

PORT WASHINGTON HIGH SCHOOL



PWHS PIRATE ACTIVITIES CODE HANDBOOK

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Port Washington High School Activities Mission Statement

We offer students the opportunity for experiences beyond the classroom to assist them in reaching their fullest potential.

Goals and Objectives

The Port Washington Activities and Athletic programs will build a strong work ethic and positive attitude, achieved by participants, coaches and advisors of high character. We will be fundamentally sound, by coordinating the teaching of activities across all levels of participation, in an enjoyable manner, resulting in a positive experience. Students will develop positive relationships and interactions that will create lifelong memories and foster a sense of pride and commitment for the Port Washington Saukville School District. Within our High School Activities and Athletics we will promote the core covenants listed below. We believe these core values to be essential in all activities.

- *Character - Who you are as a person.
- *Teamwork - The ability to interact within a group.
- *Perseverance - Extraordinary effort to achieve despite adversity.
- *Pride - Loyal allegiance for school and community.
- *Commitment - Passionate and dedicated to excellence.

The purpose of the activities code is to provide uniform and consistent written guidelines for all of our extra-curricular activities and their participants. This code is reviewed annually by the Activities Advisory Committee.. All participants in Port Washington High School extra-curricular activities will adhere to the following rules and regulations.

I. Participation is a Privilege, not a Right

The privilege of participating in our athletic program is extended to all students, providing they are willing to assume the following responsibilities.

Your greatest responsibility is to be a credit to yourself, parents, school, and community. Therefore, it is required that you:

1. Display high standards of social behavior.
2. Display sportsmanship as a participant and/or fan.
3. Display respect for those in authority including teachers, coaches, parents and officials.
4. Use language that is acceptable.
5. Observe all training rules.

II. Academic Requirement / Eligibility

1. Students must carry a class load of at least three (3) credits per semester of coursework at all times. A student receiving one or more failing grades for the latest grade reporting period shall be ineligible for competition/performance for a minimum of fifteen (15) consecutive school days and nights. To regain eligibility after fifteen (15) school days and nights, the student must be passing all courses.
2. The ineligibility status described above will be adjusted for students in fall sports in which the date of earliest competition is before the first day students are allowed in class.
 - a. Fall Sports- the minimum ineligibility period shall be the lesser of (1) 21 consecutive days beginning with the date of earliest allowed competition in a sport or (2) 1/3 of the maximum number of games/meets allowed in a sport.
 - b. Winter and Spring Sports- The 1st day of practice will commence the first day of the period of academic ineligibility if a grading period precedes the start of an activities season.
3. Students with exceptional education needs may be exempted from the six-credit requirement if they are enrolled in a school-approved program and meet a minimum WIAA academic requirement for academic eligibility as indicated by the Individualized Education Plan.
4. Other students may be exempted from the three-credit requirement on an individual basis with the High School Principal's approval. However, no student may carry less than two (2) credits per semester and participate in the extracurricular program.
5. All students participating in extracurricular activities must have 100% of his/her school day programming planned by the high school per WIAA rules.
6. A student may erase ineligibility status related to the last grading period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided:
*The student successfully completes not less than the same number of courses, which causes ineligibility.

III. Determining Academic/Other Eligibility

1. The first and third nine weeks are used at the quarters and the final first and second semester grades are used at the end of each semester. Students taking summer school will have his/her summer school grades used.
2. The date for determining academic eligibility will be the date when grade reports are provided to the advisors/coaches by the Activities/Athletic Director or with Activities/Athletic Director approval when the coach starts the suspension, whichever is sooner.
3. Incompletes must be made up within two weeks or they will be considered failing grades. By WIAA rules, any incomplete is treated as a failing grade until it is officially changed.

4. Students are allowed to regain academic eligibility for classes failed at the end of second semester by successfully completing summer school classes or correspondence courses either of which are the equivalent of the classes failed. All credits earned at summer school or by taking correspondence must be pre-approved by the Guidance Department to meet graduation requirements and be accepted by Port Washington High School.

