

MINERAL POINT HIGH SCHOOL  
INTERSCHOLASTIC ATHLETIC/ACTIVITY MANUAL  
2016 – 2017

Vickie Dahl, CAA  
Athletic/**Activities** Director

**Mineral Point Unified School District: Nondiscrimination Policy**

The Mineral Point Unified School district, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquires or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator, Luke Francois – District Superintendent, of the Mineral Point Unified School District.

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## **SECTION A - Part I**

### **ACTIVITIES PHILOSOPHY AND GENERAL OBJECTIVES AND GOALS**

The activities program in the Mineral Point Public Schools is considered to be an integral part of the district's total educational program. As such, the coaches and advisors in the various sports and clubs are considered to be teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Also, the participants are considered to be students at all times during practices, games, contests, meetings and conventions and will conduct themselves in a courteous and respectful manner as they would in the classroom or at other school activities.

This statement will not dwell at length on the benefits of interscholastic athletics and school sponsored clubs or the many benefits derived there from by the student participants and the entire student body. Suffice to say that the school recognizes the values of an interscholastic activities program and wholeheartedly endorses and supports as broad a program as possible for students in the school.

The general objectives of the activities program in the Mineral Point Public Schools are:

1. To provide a healthful outlet for the natural energy of the adolescent student.
2. To teach and stress sportsmanship and quality participation to students.
3. To assist in the healthful development of the body and mind of the student and to promote healthful living.
4. To help in instilling a positive spirit for competition for the student.
5. To develop confidence and self-discipline.
6. To teach a model for teamwork and cooperation toward a common goal.
7. To help develop school awareness, spirit and general spirit de corps.
8. To be a source of fun, enjoyment, and school participation.

The major goal of any activities competition is to succeed. However, all such efforts of coaches/advisors and participants to achieve a victory will be made with the best interests and general welfare of the students participating foremost in mind and always in a sportsmanlike manner. Victory at the sacrifice of either of these basic principles is not a proud accomplishment and will not be practiced in Mineral Point.

### **DID YOU KNOW THE FOLLOWING FACTS** **DOCUMENTED BY RESEARCH?**

Students who participate in co-curricular and extra-curricular activities tend to have higher grade point averages, better attendance records, lower drop-out rates, and fewer discipline problems than students in general. Students involved in activities/athletics are generally **motivated** to do well in school.

The **majority** of high school students nationwide perceive that athletics and other activities make school fun and enjoyable and are important. Participation in sports and other activities has proven more likely to predict future success than either high grades or high SAT/ACT scores. Involvement in extra-curricular activities leads to feelings of self-satisfaction and happiness and gives students the will to succeed in life.

Extra-curricular activities teach specific skills for managing stress and coping with the problems of life, and discourage the substitution of alcohol or other drugs as coping mechanisms to get through tough times.

A sense of belonging, high hopes for achievement, acceptance of discipline and loyalty, time management skills, responsibility, accountability, punctuality, self-confidence, a sharing of different personal backgrounds, and an acceptance of different personalities are valuable lessons for adulthood that are taught by extra-curricular activities.

## PART II - THE COACH'S CODE OF ETHICS

My first consideration shall be the welfare of the athletes. My leadership shall be wholesome and contribute to clean living, better health habits, a true respect for the rules of play, authority of officials and consideration for opponents and all with whom contact is had.

My aim shall always be to make competitive athletics truly a part of the educational program.

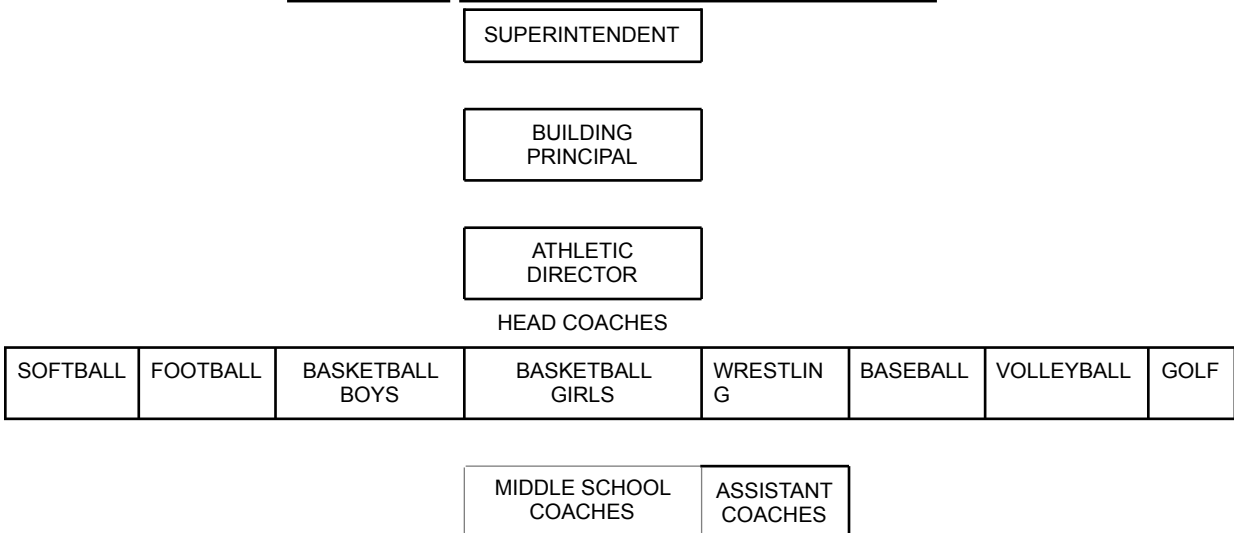
My personal conduct on the field, in the school and in the community shall be such as to be truly worthy of imitation by the players under my care.

My relationship with the players, fellow coaches, teachers and school authorities shall be such as to develop mutual respect and confidence.

My objective shall be to win with modesty and to lose graciously.

I shall teach that good sportsmanship is good citizenship and as such is essential to individual, community, state, and nation.

## PART III - ATHLETIC ORGANIZATION



### SECTION B

Co-curricular and extra-curricular school programs are intended to enrich student learning and development through activities that foster emotional, intellectual and physical growth.

Co-curricular and extra-curricular activities are viewed as a privilege earned and not as an automatic right. All athletics and activities must be educational in nature in order to fit into the established position of the educational program of Mineral Point High School. The co-curricular code rules and regulations of Mineral Point High School are in effect year round. All athletes must also follow the WIAA Code of Conduct (WIAA Handbook, page 39).

### BROAD GOALS

Serve the varied needs, interests and abilities of district students.

1. Provide outlets for student energies and provide a place to succeed.
2. Allow students to acquire new skills and enhance existing ones.
3. Help students develop responsibilities, leadership and skills of competition.
4. Provide opportunities for the gifted and talented abilities.

5. Provide a means of entertainment for the community.
6. Provide the community identification and pride in their schools.
7. Encourage lifetime interests in programs begun in school.

### **Student Activities/Athletic Code Procedure**

The co-extra curricular activities are grouped into two (2) categories and governed by the codes described below.

|   |  |
|---|--|
| <b><u>Group A</u></b>                     | <b><u>Group A Code</u></b>   |
| Interscholastic Athletics<br>Cheerleaders | WIAA Code of Conduct<br>MPHS Activities/Athletic Code<br>MPHS Student Handbook |

#### **The following is a list of the sports offered:**

|   |  |
|---|--|
| Baseball<br>Basketball (Boys and Girls)<br>Football<br>Golf<br>Rodeo (Non-School Activity Athlete)<br>Softball<br>Volleyball<br>Wrestling | <u>Co-operative programs with Dodgeville HS</u><br>Cross Country (Boys and Girls)<br>Gymnastics<br>Soccer (Boys and Girls)<br>Track (Boys and Girls) |
|---|--|

Principal and/or Athletic Director-Activities Director is responsible for enforcement.

#### **Group B**

|   |  |
|---|--|
| Music Performance Groups<br>(those that meet/rehearse only outside the school day)<br>Key Club<br>FFA<br>Forensics<br>High School Student Council<br>Drama (School Musical) | SKILLS USA/Outdoorsman<br>Foreign Language Club<br>Science Club<br>FBLA<br>National Honor Society<br><b>Mock Trial</b> |
|---|--|

|  |                                |
|--|--------------------------------|
| <b><u>Group B Code</u></b>                             | <b><u>Group C Code</u></b>     |
| MPHS Activities/Athletic Code<br>MPHS Student Handbook | Homecoming Court<br>Prom Court |

### **ORGANIZATIONS OF TEAMS**

In basketball, football, volleyball, baseball, and softball the following squads may be formulated: Varsity Squads, **Varsity Reserve** Squads, **JV** squads (Only if numbers of freshman and sophomores justify an additional squad).

