



2016-2017

Co-Curricular Code of Conduct



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Hartford Union High School Co-Curricular Code of Conduct

STATEMENT OF PHILOSOPHY

Participation in Hartford Union High School co-curricular activities are an integral part of the Hartford Union High School curriculum, which is a privilege and should elicit great pride in both the student and his/her family. While our number one goal as a school district is to provide a sound academic experience for all of our students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social, and emotional development. By providing a strong co-curricular program, Hartford Union High School extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Like anything of value, it comes with a price tag; that price tag is a commitment from you to follow established rules. Co-curricular participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement, as well as, to enhance the best interests of fellow teammates, advisors/coaches, and school. If accepted, this privilege carries certain responsibilities, and the following co-curricular code presents these responsibilities.

ELIGIBILITY

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

1. **Enrollment** – Students must be full-time students of Hartford Union High School.
2. **Age** – Students must be under 19 years old as of August 1st of the school year.
3. **Semesters** - Students participating in high school athletics have only eight (8) total semesters of eligibility that begins upon entering 9th grade.
4. **Participation** – Coaches and Advisors may have specific criteria to making a team or roster of the activity based on positions available, skills needed, and time commitments. Therefore, not all students wishing to go out for the intended team or club may make the final rosters. Rosters will be considered final two weeks after the WIAA start date for the school sponsored sports. Any student wishing to join must have approval from the Co-Curricular office to join a team after two weeks into the season.
5. **WIAA Physical Clearance Form** - A current physical exam is needed to participate in WIAA sponsored athletics, as well as, the club activities of cheerleading and dance. Physicals dated between 4/1/15 through 3/31/16 are good for the 2016-2017 school year. Physicals dated after 4/1/16 are good for the 2016-2017 and 2017-2018 school years.
6. **Co-Curricular Permission Slip for Athletics** – The 2016-2017 HUHS Co-Curricular Code of Conduct and the 2016-2017 WIAA Eligibility Bulletin must be read prior to signing and turning in this form. This form is to be turned in by all athletes prior to their first sport at HUHS. By signing the Co-Curricular Permission Slip, a contract is formed and obligates the student and parent to comply with the rules set forth by the Co-Curricular Code of Conduct and the WIAA Eligibility standards. **The Co-Curricular Code of Conduct is in effect for all 12 months of a year.**
7. **Medical Release** – As needed, the release of medical information will be shared among health care and school professionals toward the benefit and care of the individual student-athlete.
8. **Emergency Information** - Please make sure the most up to date and accurate information is on file with the Co-Curricular office and the high school. At the beginning of each activity, a printed roster with emergency information from Skyward will be given to each coach and advisor for emergency contact information.
9. **Athletic and Activities Fees** - Students wishing to participate in any of our WIAA sports or the HUHS Musical are required to pay a \$120.00 user fee (family cap of \$240.00). A student out for more than one of these activities pays this fee only once each school year. The fee must be paid prior to the start of participation in the activity. A student qualifying for free or reduced price school meals may qualify to have this fee waived. A student who is cut from a team for which he/she tries out may request to have the fee refunded if it's his/her first sport. **The request must be made in writing before June 1, 2017. A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.**

