

Berlin High School Extra-Curricular Handbook

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INTRODUCTION **RULES OF ELIGIBILITY**

Participation in any Berlin Area School District (BASD) co-curricular program is a privilege, not a right. Students participating must abide by specific rules of eligibility. These rules of eligibility are established by sanctioned governing bodies (examples include the Wisconsin Interscholastic Athletic Association (WIAA) and the Wisconsin School Music Association (WSMA)) and are supplemented by locally developed Berlin Area School District rules. All students and parents and/or guardians are required to sign the co-curricular code agreement prior to competing in any BASD co-curricular program.

Students participating in any BASD sponsored co-curricular program (other than athletics), will have a meeting with their advisor to review the co-curricular handbook or they will be able to view the co-curricular handbook presentation on-line. Any athlete planning to participate in high school athletics must complete one of the following: 1) attend an athletic code meeting with their parent or legal guardian, 2) view the co-curricular handbook presentation on-line, or 3) make other arrangements as approved by the Athletic Director. The athlete will not be permitted to start practice until one of the three options above has taken place.

The BASD Activities Department retains jurisdiction over all students with regard to the enforcement of the rules set forth in this handbook. At any time, subsequent to the first day of student participation in any BASD co-curricular program these rules remain in full force and effect.

BASD CO-CURRICULAR SPONSORED PROGRAMS

Category 1 ATHLETICS

Any WIAA sports including but not limited to: Baseball, Basketball, Cheer & Stunt, Cross Country, Dance, Football, Boys Golf, Soccer, Softball, Swimming, Track, Volleyball, Wrestling

Category 2 CLUBS

Category 2 activities are designed to meet the special interests expressed by students. They consist of clubs and other recreational activities that provide an outlet for students' energies and interests. Any new activity that gains school sponsorship will fall under these categories. Advisors for activities are responsible for creating and disseminating student expectations for participation at the beginning of the activity. Activities included under Category 2, but not limited to the following listing include:

Academic Decathlon, AcaVox, Art Club, Linc Crew, Encore! Singer, Manga Club, Beast Club, Sources of Strength, Grafix Club, Berlin Respect Club, Spring Play, Class Officers, ECCA Aca Bowl, FCCLA, Trees for Tomorrow, Wordsmiths, Rube Goldberg, Jazz Ensemble, Key Club, KIND Committee, Ski/Snowboard Club, Skills USA, Solo and

Ensemble, Mascoutin (Yearbook), Math Team, Mock Trial, Mountain Biking Club, MSOE Teams, Musical, Trap Shooting, Forensics, Game Club, Youth Alive, School Grounds, School Store, Science Club, Madrigals, Battle of the Books, Spanish Club, Student Council Swing Choir, FFA, Red 'n' Green, Robotics, Video Games

Category 3 TRIPS

This includes trips or activities outside of school that are sponsored by an extracurricular organization, club, or class. They must make up as much work as required by the teachers before they leave. Students who have violated tobacco, alcohol, drug policies, or have attendance issues may not be able to participate. These decisions are left solely to the advisors of the trip aligned with Berlin Area School District policy.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION RULES OF ELIGIBILITY FOR ATHLETES

The WIAA is a voluntary, incorporated and nonprofit organization located in Stevens Point, Wisconsin. All public high schools in the State of Wisconsin with interscholastic athletic programs are members. The BASD adopts all WIAA rules of eligibility and incorporates them by reference into this handbook. All of the WIAA high school rules and regulations can be found on-line at:

www.wiaawi.org

- 1) Click on the publications link
- 2) Select senior high handbook

The WIAA requires that student-athletes may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to: athletic permit card and/or physical permit card; acknowledgment of receiving the school athletic code and WIAA Rules of Eligibility; a concussion information sheet signed by both the student-athlete and his or her parent or legal guardian; and athletic emergency form. Concerning the WIAA Rules of Eligibility, parents and student-athletes must: read the High School Athletic Eligibility Information Bulletin, sign a statement indicating they understand and agree to abide by all of the information contained in the bulletin, and further certify that if they don't understand any information contained in the document they have sought and received an explanation of the information prior to signing the acknowledgment statement. The WIAA High School Athletic Eligibility Information Bulletin is found at the back of this handbook.

BASD ATHLETIC RULES FOR ATHLETES

1. Procedure for joining any of the Berlin Area School District high school athletic squads requires procuring the following items from the coach or Athletic Director and returning them to the school when completed:
 - a. Athletic permit card and/or physical permit card (an athlete must have a physical by a licensed physician every other year)
 - b. Signed agreement of parents and athlete form and insurance waiver form
 - c. Signed acknowledgment of WIAA Rules of Eligibility
 - d. Athletic emergency form
 - e. The state of Wisconsin has adopted the following concussion law: Wis. State Statute: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 18, by his or her parent or guardian.