**VARSITY SQUAD** will be comprised of freshmen, sophomores, juniors, and seniors selected by the head coach. Only those boys/girls will be selected as varsity squad members who are sufficiently capable and skilled that they can normally be expected to participate in games a reasonable amount of time and actively contribute to the major goal of winning the games.

**VARSITY RESERVE SQUAD** will be comprised primarily of freshmen and sophomores who have not shown sufficient skill for assignment to the varsity squad as determined by the head coach. All WIAA and conference regulations shall be adhered to in the assignment of squad members. As much as possible, athletes will be assigned to only one squad in a given sport and will participate in only those games of that particular squad. Due to the limited number of participants, it may be necessary, in some cases, to use an athlete on two squads. Coaches will exercise keen discretion in this matter and will make any dual-squad assignments with the interests of the athlete involved foremost in mind. The major concern in this matter is the possibility that an athlete might be "overplayed" which could be **detrimental to their** health and wellbeing. Coaches will also exercise caution and discretion in determining the extent of

participation in games of respective squads. Another point to consider is the district wants to encourage the active participation of as many athletes as possible in the athletic program at the lower squad levels. The greater effort at these levels should be toward wide game participation and basic skill development rather than on winning.

## **GROUP A**

### **Eligibility:**

1. A full time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into grade 9. Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases, a denial of ineligibility.

**Note:** See Article 2 Residence and Transfer, Section 3, Letter A in WIAA Handbook.

2. A high school student must be under the age of 19 before August 1 of each school year.
3. A student may not participate in a sport outside of school at the same time as they are participating in that sport in school.
4. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
  - Athletic Permission Form.
  - Acknowledgement of receiving the WIAA Rules of Eligibility. (Included in code)
  - Athletic Emergency Form/Authorization for Release of Medical Information
  - Current physical fitness to participate in sports. (Current WIAA physical on file)
  - Athletic User Fee
  - Parent/Athlete concussion agreement.

### **Academics:**

1. A student is eligible for interscholastic competition at a member school if he/she is:  
**Note:** A file-time student is a student where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all other students and meets obligations and responsibilities as other students, without exception.
  1. Carried on the attendance roles as a duly enrolled full-time student of a public member school for purposes of state equalization aids as a Grade 9, 10, 11 or 12 student in that member school.
  2. Carried on the attendance roles as a duly enrolled student of a nonpublic member School as a full-time Grade 9,10,11 or 12 student in that member school.
2. Students quarter grades will be used to determine eligibility. Student's fourth (4<sup>th</sup>) quarter grades will be used to determine eligibility for the first (1<sup>st</sup>) quarter of the following school year.
3. A student in grades 9-12 must not have a failing grade in the latest grade reporting or academic evaluation period (progress reports) to remain eligible for interscholastic competition. A student not meeting these requirements will miss a minimum of one (1) contest. The ineligibility period will be for three weeks (15 consecutive scheduled school days and nights) or until the student is doing passing work.
4. A student in grades 9-12 may not have a failing grade or incomplete per quarter. A student who becomes academically ineligible during the school year may regain eligibility on the 16<sup>th</sup> scheduled school day by meeting all academic requirements following a period of 15 scheduled school days and nights of ineligibility. The student who becomes ineligible will miss a minimum of two (2) contests. A student who has incompletes will regain eligibility immediately if incompletes are made up within 2 weeks after a grade report period.
5. When the earliest allowed WIAA game/meet takes place before or on the first day of classes at a member school, the maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest competition in a sport: or b) one third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).
6. Students who are under academic suspension may be allowed to practice at the discretion of the advisor/coach with the approval of the Activities/Athletic Director. The athlete will not be allowed to suit up for contests with another school.
7. Students are responsible for any school work missed due to co/extra-curricular activities. They are expected to make every effort to contact the instructor prior to the absence.

### **Attendance**

1. A student absent from school for more than 4 periods in one day (unless sanctioned by an administrative officer) shall not be permitted to compete in practice or a scheduled contest on that day.
2. A student is required to be in class the day after an athletic contest unless the absence is pre-excused or there is extenuating circumstances as determined by the Activities/Athletic Director or Principal.

### **Conduct**

1. Student-Athletes of our high school shall abide by the WIAA Rules of Eligibility in regard to conduct throughout the calendar year (12 months). The WIAA general rule is interpreted by Mineral Point High School as follows: A student-athlete shall be subject to disciplinary action that will result in immediate suspension of the student-athlete from interscholastic competition for acts involving
  1. Using, possessing, buying or selling alcohol, tobacco, controlled substances, **street drugs**, drug paraphernalia, or performance enhancing drugs, or abusing prescription drugs or legal substances (caffeine/ephedrine pills, nitrous oxide, aerosols). The WIAA and Mineral Point School District are against the use of anabolic-androgenic steroids and other performance enhancing substances (PES).

**Note:** The Mineral Point School District interprets this section to include possession, use, purchase, or sale of any controlled substances, **street drugs**, drug paraphernalia, alcohol, or any tobacco product.
2. Disciplinary Actions are as follows:  
In-season violations will result in immediate suspension as described in code. For out-of-season violations, suspension begins the first day of practice. The rules specify that the suspension must be for “no less than one (1) day of completion (but not less than one complete game or meet)”.

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

A student suspended for any portion of WIAA tournament competition, is **immediately disqualified** for the remainder of the total tournament series in that sport.

### **Enforcement:**

1. Upon receipt of a report of a violation, the Athletic Director/Activities Director will meet with the student involved to determine the validity of the report. The AD will conduct a review of the situation and make a recommendation regarding the suspension. The Athletic Director will make a final decision and inform the parents regarding the decision. The date of the decision will represent the initial day of suspension
2. A student who is suspended for a code violation will forfeit all school and postseason awards (this includes All-Conference, All-Area, All-District, All-State nominations) for the activity season in which he/she was serving the suspension for the infraction. A suspended student’s school (MPHS) awards may be reinstated only upon the recommendation of the coach/advisor with concurrence of the Athletic Director.
3. Penalties will be cumulative over an athlete’s high school career.
4. Students will be suspended for one full day, not just one competition or contest.
5. The Student/Athlete must finish the full sports season in order to complete a code violation and be eligible to participate in other school activities.

### **Changing Sports:**

An athlete may not quit one sport and begin another during the same season except by agreement of the coaches involved and/or the school Activities/Athletic Director.

**Starting a Season:** Athletes who do not start practicing on the first day of a season will have two weeks to join a team. After a two week period, no athlete will be able to start practicing unless there are extenuating circumstances (illness, injury, new student).



### **Travel and Conduct on Trips**

1. Athletes must use the mode of transportation approved by the school. An athlete who travels to a site with a school team must return with the team. The only exception to this rule is that if the athlete's parent/guardian is present at the site, he or she may request that the athlete return with the parent/guardian. This request must be made in writing to the coach/advisor in charge.
2. It is expected that students will conduct themselves in an appropriate manner while on school trips. It is important that all of our students understand that they represent their school to the general public.

### **Physical Examinations**

1. Athletes and cheerleaders who plan to participate in interscholastic athletics are required to have a WIAA approved physical examination at least every other year. Examinations may be taken after April 1<sup>st</sup> for the following school year. However, a student who has incurred a serious injury in a sport must have an examination before he/she can continue participating in athletics. Physical Examinations must be on file in the athletic office before the student will be allowed to participate in practices or game events. The district strongly recommends that all managers have physical examinations before participating in activities.

### **Parental Permission**

1. All students who plan to participate in interscholastic athletics and/or school sponsored athletics and/or school sponsored co-curricular activities (clubs, organizations, etc.) must have on file in the office a parental permission form before participating in any activity, events or practices.

### **Student Accident Insurance**

Insurance is available during the school year for students participating in athletics. Costs incurred for this insurance is the responsibility of the athlete and/or their parent/guardian. Mineral Point School District encourages all parents or guardians to provide adequate accident/medical insurance for their children. Forms may be obtained from the District's Business Office.

### **Athletic Injuries and Their Care**

1. Athletic injuries and their care have become an important consideration of the MPHS athletic program. Athletes should be in excellent physical condition to ensure that they will always be able to give their best effort in practice and in contests. The best guarantee for peak physical conditioning is a cooperative effort between athletes, parents, coaches, trainers, and members of the medical community. Significant improvement has been made in prevention and care of athletic injuries in recent years.
2. All injuries must be reported to the supervising coach immediately.  
In case of an emergency, students will be sent to the nearest hospital, in accordance with the Student Emergency Form.