10. **Athletic Equipment Checkout** - All participants receiving equipment will be responsible for the equipment issued. Coaches will keep a list on file of all checked out equipment. No equipment may be worn by a participant except at an official practice or scheduled contest (unless authorized by the coach). Lost or stolen equipment is the responsibility of the participant who has checked out the equipment. Any participant in possession of stolen property from visiting schools will be subject to discipline by Hartford Union High School.
11. **Locks** – All students are encouraged to lock all items in a locker at all times. The Hartford Union High School Co-Curricular department does not supply locks and is not responsible for lost or stolen property. All locks must be removed from the locker rooms within two days following the end of each season, and materials left in lockers after the season will be discarded.
12. **Return of Uniforms and/or Equipment** - Students that do not return their equipment or pay their fine will not be allowed to practice or play in any future sport season or participate in HUHS club/activities until their obligation is met.
13. **Residence** – A student is ineligible to participate in an interscholastic team if he/she does not reside in the Hartford Union High School District, unless his/her residence has been approved by the WIAA, or is an approved full-time student through open enrollment, tuition waiver, or an approved full time student through the foreign exchange program.
14. **Transfer Students** - Students who were not enrolled in the School District of Hartford Union High School at the end of the previous school year are required to comply with all WIAA provisions regarding transfer students.
15. **Activity Conflict Guidelines**-Coaches and/or activity advisors should carefully check their student rosters to anticipate possible performance conflicts. It may be that a student will have to choose one activity over another rather than be a "part-time performer" in two or more activities. When a student has a conflict because two or more activities are scheduled at the same time, coaches and advisors should work together to avoid the student being "caught in the middle." The following will apply:
 - a. A performance (i.e. game, meet, contest, play, etc.) has priority over a practice or a rehearsal.
 - b. If a practice occurs at the same time in two activities, the practice time is divided equally between the two activities. NOTE: A student participating in two activities can be difficult, but in cases where coaches and advisors can agree, participation is allowed.
 - c. If a performance in one activity conflicts with a performance in another activity, the student is permitted a choice without penalty. The Principal or Athletic and Activities Director will act as an arbitrator if disagreement or conflict arises.
 - d. **Exception:** Participation in a conference playoff or championship meet, district, or state tournament activity (including regional and sectional levels) takes priority. If a student chooses not to participate in the conference, district, or state tournament level activity, he/she will not be permitted to participate in any activity on that date(s).
16. **HUHS Club/Activities** – Students participating in a HUHS club or activity will be required to sign a Co-Curricular Permission Slip with each specific individual club or activity.
17. **WIAA Phy Ed Policy**-Beginning in the 2012-2013 school year, students may complete an additional one-half credit in English, social studies, mathematics, or science in lieu of one-half credit in physical education when they participate in a WIAA-sponsored sport as part of the District's athletic program. You must register for the PE III WIAA Pathway class with your counselor. The following conditions will apply for the sport season to be eligible and it is the student's responsibility to obtain the WIAA verification form from the website, complete all signatures and turn in the form within two weeks of the season's WIAA State Tournament completing.
 - A. The student must participate in a junior varsity level or varsity level sport for the entire season in grades 10-11.
 - B. The student must not have been out for more than two weeks for injury or illness for the sport season.
 - C. The student must not have any violation of the co-curricular code resulting in a suspension of one or more competitions for the sport season.
 - D. The student must be an athlete eligible to compete during the duration of the season.
18. **Award Policy**-Head coaches and Advisors will establish specific criteria for granting athletic and activity awards for their sport or club and should indicate that criteria at the start of their season or activity to the Co-Curricular Office, parents and students.

GOALS

Co-curricular activities are an integral part of our educational curriculum. They provide opportunities for learning experiences difficult to duplicate in other school activities. The goals of Hartford Union High School co-curricular activities are:

1. To develop strong character;
2. To develop leadership skills and responsibility;
3. To show team spirit, encourage others, and contribute to good morale;
4. To be fair and treat others as one wishes to be treated;
5. To keep commitments to team;
6. To experience a variety of activities, to offer an outlet for a wide variety of students' abilities and interests;
7. To treat all persons respectfully, regardless of individual differences;
8. To show respect for legitimate authority (e.g. Coaches, Officials, Captains);
9. To accept responsibility, to set a good example for teammates, peers, younger students, fans, and school community;
10. To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of interscholastic athletics;
11. To help student athletes realize participation in interscholastic athletics is a PRIVILEGE with accompanying responsibilities;
12. To generate a sense of pride and unity in co-curricular programs for students, staff, and community.

WIAA GUIDELINES for Athletic Participation

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standings in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash, or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, billfolds, balls, etc.
6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor, including advertisement in a program or newspaper ad.
7. An athlete may not play in a contest under a name other than his/her own.
8. An athlete may not play in a non-school contest at the same time that he/she is a member of a school team in that sport.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer (a) involving buying, selling, use and/or possession of alcohol, tobacco, or other drugs).
10. An athlete may not compete if she/he becomes nineteen (19) before August 1st of any school year.

Note: A complete list of WIAA guidelines and procedures for review are available in the Co-Curricular Office or the WIAA website.

RESPONSIBILITIES

It is important to understand that participating in co-curricular activities is a privilege and not a right. You are expected to share in the responsibility for such an opportunity:

Responsibilities to You: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences- to live a healthy lifestyle and to respect your health both physically and mentally at all times.

