unreturned items, consistent with District procedures.

8.5 Awards, leadership roles, and letters

Letters, awards, captain roles, leadership roles, and other recognition are earned according to written team criteria and conference rules. A student who violates the Athletic Code may be ineligible for individual awards, captain roles, leadership roles, or other recognition, depending on the violation, timing, conference rule, team criteria, and Athletic Director or designee determination.

8.6 Fees

Athletic participation fees, if any, are governed by District procedures. Refunds, waivers, and fee-related questions should be directed to the Athletic Department or appropriate District office. Generally, fees are non-refundable

unless a player is not selected for a team at the beginning of the season. Families must contact the Athletic Department to request any available refund.

9. Acknowledgement

Before participation, the student and parent or guardian must acknowledge receipt of this Code, the WIAA Rules of Eligibility, required health and emergency forms, and other required athletic participation materials. Electronic acknowledgement, electronic signature, online registration acknowledgement, or another District-approved acknowledgement process satisfies this requirement. By completing the acknowledgement, the student and parent or guardian confirm that they have received the applicable materials and understand that athletic participation is subject to WIAA rules, District policy, school rules, team rules, and this Code. Students and families are responsible for reviewing updated athletic participation materials, WIAA eligibility materials, team rules, and District requirements each school year. The District may require updated acknowledgements when rules, procedures, forms, or eligibility requirements change.

Part II - Coaches Handbook

10. Purpose and Relationship to Part I

This Coaches Handbook provides coach-facing expectations for administering Verona Area School District athletic programs. Coaches are responsible for knowing and following Part I of this Athletic Code, WIAA rules, conference rules, District policy, school procedures, approved team rules, and all directives from the Athletic Director or designee.

Part II is intended to guide coaches in program administration, supervision, communication, transportation, team events, awards, conflicts of interest, and related operational matters. Nothing in Part II limits the District's authority to enforce Part I, WIAA rules, District policy, law, or employment expectations.

If Part II conflicts with Part I, WIAA rules, District policy, or law, the stricter or controlling requirement applies.

11. Coach Responsibilities

11.1 Year-round responsibilities

Coaches are expected to support the total athletic and school program, not only their own sport. Coaches must cooperate with administration and the Athletic Director, keep the Athletic Director informed about their program, support other programs and coaches, and model the sportsmanship, professionalism, and student-centered conduct expected of Verona Area School District athletics.

Coaches are expected to:

1. Maintain a positive influence on students and encourage student involvement in school activities.
2. Stay current on sport-specific rules, WIAA requirements, conference rules, safety standards, and coaching best practices.
3. Develop clear objectives for the upcoming season.
4. Attend clinics, workshops, trainings, or other professional learning opportunities when appropriate.
5. Share relevant sport-specific rule updates, safety updates, and coaching updates with assistant coaches and program staff.

6. Use appropriate language and conduct around students, families, staff, officials, opponents, spectators, and community members.
7. Avoid conduct that is threatening, humiliating, ridiculing, discriminatory, profane, retaliatory, or inconsistent with the coach's role as a District representative.

11.2 Preseason responsibilities

Before the season begins, coaches must:

1. Confirm that students are cleared through the Athletic Department before allowing participation in tryouts, practice, or competition.
2. Ensure that all required athletic registration, physical, emergency, concussion, sudden cardiac arrest, code acknowledgement, and other required forms are complete before participation.
3. Develop or update any team handbook, team expectations, tryout process, lettering criteria, practice expectations, communication process, and team-specific rules.
4. Submit any team-specific rules to the Athletic Director or designee for approval before distributing or enforcing them.
5. Communicate team expectations, travel procedures, award criteria, practice expectations, and communication expectations to students and families before or at the beginning of the season.
6. Ensure assistant coaches and volunteers understand applicable District, WIAA, conference, Athletic Code, supervision, safety, and communication expectations.