**The office will have each participant fill out and have parent or guardian sign a STUDENT EMERGENCY FORM. The coach for each squad will have a copy of the STUDENT EMERGENCY FORMS with him/her at all practices and contests. When the season has concluded, all STUDENT EMERGENCY FORMS will be turned into the office.**

3. The student and/or parent should inform the athletic department of any special medical problems of the athlete prior to participating in an athletic program.
4. If an injury is discovered after the athlete has returned home from a practice or contest, the coach should be notified within 24 hours.

### **Co-Curricular Activity Responsibilities**

Participating in co-curricular activities is a privilege extended to all students providing they are willing to assume certain responsibilities. The Board of Education has established the following expectations of students who wish to represent the Mineral Point School District in co-curricular activities.

- Display the highest standards of sportsmanship.
- Display high standards of social behavior.
- Use socially acceptable language. Profanity will not be tolerated.
- Meet all eligibility requirements, including the specific requirements in this code.
- Return all equipment.

In case of serious misconduct, the Board of Education reserves the right to impose penalties in addition to those stated below, including, but not limited to, rescinding the privilege of participating in co-curricular activities.

### **ALCOHOL, TOBACCO & OTHER DRUG USE** **(SPECIAL DISCIPLINARY PROCEDURES FOR VIOLATIONS)**

Any student participant using, possessing, buying or selling alcohol, tobacco, controlled substances, drug paraphernalia, **street drugs**, or performance enhancing drugs, or abusing prescription drugs or legal substances (caffeine/ephedrine pills, nitrous oxide, aerosols) is in violation of the Athletic/Activity Code.

Consequences for violations listed above will apply to all sports in which the student is involved. Suspensions as detailed below may not be served while a student is academically ineligible, but will be enforced once the athlete regains academic eligibility.

### **GROUP A**

#### **First Offense:**

1. Suspension for 50% of the regular athletic season to be completed within the current season, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. This also includes all athletic programs and co-curricular activities held during this period.
2. If a student athlete self-reports a violation to the Athletic Director within three days of an incident, and prior to being questioned by the Athletic Director regarding the incident in question, the suspension will be reduced to 25% of the season. When school is not in session, student athletes are expected to leave a detailed message with the Athletic Director at 987-2372, ext. 350 outlining the date of the infraction, details of the incident, and the date and time of the telephone call.
3. If the offense occurs when the athlete is not currently competing in season, the consequence will be extended to the next season in which the athlete participates.
4. A written notification will be sent to the parents and student detailing the offense,

the consequences, any special conditions, and the effective dates of the suspension from athletics.

5. Athletes under suspension for a first offense must practice and travel with the team, but will not be allowed to suit up for any contests with another school.

**Second Offense:**

1. Suspension of one regular athletic season. This includes all athletic programs and all co-curricular school activities held during this period.
2. The student **may be allowed to practice with the team at the coach's discretion**, and travel with the team, but will not be allowed to suit up for any contests with another school.
3. For a second offense, should the student admit immediately upon being questioned or self-reports to the Athletic Director within three days of an incident, the suspension will be reduced by 25%. Subsequent violations of the code and the normal penalties for such violations shall be imposed.

**Third Offense:**

1. A suspension for the remainder of their high school career. This includes all athletic programs and co-curricular school activities held during this period.
- B. The student may be reinstated if he/she satisfactorily completes a full counseling program. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling. A student who satisfactorily completes the entire counseling program may be reinstated for participation in co-curricular activities upon agreement of the Principal and Athletic/Activities Director after a minimum of one (1) year ineligibility from the date of the violation. The counseling program would be at the expense of the student.

**THEFT, VANDALISM, OR FIGHTING COMMITTED ON SCHOOL GROUNDS OR AT ANY SCHOOL FUNCTION - SERIOUS MISCONDUCT**  
**(Actions referred to legal authorities)**

**First Offense:**

1. A minimum suspension of one athletic competition and a maximum of 25% of the regular athletic season. This includes all athletic programs and co-curricular activities held during this period.
2. The student **may be allowed to practice with the team at the coach's discretion**, but will not be allowed to suit up for any contests with another school.

**Second Offense:**

1. A minimum suspension of 25% of the regular athletic season and a maximum suspension of 50% of the regular athletic season. This includes all athletic programs and co-curricular school activities held during this period.
2. **The student may be allowed to practice with the team at the coach's discretion**, but will not be allowed to suit up for any contests with another school.

**Third Offense:**

1. The student is suspended for the remainder of their high school career. This includes all athletic programs and co-curricular school activities held during this period.
2. The student may be reinstated if he/she satisfactorily completes a full counseling program. The counseling program will be individually designed to fit the circumstances of

the student involved and may require behavioral contracts and involvement in professional counseling. A student who satisfactorily completes the entire counseling program may be reinstated for participation in co-curricular activities upon agreement of the Principal and Athletic/Activities Director after a minimum of one year ineligibility from the date of the violation. The counseling program would be at the expense of the student.

## **FLAGRANT VIOLATION OF STUDENT CODE AND RESPONSIBILITIES** **SERIOUS MISCONDUCT**

### **(Actions referred to legal authorities)**

#### **First Offense:**

1. A minimum suspension of one athletic competition and a maximum of 25% of the regular athletic season. This includes all athletic programs and co-curricular activities held during this period.
2. **The student may be allowed to practice with the team at the coach's discretion,** but will not be allowed to suit up for any contests with another school.

#### **Second Offense:**

1. A minimum suspension of 25% of the regular athletic season and a maximum suspension of 50% of the regular athletic season. This includes all athletic programs and co-curricular school activities held during this period.
2. The student may be allowed to practice with the team at the coach's discretion, but will not be allowed to suit up for any contests with another school.

#### **Third Offense:**

1. The student is suspended for the remainder of their high school career. This includes all athletic programs and co-curricular school activities held during this period.
  2. The student may be reinstated if he/she satisfactorily completes a full counseling program. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling. A student who satisfactorily completes the entire counseling program may be reinstated for participation in co-curricular activities upon agreement of the Principal and Athletic/Activities Director after a minimum of one (1) year ineligibility from the date of the violation. The counseling program would be at the expense of the student.

### **Counseling for Use of Alcohol, Controlled Substances, Tobacco and Serious Misconduct**

- A. Controlled substance and Alcohol Assessment/Student Assistance Program
  1. On the second violation of the rules of prohibiting use, buying, or selling drugs and/or alcohol, adult students (18 or over) or the parents of a minor student, may choose, at their expense, to voluntarily enroll the students in a drug and alcohol assessment program
  2. If the student cooperatively participates in the assessment and treatment plan deemed appropriate by the counselor(s), the penalties for a second violation will be reduced by 25% to a sum total of 50% total reduction including the reduction for honesty.
  3. Adult students or parents of minor students must sign for a release of information at the counseling center so that the school can get verification that the student cooperatively participated in the assessment and treatment program.
  4. Failure to follow the guidelines will cause the original penalties to be restored.
- B. Tobacco
  1. On the first or second violation of rules prohibiting the use or possession of tobacco, a student may voluntarily participate in an educational program designed to fully educate students regarding the hazards of tobacco use and the consequences to their health. The program shall be designed to include a

2. variety of educational experiences and shall include a counseling requirement.
2. If the student successfully completes the educational/counseling program, the penalties for the first and second violations will be reduced by 25%.
3. Failure to complete the program will cause the original penalties to be restored.
- C. Serious Misconduct (Actions referred to legal authorities)
  1. On the first or second violation of the rule that prohibits serious misconduct, a student may voluntarily participate in a program designed to modify his/her behavior. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling agencies.
  2. The design of the counseling program shall be the responsibility of the Principal, Activity/Athletic Director or designee. If the student successfully completes the behavioral counseling program, the penalties for the second violation will be reduced by 25%.
  3. Failure to complete the program will cause the original penalties to be restored.

### **SOCIAL ACTIVITIES AND MISCONDUCT**

- 1.. Students may not be in attendance at a social activity without their parents/guardian where there is illegal consumption of alcohol or the use of controlled substances. (This rule is not meant to eliminate students from participating in family gatherings, weddings, etc., but to control situations where students are at activities with underage drinking or use of illegal controlled substances). If a student attends a social activity with the reasonable belief that there will be neither illegal consumption of alcohol nor use of controlled substances, the student will not be in violation of this rule if, upon learning of such illegal consumption of use, the student **IMMEDIATELY** leaves the social activity.
- 2.. Students may not be in vehicles or in any other unsupervised situations in which there is illegal consumption of alcohol or use of illegal controlled substances.
3. Penalty for violating the social activity rule will result in suspension from the next scheduled event in the activity that a student is a participant.