Responsibility to Your Academic Studies: Your academic studies and your participation in other co-curricular activities prepare you for your life as an adult. Co-curricular activities, while very important to the development of young people, are only one facet of life.

Responsibilities to Your School: Whenever participating or being involved, you are representing your school at all times. Hartford Union High School cannot maintain an expectation of and adherence to excellence unless you do your best in the activity in which you are engaged and are a positive role model. Other students, faculty, and community members are looking to you- they know who you are, what you do, and what HUHS stands for. Make them proud, be an example, and do not do anything to let them, or yourself, down.

Responsibility to Your Community: The community and school tax monies make this co-curricular activity experience possible. For that reason, we must remember we hold a clear and paramount responsibility to our community. You assume a leadership role when you are involved with a co-curricular activity. The student body and citizens of the community know you. The student body, the community, and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are a class act and that we are known as a program of character and excellence. Assure that Hartford Union High School and the community may be proud of you through your consistent demonstration of these ideals.

Responsibility to Others: As a team member you also bear a heavy responsibility to your family and friends. When you know you have lived up to all of the training rules, you have practiced to the best of your ability every day, and you have participated in the activity "all out"; you earn your self-respect and the respect of your family and friends. You make them proud to be a part of what you have accomplished.

Responsibility to Younger Students: The younger students in Hartford Union district are watching you. They know who you are and what you do. Elder co-curricular participants are role models for the younger students who form the future of the HUHS co-curricular programs and their successes. Make them proud of being a part of the programs by leading through positive example and unwavering work ethic.

CODE OF CONDUCT RULES, MISDEMEANORS, AND VIOLATIONS

As a co-curricular participant, it must be understood that this code of conduct program is not designed to be a punishment but a deterrent to your becoming involved in the risky and dangerous behaviors. It is also to insure that you have the best possibilities to succeed in your activity and to learn the valuable lessons co-curricular activities can teach. Because your mental and physical well-being is essential to your success, we want you to reach your full potential. We expect you to be an active part of the solution, and not a contributor to the problem.

CODE OF CONDUCT RULES

The following rules will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. Each activity advisor/coach also has the prerogative to establish and implement additional rules specific to his/her particular program. Advisors/coaches are expected to share these in writing with their participants and their parents/guardians within the first week of practice. A copy of these additional guidelines and expectations will be on file in the Co-Curricular Office.

Academics: A student must be enrolled as a full-time student, have no more than one "F" in all classes to be eligible to compete/perform/participate fully in co-curricular activities. A student's eligibility is determined by grades earned for the first quarter, 1st semester, third quarter, and 2nd semester grades. A grade of incomplete or "UN" will be treated as an "F" until a grade is completed. Students may replace failing grades by successful completion of the same course in summer school.

Academic Ineligible: A student that earns more than one failing grade at the grading period will be declared academically ineligible to compete, but may continue to participate and practice in co-curricular activities until progress report posting. Academically ineligible students must be passing all classes at the time progress reports are posted to regain full eligibility for the remainder of the quarter and will be removed from the academically ineligible list. A report of a failing grade in any subject will place certain limitations on a student's ability to participate in co-curricular activities until the next grading period. Parents/Guardians/Students are responsible to monitor their grades on Family Access using their login and password.

Note: The ineligibility status described above will be adjusted as follows for students in fall sports in which the date of earliest competition is before the first day of students are in class. **Fall Sports**—The minimum ineligibility period shall be the lesser of the (1) 21 consecutive calendar days beginning with the date of earliest competition in a sport or (2) one-third the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). Students will at this time gain ability to participate in competitions, meets, and performances until progress report posting in which a report of a failing grade in any subject will place certain limitations on a student's ability to participate in co-curricular activities until the next grading period.

Academic Ineligible-Progress Report Status:

- a. For athletic teams, an academically ineligible student who has one "F" at the progress report date will be allowed to continue to practice, but not compete until the next quarter grading period. An academically ineligible student with more than one "F" at the progress report date will lose all eligibility. The student will no longer be able to participate, practice or compete until the next grading period.
- b. For clubs and other academic co-curricular activities involved in competitions or contests, an academically ineligible student that has one "F" at the progress report date will be allowed to continue to practice, but not compete or participate in off campus functions until the next grading period. An academically ineligible student with more than one "F" at the progress report date will lose all eligibility to continue in that club or activity until the next grading period.
- c. For clubs and other academic co-curricular activities that do not have competitions or contests, an academically ineligible student with one or more "F" at the progress report date will lose all eligibility to continue in that club or activity until the next grading period.

