

## **PROCEDURES FOR INTERSCHOLASTIC ATHLETICS/CO-CURRICULAR ACTIVITIES**

### **INTRODUCTION**

Athletic/co-curricular participation is an integral part of the total educational program. It is the goal of the New Berlin Public Schools to offer athletic and co-curricular programs that provide each student with the opportunity to develop proper skills, good sportsmanship, good health habits, teamwork, self-reliance, respect, and maturity. To achieve this goal, it is essential that each participant cooperates in a satisfactory manner.

Participation in athletic/co-curricular activities is a privilege, and, therefore, every participant must be willing to abide by the rules set forth by the New Berlin Public School System. All participants are constantly before the public, and their conduct not only influences future participants but also increases public scrutiny of their behavior.

The success of our athletic/co-curricular programs is determined by the participant. The welfare of the activity depends upon the collective efforts and self-sacrifices made by its individual members. The District and the participants will follow the rules set down by the Wisconsin Interscholastic Athletic Association, the Woodland Conference, and the New Berlin Public Schools Board of Education Policy.

### **RULES OF ELIGIBILITY**

#### **Academics**

Academic eligibility is determined on a quarterly grading basis. In order to maintain athletic/ co-curricular eligibility students must be passing four (4) courses and maintain a 2.0 GPA. Failure to pass four (4) courses will render a student ineligible for an entire grading period. A student who does not receive a minimum of a 2.0 GPA will be informed of such status within ten (10) school days following the end of the quarter. Students failing to regain a 2.0 GPA by the end of the following quarter will become ineligible until a quarterly 2.0 GPA is regained. Fourth quarter GPA/course-work can be raised through summer school courses approved by the building principal/designee.

Students may participate in practice, but may not participate in games, contests or performances until the student maintains a 2.0 grade point average for one quarter.

The New Berlin School District will not deny a student the opportunity to participate in an extracurricular activity or on an athletic team solely because of a disability. However, a coach/advisor does not have to modify the requirements for team selection if the change would fundamentally alter or unreasonably change the purposes behind the requirements. Furthermore, a coach/advisor does not have to modify the requirements if the change would create an undue financial or administrative burden. The District will conduct an individualized inquiry and make appropriate findings of fact to determine whether each student with a disability can meet the eligibility standards for a particular activity with reasonable accommodations.

#### **Age**

A student is ineligible if he/she reaches his/her nineteenth (19th) birthday before August 1 of any school year.

#### **Years**

A student is ineligible if he/she has attended more than eight (8) semesters after entering the ninth (9th) grade.

#### **Residence**

A student is ineligible if he/she and his/her parents do not live in the New Berlin Public School System. Students enrolled under the state and district open enrollment policies are eligible for co-curricular participation.

Amateur

A student must maintain amateur status.

Physical Exam for Athletic Participation

A student must have a physical examination every two (2) years. An official W.I.A.A. Physical Exam Card must be on file with the Athletic Director before any participation in athletics.

Parent Permission for Athletic Participation and Co-curricular Participation

A student must have parental/guardian permission each year. An official W.I.A.A. Parent Permission Card must be on file with the Athletic Director before any participation in athletics and signed annually.

Parent Permission for Co-curricular Participation

Parents must have read and returned a signed copy of parent permission for participation in co-curricular activities.

RULES OF CONDUCT

All participants must be in attendance for at least one-half of the school day on the day of a contest or activity.

All participants are prohibited from:

1. Buying, selling, possessing, or being under the influence of alcoholic beverages or illegal drugs.
2. Use or possession of tobacco in any form.
3. Theft or misuse of school property.
4. Suspension from school for disciplinary action (New Berlin School Board Policy #5131.2).

Any violations which would be classified as a felony or misdemeanor will be reviewed by the building principal/designee who, if deemed necessary, will determine the course of action to be taken.

A student is required to follow the school's athletic/co-curricular code on a year-round (12 month) basis.

ATHLETIC/CO-CURRICULAR VIOLATIONS

Any participant found in violation of the provisions specified in this Athletic/Co-Curricular Code shall be subject to the measures listed below. All violations remain on the students record for a period of one (1) calendar year. The suspension from activities takes effect upon notification from the Principal, Vice-Principal, Athletic Director or co-curricular director.

In the interest of accuracy and fairness, all possible violations that occur off school grounds, at non-school sponsored activities, will be investigated only if police department records are available as the basis for determining a violation of the athletic code. To address rumored allegations and to prevent vengeful assertions of code violations, accusers may be required to stipulate their accusations in person and in writing.

