

# TABLE OF CONTENTS

## MOSINEE SCHOOL DISTRICT PROVISIONS

Philosophy.....	1
Introduction.....	1
Nondiscrimination Statement.....	1
Student Commitment.....	1
Parent(s)/Guardian(s) Expectations.....	1
Sportsmanship.....	2
General Eligibility – for Athletics.....	2
General Eligibility – for Activities.....	2
Academic Eligibility.....	3
Academic Probation.....	3
Academic Ineligibility.....	4
Conduct Eligibility.....	4
Reporting and Investigation.....	5
Conduct Violations: Penalties.....	5
First Offense.....	5
Second Offense.....	5
Third Offense.....	5
Honesty Clause for First Time Violations.....	6
Appeal Procedure.....	6
Activity Council.....	6
Voluntary Referral: Alcohol and/or Drug.....	7
Attendance.....	7
Excused Absence.....	7
Unexcused Absence.....	7
Transportation.....	7
Letter Awards.....	8
WIAA Eligibility Sanctions.....	8
Mosinee Athletic Complaint Form.....	9

# MOSINEE SCHOOL DISTRICT CO-CURRICULAR HANDBOOK

## PHILOSOPHY

The Mosinee Board of Education believes that participation in middle school and high school athletics is a privilege and an important part of the total educational opportunity in the Mosinee School District. They promote and reinforce the values of the Mosinee School District Mission Statement, namely, Responsibility, Honestly, Cooperation, Equality, Respect, Self-Control and Social Justice.

Middle School and High School athletes and co-curricular activities are really the third curricula. The first curricula are those classes that are mandated for graduation from high school. The second curricula are the elective classes that a student takes to expand his or her knowledge. The third curricula, athletics and co-curricular activities, round out the educational experience by promoting the following: physical well-being, emotional growth, the development of self-discipline and ethics, good citizenship, and the encouragement of cooperative social skills.

## INTRODUCTION

The purpose of this code book is to provide you and your parents or guardians with a reference of your responsibilities and our expectations for your participation in the Mosinee School District co-curricular program.

Your signed pledge acknowledges your willingness to accept and comply with these policies.

## NONDISCRIMINATION STATEMENT

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

## STUDENT COMMITMENT

I understand, that as a participant in co-curricular activities, I take upon myself a unique responsibility to be a representative of both myself and my school and to make decisions in the best interest of both. I will keep my academic work and attendance as my number one high school priority. Through my participation I make a commitment to a healthy lifestyle and to act in a mature manner symbolic of this commitment.

I ask my parents/guardians, teachers, friends and coaches to recognize and to support my commitment and involvement.

## PARENT(S)/GUARDIAN(S) EXPECTATIONS

Positive family influence is extremely important as an adolescent matures and develops through the middle and high school years. It is expected that a student will receive encouragement from his/her family to compete and participate, and to be in compliance with the rules of this code book. The encouragement and positive influence a student receives from the family should not be dependent on the student's performance. It is expected that the parent(s)/guardian(s) will enforce the regulations of this book and encourage a positive attitude toward the school officials involved with the student's activity.

Before a student-athlete may participate in a contest, the student-athlete and parent(s)/guardian(s) must annually attend one general Mosinee School District co-curricular presentation that is held prior to the beginning of each season.

## **SPORTSMANSHIP**

The Mosinee School District and the WIAA require good sportsmanship by student-athletes, coaches and spectators at education-based, interscholastic events. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, sexist or ethnic comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition.

## **GENERAL ELIGIBILITY - FOR ATHLETICS**

To represent the Mosinee School District in any interscholastic athletic competition, a student must meet all requirements established by the Wisconsin Interscholastic Athletic Association as well as those of Mosinee High School. Every student who desires to participate in our athletic program must:

1. Annually attend one general Mosinee School District co-curricular presentation that is held prior to the beginning of each season.
2. File a WIAA physical examination card (signed by the physician and parent or guardian) OR a WIAA alternate year permission card (signed by the parent or guardian). You can obtain a WIAA card from the Athletic Director or Community Education Secretary in the Creske Center lobby area.
3. File a pledge sheet signed by the parent or guardian and the student.
4. File a Release of Liability and Decision on Medical Treatment form signed by the parent or guardian and student.
5. File a WIAA High School Eligibility Information Bulletin signed by the student-athlete and parent/legal guardian.
6. File an Emergency Contacts Card (WIAA Requirement)
7. File a Concussion Information Bulletin signed by the student-athlete and parent/guardian at the beginning of a season.
8. Pay the user fee. (Additional fee for football laundry service.)

