



ACTIVITIES HANDBOOK/CODE

**RIVER FALLS HIGH SCHOOL
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RIVER FALLS HIGH SCHOOL ACTIVITIES CODE

Table of Contents:

Preamble.....	4
Philosophy of River Falls Activities	4
Responsibility.....	5
Activities Covered.....	5
Athletic Rules and Regulations	6
Violations & Consequences	
Violations.....	7
Consequences Athletics:	
First Violation.....	8
Second Violation.....	9
Third Violation	9
Consequences Co-Curriculars:	
First Violation.....	10
Second Violation.....	10
Third Violation.....	11
Other Violations/Situations	11
Academics	12
Reporting Procedure & Activities Committee	13
Procedure for Administering the Activities Code	13
Activities Department Standard of Fairness.....	13
Miscellaneous:	
Locker Room Privacy	14
Travel.....	15

Equipment Care & Return.....	15
Awards	15
Athletic Injuries & Care	16
Separation of Seasons	16
Age of Majority Disclaimer	16
Contact Information	16
Paperwork Needed Prior To Participation	16
Parent/Athlete/Coach Expectations	17
Acceptance of Code	17

PREAMBLE

This Activities Code shall cover all students in grades 9, 10, 11, and 12 who participate in extracurricular activities including: interscholastic athletic competition as an athlete, student manager, and all team student positions; and co-curricular clubs and activities as designated in this document.

This document is meant as a reference of the River Falls rules and regulations for extra-curricular activities. Much of this document deals with both athletic and non-athletic (co-curricular) activities. Also, there are sections that discuss both athletics and co-curriculars.

Participating in extracurricular activities constitutes an important phase of learning opportunity that is seldom duplicated. The primary philosophy of extra-curricular programs is to provide experiences that will help students develop emotionally, intellectually, physically, and socially. Such participation is a privilege that carries with it responsibilities to the students themselves, the activity, the student body, the community, and to the school.

It is a widely known and accepted fact that activity participants generally represent their school more often and have more contact with other communities than any other part of the student body. The intent of this Activities Code is to guide and inform students of their responsibilities and privileges. By intelligent choice, it is up to the individual to become and to remain a participant.

If the student has any questions which deal with eligibility requirements that need clarification, the student should see the coach/adviser of the particular activity, the Activities Director (AD), the building principal, or appropriate designee. They are qualified to answer such questions.

No person may be denied admission to any public school or be denied participation in, the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's: Sex, Ancestry, Sexual orientation, race, religion, National Origin, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability.

In addition, this prohibits student discrimination under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

II. PHILOSOPHY OF RIVER FALLS ACTIVITIES

- A. The Activities program constitutes an important phase of learning in the high school curriculum. The Activities program provides definite opportunities that may not be duplicated in other school activities or even in later life.
- B. Objectives:
 - 1. To instill the values, skills, and knowledge necessary for the participation in competitive and noncompetitive activities.
 - 2. To help students foster the fundamental habits of health, safety, and participation.
 - 3. To provide students with the opportunity to develop self-discipline, sportsmanship, and cooperation through participation in co-curricular activities.
 - 4. To foster in each participant a desire to exhibit respect, positive leadership, and friendship with fellow students, teammates and opponents.
 - 5. To develop friendships, not only with teammates and coaches, but also with opponents.

* Interscholastic athletic participation does not guarantee that all objectives outlined will be achieved. Likewise, there may be objectives not written which will be fulfilled. It is hoped that all persons who do participate will have fun and derive positive experiences.

III. RESPONSIBILITY

A. Participation in the Activities program is a privilege for all students in the River Falls Public School. The school also has the responsibility to establish certain criteria for students who participate in these activities to follow. With participation in activities comes responsibility and individual sacrifice. If an activity is worth having and participating in, then the student must be willing to put time and effort into it. Desire and cooperation with teammates, fellow participants and coaches/advisors is imperative. Individual rules may be established by each coach/advisor in addition to regulations set forth in this Code. Individual team rules must be approved by the activities director.