Note: A student who has lost all eligibility will not allowed to be in uniform at an event, travel with the team, attend the end of the year awards banquet, and are not eligible for post season awards. All

uniforms/equipment must be returned to the coach immediately.

Academic Probation: A student that earns one failing grade at the grading period will be placed on academic probation. While on probation, with parent permission, a student continues to be eligible to participate, play, and compete. Parents will be notified of probationary status. Probationary students must be passing all subjects at the time progress reports are posted to continue full eligibility for the remainder of the quarter and will then be removed from the probationary list. A report of a failing grade in any subject will place certain limitations on a student's ability to participate in co-curricular activities until the next grading period. Parents/Guardians/Students are responsible to monitor their grades on Family Access using their login and password.

Academic Probation-Progress Report Status:

- a. For athletic teams, a probationary student who has one "F" at the progress report date will be allowed to continue to practice, but not compete until the next grading period. A probationary student with more than one F at the progress report date will lose full eligibility. The student is not able to participate, practice, or compete until the next grading period.
- b. For clubs and other academic co-curricular activities involved in competitions or contests, a probationary student that has one "F" at the progress report date will be allowed to continue to practice, but not compete until the next grading period. A probationary student with more than one "F" at the progress report date will be ruled ineligible and loses full eligibility. The student is not able to participate, practice, or compete until the next grading period.
- c. For clubs and other academic co-curricular that do not have competitions or contests, a probationary student with one or more "F" at the progress report date will lose full eligibility. The student is not able to participate or practice until the next grading period.

Note: A student who has lost all eligibility will not allowed to be in uniform at an event, travel with the team, attend the end of the year awards banquet, and are not eligible for post season awards. All uniforms/equipment must be returned to the coach immediately.

Attendance: A co-curricular participant must be in attendance at least a half day (4 periods) in order to be eligible to be able to participate (practice and competitions). Exceptions to this rule may include: School-sponsored activities, family emergencies, doctor/dentist appointments, college visits, and/or others at administration's discretion. Contact with the Athletic and Activities Director PRIOR to an absence is required for exceptions to this rule. Unexcused absences will not be tolerated.

1. A participant suspended or expelled from school will not be allowed to participate in or attend co-curricular activities during the suspension/expulsion period.
2. Athletes medically excused from physical education class on any given day may not participate in practice or game on that day.
3. A student absent on the day prior to a non-school day or days on which a contest is scheduled (i.e., absent on Friday with a Saturday contest) may participate in the non-school day contest at the discretion of the coach.
4. The head coach or advisor determines the attendance policies for practices, games, meets, and contests. The attendance policy is to be shared with team members and parents at the beginning of the season.

Note: When a student joins a co-curricular activity, s/he will be expected to dedicate time specified for the activity by the advisor/coach. If practice/attendance is required, regular attendance at practice/events is required to remain a part of the activity/team. It is the student's responsibility to notify the advisor/coach, in advance, of any circumstances that would or may prohibit attendance at practice(s), contest(s), meeting (s), and event (s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the activity dependent upon the nature and/or frequency of the offense.

Dress: Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team.

Cell Phone Privacy: It is the practice of Hartford Union School District to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited in any school locker room. If a cell phone is found the advisor/coach has the right to confiscate the phone. If compromising photos are found to be taken with the phone, may result in immediate removal from the co-curricular activity. Per Federal Law, cell phones with capabilities to record video or photograph are prohibited from being used in locker rooms, changing rooms, or bathrooms at any time.

Transportation: All students participating in co-curricular activities are expected to ride the bus to and from competitions. Students may ride home with a parent/guardian if the parent/guardian provides the advisor/coach alternate transportation arrangements in writing; however, it is the advisor/coach's decision to accept or deny a parental written notice. Students are NOT permitted to drive to events.