IV. General Conduct

1. General Conduct in and out of school shall bring no discredit to the student, the school, the parents, or the community.

2. Insubordination or disrespect of any teacher or coach will not be tolerated. If a student receives a major behavioral referral and/or is placed on detention for disciplinary reasons, he/she must serve that time at the discretion of the teacher or administrator.

3. Respect for fellow students, teammates, and competitors will be expected at all times.

4. A student shall be suspended from interscholastic athletics for acts at any time involving any immoral or unacceptable conduct contrary to the ideals, principles, and standards of the school and the WIAA.

5. Sportsmanship Expectations:

- a. All students should conduct themselves with the ideal that the competitor's representatives deserve respect and to be treated as equals.
- b. Be courteous to the officials, accepting and being respectful of their decisions.
- c. Advocate that any spectator or participant who continually demonstrates poor sportsmanship be excused from the program or event.

V. Attendance

1. To be eligible to participate in a competition or practice a student must be in attendance the **entire** school day unless pre-approved by the administration. Excused absences will be accepted for professional appointments: physician, Dentist, Funerals, etc. For professional appointments, a parent must provide verification for and from the service provided.

2. Students having an **unexcused** or **truant** mark still on his/her attendance will be suspended from the next day of activity similar to the date affected. (For example, a student marked as unexcused on a day when practice was held would need to sit out the next practice. A student marked unexcused on a day of a competition would sit out the next scheduled competition for his/her activity.)

3. Students with an *out-of-school suspension* will be ineligible to compete or practice during the period of the suspension.

4. A student must be in school for the entire day following any performance/competition played on a day or night that is followed by a school day unless excused. An unexcused absence on one of these days will result in the student not being able to participate in the next regularly scheduled activity (i.e. practice, competition, performance) after having two (2) days to get the absence cleared.

VI. Practices/Meetings/Competitions

1. All student participants must attend all practices/meetings/competitions unless excused by his/her coach/advisor. Unexcused absences from practices/meetings/competitions will be handled by the coach/advisor of that activity.

VII. Change of Sports

1. Athletes may not quit one sport and begin another during the same sport season except by consent of both coaches affected and the activities director. A student should submit to the Athletic Director a written request to change sports. The Athletic Director will confer with the coaches regarding the request and return a response to the student's request.
2. An athlete cut from one sport may try out for another sport during the same season provided that the student was not cut from the first sport for disciplinary reasons.

VIII. Participation In Two (2) Sports During One Season

1. A student may participate in two sports during one season provided the student puts his/her request in writing to the Athletic Director. The letter should include the reason for the request, the declaration of a "primary" sport and the student's proposal for handling conflicts that arise with participation in two sports (for example: if there is a schedule conflict with practice). The Athletic Director will confer with the coaches regarding the request and return a response to the student's request. Only with approval from both coaches and the Athletic Director can a student participate in two sports during the same season.

IX. Equipment

1. Athletic and other equipment is not to be taken from school – nor is it to be used or worn anywhere except on the school premises unless permission to do so is given by the student's advisor/coach.
2. Any student who is wearing or has in his/her possession athletic or other equipment from Port Washington High School or any other school which has not been issued to them by a coach/advisor or other responsible party shall be suspended for a period of time determined by the Athletic Director and/or coach/advisor.

X. Transportation

1. Transportation provided by Port Washington High School must be used by students for travel to and from extracurricular contests/competitions/activities. Any deviation from this rule must be made by prior agreement with the coach/advisor, and the Activities/Athletic Director or Principal.

2. Students will be expected to conduct themselves within the expectations of the coach/advisor when riding the bus or school vehicles. In addition, students will observe all rules posted by the bus company and expressed by the company's driver. Failure to do so could result in issuance of demerit points and/or disciplinary administrative action.
3. The alternate transportation form must be filled out and approved by the coach and athletic director 24 hours prior to competition.