2. The BASD recognizes the right of Students With Disabilities (SWD) to participate in co-curricular athletics and activities equal to those of students without disabilities. In accordance with Wisconsin Statutes 118.13, the district prohibits discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Section 504 of the Vocational Rehabilitation Act of 1973 and amended by the Americans with Disabilities Act Amendments Act of 2008 (34 C.F.R. 104.3(j)), the district is required to provide a qualified student with a disability an opportunity to benefit from the school district's program equal to that of students without disabilities. For purposes of Section 504, a person with a disability is one who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. A student who is "qualified" means a person (i) of an age during which persons without disabilities are provide such services, (ii) of any age during which it is mandatory under state law to provide such services to person with disabilities, or (iii) to whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA) of 2004.

Section 504 regulations prohibit BASD from the following:

1. Denying a qualified student with a disability the opportunity to participate in or benefit from an aid, benefit, or service;

2. Affording a qualified student with a disability an opportunity to participate in or benefit from an aid, benefit, or service that is not equal to that afforded others;
3. Providing a qualified student with a disability with an aid, benefit, or service that is not as effective as that provided to others and does not afford that student with an equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement in the most integrated setting appropriate to the student's needs;
4. Providing different or separate aid, benefits, or services to students with disabilities or to any class of students with disabilities unless such action is necessary to provide a qualified student with a disability with aid, benefits, or services that are as effective as those provided to others; and
5. Otherwise limiting a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service.

Section 504 regulations also requires BASD to provide a free appropriate public education (Section 504 FAPE) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability. In addition, the district also complies with all of the provisions of IDEA through the Individual Education Program (IEP) team process. The IEP team considers participation in co-curricular athletics and activities for each IDEA eligible student at the annual IEP review.

3. The Board of the Berlin Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. Berlin High School's Title IX Coordinator is:

Kurt Schommer, Assistant Principal
 Berlin High School
 222 Memorial Drive
 Berlin, WI 54923
 920-361-2000 ext 1016
kschommer@berlin.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis

of Sex in Education Programs or Activities, which is available at: www.berlin.k12.wi.us. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

BASD CO-CURRICULAR RULES OF ELIGIBILITY FOR ALL STUDENTS

In addition to the Rules of Eligibility as published by the WIAA, the BASD has developed rules that supplement those of the WIAA. They consist of the following:

Following are criteria that determine the academic eligibility of students at the high school level:

Note: A full-time student is a student where the member school is responsible for programming 100% of the student's day. The student is eligible for like or similar awards, privileges and services as all other students and meets all obligations and responsibilities as other students, without exception. Legislation passed in the summer of 2015 (Wi. Stat. 118.133) states, "a school board shall permit a pupil who resides in the school district and is enrolled in a home-based private educational program to participate in interscholastic athletics in the school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate."

1. There will be four grade checks throughout the year. (Q1 Progress, Semester 1, Q3 Progress, and Semester 2)
2. Students become academically ineligible to participate for either of these reasons:
 - a. Two or more "F's" during the academic period.*
 - b. A GPA below 1.5 during the academic period.

*Incomplete grades count as an "F" in this provision until completed. High school administration may waive this provision under extraordinary circumstances.

When a student becomes ineligible:

1. They are suspended from competition for 15 school days. On the next calendar day, the student becomes eligible if they have a GPA at or above 1.5 and are passing all classes (no "Fs").
2. Should the student remain ineligible after this check, they remain ineligible for another 15 school days and the cycle continues until the student becomes eligible.
3. Semester 2 grades determine a student's eligibility for the following school year (Fall).
 - a. Students entering the Fall sports season academically ineligible will have their 15 day period start on the day of the first competition and continue for a minimum of three weeks from that date when competitions begin prior to the start of the school year.

- b. Students may restore academic eligibility status by recovering credit/making up failing grades in specified classes during summer school as approved by the high school administration.
3. A student must be present at all classes on the day of a practice or competition/performance to be eligible to participate. Only permission from school administration or the Athletic Director will permit a student to compete after missing classes. Such examples of excused reasons would be attendance at a funeral, a doctor, dentist, or other medical health care provider appointment, an absence that is related to a classroom grade (e.g. field trip), or the like. Students may not participate in any competition/performance or practice if they are out ill for any or all of the school day without permission from school administration or the Athletic Director.
4. No student who is dropped from one squad for disciplinary reasons, or who quits, shall be eligible to compete in another activity for that particular season without mutual agreement of both coaches/advisors. However, any student who is cut from a squad may compete in another activity during that season.
5. A student who travels to an out-of-town contest with a school team/activity must return with the team/activity. The only exception to this rule is if a student's parent is present at the out-of-town site, they may request that the student returns with the parent. This request must be made in person by the parent to the coach/advisor in charge and the parent will also have to sign off that they are taking their child/children. Any exceptions to this policy, must be approved by the Athletic Director.
6. Berlin has contracted the services of a Licensed Athletic Trainer (LAT) through ThedaCare Orthopedic Care. The LAT hours vary seasonally, but generally available after school, daily, and the majority of home sporting events. LATs are trained in the prevention, recognition, and management of athletic injuries. Any student who is injured during practice or a contest must report the injury to the Licensed Athletic Trainer, coach, or advisor at once. If a physician's care is required, the physician must sign a statement that the student is physically fit to resume participation (practice and/or competition).
7. Each student is responsible for the equipment issued to them. This equipment must be returned at the end of the season. Failure to return such equipment will result in one or several of the following:
 - a. The student will be excluded from any continued involvement in co-curricular activities.
 - b. Awards earned by the individual will not be presented until such equipment is returned.
 - c. Lost equipment must be paid for by the individual to whom it was issued.