IV. ACTIVITIES COVERED

A. Covered by this code are:

1. All Activities that are competitive in nature. Included are:
 - a. WIAA Sanctioned Sports
 - b. Powerlifting, Trap Shooting, Cheerleading, Danceline
 - c. Mock Trial, Forensics
2. Co-Curriculars are non-athletic clubs, organizations, and groups covered by this document. These groups are separated into different areas as designated.
 - a. **Group 1** – these groups are activities that are extensions of the classroom. The students involved take classes and then give performances based on the classroom learning.

Activities Included:

Camerata Choir	Concert Band	Concert Choir
Marching Band	Symphonic Band	Wind Symphony
Symphonic Mixed Choir	Symphonic Treble Choir	Women's Choir

- b. **Group 2** - These groups are organizations that are either applied for or are joined on a volunteer basis.

Activities Included:

Art Club	CATS	Costumed Carolers
Drama/Musical	Ecology Club	FBLA
FFA	Foreign Language Clubs	Gay & Straight Alliance
Global Awareness/Change	Jazz Band	Key Club
National Honor Society	Pep Club	Robotics
Student Council	Students Offering Support	Chess
Book Club		

*Any other student group affiliated with River Falls High School that has been selected/approved by the administration may be added to these lists by the AD and/or Principal.

V. ATHLETIC RULES AND REGULATIONS

- A. The Wisconsin Interscholastic Athletic Association (WIAA) has charged each of its member schools to establish regulations governing participants in athletics. Rules of Eligibility can be found at the following website: <http://www.wiaawi.org>. The following is quoted directly from the WIAA Rules of Eligibility (Article VII – Health and Behavior):
1. A school shall have a code of conduct for its athletes, and it is strongly recommended that the code (a) designate the period of time involved in a suspension in advance of the school year and (b) be developed with the involvement of students, coaches, and administration and adopted by the Board of Education or recognized governing body.
 2. A student is required to follow the school's code of conduct on a year-round (12 month) basis.
 - a. In-season violations of the school code will result in immediate suspension of the student from interscholastic competition for no less than one day of competition (but not less than one complete game or meet) for acts involving
 - i. possession and/or use of alcohol,
 - ii. possession and/or use of tobacco, including chewing tobacco, vaping materials and/or
 - iii. use, possession, buying, or selling of controlled substances, street drugs and performance enhancing substances (PES).
 - b. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including all out-of-season offenses.
 - c. The member school will determine minimum penalties for any other unacceptable conduct contrary to the ideals, principles, and standards of the school and this Association, including but not limited to criminal behavior.
- B. Additionally, Article I, Section 2 – School's Own Standards, of the WIAA Official handbook states: The rules of student eligibility shall not be interpreted to prevent any member school or conference from establishing more stringent regulations, but no school or conference may set up standards for interscholastic competition for any of its official teams, varsity or otherwise, which are less stringent than the minimums presented. Therefore it is required that the athletic participant must:
1. Observe WIAA and River Falls High School eligibility rules. Below are rules that are frequently questioned. All other WIAA rules can be seen on their website. www.wiaawi.org
 - a. The student must live within the school district (except as provided under Wisconsin Open Enrollment option). The student must be:
 - i. Carried on the attendance rolls (for purposes of state equalization aids) at River Falls High School as a full time student.
 - ii. Live within the boundaries of the RFSD and enrolled as a homeschooled student with the Department of Instruction.
 - b. The participant cannot become 19 years of age before August 1st.
 - c. A student cannot practice for or participate in interscholastic sports until the school has an Examination Permit card on file in its office attesting to
 - i. parental permission
 - ii. current physical fitness as determined by a licensed physician, a Physician's Assistant or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. It is recommended that the student also have a dental examination attested by a licensed dentist,
 - iii. proof of insurance,
 - iv. signed agreement to athletic code.
 - v. 9th and 11th grade athletes will take a concussion test to help physicians/athletic trainers in evaluating and treating head injuries.