XI. Expectations of Parents/Guardians

1. Parents/Guardians are expected to represent Port Washington High School with dignity and respect at both home and away contests. Parents/Guardians failing to do so can be removed from that contest/practice/performance. Repeated offenses could result in parents/guardians not being allowed to attend events for an extended period.
2. Support of Activities – provide support for the activities your son/daughter is participating in. Be present at meetings when asked. Help the booster club of that activity.
3. Support of Your Student - Attend as many events he/she is in as possible. Let your student know that you are supporting his/her efforts, not participation time.
4. The Proper Method to Address a Concern:

Step One:

The student speaks with the coach or club advisor.

Step Two:

The parent asks for a conference with the coach or advisor and the student. *(If the coach or advisor cannot be reached, the parent should contact the athletic director and he/she will arrange for the coach or advisor to contact the parent)*

Step Three:

- a. If the conference between the parent/student and coach or advisor does not resolve the concern, there will be a meeting set up by the athletic director. The AD will moderate the conference.
 - b. The conference will deal with the specific issues that the parent/student has. Both parties will be allowed to speak.
5. Appropriate Concerns Student/Parent May Address with Coaches or Advisors
 - a. The treatment of the student - mentally or physically.
 - b. Ways to help the student improve his/her performance and skill level.
 - c. Concerns about the student's behavior in school/practices/games/events.
 6. Areas That Are Not Appropriate for Parents to Discuss With Coaches or Advisors:

- a. An individual's playing or participation time.
- b. Team strategy.
- c. Play selections.
- d. The makeup of the team or group and the decision as to who plays or performs in a particular competition.
- e. Other members of the team or group, other parents, and other coaches and advisors.

XII. Enforcement Period

1. The rules and regulations stated herein will be observed on a twelve-month basis (for interscholastic athletics this is per WIAA policy). The period begins when an 8th grade student successfully completes Middle School (promotion/graduation) and remains in effect until the student graduates High School. There will be no difference between an "in-season" violation and an "out-of-season" violation.

XIII. Categories of Activities Offered At Port Washington High School

GROUP	DEFINITION OF ACTIVITY
I	Interscholastic Competition: All WIAA sport offerings, Dance, Forensics, Robotics, Limited Edition, Math Team and DECA.
II	Activities with a culminating event(s) or performance(s) that are not offered as a class. This includes but is not limited to the One-Act Play, Musical, Pit Band, LEAD, Three-Act Play and Pandemonium.
III	Elected/Membership requirements must be fulfilled. This group includes the Student Council, Class Officers, Homecoming Court, Prom Court, and Turnabout Court.
	*National Honor Society - Has own bylaws and regulations

XIV. Penalties for Violations of the Activities Code

VIOLATION / POINTS

Violation	Points
Academic (any F's on quarter or semester grading reports)	0 points (refer to section VIII and IX regarding academic requirements and eligibility)
General Conduct	1 for each offense
Any act of hazing done with or without the victim's consent not rising to the level of police involvement	2 points for each offense
Knowingly (defined as a reasonably prudent person would know) in the presence of the illegal use, possession, buying or selling of Drugs, Alcohol and Tobacco	3 points for each offense
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/vaporizers, Alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use that is not in accordance to usage directions.)	3 for self-referral (one-time only honesty clause) 5 for all other offenses each time (Any time a student has either the 3 or 5 point offense they will need to enroll and complete a Drug and Alcohol pre-approved program in addition to other consequences)
Any act of hazing or cyber bullying that rises to the level of police involvement	5 points for each offense
Distribution or Hosting of a Party: * Individuals that supply drugs and alcohol to others. * Home residence is used as place to consume and/or use drugs or alcohol.	7 point offense and a Minimum of a 50% of a season suspension
Serious misconduct or other criminal behavior determined by the Activities Director not to be covered by the above categories such as causing bodily injury, committing a felony and/or misdemeanor.	7 points each offense