- d. Any equipment (even though paid for as a lost item) still belongs to the school and will be repossessed upon discovery.
 - e. An individual found to be in possession of equipment from another school will have that equipment repossessed and disciplinary action taken which may prevent any future participation in co-curricular activities.
 - f. An individual who knowingly continues to retain equipment will be reported to the proper law enforcement agency.
8. A student, when he or she joins a squad, is expected to dedicate the time specified for practice by the coach/advisor of that activity. Regular attendance at practice is expected and required. Failure to attend may possibly result in suspension from contests or removal from the sport or activity, regardless of the excuse for the absence (i.e. vacation).
 9. If the number of students trying out for an activity is more than the facilities and equipment can accommodate, or more than the WIAA permits, selection will be made on the basis of ability shown, attitude, work ethic, and desire to enhance the team/activity. Selection to a team/activity and participation on a team/activity is under the sole authority and at the discretion of the coaching/advising staff.
 10. A student is expected to commit oneself to the team/activity and to represent the team/activity, school, and community in a positive manner. It is also expected that each student will appear for competition/performance dressed in the uniform provided by the district and in compliance with those standards established by the coach/advisor.
 11. An athlete competing on a varsity, junior varsity, or JV2 team may compete in only one sport in any one season.
 12. Use of cameras and other recording devices in locker rooms (Policy 9151)

The board of education recognizes the importance of protecting the privacy interests of the district's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

(NOTE: Encourage the local press and student reporters to wait outside the doors of the locker room to get necessary interview/photograph.)

The following recording devices will be permitted in the locker room and for the particular use described:

- A. Video recording devices of any type may be used in the locker room, provided that no students are present in the locker room when the recording device is being used.
- B. Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a district staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.
- C. Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students that violates school rules. Use of such surveillance must be approved by superintendent. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.
- D. Parents/Guardians may enter the locker room on a limited basis, with prior approval of the coach or teacher. The parent/guardian is not permitted to interview or seek information from any student or use a recording device to record or transfer images. A "recording device" means a camera, a video recorder, cell phone with video and/or photograph capabilities, or any other device that may be used to capture, record or transfer images.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the district's students, parents/guardians, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone or any electronic device to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate state law.

175.22, 942.08, 942.09, Wis Stats. Neola 2012

13. Please note the following WIAA rule concerning non-school participation: “It is the philosophy of the WIAA that a student owes loyalty and allegiance to the school and team of which there are a member during the season of a given sport. Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Non-school competition will not be allowed during the respective WIAA tournament series in a sport. A student becomes ineligible in a sport for the remainder of the season for **not receiving school approval beforehand and/or** competing in more than two non-school games, meets, or contests in the same sport during the season of practice and competition established by the school. The penalty may be reduced, with the forfeiture of the two non-school opportunities, upon request of a school on the basis of documented extenuating circumstances” ([2021-22 WIAA High School Athletic Eligibility Bulletin](#)).

CODE OF CONDUCT- PARTICIPANT

The code of conduct is established for the best interest of the students and the team/activity. The student who complies with the rules demonstrates a desire to dedicate them self to self-improvement as well as to enhance the best interests of fellow teammates, coaches/advisors, and the school. Participation in activities is not necessarily for the most talented students, rather it is for the best suited students who abide by the rules. The code of conduct must be observed by all students throughout the calendar year, not only when the particular activity is not in season, but also when school is not in session. *Please note, in all situations involving possible violations of the code of conduct, administrative discretion will determine whether or not there is an actual violation of the code of conduct.*

1. A student must refrain from any conduct, at any time that would reflect unfavorably on themselves or the school. Conduct which would reflect unfavorably on a student or on the school includes, but is not limited, to the following:

Level 1 Offenses

- a. Use, possession, buying, or selling of controlled substances, street drugs /illegal drugs, and/or performance enhancing substances. Drug paraphernalia, including sale, possession, or use. In situations where controlled substances, street drugs/illegal drugs, performance enhancing substances and/or drug paraphernalia are found at a student’s home, property or personal property (car, boat, camper, campsite, etc.), the district’s position will be that the student was in possession of the controlled substances, street drugs/illegal drugs, performance enhancing substances and/or drug paraphernalia. The burden of proof will be on the student to convince school administration that they did not know the controlled substances, street drugs/illegal drugs, performance enhancing substances and/or drug paraphernalia were present.