11.3 In-season responsibilities

During the season, coaches must:

1. Maintain access to student emergency information at practices, competitions, and team travel.
2. Submit team rosters to the Athletic Department promptly after tryouts or team selection.
3. Maintain appropriate communication with students, families, assistant coaches, and the Athletic Director.
4. Supervise students during practices, competitions, locker room use, training room use, travel, team events, and while students remain under team supervision.
5. Ensure that at least one coach remains until students have left the school grounds or approved team location after practice, competition, or team activity.
6. Lock equipment rooms, training rooms, weight rooms, offices, storage areas, and other secured areas when not in use.
7. Emphasize safety precautions, proper conditioning, proper instruction, injury prevention, and appropriate practice progressions.
8. Report injuries accurately and promptly and follow District, athletic trainer, medical, concussion, sudden cardiac arrest, and return-to-play procedures.
9. Maintain and follow an emergency action plan for practices and competitions.
10. Notify the Athletic Director or Athletic Secretary as soon as possible if practice is canceled, delayed, or materially changed.
11. Obtain Athletic Director approval before adding a food stop, unscheduled stop, or material change to approved team travel.
12. Refrain from smoking, vaping, using alcohol, or discussing such conduct with students in the coach's official capacity except to discourage use, enforce the Athletic Code, or address health, performance, or safety concerns.
13. Notify the Athletic Director as soon as possible if the coach will be late to practice, competition, supervision, or another assigned responsibility.

14. Obtain Athletic Director approval before using student-athlete surveys. Surveys must be athletic-based and may not ask students about mental health, emotional status, family matters, relationships, or other sensitive personal topics unless separately approved through District procedures.

11.4 Postseason responsibilities

After the season, coaches must:

1. Collect, inventory, and secure all uniforms, equipment, keys, and District property.
2. Submit award and letter winner information to the Athletic Director by the deadline established by the Athletic Department.
3. Ensure uniforms and equipment are returned, cleaned, repaired, replaced, or otherwise addressed under District procedures.
4. Complete any required postseason evaluation, self-evaluation, inventory, budget, or program review documents.
5. Meet with the Athletic Director or designee to review the season and discuss program needs for the following year.

12. Conflicts of Interest

12.1 General standard

Coaches must avoid actual conflicts of interest, potential conflicts of interest, and circumstances that reasonably create the appearance that the coach's personal, financial, professional, or outside interests may interfere with the coach's District responsibilities.

A conflict of interest may exist when a coach's judgment, action, recommendation, purchasing request, team decision, roster decision, training recommendation, private employment, outside business, or personal relationship may benefit the coach or another person or entity connected to the coach.

12.2 Employment, financial, and personal conflicts

No coach, whether paid or volunteer, may:

1. Engage in other employment, private training, private coaching, independent contracting, or outside business activity that interferes with properly performing District coaching duties.
2. Attempt to influence the District's purchasing process, vendor selection, equipment selection, apparel selection, camp selection, training recommendation, or service recommendation when the coach has a financial, employment, personal, or independent contractor relationship with the vendor or provider.
3. Participate in or attempt to influence a District decision-making process in which the coach has a substantial personal, professional, or financial interest.
4. Use the coach's District position to produce or assist in producing a substantial private benefit for the coach, a family member, a business associate, a vendor, a private team, a private training program, or another affiliated person or entity.
5. Use the coach's employment, volunteer role, team access, student relationships, District facilities, District equipment, District communications, or District position in a manner that violates District policy, Athletic Department rules, Board policy, WIAA rules, conference rules, or law.

12.3 Duty to disclose and resolve conflicts

Each coach, whether paid or volunteer, must disclose any employment, independent contractor relationship, private coaching arrangement, private training arrangement, financial interest, vendor relationship, family relationship, or other personal or professional interest that could create an actual conflict, potential conflict, or appearance of conflict.