(Any time a student has either the 3 or 5 point offense they will need to enroll and complete a NFHS Character/Behavioral pre-approved program in addition to other consequences)

POINTS / CONSEQUENCES

Points	Consequence (see Regarding Consequence Enforcement)	
3 rd	Group I	Ineligible for 10% of all contests in current or upcoming activity(calculation based upon the total number of regular season contests)
	Group II	Ineligible for culminating event
	Group III	Ineligible for entire school year
5 th	Group I	Ineligible for 33% of the contests in current or upcoming sport (calculation based upon the total number of regular season contests)
	Group II	Ineligible for culminating event
	Group III	Ineligible for remainder of high school career
9 th	All Groups – Ineligible for 1 calendar year	
11 th	All Groups – Ineligible for remainder of High School career	
Other	<p>A student who knowingly participates when ineligible academically or otherwise under the WIAA guidelines and High school athletic code shall be required to sit out of Group I activities for one-calendar year.</p> <p>EXAMPLE #1 - A student receives a failing grade and participates in a contest with or without the coach's consent.</p> <p>EXAMPLE #2 - student has consumed alcohol and it is discovered later that the student was in violation and did not report</p> <ul style="list-style-type: none"> In both scenarios, the student would be suspended for up to 1 calendar year. 	

XV. Regarding Consequence Enforcement

1. Students would be ineligible for participation in any new activity covered by the handbook unless the penalty was completely served or the penalty was imposed before the end of the student's freshman year.
2. Students will serve out any penalty in the activity currently involved in first. If involved in multiple activities at one time, the penalty will be served in the following order – Group I, Group II, Group III. If involved in more than one activity from a given group, the penalty would be served concurrently in both activities of that level – a soccer player who also plays football would sit out 33% of both contests if earning his/her 5th point during the season.
3. If the student is between activities, the student will serve the penalty in the next activity for which they've had prior participation experience at the High School – he/she must complete the entire season/activity for Group I or II activities in order for the penalty to have been completely served. Students in violation without the penalty completely served may not participate in a new activity. Freshman may participate in "new" activities but will need to serve the penalty in the new activity if the penalty is not already completely served.
4. A student's record will remain with them throughout their career at the high school. Points will be cumulative. A student is considered accountable to this handbook upon attending their first day of school as a 9th grader or participates in a high school extra-curricular activity prior to the start of the school year (whichever comes first) and remains in effect until the student graduates.

XVI. Community Service Option

1. Students can earn back a maximum of three points per school year through community service work. Students will submit a community service plan to the Activities/Athletic Director and will require the student's parent/guardian's signed approval. Demerit points cannot be earned back once the student has 11 Demerit Points.
2. Community service done for credit with another organization, class, or group, may not be used. Also, **students must get prior approval before starting the community service work and must submit a completion form signed by the community service facilitator upon completion of hours.** Students can earn 1 point back for every ten hours of community service work that has been pre-approved.

XVII. Suspensions/Appeals

1. Upon receiving a report of a violation, the coach/advisor will meet with the student involved to determine the validity of the report. The coach/advisor will conduct a review of the situation and make a recommendation in writing to the Activities/Athletic Director regarding the activity suspension. The Activities/Athletic Director will file a written report with the student, the parents or guardian, the administration, and the coach/advisor.
2. Upon receiving a letter of suspension the student and/or parents may formally appeal the decision in writing to the Activities/Athletic Director with a copy going to the High School Principal. Such an appeal is to be made within four school days of the receipt of the suspension notice. Within two school days the Activities/Athletic Director will set a date and time no more than the (10) school days later for the appeal hearing. The hearing committee will be composed of five (5) people - a coach/advisor, an administrator, a staff member, and community members. At this time the student and/or parents will be given an opportunity to speak on the student's behalf regarding the suspension and present other evidence or facts pertaining to the suspension.
3. The proceedings of the hearing, including the decision by a supermajority (4 of 5) to uphold, reverse or revise the decision of the Activities/Athletic Director, will be put in writing, and a copy of these proceedings will be mailed to the student and parent/guardian. Decisions made by the committee will be final and binding.
4. A student involved in an appeal can return to competition if the penalty is shorter than the date the appeal hearing is to be held. In such a case, the appeal would be to reduce/eliminate points associated with the infraction.