Nothing within this document prevents a student from being disciplined for admitting to a violation of the athletic/co-curricular code.

## CO-CURRICULAR OFFERINGS

Cheerleaders  
Dance Team  
Drama  
Musical  
Forensics  
Math Team  
Mock Trial Team  
Academic Decathlon Team  
Debate  
Destination Imagination  
Student Council/Class Officers

## ATHLETIC VIOLATION

### 1st Violation

Participant is suspended from 20% of the **season's scheduled contests**. The suspension will be served in the next scheduled athletic contests and four weeks of co-curricular activities that participant was to have appeared at the time of the suspension notice. **This may result in a "carry-over" to the next sport season or co-curricular activity if the suspension has not been fulfilled.** (For example: if 10% of a 20% suspension has been served during one sport or activity, the other 10% will be served in the next sport season or co-curricular activity). The participant will continue to participate in all practices and attend all games activities. If the violation results in a school suspension, the participant will resume practice and attendance at games or activities upon return to school. Reserve games and dress rehearsals are not counted in suspensions.

### 2nd Violation

Participant is suspended from 50% of the **season's scheduled contests**. The suspension will be served in the next scheduled athletic contests and eight weeks of co-curricular activities that participant was to have appeared at the time of the suspension notice. **This may result in a "carry-over" the next sport season or co-curricular activity if the suspension has not been fulfilled.** (For example: if 10% of a 50% suspension has been served during one sport or activity, the other 40% will be served in the next sport season or co-curricular activity). The participant will continue to practice and attend all games/rehearsals or meetings unless the second violation takes place during the same sport season/activity that the first violation took place. In the case of two (2) violations during the same sport season/activity, the participant will also be suspended from that sport or co-curricular activity, and all sports and co-curricular activities, until the conclusion of that season.

NOTE: Total may reach 70% if *1st Violation* has not yet been served. Reserve games and dress rehearsals are not counted in suspensions.

### 3rd Violation

Suspension from all co-curricular activities, interscholastic competition and practice for one (1) calendar year.

It is further understood that the penalties listed are considered the minimum and may be adjusted upward due to the severity of the violation by mutual agreement of the Athletic Director and Administration.

*As an example, using the WIAA maximums in 2007:*

#### Athletic Suspensions Conversion Chart

(Based on varsity maximum contests – sub varsity suspensions may differ)

<b>Sport</b>	<b>(Maximum games allowed –WIAA)</b>	<b>(Suspension Period)</b>	<b>(Suspension</b>
<b>Period)</b>			
Baseball	20* (Spring)	4 games*	10 games*
Basketball	20	4 games	10 games

Cross Country	11	2 meets	6 meets
Football	9	2 games	5 games
Golf	14	3 meets	7 meets
Hockey	20	4 games	10 games
Soccer	24	5 games	12 games
Softball	20	4 games	10 games
Swimming	14	3 meets	7 meets
Tennis	14 – six multiple team meets	3 matches	7 matches
Track	20	4 meets	10 meets
Volleyball	15 – seven multiple team meets	3 matches	8 matches
Wrestling	14 – seven multiple team meets	3 meets	7 meets

\*At present, the New Berlin School District participates in Summer baseball that has no game limit. Dance and Cheerleading participants will be suspended for 20% (50%) of the performances scheduled for the school year.

NOTE: Tournament games differ from sport to sport. In some sports, a 2-game tournament counts as 2 games; in some it's only counted as one.

### CO-CURRICULAR VIOLATIONS

- 1<sup>st</sup> Offense      Suspended from 20% of the next scheduled performances and meets
- 2<sup>nd</sup> Offense      Suspended from 50% of the next scheduled performances and meets
- 3<sup>rd</sup> Offense      Ineligible for one year

### DUE PROCESS PROCEDURE-FOR ATHLETICS AND CO-CURRICULAR ACTIVITIES

"Due Process" is a procedure which the courts of law recognize as a necessary part of any rules and regulations. "Due Process" furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The "due process" steps outlined hereafter represent the procedure for a student and his/her parents to follow in appealing decisions relating to eligibility and co-curricular participation. It should be understood that athletes and parents will be expected to follow the "due process" steps in the event legal action should be initiated at some later date.

#### Appeal Procedures

This Co-curricular Code recognizes the rights of the individual. The student and his/her parent/guardian have recourse in the event that it is felt the alleged offense did not occur. The appeal procedure outlined in this document is the process a student and his/her parent/guardian are to follow when appealing decisions relating to the co-curricular suspension. Students will be ineligible during the appeal process.