- d. Must be an amateur in all recognized WIAA sports in order to participate in any sport. Examples of violating amateur standing are accepting reimbursement, in any form (a) salary, (b) cash, (c) merchandise of any kind or amount for achievement in athletics or (d) share of game or season proceeds; signing any contract for athletic services as a participating athlete; permitting your name, picture, or personal appearance to be used for promoting anything as an athlete; playing under a name other than your own; accepting an award such as a jacket, watch, ring, billfold, etc. regardless of their value at any time during the school year or during the summer for achievement in athletics; playing on another team while you are a member of your school team, and playing in a game or a meet sponsored by other than your school during the school year if there are awards given or admission collected.
 - e. The athlete is ineligible after four years and may not participate in a sport more than 4 seasons while enrolled in grades 9-12.
2. Demonstrate conduct in accord with the ideals, principles, and standards of River Falls High School and WIAA in athletic contests at River Falls Public Schools, at host schools, and in tournament action.
 3. Attend practices to be physically able to participate with the least possible chance for injury.
 4. Observe the team rules prescribed for the particular sport or level by the coach.
 5. Care for his or her personal health.
 6. Have all detentions and other school obligations made up, (or make arrangements with the assistant principal), or he or she will not be allowed to practice or participate until completed.
 7. Be in attendance for all academic and required activities (designated by the school for the entire school day 7:40-2:50) to be eligible to participate in an extracurricular activity or practice scheduled on that specific day. (The definitions of attendance in the RFHS Student Handbook shall apply; the attendance officer shall make determinations on daily attendance.) The administration maintains the right to make the final determination regarding student participation.
 8. Excuses for medical appointments, funerals, and act-of-god type emergencies will be accepted; however, illness, tardiness (more than 5 minutes), haircuts, shopping trips, or any other unexcused type absence, or truancy will not be accepted.
 9. Athletic participants will attend all practices unless they are ill or have some other legitimate excuse. The coach will require notification prior to an absence whenever possible.
 10. Any athlete who is expelled or suspended in or out of school shall be ineligible for all co-curricular attendance and participation including practices during the period of suspension or expulsion. They shall be eligible for athletic competition when they are readmitted to school, unless the reason for suspension or expulsion involved a violation of the athletic code.
 11. All school bills, fees, or obligations must be paid (or arrangements be made to do so with either the activities office or office of the principal) or a student shall be ineligible to practice to participate.
 12. At least one parent/guardian and the athlete must attend a preseason meeting hosted by the head coach of that sport.

VI. VIOLATIONS AND CONSEQUENCES

- A. River Falls High School has adopted the following rules and consequences for violation of these rules. Violations during the summer will carry over to the following school year. Consequences for violations of the activities code apply to all activities in which the student participates. Below are the consequences for athletics and for co-curriculars.
 1. Violations of Controlled Substance Act/ Controlled Substances, use of Illegal/Dangerous Weapons, and Felonies.
 - a. Any student who, through standards of fairness as established by the RFHS Activities Department, is found to be in violation of these provisions of the Code shall be withheld from at least fifty (50) percent of the maximum number of contests allowed by WIAA or the actual number scheduled

by the school for that sport.

2. Violations - Any student subject to this code shall not:

- a. Possess, use, or consume cigarettes, cigars, or chewing tobacco.
- b. Violate any of the Wisconsin Criminal Statutes as listed by chapter dealing with but not limited to:

alcoholic beverages	crimes against life and body
crimes against health and safety	crimes against property
sexual morality	gambling
crimes against government	disorderly conduct
crimes against animals	harassment/bullying
- c. Violate Wisconsin traffic Statutes dealing with
 - i. Operating under influence of intoxicant/other drug
 - ii. Absolute sobriety
 - iii. Minor transport
 - iv. Open intoxicant by driver/occupant
- d. Use look-alikes, including but not limited to, "vaping", smoking of electronic apparatus, or other substitute forms of cigarettes; containers that may or may not contain alcohol, etc.
- e. Violate any municipal/county ordinance or laws of other jurisdictions in conformity with the previous listed statutes. It is not necessary for a student to have received a ticket to be considered in violation. Consequences for a violation of the above are listed below.