**Student-athletes must meet these eight requirements before he/she may participate.**

## **GENERAL ELIGIBILITY - FOR ACTIVITIES**

To represent the Mosinee School District in any co-curricular activity, a student must meet all requirements established by the Mosinee School District. Every student who desires to participate in our activities must:

1. Meet with the advisor to cover the guidelines of the club (most likely done at the beginning of the school year, can be done in a group setting).
2. File a pledge sheet signed by the parent or guardian and the student.
3. File a Release of Liability and Decision on Medical Treatment form signed by the parent or guardian and student.
4. Pay the membership dues (if applicable).

## **ACADEMIC ELIGIBILITY**

The following co-curricular activities are subject to academic eligibility:

### **MIDDLE SCHOOL**

**Athletic**  
Basketball  
Cross Country  
Dance Team  
Football  
Gymnastics  
Soccer  
Track & Field  
Volleyball  
Wrestling

**Non-Athletic/Clubs**  
Drama  
Forensics  
Hall Monitors  
Jazz Band  
MathCounts  
Naturalist Club  
Stage Band  
Student Council  
Summer Adventure Program  
Trees for Tomorrow  
Yearbook

### **HIGH SCHOOL**

**Athletic**  
Baseball  
Basketball  
Cross Country  
Dance Team  
Football  
Golf  
Gymnastics  
Hockey  
Soccer  
Softball  
Track and Field  
Volleyball  
Wrestling

**Non-Athletic/Clubs**  
Chinese Club  
Color Guard  
DECA  
Dramatics/One Act Play  
Diversity Club  
FFA  
Forensics  
Graphic Arts Club  
Library Club  
M-Club  
Manufacturing Club  
Math Club  
MVP Club  
National Honor Society  
Outdoor Club  
Spanish Club  
Student Senate  
Tech Club  
Yearbook

## **ACADEMIC PROBATION**

One "F" in any grading period will place the student on Academic Probation until the next grading period. Student can practice and play and attend meetings while on probation. If the student is maintaining passing grades at the next grading period, Administration (HS – Athletic Director, MS – School Counselor or Associate Principal) will remove the student from probation.

## **ACADEMIC INELIGIBILITY**

If the student is still failing one or more courses at the next grading period, he/she is Academically Ineligible. After three weeks the student will pick up a grade check sheet (HS from Athletic Director, MS from School Counselor or Associate Principal). The student will collect current grade information and signatures from his/her teachers and return the form to the administrator from whom they received the form.

If the student is passing all classes, he/she will be reinstated. Administration will notify coach or advisor of status of the student.

If the student is still failing any class at the three week period, he/she will remain Academically Ineligible and will not be allowed to participate in any events or meetings until the next grading period.

A student who was on probation in the previous grading period and is still failing at the time of the next marking period will become academically ineligible.

Two or more "F's" in any grading period places a student on immediate Academic Ineligibility.

The probation period for second semester grades will begin with the first day of school in the fall. The probationary period for all other grading periods will begin the second Monday following the end of the grading period.

## **CONDUCT ELIGIBILITY**

A student will meet with administration when he/she is suspected of:

1. Stealing or possessing stolen articles.
2. Buying, selling using or possessing illegal drugs including performance enhancing drugs and prescription drugs that are not prescribed to you and/or paraphernalia.
3. Using or possessing tobacco products, alcohol, nonalcoholic beer or look alikes including, but not limited to snuff or mint chew.
4. Students will be considered in violation of the co-curricular code if they attend gatherings where alcohol, drugs, or controlled substances are being distributed and/or consumed illegally.
5. Involved in antisocial behavior in direct relationship with school or school activities. This student could be referred by a staff member, coach, adviser or general employee of the school district for violation of school rules and/or general behavior problems. Based on the referral, administrators will submit a report to the Activity Council as a basis for accusation of a participant under this provision. The council will make a decision in accordance with its authority.
6. Unlawful activity.
7. Academic dishonesty.
8. Hazing.
9. Any posting or communication via social networking websites, which disrupts either the education or athletic environment or which advocates the violation of any school or team policy would be unacceptable, this would include, but is not limited to: the consumption of alcohol, the use of illicit drugs or facsimilies, inappropriate sexually-oriented material, or activities involving bullying, hazing, or harassment.
10. Any other conduct that is not deemed appropriate for a Mosinee School District student.