- b. Use, possession, or purchase of alcoholic beverages. In situations where alcohol is found at a student's home, property or personal property (car, boat, camper, campsite, etc.), the district's position will be that the student was in possession of the alcohol. The burden of proof will be on the student to convince school administration that they did not know the alcohol was present.
- c. Use, possession, or purchase of tobacco in any form. "Use of tobacco" means to chew or possess any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. In situations where tobacco is found at a student's home, property or personal property (car, boat, camper, campsite, etc.), the district's position will be that the student was in possession of the tobacco. The burden of proof will be on the student to convince school administration that they did not know the tobacco was present.
- d. Presence in a bar or tavern where the required age for entry is 21 or older without a parent or guardian.
- e. Hosting a party: Any person who has a gathering at their home, property or personal property (car, boat, camper, campsite, etc.) where alcohol, tobacco, drugs, or drug paraphernalia are permitted by such person to be used and/or brought into the home, property or personal property may be given a penalty at a higher level. Administrative discretion will determine the length of the penalty.
- f. Supplying/Bringing alcohol/drugs: Any person who brings / supplies alcohol, tobacco, drugs or drug paraphernalia to another person(s) may be given a penalty at a higher level. Administrative discretion will determine the length of the penalty. In the event another individual engages in this behavior on behalf of the athlete, there will be a presumption that the other individual acted as an agent of the athlete and the athlete will receive the same punishment as if the athlete had been the supplier.

Level 2 Offenses

- a. Criminal offense or a violation of a state statute or city/county ordinance having a statutory counterpart, not to include such violations as traffic, jaywalking, or other similar minor citations, regardless of whether the offense has been fully adjudicated by the courts.
- b. **Physical violence or threatening violence against another individual, the school, another entity or organization.**
- c. Vandalism.

- d. Harassment (including hazing). The National Federation defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.
- e. Behavior or conduct which reflects unfavorably on a student including racism, sexism, homophobia, or bullying.
- f. Illegal or inappropriate use of the Internet and/or electronic devices. Any posting or communication via social networking websites which disrupts either the educational or athletic environment is unacceptable. This includes but is not limited to: the consumption of alcohol or the use of illicit drugs or facsimiles, inappropriate sexually oriented material, or activities involving bullying, hazing or harassment.

Level 3 Offenses

- a. Unsportsmanlike conduct (per WIAA rules)
- b. Truancy.
- c. Violation of student rules as described in the student handbook.
- d. Failure to follow the attendance and behavioral rules and guidelines for an individual program as set by the coach/advisor and subject to administrative approval and on file with the Athletic Director and/or school principal.
- e. Failure to follow squad curfews may be determined by the coach of each activity.
- f. Knowingly in the presence of alcohol, illegal drugs and/or drug paraphernalia. In situations where it is noticeably apparent to law enforcement officials that alcohol, illegal drugs and/or drug paraphernalia are present the district's determination will be that the student was knowingly in the presence of alcohol, illegal drugs and/or drug paraphernalia **BUT NOT USING DRUGS OR ALCOHOL**. Students may be present at an establishment which is primarily for eating and may be present at a ceremony-type activity such as a wedding reception. Students may only be present at a bar or tavern if they are with their parent(s).
- g. Conduct unbecoming an athlete including, but not limited to,
 1. Insubordination during activity involvement. Insubordination is defined as intentionally refusing to follow a coach's/advisor's directions. The significance of the violation will be evaluated and the penalty, which may involve game suspensions, will be determined based on the severity of the offense.
 2. Profanity or obscene gestures during activity involvement. The significance of the violation will be evaluated and the penalty, which may involve game suspensions, will be determined based on the severity of the offense.
 3. Behavior or conduct which reflects unfavorably on a student. The significance of the violation will be evaluated and the suspension will be determined based on the severity of the offense.

4. Cheating. 1st offense during one's high school career: The teacher involved will handle the situation in the classroom and will make contact with the Athletic Director. 2nd offense during one's high school career and any additional offenses: The student will be referred to the Athletic Director for a behavioral offense or code of conduct violation.
5. Failure to follow the attendance and behavioral rules and guideline rules for an individual program as set by the coaches/advisors. Penalties for violations in this area will be found in each individual coach's/advisor's written set of expectations (could include up to removal of the student from the team/activity for the remainder of the season), subject to administrative approval and on file with the Athletic Director and/or school principal.
6. Failure to be a "Student in Good Standing". A student must be a "Student in Good Standing" at each school year check point in order to compete in any co-curricular event.