Injury: Every participant in co-curricular activities is required to report any injury, however slight, to the advisor/coach at the time it occurs. Licensed Athletic Trainers from Froedtert and the Medical College of Wisconsin provide athletic training and sports medicine services for the District and are available daily in the training room. The advisor/coach will fill out an accident report form. A student requiring medical assistance from a doctor are required to return to the activity with a medical release from the physician seen prior to engaging in the activity.

Quitting/ Dismissal from Activity: A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without the mutual agreement by both advisors/coaches and the Athletic and Activities Director. A student who quits does not receive credit for serving a suspension. Any student who is cut from an activity may compete/participate in another activity during that season.

CODE OF CONDUCT MISDEMEANORS

The following misdemeanors will apply to each co-curricular participant and will be in effect at all times. The following misdemeanors are unacceptable and the Principal and/or Athletic and Activities Director reserve the right to impose a penalty as deemed appropriate by the severity of the infractions which may include the suspension from practice and/or competition. Each activity advisor/coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.

Behavior and Conduct: Respect, courtesy, manners, and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since co-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of co-curricular participants will be exemplary at all times. Below is a list of examples that are considered behavior unbecoming of a co-curricular participant, but is not an exhausted list:

- Unexcused Absences
- Academic Dishonesty
- Bullying/Cyber Bulling/Harassment
- Vandalism or Property Destruction
- Poor Sportsmanship including name-calling, obscene gestures, and/or fighting
- Being Suspended from School
- Hazing/Initiation Ceremony: Hartford Union School District will not permit, nor will any co-curricular participant stage, any type of "initiation ceremony" or hazing for co-curricular participants at any time and on any level. This prohibition includes locker/shower pranks, etc.
- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Co-Curricular Code, the regulations within WIAA, or the ideals, principles and standards of Hartford Union School District
- Conduct Unbecoming of an Athlete

Note: Students who are suspended from competition for a code of conduct misdemeanor will not be allowed to be in uniform at an event.

CODE OF CONDUCT VIOLATIONS

Code of Conduct Violations will apply to each student athlete on a year-round (12-month) basis in all locations, including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by school board. All Code of Conduct Violations will be cumulative beginning with a student's initial participation on a freshman, junior varsity, varsity team, or club/activity. Each activity advisor/coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.

Criminal Behavior: An athlete who participates in activities resulting in his/her arrest or formal charges being filed in a court of law. If the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. **If the school district does not have such evidence and the student is convicted of a crime (misdemeanor or felony), the penalty pursuant to this code will be imposed upon conviction.** In the latter case, the athlete may continue to participate in his/her sport until resolution of the matter by the judicial system.

Chemical Health Violation: A chemical health violation includes Possession, Use, Buying, Selling, and/or Being Under the Influence of Any Drugs and Drug Paraphernalia (Note: Drugs are defined as "look-alikes," tobacco, e-cigarettes, alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to usage directions.)

Presence at party or gathering where alcohol or drugs are being illegally consumed: If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must **LEAVE IMMEDIATELY**. To remain in the presence of this illegal activity shall constitute a violation of the code of conduct. *

Note: Co-curricular participants should encourage as many classmates as possible to leave with them.

*The intent of the "presence at a party" is not to deny participation with adult family members in gatherings such as weddings, anniversaries, or other family gatherings.

Hosting a Party: A student or students deemed responsible for hosting a party where smoking/alcohol/controlled substances are served or consumed. Note: A student shall not be in violation of hosting a party if the student can provide tangible information that he/she was not aware smoking/alcohol/controlled substances were brought to their house or that, after becoming aware that smoking/alcohol/controlled substances were present, the student notified an adult and asked the responsible parties to leave.

Cyber Image Policy: Any identifiable image, photo, or video which implicates a co-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the co-curricular participant must assume. It must also be noted there may be persons, who would attempt to implicate a co-curricular participant, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our co-curricular participants not place themselves in such environments.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS

Due to the differences in the nature of club or athletic activities offered, the same disciplinary measures are not always appropriate for all clubs and athletic activities. For this reason the Advisor and the Athletic and Activities Director will modify the penalty to fit the appropriate percentage based on the violation. Students who participate in both athletics and activities should understand that in the event of a violation, they are subject to discipline in both areas.