### **Curfew Hours:**

- A. Recommended curfew hours to be maintained:
  1. 11:00 p.m. - Sunday - Thursday.
  2. 12:00 a.m. - Friday & Saturday
 Exceptions will be made on an individual basis for work, family business, or emergencies. The above curfew times are in compliance with local ordinances. Coaches may alter curfew times the night before a contest.
- B. For infractions of the curfew policy, the following minimum actions will be taken: Reprimand of the athlete at the coaches and activities/athletic director discretion.

### **Other Unacceptable Infractions:**

Violations of unacceptable infractions will be referred to the athletic director/ and/or principal. A student becomes ineligible any time he/she is placed on adult or juvenile supervision with county or state authorities or for any type of criminal behavior. The penalty assessed for this type of violation will be the same as Flagrant Violation of Student Code and Responsibilities – Serious Misconduct. A student becomes eligible when the suspension is completed or the **Principal/Athletic Director** recommends reinstatement. Factors for reinstatement include recommendations by juvenile authorities and successful completion of ordered treatment or restitution. Other factors such as current academic standing, school attendance and disciplinary referral will also be utilized. Anyone under disciplinary suspension or expulsion from school shall not participate or practice until his/her reinstatement in school is complete.

Students participating in athletics are required to:

- Conduct themselves in a manner which reflects positively on themselves their family, the team, and the Mineral Point High School community.
- Comply with all school rules as established by the administration of Mineral Point High School, and all team and athletic rules established by their coaches and the Athletic Director.

- Comply with all rules as established by the WIAA
- Respect the rights and property of others.
- **Assume full financial responsibility for any school property which is lost, damaged, or stolen through negligence.**
- Refrain from the use, possession, sale or distribution of alcohol, tobacco, controlled substances, drug paraphernalia or any other illegal or illicit substances of any kind at all times.
- Refrain from any other unacceptable conduct contrary to the ideals, principles and standards of the school and the WIAA. **Including but not limited to conduct inappropriate on websites such as blogs, MySpace, Facebook, Instagram, Snapchat, Sexting, Cyber Bullying, etc. and any other criminal behavior will be considered violations of the code.**

### **HAZING**

Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk of harm to the student, or to any third party, in order for the student to be initiated into, or affiliated with, any school group, club, athletic team, grade level, activity or organization. Hazing is strictly prohibited at Middleton High School and will subject the violator to enhanced disciplinary action as explained below.

Hazing is defined as:

- Any activity involving unreasonable risk of physical harm including, but not limited to paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm.
- Any activity that subjects a student to an unreasonable level of embarrassment, shame, or humiliation, or which creates a hostile, abusive, and intimidating environment for the student.
- Any activity involving any violation of federal, state or local law or any violation of school district policies and regulations. Any student athlete who knowingly is a participant of, or who participates in the planning of any hazing ritual or incident will be considered in violation of the hazing policy and will be treated minimally as a first offense violation of the athletic code. A subsequent hazing violation will be treated as a second offense violation of the athletic code.

### **Individual Coaches Rules:**

**Coaches may establish additional rules and regulations with the approval of the athletic administrator for their respective sports. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules by coaches are on file in the athletic office.**

## **GROUP B**

Note: Activities defined in this section include conventions and field trips, not group meetings.

### **Eligibility:**

1. Students in all groups will be governed by state association guidelines for regional and state competition.
2. A statement signed annually by students and parent indicating an understanding of the activities code must be turned before the first day of practice.

### **Academics:**

1. Students in grades 9-12 must be enrolled in minimum of the equivalent of five (5) assigned classes. (Study halls will not be considered assigned classes).
2. Students quarter grades will be used to determine eligibility. Student's fourth (4<sup>th</sup>) quarter grades will be used to determine the eligibility for the first (1<sup>st</sup>) quarter of the following school year.
3. A student in grades 9-12 must not have more than one failing grade in the latest grade reporting or academic evaluation period (progress reports) to remain eligible for competition. A student not meeting these requirements will miss a minimum of one (1) contest. The ineligibility period will be for three weeks (15 consecutive scheduled school days and nights) or until the student is doing passing work.
4. A student in grades 9-12 may not have a failing grade or incomplete per quarter. A student not meeting this requirement shall be ineligible for competition for a period of not less than 3 weeks (15 consecutive scheduled school days and nights). The student will be reinstated if he/she is passing all classes at the end of the eligibility period. The student who becomes ineligible will miss a minimum of one (1) contest.
5. Students who are under academic suspension may be allowed to practice at the discretion of the advisor/coach with the approval of the Activities/Athletic Director.
6. Students are responsible for any schoolwork missed due to co-extracurricular activities. They are required to make every effort to contact the instructor prior to the absence.

### **Attendance:**

1. A student absent from school for more than 4 periods in one day (unless sanctioned by an administrative officer) shall not be permitted to participate in practice or a scheduled contest on that day.
2. A student is required to be in attendance the day after a performance or competition unless there are extenuating circumstances as determined by the group director or principal.

### **Conduct:**

1. A student shall be subject to disciplinary actions for violations (1) involving the use of alcohol or tobacco, or the use, possession, buying or selling of drugs, (2) attendance at events/parties where drugs and/or alcohol are being consumed and/or taken by minors, (3) theft or vandalism committed on school grounds or at any school activity, and (4) flagrantly violating the Mineral Point High School Student Handbook.
2. Disciplinary actions: violations occurring during the activities season the suspension is outlined in the code. Violations occurring outside the activity season the suspension begins first day of practice.
3. The Student Handbook will be the guidelines for disciplinary action for violation with the exception of those relating to drugs, alcohol and tobacco use
4. Students and parents involved will be notified of available Counseling Programs. Participation in the district Student Assistance Program will reduce the suspension to one (1) performance, activity or competition.

## **Drug, Alcohol and Tobacco Use**

### **First Violation:**

1. Use, possession, buying or selling drugs, alcohol, and/or tobacco. A suspension of one-half (1/2) of the regular performances, competitions or activities and all co-curricular school activities held during this period, rounded to the next highest whole number.
2. The student may be allowed to practice with the group at the discretion of the advisor/instructor.

### **Second Violation:**

1. Use, possession, buying or selling drugs, alcohol, and/or tobacco. A suspension of one regular season and all co-curricular school activities held during this period rounded to the next highest whole number.
2. The student may be allowed to practice with the group at the discretion of the Advisor/instructor.





### **Third Violation**

1. Use, possession, buying, or selling drugs, alcohol and/or tobacco. The student is suspended for the remainder of their high school career. This includes all co-curricular activities and all athletic programs.

### **Theft, Vandalism, or Fighting Committed on School Grounds or at any School Function - Serious Misconduct** (Actions referred to legal authorities)

#### **First Violation:**

1. A minimum suspension of one (1) performance, competition or activity and a maximum of one-fourth (1/4) of all performances, competition or activity, rounded to the next highest whole number. This includes all athletic programs and co-curricular activities held during this period.
2. The student may be allowed to practice with the group at the discretion of the advisor/instructor.

#### **Second Violation:**

1. A minimum suspension of one-fourth (1/4) of the performances, competition and activities and a maximum suspension of one-half (1/2) of the performances, competitions and activities. This includes all co-curricular school activities held during this period.
2. The student may be required to practice with the group at the discretion of the Advisor/instructor.

#### **Third Violation:**

1. The student is suspended for the remainder of their high school career. This includes all co-curricular school activities held during this period.
2. The student may be reinstated if he/she satisfactorily completes a full counseling program. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling. A student who satisfactorily completes the entire counseling program may be reinstated for participation in co-curricular activities upon agreement of the Principal and Athletic/Activities Director after a minimum of one (1) year ineligibility from the date of the violation. The counseling program would be at the expense of the student.

### **Flagrant Violation of Student Code and Responsibilities - Serious Misconduct** (Actions referred to legal authorities)

#### **First Violation:**

1. A minimum suspension of one (1) performance, competition or activity and a maximum of one-fourth (1/4) of all performances, competitions and activities, rounded to the next highest whole number.
2. This includes all athletic programs and co-curricular activities held during this group.

#### **Second Violation:**

1. A minimum suspension of one-fourth (1/4) of the all performances, competitions and activities, round to the next highest whole number and a maximum suspension of one-half (1/2) of the regular season. This includes all co-curricular school activities held during this period.
2. The student may be allowed to practice with the group at the discretion of the advisor/instructor.

#### **Third Violation:**

1. The student is suspended for the remainder of their high school career. This includes all co-curricular school activities held during this period.