"Student in Good Standing" is defined as follows:

- 1) You adhere to your high school Code of Student Conduct.
- 2) You adhere to your high school attendance and tardiness policies.
- 3) You have no un-served detentions.

Detention checkpoints for each school year include Quarter 1, Semester 1, Quarter 3, and Semester 2. Only administrative approval will allow a student to compete in co-curricular events if a student is not a "Student in Good Standing" at each checkpoint.

COMPLAINT PROCESS

Violations of the athletic code of conduct should be referred to the Athletic Director. Students and parents are strongly encouraged to use the self-referral policy. Other complaints/referrals concerning a code violation shall be made in writing and signed by the complainant and/or by a law enforcement report and/or by a published written account and/or by other factual, credible means to the Athletic Director. School administration will consider statements made by students to law enforcement officials (which are verbally shared with school administration and/or are found in a written law enforcement report) as factual and truthful statements. If a student, upon questioning by a school official, recants on such statements made to a law enforcement official, the district's position will be that the statements made to the law enforcement official were truthful and as such, it will be up to the student to convince school administration otherwise. Any student in this situation who makes a statement to a law enforcement official(s) which is determined to violate the district's code of conduct will be ineligible for competition until otherwise determined eligible by school administration.

GUIDELINES FOR PENALTIES

As to violations pertaining to Use of Tobacco, Nicotine and Related Products by Students and/or Alcohol and Other Drug Use, all code of conduct policies are superseded by BASD

policies 5512 and 5530. A student suspended or expelled from school will be barred from participation in activities during that period of time. However, if the Use of Tobacco, Nicotine and Related Products by Students and/or Alcohol and Other Drug Use (AODA) suspension is a shorter period of time than the co-curricular code dictates, then the co-curricular code penalty will prevail.

Participation in high school co-curricular activities is a privilege, not a right. Failure to abide by established training rules will result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that will be imposed. Code of conduct violations are cumulative during a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a second penalty offense for the second violation, even if it were not alcohol. The classification of offense will determine the severity of consequence however (e.g. students who commit two Level 1 offenses and then a Level 3 offense will be subject to the Level 3 consequence for third offense, "Suspension for one game" not the more extensive Level 1 consequence of "Suspension for one Calendar Year."

In addition to the penalty provisions set forth below, code of conduct violations may adversely affect school and/or conference awards.

When a violation occurs, the suspension will be served in a WIAA sport in which the student participated in last year or the next WIAA sport in which the student participates. A student who participates in a WIAA sport and receives a code of conduct or behavioral offense suspension MUST serve the suspension in a WIAA sport.

In the case of serving a suspension in the next WIAA sport a student participates (provided they have never participated in that WIAA sport and/or activity before), permission from both the Athletic Director and head coach/advisor of the new" WIAA sport and/or activity must be given. Also, a student may not join a sport to serve a suspension after the first scheduled contest in that sport has taken place. Also, the student must complete that season "in good standing" as outlined by both the "Athletic Director and head coach/advisor for the suspension to be served. Failure to meet the "in good standing" requirement results in the student not receiving any credit for time served and having to serve the entire suspension again in the next WIAA sport and/or activity in which they participate.

When a second violation occurs prior to a first violation penalty being served, the two penalties must be served consecutively; they are not to be served concurrently. A student with suspension penalties must begin and end their respective season "in good standing" in order for the suspension to be completed.

Students in all WIAA sports and dance team members who break the code of conduct outside their season will begin a penalty from the first day of their next WIAA sports season or dance season. Penalties will carry over into a second WIAA sport season if the suspension is not completed in the original season or from one school year to the next.

When any suspension results in a fraction of a game, the number shall be rounded up to the next whole number of games (i.e. 2.1 or 2.8 games equals 3 games). NOTES: 1) This is a minimum penalty and may not be reduced by any other provision of the school code. 2) Any portion of the suspension not completed during the current season will carry over to the next sport or sport season.

SIMULTANEOUS CATEGORY CONSEQUENCES

Students may participate in simultaneous activities of different categories , however, if a student incurs a violation, they shall be penalized according to the code for each activity (ex: category 1 and category 2) if any or all activity seasons are taking place simultaneously. All category 1 activities have defined beginning and ending dates.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS WITHOUT A SELF-REFERRAL

Offenses **without self-referral**:

The penalties are:

First Violations

Category 1 Activities:

Level 1 Offense: Suspension for 12.5% of the regular season or the equivalent of 12.5% of the regular season and the student must also complete a Screening, Brief Intervention, and Referral to Treatment (SBIRT) program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 12.5% of the regular season contests and practices.

Level 3 Offense: Suspension for 1 game.

Category 2 Activities: There are no stipulated conduct or academic standards for participation. Each advisor will monitor their respective group to uphold and maintain reasonable expectations. In cases where disciplinary actions arise, the advisor will confer with the principal and athletic director to determine appropriate action.