XVIII. Grievance Procedure

1. It is recommended that students try to be the first to make contact with the coach/advisor regarding the issue before parents step forward.
2. Parental contact should not be made with a coach/advisor directly before, during or after a competition/performance/meet. Rather, parents should call and make an appointment to discuss the issue with the coach/advisor.
3. Participants in Group I activities - Students/Parents that have concerns should bring those first to the student's
 - a. Immediate Advisor/Coach
 - b. Level Head Coach
 - c. Varsity Head Coach
 - d. Athletic Director
4. Participants in Group II through III activities – Students/Parents that have concerns should bring those first to the student's
 - a. Immediate Advisor/Coach
 - b. Activities Director

In this order or will be referred back to step a.

XIX. Fees

High School Extra-Curricular Activity Fees

A fee will be charged for all after-school athletic and other co-curricular activities that have a paid coach/advisor and require out-of-district travel. The fee must be paid prior to the activity's first practice or meeting. The student will not be allowed to participate in the activity until the fee is paid. The following fees will be assessed after July 1: No refunds shall be granted beyond the 1st date of competition. After the first date of competition, a \$20 late fee will be assessed.

Each activity	\$ 75.00
Student maximum	\$ 150.00
Family maximum	\$ 375.00 (does not include late fees)

High School Co-Curricular Non-Athletic, Non-Philanthropic Activity Fees

A fee will be charged for all after school co-curricular activities including music activities (e.g. Women's Show Choir, Men's Chorus, Pit Band, and All School Musical), theater activities (e.g. One Act Play, Three Act Play), and Art Club and yearbook activities. The fee will allow unlimited participation in any or all of these activities.

Unlimited activities	\$ 20.00
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XX. Athletic Eligibility Requirements

Prior to receiving Athletic Eligibility, each year, student athletes must obtain and complete the following requirements. These requirements and required forms must be submitted to the main office prior to the 1st date of the intended sport season. Forms are located on the Athletics Website or in the Main office:

1. Physical Evaluation Form or Alternate Year Physical card
2. Insurance Waiver Form
3. Informed Consent Form
4. WIAA Rules of Eligibility Form
5. Activity Code Exam
6. Concussion Form
7. Athletic Trainer Consent Forms
8. Athletic Participation Fee

XXI. Lettering Awards

Lettering Criteria is based off the following criteria (flow chart)[Varsity Lettering Criteria](#)

1. Based on Coaches/Advisors discretion.
2. Per Approved School activities
3. Per WIAA/School approved extra-curricular activities

XXII. Update and Responsibility

Students are expected to abide by the revised handbook each school year even if they have only signed the one previous to it. For example, a student involved only in softball would be expected to follow the revised handbook at the start of the school year, not the previous handbook until her season arrives. New handbooks are available at the start of a school year and it is the student's responsibility to obtain the most recent revision at the start of the year.

XXIII. Nondiscrimination and Harassment Policies

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - brian.sutton@pwssd.k12.wi.us

XXIV. References

1. Board Policy 2340 (copy available in district and high school offices)
2. State Statute 120.12(23) PL 98-377
3. WIAA Guidelines as found at <http://www.wiaawi.org>

XXV. Contact Information

If you should need to contact a coach/advisor please use the following contact avenues:

Athletics & Activities Admin Assistant / Kimberli Koeppen
(262) 268-5506 or kimberli.koeppen@pwssd.k12.wi.us

Athletics & Activities Director / John Bunyan
(262) 268-5512 or john.bunyan@pwssd.k12.wi.us

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