2. The student may be reinstated if he/she satisfactorily completes a full counseling program. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling. A student who satisfactorily completes the entire counseling program may be reinstated for participation in co-curricular activities upon agreement of the Principal and Athletic/Activities Director after a minimum of one (1) year ineligibility from the date of the violation. The counseling program would be at the expense of the student.

### **Penalty Reduction (for group A & B)**

1. For a first offense only, if the student voluntarily turns himself/herself in to the Activities/Athletic Director, the penalty will be reduced by 25%.
  2. For a first or second offense, should the student admit immediately upon being questioned that he/she engaged in conduct which violated the student activity/athletic code, the penalty for the second violation, the offense will be reduced by 25%. Subsequent violations of the code will be treated as any other repeat violation of the code and the normal penalties for such violations shall be imposed.

## **Counseling for Use of Alcohol, Controlled Substances, Tobacco and Serious Misconduct**

### **Controlled substance and Alcohol Assessment/Student Assistance Program**

1. On the first or second violation of the rules of prohibiting use, buying, or selling drugs and/or alcohol, adult students (18 or over) or the parents of a minor student, may choose, at their expense, to voluntarily enroll the students in a drug and alcohol assessment program.
  2. If the student cooperatively participates in the assessment and treatment plan deemed appropriate by the counselor(s), the penalties for a second violation will be reduced by 25% rounded to the next highest whole number, to a sum total of 50% total reduction including the reduction for honesty.
  3. Adult students or parents of minor students must sign for a release of information at the counseling center so that the school can get verification that the student cooperatively participated in the assessment and treatment program.
  4. Failure to follow the guidelines will cause the original penalties to be restored.

### **Tobacco**

1. On the first or second violation of rules prohibiting the use or possession of tobacco, a student may voluntarily participate in an educational program designed to fully educate students regarding the hazards of tobacco use and the consequences to their health. The program shall be designed to include a variety of educational experiences and shall include a counseling requirement.
  2. If the student successfully completes the educational/counseling program, the penalties for the first and second violations will be reduced by 25% rounded to the next highest whole number.
  3. Failure to complete the program will cause the original penalties to be restored.

### **Serious Misconduct**

1. On the first or second violation of the rule that prohibits serious misconduct, a student may voluntarily participate in a program designed to modify his/her behavior. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling agencies.
  2. The design of the counseling program shall be the responsibility of the Principal, Activity/Athletic Director or designee. If the student successfully completes the

behavioral counseling program, the penalties for the second violation will be reduced by 25% rounded to the next highest whole number.

3. Failure to complete the program will cause the original penalties to be restored.

## **SOCIAL ACTIVITIES AND MISCONDUCT**

### **Rules**

1. Students may not be in attendance at a social activity without their parent/ guardian where there is illegal consumption of alcohol or the use of controlled substances. (This rule is not meant to eliminate students from participating in family gatherings, weddings, etc., but to control situations where students are at activities with underage drinking or use of illegal controlled substances). If a student attends a social activity with the reasonable belief that there will be neither illegal consumption of alcohol nor use of controlled substances, the student will not be in violation of this rule if, upon learning of such illegal consumption or use, the student **IMMEDIATELY** leaves the social activity.
2. Students may not be in vehicles or in any other unsupervised situations in which there is illegal consumption of alcohol or use of illegal controlled substances.
3. Penalty for violating the social activity rules will result in suspension from the next scheduled event in each of the activities that a student is a participant.

### **Other Unacceptable Infractions:**

1. Violations of unacceptable infractions will be referred to the activities/athletic director/ principal.
2. A student becomes ineligible any time he/she is placed on adult or juvenile supervision with county or state authorities or for any type of criminal behavior. The penalty assessed for these types of violations are the same as Flagrant Violation of Student Code and Responsibilities - Serious Misconduct. The student becomes eligible when the suspension is completed or the Athletic Director recommends reinstatement. Factors for reinstatement include recommendations by juvenile authorities and successful completion of ordered treatment or restitution. Other factors such as current academic standing and disciplinary referral will also be utilized.
3. Anyone under disciplinary suspension or expulsion from school shall not participate or practice until his/her reinstatement in school is complete.

### **Travel and Conduct on Trips:**

1. Group members must use the mode of transportation approved by the school. A group member must return with the group. The only exception to this rule is if a parent/guardian is present at the site, he or she may request that the member return home with parent/guardian. A written request must be presented to the advisor/coach in charge.
2. It is expected that the students will conduct themselves in an appropriate manner on school trips. It is important that all of our students understand that they represent their school to the general public.

## **GROUP C**

### **Eligibility - Homecoming Court**

1. To be eligible as a senior escort (football, soccer, and cross country) for homecoming, the player must be a member of the varsity team during their junior and senior year. An exception to this rule is an athlete who may have suffered an injury/illness or physical limitation and was unable to participate his junior and/or senior year. If the student cannot participate because of injury/illness or physical limitation, the Athletic Director must be notified in writing at the beginning of the participant's junior or senior year. All other exceptions will be dealt with on an individual basis.

2. Class representative for Homecoming Court must be in good academic standing in order to be eligible for court. No more than one failing grade or incomplete for the most recent mid-quarter report (progress report). No "F" for the most recent quarter grade. The most recent grade report period shall be used.
3. Students who have received a code violation and have not served the consequences for the violation will not be eligible for Homecoming Court. The student/athlete must finish the full sport's season in order to complete a code violation and be eligible to participate in other school activities.
4. When becoming a Homecoming Representative, the student will abide by all the rules and regulations set forth in the MPHS Student Activity/Athletic Code and Student Handbook.

5. **Homecoming Court Selection**

**COURT SELECTION**

Two girls from each class (9-12) will be selected as members of the Homecoming Court by their fellow classmates. Once a young lady has served on the court, she is not eligible to be a class representative.

**QUEEN SELECTION**

Queen selection is completely separate from the court selection. Because queen candidates are a representation of the entire student body, all high school students (9-12) will take part in the voting process. All senior girls are eligible to become queen whether or not they have previously been on the court. If a "senior representative" selection and an "all school queen" selection happen to be the same girl, this girl will be put on the queen list – the next highest vote getter on the senior list will be added to the senior representatives.

Once the three senior queen candidates are selected, the candidates will deliver a queen speech to the entire student body. At that time, the entire student body will again vote for one of these candidates to serve as the queen.

**MALE COURT MEMBERS**

Male court members are to be senior boys who have participated in football, cross country, or soccer team (or combination of two) **BOTH** their junior and senior year.

**FOREIGN EXCHANGE STUDENTS**

Foreign exchange students are not eligible to be a member of the Homecoming Court.

**Eligibility - Prom**

- A. In order to be eligible as a Junior Representative, the following criteria must be met:
  1. Students must be in good academic standing in order to be eligible for Prom. No more than one failing grade or incomplete for the most recent mid-quarter report (progress report). No "F" for the most recent quarter grade. The most recent grade report period shall be used.
  2. Students who have received a code violation or who have violated the student handbook and have not served the consequences for the violation will not be able to participate as a Junior Representative.
- B. When becoming a Junior Representative, the student will abide by all the rules and regulations set forth in the MPHS Student Activity/Athletic Code and Student Handbook.

**NON-SCHOOL ACTIVITY RODEO (H.S. RODEO)**

Mineral Point High School recognizes the High School student that participates in the high school Rodeo by awarding athletic letters with the following guidelines:

1. When at the state finals, the Mineral Point rodeo participants are representing Mineral Point High School. Before any students may compete in rodeo competition, they must secure the signature of the high school principal. This signature from the building principal certifies that the student has met the schools grade and conduct qualifications of the WIAA and Mineral Point High School. When competing in National competition, our students are not only representing our state of Wisconsin but Mineral Point High School

- as well.
2. The parents will elect a responsible adult to serve as school liaison for the rodeo participants. The sponsor will be the school contact person and provide the school with the necessary information.
  3. Guidelines for awarding letters:  
As a minimum the non-school athlete must meet the same requirements as the in-school athlete. Specifically the following rules apply:
    - The athlete must be enrolled in the Mineral Point High School.
    - An athlete will be eligible for a non-school activity letter from the time he/she enters 9<sup>th</sup> grade until the beginning of the next school year following his/her graduation.
    - The non-school activity athlete must meet the same academic requirements as the in-school athlete.
    - The non-school activity athlete must meet the same athletic/activity code requirements as in-school athlete.
    - Participate in the Wisconsin High School Rodeo for four years. The sponsor of the school activity will submit a list of candidates for letters to the high school athletic Director at the end of that particular season. The Athletic Director will then award the letters providing that the non school activity athlete met all of the requirements.