Category 3 Activities: Students must adhere to the Berlin High School Rules for Participation that are clearly delineated when a student registers for a trip.

Second Violations

Category 1 Activities:

Level 1 Offense: Suspension for 50% of the season or the equivalent of 50% of the season and the student must also complete a Screening, Brief Intervention, and Referral to Treatment (SBIRT) program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 50% of the season or the equivalent of 50% of the season.

Level 3 Offense: Suspension for 1 game.

Third Violations

Category 1 Activities:

Level 1 Offense: Suspension will be **one (1) calendar year** (365 days) from all activities and the student must also complete a Screening, Brief Intervention, and Referral to Treatment (SBIRT) program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension will be **one (1) calendar year** (365 days) from all activities.

Level 3 Offense: Suspension for 1 game.

Fourth Violations

Category 1 Activities:

Level 1 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one calendar year suspension.

Level 2 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one calendar year suspension.

Level 3 Offense: Suspension for 1 game and possible creation of a Probationary Conduct Contract with the Athletic Director, Principal, and Coach/Activity Advisor.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS WITH SELF-REFERRAL

For the following violations (**with self-referral**) or honesty referral:

Self-referral: If a student presents them self to the Athletic Director at their school as a person who has violated the code of conduct in the areas numbered one to five below, that student will have their penalty reduced. For this to occur, the student must self-admit no later than the first school day after the violation has occurred. Administration may grant an extension to the one school day provision due to extenuating circumstances. Students and/or their parents are strongly encouraged to self-report violations of the code of conduct during the summer months to the Athletic Director as soon as possible.

Honesty-referral: If a student upon a first questioning by the Athletic Director or other school administrator provides truthful information about committing a code of conduct violation in the areas numbered one to five below, that student will have their penalty reduced, For this to occur, the school must be conducting an investigation and not have had a law enforcement report and/or published written account and/or by other factual, credible means confirming the student had committed a code of conduct violation.

Offenses with self-referral:

The penalties are:

First Violations**Category 1 Activities:**

Level 1 Offense: Suspension for one (1) game/contest. The student must also complete a Screening, Brief Intervention, and Referral to Treatment (SBIRT) program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for one (1) game/contest.

Level 3 Offense: Suspension for one (1) game/contest.

Category 2 Activities: There are no stipulated conduct or academic standards for participation. Each advisor will monitor their respective group to uphold and maintain reasonable expectations. In cases where disciplinary actions arise, the advisor will confer with the principal and athletic director to determine appropriate action.

Category 3 Activities: Students must adhere to the Berlin High School Rules for Participation that are clearly delineated when a student registers for a trip.

Second Violations**Category 1 Activities:**

Level 1 Offense: Suspension for 12.5% of the season or the equivalent of 12.5% of the season and the student must also complete a Screening, Brief Intervention, and Referral to Treatment (SBIRT) program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 12.5% of the season or the equivalent of 12.5% of the season

Level 3 Offense: Suspension for one (1) game/contest.

Third Violations**Category 1 Activities:**

Level 1 Offense: Suspension for 50% of the regular season contests and practices and the student must also complete a Screening, Brief Intervention, and Referral to Treatment (SBIRT) program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 50% of the regular season.

Level 3 Offense: Suspension for one (1) game/contest.

Fourth Violations**Category 1 Activities:**

Level 1 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one calendar year suspension.

Level 2 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one calendar year suspension.

Level 3 Offense: Suspension for 1 game and possible creation of a Probationary Conduct Contract with the Athletic Director, Principal, and Coach/Activity Advisor.

Special Notes:

1. **WIAA rule:** Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid their debt to society and the courts consider the sentence served [including probation, community service, etc.] ([2021-22 WIAA High School Athletic Eligibility Bulletin](#)).

Please note the following BASD rule could apply in addition to the WIAA rule above:

If a student is charged with a felony, the student COULD lose the right to participate in athletics, activities and/or clubs for the remainder of their high school career in the district.

If a student uses the self-referral and/or honesty-referral option outlined previously in this handbook their suspension may be reduced depending on the severity of the offense (for first or second violations only and excludes all felony charges). This does not include minor traffic violations such as speeding or parking tickets.