Disclosure must be made in writing to the Athletic Director as soon as the coach becomes aware of the issue. The Athletic Director may require the coach to meet to determine whether the conflict can be eliminated, managed, or substantially mitigated. Any mitigation plan should be documented in writing and maintained by the Athletic Director and the coach.

If the Athletic Director determines that the conflict cannot be eliminated or substantially mitigated, the coach may be required to stop the outside activity, remove themself from the conflicting decision or role, discontinue the conflicting relationship, or resign from the District coaching position.

13. Open Gyms, Out-of-Season Contact, and Multi-Sport Participation

13.1 General philosophy

The Athletic Department supports multi-sport participation and expects coaches to support the overall athletic program. No sport is superior to another sport. Coaches are expected to support student participation in multiple sports and avoid creating unnecessary pressure for students to specialize or prioritize out-of-season activities over in-season commitments.

13.2 Priority of in-season sports

In-season sports have priority use of facilities, scheduling, student availability, and team commitments. Out-of-season activities, including open gyms, workouts, captain's practices, meetings, and informal opportunities, may not interfere with in-season practices, competitions, tryouts, team travel, or recovery expectations.

If an in-season coach and out-of-season coach disagree about a student-athlete's participation, the out-of-season coach must support the in-season coach's expectations unless the Athletic Director determines otherwise.

13.3 Open gym requirements

Open gyms must comply with WIAA rules, District facility procedures, and Athletic Department expectations. Open gyms may not be mandatory, may not be used as team practices, may not involve coaching or instruction beyond what is allowed by WIAA rule, and must be open to students consistent with WIAA requirements.

Coaches may not directly or indirectly require, pressure, reward, or penalize students based on attendance at an open gym or other out-of-season activity. Coaches must not create the impression that attendance at open gyms, summer contact, captain's practices, private training, or out-of-season activities is required for team selection, playing time, leadership roles, awards, or team standing.

13.4 Start of a new sports season

Out-of-season coaches may not schedule open gyms or out-of-season activities during the first two weeks of a new sports season unless approved by the Athletic Director. This allows students to try new sports and begin the in-season tryout and practice process without pressure from out-of-season programs.

14. Transportation, Travel, Overnight Lodging, and Team Events

14.1 General transportation rule

The Athletic Department will generally provide or approve transportation to and from contests. Larger teams will ordinarily use District-arranged bus transportation. Smaller teams may use District-approved vans or other District-approved transportation arrangements.

Students are expected to travel to and from athletic contests using District-provided or District-approved transportation unless released under District procedures. Coaches may not authorize exceptions outside District procedures.

14.2 Parent or guardian transportation requests

A parent or guardian may request permission to transport their own student to or from a contest when extraordinary circumstances exist. Any such request must be submitted through the District-approved release process by the applicable deadline. A parent or guardian may not transport another family's student unless specifically allowed under District procedures and approved by the Athletic Department.

Coaches should inform families not to wait until the last minute to submit transportation requests. If the required approval is not completed before departure or release, the student must use the District-approved transportation arrangement.

14.3 Supervision during transportation

The Athletic Code, team rules, coach expectations, and District policy apply during all transportation. Coaches must supervise students during transportation, loading, unloading, stops, return travel, and release from team supervision.

Transportation provided or arranged by the Athletic Department is limited to team members and essential team personnel, such as coaches, managers, athletic trainers, and other approved personnel. External parties are expected to provide their own transportation unless specifically approved by the Athletic Director.

14.4 Stops during team travel

When returning from away contests, teams may not make unscheduled stops for food or other purposes unless the coach has prior Athletic Director approval, families have been informed, and the stop has been included in the team's travel plan. Coaches remain responsible for student supervision during all stops.

14.5 Overnight lodging

Overnight travel must comply with District field trip, travel, lodging, student supervision, nondiscrimination, and safety requirements. Coaches must obtain approval before arranging overnight travel and must follow any District forms, timelines, chaperone expectations, rooming procedures, medical information procedures, and emergency contact procedures.