**FINAL DETERMINATIONS ARE AT ADMINISTRATIVE DISCRETION.**

# REPORTING AND INVESTIGATION

Co-curricular code violations may be observed or reported by administration, faculty, parents, students, community members and law enforcement personnel. Suspected violations reported by the school or non-school personnel may require a written report including date, time, place, individuals involved, and the description of the incident. Discretion is used when acting on anonymous tips, phone calls, or letters.

A known violation charge will be submitted in writing to the administration **within 30 days after the alleged offense occurred**. A violation occurring during the summer months should be reported within two weeks of the start of school. **Administration reserves the right to prosecute violations at any time.**

# CONDUCT VIOLATION: PENALTIES

Students' responsibilities are year-round. Therefore, violations occurring in or out of the school year are subject to penalty.

## FIRST OFFENSE

### Athletics

The athlete will be suspended from competition if found in violation of the rules (but may participate in practice at the coach's discretion). The suspension will become effective with the next scheduled competition, conference or non-conference. The WIAA requires that school districts suspend athletes for the violations indicated above. An athlete will be suspended for 30% of the season for a first offense. Considering the varying lengths of each sports season, the athletes will be suspended for a first offense from varsity competition as follows:

Football.....	3 games	Track.....	6 meets
Volleyball.....	7 matches	Golf.....	5 matches
Cross Country.....	3 meets	Dance Team (fall).....	2 events
Basketball.....	7 games	Dance Team (winter).....	4 events
Hockey.....	7 games	Soccer.....	7 games
Wrestling.....	4 matches	Baseball.....	8 games
Gymnastics.....	3 meets	Softball.....	8 games

### Activities

The student will be suspended from meetings and competition for 20 school days if found in violation of the rules.

**If a student is involved in athletics and activities, the suspension will be served in both areas at the same time.**

## SECOND OFFENSE

### Athletics and Activities

A second offense during a high school career will result in suspension for 90 calendar days within the school year(s) from the next scheduled day of school following the suspension after completion of step one consequences.

## THIRD OFFENSE

### Athletics and Activities

A third offense during the high school career will result in a one year suspension from the next scheduled day of school following the suspension.

All suspensions will carry over to the student's next sport or activities if the suspension extends beyond the current season and or school year.

The suspended athlete must complete the season in which the suspension is served in good standing. **Students will regain a clean record once he/she is promoted from middle school to high school.**

## **HONESTY CLAUSE FOR FIRST TIME VIOLATIONS**

Any student who approaches administration prior to administration approaching him/her regarding a possible first offense violation will receive half of a first offense penalty (15% in athletics or 10 school days for activities). If the student is guilty of another offense they will receive the second offense penalty. This Honesty Clause would be available for each student's first offense only.

## **APPEAL PROCEDURE**

When information has been gained leading to the possibility of a code violation, the following steps will be taken:

1. The student under suspicion will meet with the Athletic Director. If the Athletic Director determines the violation did occur, the student will be declared ineligible and the appropriate sanction will be administered.
2. If the student disagrees with the decision, he/she has the right to request an appeal hearing with the Activity Council. The request for an appeal **must be made in writing** and directed to the Athletic Director. The request must be received within two school days following the original meeting with the Athletic Director.
3. An appeal hearing will be scheduled with the Activity Council within five school days following the receipt of the student's request for an appeal.
4. If the student disagrees with the decision of the Activity Council, he/she has the right to request an appeal hearing with the Board of Education. The request for an appeal must be made in writing and directed to the Superintendent. The Superintendent will arrange for a hearing before the Board of Education. This hearing will be open unless a closed hearing is requested by the student or the parent.
5. During the appeal process the student will not be allowed to participate in meets or games until a final decision is reached on the appeal.

## **ACTIVITY COUNCIL**

### **A. Membership**

1. Athletic Director and/or Building Administrator
2. \*Two activity advisors, (one male, one female, preferably) chosen on rotating basis
3. \*Two off-season coaches, chosen on rotating basis

\*Alternate will be selected to be a substitute for the Activity Council member who has been an advisor or coach of the accused participant who is appealing. This decision will be made by the Athletic Director.