2. **Recruitment of student-athletes.** It is the position of the BASD activities departments that students respect other students' attendance boundaries. The recruitment (defined but not limited to: repeated undue influence, actively pursuing to transfer to another school in order to pursue activities). If you are being recruited to attend another high school outside of Berlin, you should inform your school's Athletic Director immediately. In any situation dealing with the recruitment of a student, the extent of the recruitment will be determined and any action taken will be based on the severity of the findings.
3. **The minimum penalty for code of conduct violations or any behavioral offenses that result in a student-athlete being suspended for any portion of WIAA tournament competition, is immediate disqualification of the student-athlete for the remainder of the total tournament series in that sport. Athletes who are ineligible during the WIAA Tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA Tournament. EXCEPTION: An injured athlete will be allowed to participate in the awards ceremony provided they are included in the roster allotment for that game.**

APPEAL PROCESS

The BASD administration is committed to providing students an opportunity to appeal athletic of conduct violation determinations. The following constitutes an appeal process:

1. All individuals have a responsibility to report code of conduct violations as soon as they know of a violation. Violations of the code of conduct must be reported to an administrator in the district within thirty days after the alleged violation. Violations of the code of conduct brought to the attention of the Athletic Director after thirty days may be acted upon at the discretion of the Athletic Director and/or school administration. When a possible code violation comes to the attention of administration, it will be acted upon in accordance with the guidelines specified in this handbook. An administrator or Athletic Director will conduct an investigation. The investigation may involve interviewing the student, informant(s), witnesses and others with knowledge or information pertaining to the code of conduct or eligibility violation. A decision will be made as to the validity of the allegation and the resulting penalty, if any, as defined in the *BHS Athletic Code Handbook*. The Athletic Director will formalize the ineligibility decision/suspension in writing and notify the parents by mail.
2. After a ruling of ineligibility resulting in suspension from athletics has been made, a student and the student's parents, may formally appeal the decision in writing to the Athletic Director, provided an appeal is received within fourteen days after sending notification of the violation and consequence. Appeals may be filed only in reference to whether there was a code violation or not, **an appeal may not be filed to change a consequence**. School administration will make a reasonable attempt to provide the opportunity for an appeal conference prior to the next scheduled competition/performance in which the student may be involved.
3. Within a maximum of seven school days after receipt of the written appeal has been received, a date and time for an appeal will be established by the Athletic Director. Present at the appeal conference will be the school's appeal committee consisting of at least the following people: building principal, assistant principal, and a district administrator. Also present will be the student, the student's parents, the Athletic Director and, if a rule relating to a specific activity is involved, the head coach/advisor of that activity. At an appeal conference, the student will be provided an opportunity to present evidence on their behalf. At the conclusion of the conference, a decision will be made by the appeal committee and presented to the student and parents. The appeal committee will either uphold or abolish the co-curricular code suspension. While the appeal process is occurring the penalty for the violation will remain in effect. Proceedings of the hearing, including the decision, but not the deliberation will be recorded and a copy of these proceedings will be available to the student and their parent(s) upon receipt of the written request.
4. The decision by the appeal committee will be final and binding.

5. The appeals process as outlined above shall be the sole and exclusive remedy from the rulings of ineligibility.

AWARDS

There are two types of awards presented to athletes/students, participation awards and achievement awards. Participation awards are numerals, mascots, junior participation, and varsity letter for seniors who have participated in the same sport/activity for at least three seasons. Achievement awards are varsity letter awards as determined by the coach/advisor through pre-determined criteria which is filed with the Athletic Director. Please note that not all activities provide school awards.

To qualify for an award, the athlete/student may not be suspended for any alcohol, tobacco, drugs, drug paraphernalia, performance enhancing substances, vandalism, criminal offense or violation of a city/county ordinance having a statutory counterpart, or other serious offense considered unbecoming of an athlete/student. If an athlete/student self-refers to the Athletic Director for a first time offense in the area of either alcohol, tobacco, drugs, drug paraphernalia, performance enhancing substances, vandalism, and possibly criminal offense or violation of a city/county ordinance having a statutory counterpart, that athlete/student may be eligible to receive any school award(s) earned during that season once all obligations concerning the referral have been fulfilled. A reminder that for this to occur, the athlete/student must self-refer no later than the first school day after the violation.

Please note the following BASD All Conference guidelines:

Any BASD student-athlete suspended from participation for an athletic contest due to a code of conduct violation in the areas of alcohol, tobacco, drugs, drug paraphernalia, performance enhancing substances, vandalism, criminal offense or violation of a city/county ordinance having a statutory counterpart, or other serious offense considered unbecoming of a student-athlete will not be eligible for all conference recognition in any conference in the sport where the suspension is initiated. Any student who has a Level 1 or Level 2 code violation within the previous 365 days from the event may not be nominated for homecoming or prom court.

The season concludes after the award ceremony for the given activity or the last competition/performance, whichever comes later. Concerning the conclusion after the last competition/performance, the season concludes after the team/activity has arrived back to school and been dismissed by the coach/advisor.

Awards are presented at the award ceremony at the conclusion of the season. Students, as a part of their season schedule, are expected to attend the awards

ceremony in order to receive any award they may have earned. Students not able to attend due to an excused reason must receive their award from the coach/advisor the first school day after the ceremony. Any award not collected within a week of the ceremony will be nullified.