Coaches, staff members, volunteers, and other adults may not share hotel rooms with students. Students sharing rooms must be assigned consistent with District procedures, student privacy, student safety, and applicable nondiscrimination requirements. Any student or family request related to rooming, privacy, safety,

disability, gender identity, medical needs, or other personal circumstances should be referred to the Athletic Director before room assignments are finalized.

14.6 Meals during overnight trips

Coaches, boosters, and parents assisting with team travel must ensure that students have access to meals during approved overnight trips. A student may not be denied a meal or excluded from team meals because of inability to pay. Coaches must work with the Athletic Director before the trip if there is any concern about meal costs, booster funding, family contributions, or equitable access.

14.7 Transportation costs and long-distance scheduling

Coaches should make reasonable efforts to schedule contests close to Verona when appropriate and consistent with program goals, conference obligations, competitive needs, and student welfare.

The Athletic Department may establish transportation cost-sharing expectations, booster contributions, surcharge schedules, or approval requirements for long-distance contests, coach buses, overnight trips, and multi-day events. Any such cost-sharing schedule should be maintained by the Athletic Department as an administrative rate schedule rather than embedded permanently in this Code.

14.8 Team events and gatherings

Team events, gatherings, celebrations, and activities must be inclusive, supervised, and consistent with District policy and Athletic Department expectations. Team events should include all team members, or at minimum, a formal invitation must be extended to all team members.

Team events should ordinarily be held in a public location or at the home of a student-athlete when the student's parent or guardian is present. Coaches may host team gatherings at their own homes only with prior Athletic Director approval and appropriate adult supervision. Coaches must avoid one-on-one private settings with students and must comply with all coach-student boundary, communication, supervision, and transportation expectations.

Events may not be limited to select athletes in a manner that creates exclusion, favoritism, hazing, retaliation, or pressure. WIAA State Qualifier events or other limited-recognition events may be treated separately if approved by the Athletic Director.

15. Entry Fees, Purchases, Booster Support, and Team Accounts

15.1 Entry fees

Tournament, invitational, and event entry fees must be reviewed and approved through Athletic Department procedures. Coaches may not commit the District, team, or booster club to entry fees or event expenses without approval.

The Athletic Department may establish an entry-fee budget, cost-sharing process, or team/booster contribution schedule. Any such schedule should be maintained by the Athletic Department and communicated to coaches before scheduling decisions are finalized.

15.2 Purchases and team expenses

Coaches must follow District purchasing, fundraising, booster, apparel, equipment, and financial procedures. Coaches may not use personal accounts, team accounts, booster funds, or outside vendor arrangements in a way that bypasses District procedures or creates an actual or perceived conflict of interest.

15.3 Booster clubs

Booster clubs are separate from the District and must follow applicable District expectations for fundraising, donations, purchasing, facility use, equity, and student access. Coaches may work with booster clubs, but coaches may not allow booster club practices to control team selection, playing time, student eligibility, awards, discipline, access to meals, or access to required team activities.

16. Communication, Concerns, and Professional Boundaries

16.1 General communication expectations

Coaches must communicate with students and families in a professional, respectful, timely, and student-centered manner. Coaches should explain team expectations, schedules, communication methods, team rules, transportation procedures, injury reporting, and concern processes at the beginning of the season.

All communication must comply with District policy, professional communication expectations, pupil records rules, nondiscrimination obligations, harassment and retaliation rules, and coach-student boundary expectations.

16.2 Concern process

Students are encouraged to communicate directly and respectfully with coaches when appropriate. Parents and guardians may support students and may contact the coach or Athletic Director when the matter involves safety, harassment, bullying, discrimination, retaliation, abuse, a serious concern, or an issue beyond the student's ability to resolve independently.

Concerns should ordinarily proceed in this order unless the issue involves safety, discrimination, harassment, retaliation, abuse, or another serious matter requiring immediate administrative attention:

1. Student contacts the coach.
2. Student and parent or guardian contact the coach.
3. Student and parent or guardian contact the Athletic Director or designee.
4. If unresolved, the matter may be referred to building or District administration as appropriate.