### APPEAL PROCESS PROCEDURE

“Appeal Process” is a procedure that the courts of law recognize as a necessary part of any rules and regulations. Furthermore, “Appeal Process” recognizes the right of the individual since it outlines the student’s recourse in the event they feel a wrong decision has been made. The “Appeal Process” outlined below is the procedure for a student and their parents to follow in appealing decisions relating to eligibility. It should be understood that students and parents are be expected to follow the “Appeal Process” steps in the event legal action should be initiated at some later date.

- A. After a rule of ineligibility resulting in suspension from an activity has been made, a student and/or his parents may formally appeal the decision in writing to the principal provided an appeal is received within 14 school days of the first day such ineligibility became effective. Notice will be sent to the principal.
- B. Within three days of receipt of such written appeal, the principal shall formalize the ineligibility decision in writing and send a letter by registered mail to the parents outlining the specific details relating to (a) the violation or infraction, (b) the date of violation or infraction, the (c) period of suspension, and (d) any other pertinent information.
- C. After an appeal has been received and the school’s formal reply mailed to the parents, a date for a hearing will be established by the principal. Such date shall be no later than seven school days after receipt of the written appeal of the student and their parents. Present at the hearing will be the activities/athletic director, student, parent(s)/ guardian(s), and the Principal who will conduct the proceedings. The Principal will render an appeal decision within three (3) days of the hearing.
  1. The student will be provided with an opportunity to testify and present other evidence on their behalf at the hearing.
  2. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the student and the parents.
- F. If the student and their parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Superintendent or designee. The principal, activities/athletic director must receive in writing a request for such a second hearing before the Superintendent or designee within 14 days of the mailing out of the outcome or the original hearing.

**Note: Provisions as outlined in letter C above, including items 1 and 2, will be applicable to the second hearing.**

- E. The provision, as outlined above, shall be the sole and exclusive means for appeal from the rulings referred to in paragraph one.

**IN NO INSTANCE WILL THE INDIVIDUAL RESPONSIBLE FOR A DETERMINATION**

## OF ELIGIBILITY BE THE APPEALS OFFICER.

### **PART II - ATHLETICS AWARDS**

The purpose of our awards system is to acknowledge achievement in interscholastic athletics. The value of the award lies in what it represents, not in what it is worth. Love of the sport and a desire to participate should be the primary motivators, and the award should be of secondary importance.

To be eligible for these awards, athletes must be in grades 9-12 and in good standing in school. Those athletes who quit the squad or are expelled from membership by the coach for any reason before the end of the season will not receive awards. Those who are injured or incapacitated due to illness or injury in the course of the season and, therefore, cannot complete the season may be granted awards, at the discretion of the head coach without regard for the participation requirements. Each head coach will select one team manager for each squad and upon satisfactory service the varsity manager may earn a major award. The following are the awards and the participation criteria that will consistently be followed in determining award winners:

#### **I. MAJOR LETTER**

- A. Major letters are awarded to members of a varsity squad. Each athlete is restricted to receiving only one major letter. Each year of varsity participation in a given sport after having earned a major letter, they will receive a white chevron. Thus, it is possible to receive one varsity letter and a total of 9 chevrons from 9th grade through 12th grade. The next time a varsity letter is earned, a certificate will be presented.
- B. A third letter earned in a sport an athlete will be presented a Pointer emblem.

#### **II. PARTICIPATION CRITERIA FOR MAJOR LETTER AWARDS**

- A. BASEBALL - Participation in all or any part of one-third of the total innings.
- B. BASKETBALL - Active participation in all or any part of one-third of the total quarters. Each WIAA tournament game counts double quarters.
- C. CROSS COUNTRY, GYMNASTICS, SOCCER & TRACK - Coop with Dodgeville.
- D. FOOTBALL - Active participation in all or any part of one-half of the total quarters.
- E. GOLF - Participation in one-third of the total matches.
- F. SOFTBALL - Participation in all or any part of one-third of the total innings.
- G. TRACK - Participation in three-fourths of the total meets and/or wins points in one-fourth of the meets.
- H. VOLLEYBALL - Participation in one-third of the total matches.
- I. WRESTLING - Participation in one third of the total varsity matches. An award may be given to a boy who fulfills none of the above requirements but wins points in a major meet consisting of five or more schools.
- J. A major letter shall be awarded to a senior member of a varsity squad if he has been out for the sport three years and has attended practice regularly and generally contributed to the success of the team without regard for the participation requirements listed above.

#### **III. FRESHMAN AWARD**

- A. A freshman award consisting of numerals designating the year the athlete will graduate, will be given to all participants at the completion of their first sport season. This award is not subject to the same participation requirements of the varsity squad. Freshman will be given a participation certificate. Certificates are also presented for Junior Varsity participation.

#### **IV. PLAQUES**

- A. Plaques will be given to the following individuals: football, wrestling, volleyball, basketball, softball, and baseball captain or co-captains, most improved, most dedicated, and most valuable (line-man and back in football).
- B. TRACK - Captain, most valuable track, most valuable field, most dedicated.
- C. GOLF - medalist, most valuable, captain, or most improved.

- D. CHEERLEADERS - captains, (football, basketball, and wrestling), most dedicated, most improved, best all-around.
- E. The winners of school plaques awarded in any sport or cheerleading will be selected by a vote of the members of the team in good standing at the conclusion of the season. The team coach will conduct the voting. The voting results provided in writing to the athletic director following the team meeting. If a tie exists in the team balloting, a second ballot should be conducted between the candidates tied for the plaque. If on this ballot a tie still exists, then co-award winners would be announced. The plaques for the fall, winter and spring sports will be publicly announced at the athletic awards banquet scheduled at the conclusion of each of the three athletic seasons.
- F. The captains or co-captains of each sport will be awarded a captain star. Other identified school awards will also be presented. All cheerleading awards including letters, numerals, stars, and plaques will be given on the same basis as other athletic awards. The only students to qualify for these awards will be members of the Mineral Point High School.
- G. Other appropriate awards as identified and selected by coaches should be given to the students of the team at a time other than the athletic banquet. The athletic banquet is to recognize the athletic leaders based on the school awards, letters and plaques identified. Other school athletic awards approved by the district are the American Legion Athletic Award, the Army Reserve Scholar/Athlete Award, Senior Athletic Award, and the W.I.A.A. Scholar/Athlete Award. These awards may be given at the Senior Awards/Scholarship Night or at an all-school assembly.

#### V. **PARTICIPATION PINS**

- A. All athletes that finish the season in good standing will be awarded a participation pin.

#### VI. **EXTENUATING CIRCUMSTANCES**

- A. In case of extenuating circumstances, the coach may award a letter or another award to anyone who has filled all requirements except participation. The coaches should use this option sparingly and wisely. A coach also has the right to deny one an award when their conduct may be considered detrimental to proper school citizenship. The principal will approve all such exceptions stated in this paragraph prior to making the award winner list public. This applies to awarding or withholding an award.
- B. All head coaches are required to maintain accurate cumulative written records of each participant and must strictly follow the policies set forth presented within two weeks of the close of the season involved and such awards will be made at an awards program or banquet.

#### VII. **AWARDS ISSUED**

- A. Freshman Numerals - Issued after completion of first season during career. (One per athlete)
- B. Major Letter- Issued when athlete first has satisfied criteria in any given varsity sport or activity. (One per athlete)
- C. Metal Emblem - Issued when an athlete finishes the season in any given sport or activity. (Different emblem for JV and Var.)
- D. Pointer Emblem - Issued when an athlete satisfies criteria for a major letter in a third sport or activity. (One per athlete)
- E. **Gold bar** - Issued each subsequent time an athlete satisfies criteria in any given varsity sport or activity. (No limit)
- F. Captains- Pin - Issued to team captains or co-captains in any varsity sport or activity. (No limit)
- G. Plaque - Issued to those members of the varsity squad selected by the squad for special awards as indicated in Athletic Handbook.
- H. Certificates - A varsity certificate is awarded to an athlete who has lettered in a sport and who has already received a Major Letter (MP).
- I. **Varsity Reserve** Team Members are awarded a Varsity Reserve certificate.
- J. **JV/Freshman** Team members are awarded participation certificates.
- K. **Senior plaques** – Senior athletes who have lettered in two varsity sports for two years.

## **PART III - ADDITIONAL POLICIES, PRACTICES, AND PROCEDURES**

### **I. WIAA AND SWAL CONFERENCE**

- A. The Mineral Point High School is a member of the Wisconsin Interscholastic Athletic Association and the SWAL Conference and is governed accordingly by the by-laws, rules and regulations of these two bodies.