1. Varsity Awards (achievement)

- a. First-year letter award winners. Will receive a seven-inch, two-color chenille letter. Only one chenille letter will be presented to each athlete/student. If any athlete/student earns a first-year letter in another activity, they will be presented with a first-year varsity letter award certificate.
- b. Two-year letter award winners. Will receive a two-year varsity letter award certificate. A two-year varsity letter award certificate will be presented to an athlete/student for each activity in which a two-year letter is earned.
- c. Three-year letter award winners. Will receive a third-year varsity letter certificate and chevron. A third-year varsity letter certificate and chevron will be presented to an athlete/student for each activity in which a third-year letter is earned.
- d. Four-year letter award winners. Will receive a four-year varsity letter award certificate and chevron. A four-year varsity letter and award certificate will be presented to an athlete/student for each activity in which a four-year letter is earned.

PARENT CODE OF CONDUCT

The most effective co-curricular programs have all stakeholders working together for the betterment of the students and the program. The conduct of the adults, including parents, has a strong impact on the health of a program and the experience of student-athletes. With that in mind, parents are expected to model behavior that represents the program and school in a positive light. The following behavior will not be tolerated:

- 1) Use of tobacco, nicotine, vape, alcohol, or other substances that are disallowed while on school property or at any school-sanctioned event.
- 2) Hosting or contributing to the student use of tobacco, nicotine, vape, alcohol, or other illegal substances.
- 3) Use of profanity or derogatory comments towards any team, player, coach or official.
- 4) Communications such as social media posts, emails, text messages, voicemails, etc. that berate or belittle any team, coach, player, or official.
- 5) Refusing to comply with the rules and expectations set forth by other schools and the WIAA including rules about entry fees/passes, noisemakers, signage, or other general conduct and sportsmanship.
- 6) Any encouragement of or participation in a verbal or physical altercation with a coach, player, or official.

School administration will determine the appropriate response for any violation listed above or any other behavior that is deemed to reflect negatively on the school or detract from the success of the program. Possible action could include (but is not limited to) the following:

- Verbal and/or written notice and warning.

- Removal from an event.
- Restricted from spectating or attending events.
- Restricted modes of communication.
- Referral to law enforcement.

Parents can contribute towards a program in a positive way by:

- Being supportive of all participants, coaches, and officials.
- Attending meetings, events, and banquets.
- Volunteering as needed.
- Encouraging their child to do their best.

COMMUNICATION

The activities department encourages students, parents, and coaches/advisors to open the line of communication using the following understandings:

1. Coaches/advisors are required to operate under an open-door policy where they will candidly respond to questions and concerns from either the student or the parent.
2. To foster our student athlete's communication skills, we encourage students to bring questions or concerns directly to their coaches prior to parental involvement. If the student or parent continues to have a question or concern about the program, the question or concern should be brought directly to the coach/advisor.
3. Contact with the coach/advisor should be during normal school hours.
4. Coaches/advisors should schedule the meeting with the student and/or parents in a private setting.
5. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
6. Coaches/advisors are not required to respond to pressure groups.
7. In the majority of cases, the student /parent and coach/advisor should be able to communicate and reach an amiable solution to concerns and/or questions.
8. If the student, parent, and coach/advisor cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the school Athletic Director.
9. Parents can assist the coach/advisor and activity by encouraging, supporting, and being positive role models at home and as spectators.
10. Coaches/advisors are encouraged to have pre-season meetings with parents to encourage and enhance communication.

Negative approaches to problem solving do nothing but make the environment for all more destructive. Student's parents, coaches/advisors, and school administrators must work together in an atmosphere of mutual trust fostered by open communication.

Spectator Expectations and Sportsmanship

Spectators are expected to:

1. Cheer for their team/activity rather than against their opponents.

2. Maintain self-control at all times while conducting themselves as responsible citizens.
3. Show RESPECT for opponents in every way possible.
4. Always be positive in support of their team/activity.
5. Recognize and acknowledge good performances made by both teams/activities.
6. RESPECT officials and accept their decisions.
7. Be humble and not boastful in victory and gracious and not bitter in defeat.

Spectators will not be allowed to:

1. Use negative chants which focus on or exploit mistakes.
2. Participate in chants or behaviors which use obscene or insulting language or gestures or which mention or imply topics which would tend to ridicule, taunt, harass, intimidate, humiliate, degrade, or embarrass others in attendance, incite opponents, or bring disrespect upon game officials.
3. Engage in behavior or any action that endangers the safety of participants, spectators, or officials.
4. Throw anything onto the playing surface or at players and coaches.
5. Carry or consume any alcohol, controlled substance, tobacco, or vape while on school or athletic property or attend a school-sponsored function while under the influence of same.

Additional Information

To get Berlin High School's athletic schedule information visit:

<https://www.eastcentralconferencewi.org/public/genie/753/school/1/>

Notice of Surveillance

The school is using video surveillance/electronic monitoring to observe, monitor, and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.