Playing time, roster selection, lineup decisions, strategy, and team roles are coaching decisions. Coaches should communicate role expectations to students, but those decisions are not ordinarily appealable under the Athletic Code appeal process.

16.3 24-hour rule for competition-related concerns

For competition-related concerns, coaches may ask parents and guardians to wait at least 24 hours before requesting a meeting, unless the concern involves student safety, harassment, discrimination, retaliation, abuse, injury, supervision, or another serious matter requiring immediate attention.

Parents and guardians should not approach coaches during a competition, immediately after a competition, in front of students, in front of spectators, or in a way that disrupts supervision or team responsibilities. Meetings should be scheduled by appointment.

16.4 Inappropriate behavior by coaches, staff, volunteers, or other adults

Coaches must report observed or suspected inappropriate behavior involving coaches, staff, volunteers, or other adults when the coach has reason to believe the conduct may violate District policy, professional boundaries, harassment rules, discrimination rules, child abuse reporting obligations, or student safety expectations.

Reports should be made promptly to the Athletic Director, building administration, Human Resources, the Title IX Coordinator, or other appropriate District administrator depending on the nature of the concern. Nothing in this section limits a coach's duty to make a mandatory report to child protective services or law enforcement when required by law.

16.5 Inappropriate behavior initiated by a student

If a student initiates inappropriate behavior toward a coach, the coach must immediately set a clear boundary, tell the student to stop the behavior, document the incident, and report the incident in writing to the Athletic Director or designee. If the conduct continues, the coach must continue documenting and reporting the behavior and should seek administrative support.

Coaches should not attempt to manage serious boundary concerns alone. The Athletic Director, building administration, Human Resources, student services, or other appropriate District staff should be involved as needed.

17. State Tournament Attendance

17.1 When VASD is not competing

When Verona is not competing in the state tournament, attendance by students or coaches must be approved and handled consistent with District attendance, supervision, travel, leave, and expense procedures.

Varsity athletes may be permitted to attend a state tournament for a sport in which they participated if approved through school procedures. Unless otherwise approved, the student or family is responsible for tickets, transportation, lodging, and meals. Students attending without approval through school procedures may be marked unexcused under District attendance procedures.

Parents and guardians are responsible for transportation and supervision when the District is not sponsoring or supervising the student's attendance.

Head varsity coaches may request approval to attend the state tournament in the sport they coach. The District may provide release time, admission, or reimbursement only as approved by the Athletic Director and consistent with District procedures. Assistant coach attendance, release time, admission, mileage, lodging, substitute costs, and reimbursement must be approved in advance.

17.2 When VASD is competing

When Verona is competing in a state tournament, District-approved transportation will be provided or arranged for coaches and participating students. Competing students must travel to and from the tournament site using school-approved transportation unless released under District procedures.

The District may provide or approve entry fees, meals, lodging, and related expenses for coaches and participating students when an overnight stay or extended travel is approved by administration, the Athletic Director, or WIAA requirements.

Any tournament attendance requiring a coach, advisor, director, or staff member to be absent for more than two school calendar days requires administrative approval.

Students participating in state tournaments will be excused from classes and must make up schoolwork. Participating students may be required to attend the full state tournament or may return to school or be released after their individual or team competition ends, as approved by the Athletic Director or administration and consistent with supervision and transportation requirements.

Cheerleaders, managers, statisticians, and other approved student support roles may attend the tournament competition and represent the school when approved by the Athletic Director.

17.3 Non-participating students and school dismissal

Any school dismissal, early release, transportation, supervision, staff attendance, chaperone assignment, or ticketing process for non-participating students will be determined by District administration. Coaches should not promise early release, transportation, tickets, supervision, or excused attendance to students or families unless the District has approved and communicated the plan.