3. Consequences - Athletics

- a. First Infraction – Any student who, through standards of fairness as established by the RFHS Activities Department, is found in violation of rule Section V, A, 2, will be subject to the following regulations.
 - i. Will be withheld from interscholastic competition for 20 percent of the total scheduled contests for the sport in which he/she is participating. When using the percentage, any fraction will be rounded up to the next whole number. Any unserved portion of a consequence and/or violation, which occurs during the offseason, will be carried over to the next sport in which the athlete participates. This will be whatever the percentage is remaining from the first part. For example, if a student were to miss 20% of the football season (2 games) but there was only one game left, they would have served half their penalty (10%). Therefore, they would miss 10% of the next sport they participated in.
 - ii. Unless otherwise stated, the student must continue to practice in order to maintain team eligibility. Missed practices may subject the participant to further suspension.
 - iii. Counseling concerning the problems inherent in the infraction will be provided to the student found in violation of the rule. This counseling may be delegated to the coach, AD, guidance counselor, school nurse, building principal, or any person the AD feels is the best qualified to counsel the student on the particular matter.
 - iv. Any student subject to this Code shall not knowingly enter a vehicle that is transporting alcoholic beverages and/or controlled substances unless he/she is under the direct supervision of his/her parents or legal guardians. Attendance at parties/events where drugs, controlled substances, and/or alcohol are being consumed/taken by minors is prohibited. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring, is not considered a violation. These include such logical events as family weddings, graduation parties, or similar occasions. This does not, however, allow use of alcohol or drugs by any student under this Code.

- 1) Students who, through standards of fairness as established by the RFHS Activities Department, are found to be in violation of this section of the Code shall be ineligible for one (1) interscholastic competition. If consumption or use of alcohol/controlled substances by the student athlete is determined to have occurred, the consequence will be as written under section V,A,3.

b. Second Infraction

- i. Students in violation will be ineligible from athletic competition for 50 percent of the total number of scheduled contests in which he/she is participating.

For Alcohol or Other Drug related infractions, the student athlete must undergo, at his/her expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which is prescribed by the assessors in an effort to confront the behaviors of use and abuse. The student athlete will provide the activities director written certification of compliance with recommendations prior to any reinstatement of participation. Students must make arrangements for assessment within 10 days of written notice of infraction.

Any unserved portion of a consequence and/or violation, which occurs during the offseason, will be carried over to the next sport in which the athlete participates. For non-alcohol or drug related offenses, completion of 20 hours of community service as determined by the AD and advisor will be required before participation in activity can resume. Students must make arrangements for community service within 10 days of written notice of infraction.

Those students that do not complete required AODA assessment or community service by a pre-arranged designated date, will be ineligible for competition for a 12 month period.

c. Third Infraction

- i. Students in violation will be ineligible from athletic competition for a 12 month period from the start date of the suspension.

For Alcohol or Other Drug related infractions, the student athlete must undergo, at his/her expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which is prescribed by the assessors in an effort to confront the behaviors of use and abuse. The student athlete will provide the activities director written certification of compliance with recommendations prior to any reinstatement of participation. Students must make arrangements for assessment within 10 days of written notice of infraction.

For non-alcohol or drug related offenses, completion of 40 hours of community service, as determined by the AD and advisor will be required before participation in activity can resume. Students must make arrangements for community service within 10 days of written notice of infraction.

Those students who do not complete required AODA assessment or community service by a pre-arranged designated date, will be ineligible for competition for the duration of their high school career.