- The penalty for that season will be imposed immediately following the violation.
- When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .1 or greater will be rounded to the next whole number (per WIAA rules of eligibility).
- The student will be ineligible for all co-curricular activities (clubs and sports) during the period of suspension and prior to approval of a reinstatement request.
- During the period of the suspension, the student is required to attend team meetings and practices and must participate in every team/group activity, but may not compete.

- For athletic activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next athletic season in which the athlete participates. Numbers of performances may vary yearly. The penalty will be determined using the actual schedule for the current school year.
- In the event that a student has been suspended from participation for an extended period but will become eligible during an upcoming season or schedule of activities, that student will be allowed to participate in tryouts for that activity.
- If a violation occurs during the postseason WIAA tournament, by WIAA rules, the participant is ineligible for the entire tournament series.
- **The co-curricular code is in effect year-round.** All suspensions will be the same whether the violation occurs while the student is in a sport and/or activity or if it occurs during the off-season. If a student interrupts his/her education for any reason, the suspension (if not completed) will resume when the student returns to Hartford Union High School.

Note: Students who are suspended from a competition for a code of conduct violation will not be allowed to be in uniform at an event.

- **“Contest” Defined:** A contest is defined as one regularly scheduled event (game, meet, competition, etc.) within Wisconsin Interscholastic Athletic Association (WIAA) or other organizations’ sanctioned definitions as appropriate. For sports, if a violation occurs during the postseason WIAA tournament, by WIAA rules, the participant is ineligible for the entire tournament series. Multi-team meets or invitational will be counted as one contest.

Violation	Penalties			
	1st Offense	2nd Offense	3 rd Offense	4 th Offense
Criminal Behavior	25%	50%	Calendar year	High School Career
Chemical Health Violation	25%	50%	Calendar year	High School Career
Presence at a Party	1 event	25%	50%	Calendar Year
Habitual Truancy	25%	50%	Calendar year	High School Career
Hosting a Party	50%	Calendar year	High School Career	

- Students participating on athletic teams or in an activity will be suspended from participating in the scheduled amount of contests for the current school year. When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .1 or greater will be rounded to the next whole number (per WIAA rules of eligibility).

PENALTY REDUCTION FOR HONESTY AND INTEGRITY

For a first offense only, where the police are not involved, and the school does not have information about the offense, the student may voluntarily turn himself/herself in to the Principal or Athletic and Activities Director to receive a penalty reduction for honesty and integrity. The penalty will be reduced to one contest or performance. If the school has knowledge of the situation leading to the violation, the regular penalties will apply. Subsequent violations of the code will be treated as any other repeat violation of the code and the normal penalties for such violations shall be imposed.

COUNSELING FOR CHEMICAL USE AND SERIOUS MISCONDUCT (Controlled Substance and Alcohol Assessment/Student Assistance Program)

On the first violation of the rules prohibiting use or possession of alcohol and other illegal substances, adult students (18 or over) or the parents of a minor student may choose at their expense to complete one of the following programs:

- A. Complete a drug and alcohol education program with a community service component. Penalty will be reduced 25% rounded to the next highest whole number for completion of the program.
- B. Voluntarily enroll the student in a drug and alcohol assessment program. If the student completes an approved drug and alcohol assessment program and follows the recommendations, the penalties for the first violation will be reduced by 25% rounded to the next highest whole number. The application and timing of the penalty reduction will be assigned at the discretion of Principal or designee. If the assessment is done at a counseling center, adult students or parents of minors must sign for a release of information at the counseling center, so that the school can get verification that the student cooperatively participated and completed the assessment and treatment program.

Note: Failure to follow guidelines in either program will cause the original penalties to be restored.

CODE OF CONDUCT VIOLATIONS REINSTATEMENT

All students must seek reinstatement after any Code of Conduct violation to regain eligibility and earn team awards.

1. The student must attend all practices/meetings and be present at all competitions while under suspension.
2. A request for reinstatement must be submitted by the student to the Principal or Athletic and Activities Coordinator Director and the perspective coach(s). The request should include the understanding of why suspended, how to plan to remain in good standing, and the benefits for the student to return competitive performance.
3. Must make an apology to team.
4. Both the student and parent must resign the Code of Conduct contract.

CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE

When an alleged violation of the code is reported to the school, the Principal, Athletic and Activities-Director, and/or a designee shall meet with the student. The student will continue to participate in co-curricular activities until this meeting is held.