- A. A student and/or his/her parent/guardian may formally appeal the suspension decision in writing to the principal within five (5) school days from the time of the suspension notice.
- B. The date of the appeal hearing shall be set by the principal to take place no sooner than two (2) school days or no longer than five (5) school days from the date of the appeal request. At the written request of the student or his/her parent/guardian the minimum time may be waived.

C. The appeal hearing shall be conducted by an appeal board, which will be chaired by the school principal/designee. The other members of the board will consist of one coach or advisor (who is not involved with the student), and one teacher-at-large.

D. Proceedings of the hearing, including the decision, shall be placed in writing, and a copy of those proceedings must be placed in the student's file and must be mailed to the student and his/her parent/guardian within five (5) school days.

E. If the student and his/her parents are not satisfied with the findings, a hearing may be requested from the District Office. The District Office must receive, in writing, a request for such a hearing within seven (7) working days of the mailing of the outcome of the original hearing.

F. If the student and his/her parents are not satisfied with the finding of the hearing before the District Office, a third hearing may be requested before the Board of Education.

NOTE: PROCEDURES FOR APPEALS TO THE DISTRICT OR BOARD OF EDUCATION MAY BE MODIFIED TO CONFORM TO BOARD POLICY 1312: COMPLAINTS.

### PARTICIPATION

Any student who attempts to make up his/her suspension during another sport season or co-curricular event must participate in the contests which remain in that sport season or co-curricular event after the suspension has been served in order to fulfill the disciplinary requirement.

Teams, activities and productions shall be composed of only students enrolled in the New Berlin Public Schools.

### ASSUMPTION OF RISK OF ATHLETES

Students and their parents must understand that no matter what precautions are taken, injuries in sports and co-curricular activities cannot be completely avoided. All students must compete under the assumption of risk, but they can do much to control their own destiny by the way they conduct themselves during practices and contests. Staff must stress that the rules of safety are in place to protect everyone. However, if the emphasis on safety is to have any impact, students must conduct themselves within the letter and the spirit of the rules. Specific actions by students that will reduce the risk of injury:

- Participating fully in conditioning drills which are designed to strengthen muscles, tendons, and ligaments which are vulnerable to the stress of physical conduct.
- Wearing required, properly fitted, protective equipment and replacing those articles that are worn or inadequate.
- Obeying the rules and specifically refraining from infractions which may cause injury to oneself or others.
- Reporting all injuries to the coach, trainer or co-curricular staff and seeking medical advice when the injury requires professional attention.
- Returning to action after an injury only when the function of the injured part has been restored.

Adopted: 8/25/86  
Transportation section adopted: 9/22/86  
Revised: June 1997  
Revised: March 2001  
Revised: May 23, 2005

### TRANSPORTATION

School-sponsored transportation is provided to all away contests and all students are required to take the provided transportation to and from each away contest, subject only to the following exceptions:

1. Upon approval of the team coach of the Permission to Transport form (see number 4) a parent may:
  - a. transport his/her child
  - b. transport another child with permission of that child's parent
  - c. allow his/her child to transport himself/herself to and from a contest.
  
2. When contests are played away at one of the following locations the coach may, with the approval of the athletic director and principal, authorize the team members to meet at the location:
  - a. summer baseball games scheduled at City Park, Greenfield Park and Rainbow Park;
  - b. evening and Saturday contests at the other New Berlin District high school, West Allis Hale, Whitnall High School (for EHS), and Waukesha South High School (for NBWS).
  
3. Employees may transport athletes to and from contests in an approved vehicle with prior approval from the athletic director and principal.
  
4. The following form is to be completed when parents are requesting permission to transport an athlete:

PERMISSION TO TRANSPORT

I request permission to transport:

to

and/or

from

the

contest at

on

20

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Parent's/Guardian's Signature

Approved by: Coach's Signature

Note to Parent/Guardian: If you are transporting a child or children other than your own, please list the name(s) of those athletes. Your signature indicates you have received prior permission from the parent or guardian of those children.

Adopted: 8/25/86

Transportation section adopted: 9/22/86

Revised: June 1997

Revised: March 2001

Revised: May 23, 2005

We have read the attached High School Athletic/Co-curricular Code/Rules of Eligibility and Conduct (New Berlin School Board Policy 6145.21) and understand the provisions and responsibilities therein. We also understand the penalties set forth.

**Name of Student (printed)** \_\_\_\_\_ **Grade**

\_\_\_\_\_  
**Signature of Student** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Signature of Parent/Guardian** \_\_\_\_\_ **Date**

This sheet must be detached from the Athletic/Co-curricular Code and placed on file in the Middle/High School Office before any student participation is permitted.

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