### **II. ATHLETIC TRIPS**

- A. All school-sponsored athletic and cheerleader trips, however financed, will be planned cooperatively by the coach/supervisor and the principal and must be pre-approved by the principal. The primary consideration in planning trips is the safety and general welfare of students. While cost is a secondary consideration, each trip will normally be planned whereby there will be the least cost to the district. This policy covers only those trips involving athletic teams and cheerleader squads.
- B. Individuals who are to be provided meals at district expense as stated below are restricted to the following per-meal maximum amounts and must include written receipts to the district for all meals when submitting expense claims to the district.
1. Breakfast - \$ 7.00
  2. Lunch - \$ 11.00
  3. Supper - \$23.00
- C. Incidental expenses include such things as parking charges, and registration fees. Receipts will be provided to the district by the coach/supervisor for all incidental expenses for which claims are made. The district will not provide nor pay for overnight lodging for students and coaches/supervisors on trips of sixty miles or less. It is felt that on such relatively short trips the students will be best served by their returning home and not staying out-of-town overnight. In cases where athletic teams or cheerleader squads and their coaches/supervisors want to stay overnight out-of-town on trips of sixty miles or less with the cost of such lodging being borne by individuals or groups other than the school, pre-approval must be granted by the board of education. Listed below are:
1. Individuals eligible to participate in the respective trips,
  2. The district's responsibility to provide for costs of the trip.
- D. Regular Non State Tournament Trips
1. Eligible participants:
    - a. Coach of squad involved
    - b. Participating students including manager
  2. District will provide or pay for:
    - a. Transportation
    - b. Lodging - if over 60 miles
    - c. Meals and Incidentals - coaches only
    - d. Sub Teachers - Coaches only
- E. State Tournament Participating
1. Eligible participants
    - a. Head coach and assistants
    - b. Athletic Director
    - c. Participating students including manager
  2. District will provide or pay for:
    - a. Transportation
    - b. Lodging - if over 60 miles
    - c. Meals and Incidentals - Coaches and A.D. only
    - d. Tickets
    - e. Sub Teachers - Coaches and A.D. only



- F. State Tournament, Non-Participating
  - 1. Eligible participants
    - a. Head Coach and one assistant coach – **no reimbursement.**
    - b. Athletic Director
    - c. Members of varsity squad including manager must ride with parents or have parental permission to drive to the event.
  - 2. District will provide or pay for:
    - a. Same as II (b) above but for A.D. only.
    - b. While varsity squad members may be excused from school to attend all or part of the state tournament, the district will assume no responsibility for their attendance. Individuals will pay all costs and travel with parents or school transportation.
- G. Cheerleader Trips
  - 1. Eligible participants
    - a. Participating students
    - b. Cheerleader/Activity Supervisor
    - c. Adult Chaperone - when and if necessary as determined by principal.
  - 2. District will provide or pay for:
    - a. Transportation
    - b. Lodging - if over 60 miles
    - c. Meals and incidentals - Supervisors and chaperone only
    - d. Sub-Teachers – Supervisors only

### III. **STATE COACHES ASSOCIATION**

- A. All members of the athletic staff are encouraged to belong to the State Coaches Association.

### IV. **GENERAL PRACTICE SCHEDULES**

- A. Practice schedules will conform to the regulations of the WIAA and SWAL at all times. In general, practices should be concluded at the same time each day. In the event that it is necessary to keep students later than usual, students should be informed a day or two ahead so they, in turn, can inform their parents.

### V. **STUDENT INJURIES**

- A. The coach/advisor must report in writing each accident resulting in student injury to the high school immediately after the injury. School forms are available for this report.

### VI. **PHYSICAL EXAMINATIONS & PARENTAL PERMISSION**

- A. All students who plan to participate in interscholastic athletics must have on file in the office a physical examination and parental permission form before participating in practices or game events. Cheerleaders and student managers must have a parental permission form on file before participating in practices or game events. No exceptions are made to this rule. The students are responsible for the costs of these examinations. It is strongly recommended that cheerleaders and student managers have physical examinations before participating in activities. Following initial participation the physical exam is required on alternate years. However, a student who has incurred a serious injury in a sport must have an examination before he/she can continue participating in athletics.

**Coaches and activity supervisors for all activities must have each participant fill out and have parent or guardian sign a STUDENT EMERGENCY FORM. The coach for each squad will have all signed STUDENT EMERGENCY FORMS with him/her at all practice and contests. When the season has concluded, all STUDENT EMERGENCY FORMS will be turned into the office.**

## **VII. PUBLIC ELIGIBILITY FOR EXTRA AND CO-CURRICULAR ACTIVITIES**

- A. Students will need to achieve satisfactory academic standing in order to be eligible to participate in extra-curricular and co-curricular activities. These will include all extra and co-curricular activities provided by the school. In order to maintain eligibility for participation in activities, a student must not have a failing grade for each nine week grading period. A listing of ineligible students will be distributed to the staff and appropriate coaches or advisors. The ineligible student will meet with the guidance counselor to develop a plan to improve grades. This plan may include suspension from practices. Their eligibility status will be re-assessed at the midpoint and at the end of the next grading period.
- B. Participation
  - 1. In order to be eligible for interscholastic competition, a participant must not have completed more than four seasons in any sport.
  - 2. An athlete may participate in only one sport per season. Once he has competed in a sport, he may not quit and go out for another sport in that season except under unusual circumstances and then with the approval of the principal.
- C. Attendance
  - 1. A student is eligible for interscholastic competition if he or she is in regular attendance in grades 9-12 with the following provisions:
    - a. A student must be enrolled for at least five classes during the semester of competition
    - b. A student must have completed all required work below grade nine in order to be eligible.
- D. Age
  - 1. A student who competes in any interscholastic contest must be under 19 years of **age by August 1<sup>st</sup> of each school year**, except as provided by W.I.A.A. rules of eligibility.
  - 2. A birth or hospital certificate, accepted by the Board of Control, will establish the age of a contestant.
- E. Student Accident Insurance
  - 1. Insurance is available during the school year for students participating in athletics. Costs incurred for this insurance is responsible by the athletes and/or their parent/guardians. Mineral Point High School encourages all parents or guardians to provide adequate accident/medical insurance for their children.

### **F. PUPIL: NON-DISCRIMINATION**

The Mineral Point Unified School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator, Luke Francois-District Superintendent, of the Mineral Point Unified School District

## **VIII. ULTIMATE AUTHORITY**

- A. If any cases arise that are not covered by these policies or which in some way require special interpretation, the principal will have the final authority.

## **PART IV - FUND-RAISING GUIDELINES**

### **I. GUIDELINES**

- A. All student participation in fund-raising shall be strictly voluntary.
- B. It cannot be used as a condition of enrollment in a class or participation in a club or organization.
- C. Elementary students, Grades K-5, shall not be used to solicit funds or sell merchandise for funding purposes.
- D. Students in grades 6, 7, and 8 may solicit funds or sell merchandise only once per year. Students under the age of 12 will be permitted to participate in fund-raising if they have the written permission from the student's parent/guardian.
- E. All money that is collected by a school sponsored club, organizations, or classes will be given to the high school office for deposit in a Fund 60 account. All money collected shall be turned over to the office within one school day of its collection.
- F. All disbursements of money from a school sponsored fund raising event will be handled through the Fund 60 account and approved by the building principal.
- G. No money may be collected or processed for non-school organizations.
- H. All requests for fund-raising activities shall be in writing. The request shall include the name of the organization, a description of the fund-raising activity, duration of the activity, and what the intended use of the money that is raised.
- I. No fund-raising or activity event that is sanctioned by the school district may include the sale or use of alcoholic beverages or other substances prohibited by law.
- J. All raffles, lotteries or other games of chance, which are used for fund raising activities, must have a state issued license.

**MINERAL POINT HIGH SCHOOL**  
**CLUB AND ORGANIZATION - FUND-RAISING**

**APPROVAL**

1. Name of Club or Organization: \_\_\_\_\_  
\_\_\_\_\_
2. Description of the fund-raising activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Intended use of the money that is raised: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Duration of the activity: \_\_\_\_\_  
\_\_\_\_\_
5. Name of the Advisor that will account for the funds: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Signature of Principal

**FUND RAISING PROCEDURE**

1. The advisor obtains and completes the approval form.
2. Return the approval form to the principal for his signature.
3. The advisor then contacts companies or sales people regarding the product to be sold and has a local merchant review the product.
4. The advisor then submits a Fund 60 requisition for approval.
5. Following approval, the high school secretary will place the order for the material.
6. The club then sells the product and the advisor deposits the money daily with the high school secretary.
7. The monies are then available for club use as indicated on the approval form.