1. In the event that the student admits to the allegation of a violation at this meeting, the co-curricular office shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her guardians shall be given notice of the violation and the discipline imposed.
2. In the event that the student denies the alleged violation, the co-curricular office shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student and his/her guardians shall be given notice of the violation and the discipline imposed and shall be informed of the opportunity for appeal to the Co-Curricular Appeals Committee.

CODE OF CONDUCT VIOLATIONS APPEAL PROCESS

1. After a ruling of ineligibility resulting in suspension from co-curricular activities has been made, a participant and/or his/her parents may formally appeal the decision in writing to the District Administrator provided an appeal is received within five (5) school days from the first day such ineligibility shall take effect.
2. After an appeal has been received, a date for a hearing before the Co-Curricular Council shall be established by the Athletic and Activities Director or designee. This hearing shall be held within five (5) school days of receipt of the appeal. The participant will appear before the Co-Curricular Council, whose purpose is to judge whether a rule violation occurred. The student and his/her parents will be provided with an opportunity to testify and present other evidence on his/her behalf. In such cases, the student shall be allowed to practice and compete in contests or performance until the ruling is made. Efforts will be made to convene the council before any scheduled contests or performances occur.
3. The Co-Curricular Council shall be convened **only** to hear evidence from both sides regarding allegations that a student has violated the Code of Conduct and to judge whether a rule violation has occurred.
4. A student who admits to a violation will not appear before the Co-Curricular Council, but will meet with the Co-Curricular office to receive the penalty for said violation as set forth in this code. The administrator or his/her designee will notify the student and parents regarding the restrictions set forth in the penalty.

5. **CO-CURRICULAR COUNCIL**

The Athletic and Activities Director or Principal shall appoint the Co-Curricular Council in the following manner: The chairperson will be the Principal. The Athletic and Activities Director or Principal will select seven (7) people from a pool of faculty, advisors and coaches. The student will then strike two (2) of the names with the remaining five (5) serving on the Council.

6. **COUNCIL PROCEDURES**

- A. The Council will be responsible for judging whether a violation of the Co-Curricular Code has occurred. A majority vote of the Council will be used in rendering all decisions.
- B. Procedures - Upon receipt of an appeal of the code violation, the Athletic and Activities Director or designee shall appoint the Co-Curricular Council. The witness (es) must put their allegation in writing and be willing to testify before the Co-Curricular Council. Confidentiality of witnesses will be maintained at their request. The Athletic and Activities Director or designee shall notify the student and parents of the allegation and inform them of the time and place of the Co-Curricular Council hearing on the allegation. The student and parents shall be invited to attend the hearing and to present evidence relative to the allegation. Evidence may be presented in the form of signed written statements and witnesses may be present to provide information regarding the allegation. Students may also be represented by legal counsel. After hearing all the evidence, the council shall determine in closed session using a secret ballot whether a violation has occurred. The student and parents shall be notified immediately and in writing of the decision of the council. If a violation is ruled, the penalties as described in this code shall be served immediately.

The Co-Curricular Code has been approved by the Hartford Union High School Board of Education and thus is part of Board Policy. The Code is reviewed annually. Any person having concerns regarding the rules and regulations contained in this document should contact, in writing, the Principal, the District Administrator, or the Chair of the Board Policy Committee at Hartford Union High School.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Hartford Union High School District pursuant to s.118.13, Wisconsin Statutes and PI 9 that no person shall, on the basis of sex, race, color, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, or physical, learning, mental, or emotional disability or handicap, be excluded from participation in, have their rights be abridged or impaired, be denied the benefits of, or be subjected to discrimination under any program or activity. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. The Hartford Union High School District has adopted a policy of nondiscrimination. In addition, the District has adopted procedures regarding the processing of discrimination complaints. Copies of the policy, procedures, and complaint form are available upon request. Any questions concerning discrimination and/or the complaint procedure should be directed to the Director of Teaching and Learning, Hartford Union High School, 805 Cedar St., Hartford, WI 53027, 262-670-3200.

This handbook contains guidelines but is not intended to be all inclusive and is not intended to supersede or conflict with the Hartford Union Board of Education policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures. Additional rules, procedures, or revisions of existing school rules will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations of students. School Board policies and further information may be found at www.huhs.org or requested through the Hartford Union School District.