### **B. Function**

1. To hear conduct allegations.
2. To serve as appeal board that reviews appeals of student participants.

### **C. Role of the Athletic Director**

1. Preside over the meeting.
2. State the violation that is being appealed.

### **D. Decisions**

1. A simple majority of the Council constitutes a decision.
2. Members will be polled using a secret ballot.

## **VOLUNTARY REFERRAL:**

### **Alcohol and/or Drug Use (only to be used for a Second Offense)**

If a student or parent voluntarily notifies the school of drug or alcohol use by the student, **before the notification of a possible offense**, the student will receive a 20% suspension provided that:

1. The student agrees to participate in a viable drug/alcohol treatment program conducted by certified drug and alcohol counselors.
  - a. Student must provide documentation of registration for class and documentation of completion of class one week after completion of class. If student does not provide documentation, he/she will be suspended indefinitely from athletics and activities until certificate of completion is provided to administration.
  - b. Cost of treatment program will be incurred by individual (or legal guardian) involved.
2. Parents and student meet with the building administration and appropriate Student Services personnel to implement the plan.
3. The student does not continue use during the treatment program, and refrains from further use after completion of the rehabilitation program.
4. The student who is formally accused prior to voluntary referral would serve the appropriate penalty for the offense in conjunction with the intervention program.

## **ATTENDANCE**

A participant's primary responsibility is academic attendance. Sometimes it is necessary for students to miss classes because of scheduled events. Therefore, it is very important for athletes to keep other absences from school at a minimum. Should a student be absent from school the following policies will apply.

### **Excused Absence**

A student who is excused because of illness in the morning and returns to school may participate in after school activities if he/she is in school for the afternoon classes following his/her lunch period.

If a student misses any class(es) following his/her lunch period, then attends a practice or event they are in violation. The penalty for this violation is a suspension from a portion of the next event as decided by the Athletic Director.

A student who has an excused absence from school other than illness may participate in an activity on that day, regardless of when the absence occurred. An example of this type of excused absence would be medical appointments.

### **Unexcused Absence**

A student who is verified as unexcused absent from school for **all or any** period of a day during the season will be suspended from the next scheduled contest as soon as the unexcused absence has been verified by the Attendance Officer. The Athletic Director will notify the coach of any suspension resulting from unexcused absence.

*Saturdays*

## **TRANSPORTATION**

The school district provides approved transportation to and from co-curricular activities. Students are required to ride to and from scheduled events using this approved transportation because of liability requirements. Students may return from an event with their parents upon prior obtained signature of Building Administrator and verbal communication with the coach.



## **LETTER AWARDS**

The criteria for earning a varsity letter vary from sport to sport. Varsity coaches will provide the criteria for lettering in their particular sport during either their preseason meeting or early in the season. The coach reserves the right to reduce the rigor of the criteria in individual circumstances based on the coach's discretion.

## **WIAA ELIGIBILITY SANCTIONS**

The WIAA establishes all eligibility standards that apply where appropriate to all athletes (and some activities) in the Mosinee School District. These are statewide standards designed to create a uniform set of conditions for participation in the State of Wisconsin. These sanctions are in addition to the policies and procedures adopted by the Mosinee School District.

For more information on Residence and Transfers, Foreign Exchange Students, Waivers, Age Requirements, Amateur Status, Non-School Participation, Out of School Activities, All-Star Activities and Prohibited Activities, either visit the WIAA website at: [www.wiaawi.org](http://www.wiaawi.org) or contact the Athletic Director.

# MOSINEE ATHLETIC COMPLAINT FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Please describe the complaint you have. Please include names of people, places and dates that are important to the issue or issues. Also describe any incidents that may have taken place. **Please be advised that what you write on this paper - you will be held accountable for.**

---

---

---

Did you personally witness the incident?  Yes  No

Names of people that witnessed the incident:

---

---

---

What did you do once you realized there was a problem?

---

---

---

Have you contacted the coach?  Yes  No

Describe what happened when you contacted them.

---

---

---

Have you contacted the Athletic Director?  Yes  No

Describe what happened when you contacted the Athletic Director.

---

---

---

Other information that you feel is important to the complaint.

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_