**PART V**

**MINERAL POINT UNIFIED SCHOOLS  
ATHLETIC HANDBOOK ATTACHMENT #1**

ATHLETIC PERMIT FORM

Athletic Permission Forms may be obtained from the middle and/or high school offices.

**PERMISSION TO PARTICIPATE IN  
CO-CURRICULAR ACTIVITIES AT MPHS**

NAME \_\_\_\_\_

CLUB/ORGANIZATION \_\_\_\_\_

GRADE \_\_\_\_\_

I hereby give my permission for the above named student to participate in the above named school sponsored co-curricular activity. I have read the co-curricular activities Code of Mineral Point High School and agree to its terms.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

I have read the co-curricular activities code of Mineral Point High School and agree to its terms.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_

**MINERAL POINT UNIFIED SCHOOLS  
ATHLETIC HANDBOOK ATTACHMENT #3**

ADMINISTRATIVE GUIDELINES TO BE UTILIZED IN THE EMPLOYMENT OF  
ASSISTANT COACHES

**I. GUIDELINES**

- A. After the fifth day of actual practice, the head coach is to complete a copy of the request form and submit it to the athletic director. The athletic director will then review the request with the coach and make a recommendation that is to be submitted to the high school principal. The high school principal will then consult with the superintendent, and reach a decision that is in accordance with existing contract language and these guidelines. Consideration for an assistant coach will be given when some or all of the following conditions exist.
- B. Number of Participants
  - 1. Freshman Coach for basketball, football and volleyball:  
If there is a **JV schedule** and a **Varsity Reserve** schedule for these sports, the district will employ a coach for that sport. In the case of football, two coaches will be employed.
- C. Individual sports of baseball, golf, softball, and wrestling:
  - 1. If there is a **JV schedule** and a **Varsity Reserve** schedule for these sports, the district will employ a coach for that sport.
- D. Middle School basketball and volleyball:
  - 1. 7<sup>th</sup> grade - 1 coach
  - 2. 8<sup>th</sup> grade - 1 coach
- E. Middle school golf, track and wrestling:
  - 1. 0-19 total participants - 1 coach
  - 2. 20-29 total participants - 2 coaches
  - 3. 30 or more participants - 3 coaches
- F. Ability to schedule additional games/matches.
- F. Ability to improve practice time to provide
  - 1. Extended practice time
  - 2. Provide more individual coaching supervision.
- H. Adequate access to facilities.
- I. Exceptions may be approved by the administration.

Please note that these criteria apply after the fifth day of actual practice. Guidelines found in this document are to be used to assist in the decision-making process. It is important to note that such guidelines do not insure the employment of assistant coaches as per a specific request.

**ADMINISTRATIVE GUIDELINES TO BE UTILIZED IN THE EMPLOYMENT OF  
VOLUNTEER COACHES  
Policy - 549.1**

**I. PROCESS**

- A. The use of volunteer coaches for the interscholastic athletic programs of the district will be approved only when special conditions are present which clearly indicate that the addition of an individual will result in a stronger program. The request for a volunteer coach should be made in writing, by the head coach or the athletic director. The athletic director will make a recommendation to the building principal and the District Administrator. Final approval is subject to the review and approval by the Board of Education using the following guidelines:

**II. GUIDELINES**

- A. The request for a volunteer coach should be made in writing by the head coach or the athletic director.
- B. The numbers of student participants must be sufficient to support the request.
- C. The potential volunteer has completed a district application and has received an interview by the administration.
- D. The individual functions on the staff as a certified teacher of regular support staff member and can be expected to accept a paid position in the activity he/she will function in when one becomes available.
- E. The individual will not provide sole direct student supervision at any time.
- F. A contract for the position is completed.
- G. The volunteer coach will not be issued school keys or access to school facilities at any time other than when the paid coaches are present.
- H. The head coach shall be responsible for daily supervision of the volunteer.
- I. The volunteer coach shall be subject to evaluation by the athletic director.
- J. Volunteers must attend any and all inservice activities for coaches.
- K. Volunteers will be expected to attend all practices and contests with the paid coaches.

**MINERAL POINT UNIFIED SCHOOLS  
ATHLETIC HANDBOOK ATTACHMENT #2**

**I. Uniform Check-In-Check-Out Procedure**

- A. All athletic uniforms and related equipment will be stored in the "Middle/High School Uniform Storage Area". All equipment will be checked in and out from this area. The High School secretary will have primary responsibility for checking equipment in and out as well as producing an on-going inventory by sport. The Building Principal will have operational and procedural authority over the entire area.
- B. Checking out athletic uniforms
1. Four to five days prior to the start of practice, in any school sponsored program covered under this procedure, the coach will inform the Middle/High School office of the actual starting date.
  2. Coaches and advisors will schedule a meeting with participants of the activity, to inform them of the student activity fee and when to check out equipment.
  3. Coaches or supervisors will receive a numeric list of all uniforms and will assign participants to these numbers. This list will be developed by the

High School secretaries and submitted to coaches and supervisors.

4. Coaches or supervisors may be present to help hand out or collect uniforms.

5. Equipment will be checked out of the Middle/High School equipment storage room during times set by the Middle/High School office and coaches or supervisors.

6. Replacement equipment may be checked out anytime during the school day or until 4:15 p.m.

7. The student activity fee must be paid prior to checking out any equipment. The activity fee will be collected in the Middle/High School office. A receipt will be issued and a checkout card signed by Middle/High School office and given to student to authorization to check out equipment. The check out cards will be retained in the Middle/High School office.

C. Checking in athletic uniforms

1. During the final week of a given program or at the last meeting of an activity, coaches or advisors will inform participants of the date that uniforms and equipment must be checked into the Middle School Office (for M.S. athletics) and High School Office (for H.S. athletics). The Middle School or High School Office will be informed of this date(s).
2. Participants must check in the equipment that was issued to them at the start of the activity.
  - a. Uniform parts of equipment checked in by a given individual and not belonging to that individual will be held in the M.S. office until all equipment is checked in and will be used to offset losses belonging to other participants of that activity.
  - b. Any part of the uniform or equipment not checked in will reduce the amount of the refund due of the student from the initial fee.
3. Coaches may be present during the day assigned for check-in.
  4. All uniforms must be washed or cleaned before being accepted for check-in.
5. The following check-in procedure will be followed for those participating not checking in on assigned date:
  - a. Within 2 days after assigned check-in time, a list will be sent to the school office to inform those participants that equipment must be checked in.
  - b. Within 2 days after a. above, a list of those students who have not turned in equipment will be sent to the coach or advisor for his/her personal contact with students to hand in equipment.
  - c. If the student has not turned in equipment within 3 days of b. above, the school principal will be so informed and handle the situation from that point.
6. Any student who fails to return his or her equipment will not be allowed to check out equipment for a sport or activity that follows that sport sometime during the school activity year (including summer). A list of students will be sent to coaches of all sports to inform them of this status.
7. After the coach has received the list of participants who have failed to return equipment, the coach may submit a voucher, to his/her supervising principal, to receive payment of contracted activity salary.

## II. NON-SCHOOL ACTIVITY ATHLETE (H.S. RODEO)

Mineral Point High School recognizes the high school student that participates in the high school rodeo by awarding athletic letters with the following guidelines:

- A. Rational for lettering high school rodeo participants:  
When at the state finals, the Mineral Point rodeo participants are representing Mineral Point Senior High School. Before any students may compete in rodeo competition, they must secure the signature of the high school principal. This signature from the building principal certifies that the student has met the schools grade and conduct qualifications of our State Athletic Association Standards. When competing in National competition, our students are not only representing our state of Wisconsin but their high school as well.



- B. Sponsor:  
The parents of the participants will elect a responsible adult to serve as school liaison for the rodeo participants. The sponsor will be the school contact person and provide the school with the necessary information.
  
- C. Guidelines for awarding letters:  
As a minimum the non-school athlete must meet the same requirements as the in-school athlete. Specifically the following rules apply:
  - a. The athlete must be enrolled in the Mineral Point High School.
  - b. An athlete will be eligible for a non-school activity letter from the time he enters ninth grade until the beginning of next school year following his graduation.
  - c. The non-school activity athlete must meet the same academic requirements as the in-school athlete.
  - d. The non-school activity athlete must meet the same training rule requirements as the in-school athlete.
  - e. The non-school activity athlete must qualify in the top 15 one year at the Wisconsin State Finals.
  
- D. Participate in the Wisconsin High School Rodeo for four years. The sponsor of the non-school activity will submit a list of candidates for letters to the high school Athletic Director at the end of that particular season. The Athletic Director will then award the letters providing that the non-school activity athlete met all of the requirements.