- d. Students who participate in a school approved student assistance program and have no violations for at least one calendar year may have their levels of violation or record reduced by one after the period of ineligibility. This may be used only once in a student's high school career.
 - e. Students may not go out for a sport for the first time to exhaust any consequences of ineligibility without prior approval of the head coach of the sport and the AD. Students allowed to go out for a sport for the first time under these circumstances will be required to successfully complete the season or the consequence extends to the next seasons.
 - f. A student who knowingly falsifies information regarding eligibility status or violations of the Activities Code shall be subject to a period of ineligibility from all sports and/or co-curricular participation for a 12 month period from the date of investigation.
4. Consequences – Co-Curriculars
- a. First violation
 - i. Group 1 – Many of these groups are covered by local and state associations. Their rules stand as a minimum base for enforcement. River Falls' rules may be stricter than those rules.
 - 1) Suspension for the next performance of the groups with the absence treated as unexcused *
 - 2) Completion of 20 hours of community service as determined by the AD and advisor.
 - ii. Group 2
 - 1) A suspension of nine calendar weeks including suspension from one (1) group performance. This penalty may be reduced to suspension from one (1) performance if the student successfully participates in a school approved drug/alcohol awareness program.
- *Special note – some activities have a limited number of contests or performances, or the role of the student in the activity may be unique, and a suspension from that activity may be impractical for the students involved in the activity. In those situations, the advisor and AD will design sanctions appropriate. These may include 20 hours of community service, suspension from the next activity of a similar category involved, etc...
- b. Second violation
 - i. Group 1
 - 1) Students will meet with the advisor, AD and principal to determine continuation in the activity. The student will be suspended from the activity for at least two (2) performances.
 - 2) A maximum of 40 hours of community service is to be completed as directed by the advisor and AD.
 - 3) The student may be declared ineligible for the next season or term of the activity.
 - ii. Group 2
 - 1) Students will be declared ineligible for a minimum of nine weeks and a maximum of eighteen weeks.
 - 2) The student may be declared ineligible for the next season or term of the activity.

- c. Third Violation
 - i. Group 1 and Groups 2
 - 1) The maximum penalty will be a suspension from all club meetings, activities, and performances for up to one (1) calendar year from the date of the latest violation. Group 1 students may be allowed to continue the classroom portion of the activity only with the recommendation of the building principal, AD, advisor and counselor; however the suspension from performances will not be reduced. An alternative activity for grading purposes may be assigned by the activity advisor.
5. Students who are adjudged to have admitted to having a chemical dependency problem will be required to show cause why they should be allowed to continue participation in the activities program. They will be required to:
- a. Meet with the AD and/or AODA staff person of the high school or, if unavailable, and at the expense the student, a counselor of a community based AODA program to establish a plan to evaluate the extent of the chemical problem and the type of program necessary. During this time the student athlete will be ineligible and therefore, not participate in athletics. (Parents or guardians will be required to attend this meeting). Should the student athlete be assigned evaluation or treatment by court or legal order, this step will be bypassed and they obviously will proceed to step B below.
 - b. Follow through with an evaluation plan and any treatment program which is recommended by a chemical dependency counselor.
 - c. Upon completion of evaluation and/or treatment, request a meeting with the Activities Committee (AD, two members of the high school teaching staff, two head coaches or advisors) to determine final disposition regarding athletic eligibility. A report from the evaluation or treatment agency will be made available to the committee. The minimum consequence will not be less than a first infraction consequence. Time missed while in treatment or evaluation may count toward consequence.
6. Other Situations Not Covered Above.

Students subject to this Code shall not engage in behavior contrary to the ideals, principles and standards of the school, the district character philosophy, and other expected behavior.

- a. Willful and persistent disrespect or behavior, which is disruptive to or interferes with the learning environment, may result in ineligibility. This also includes school events home or away. It is impossible to list all the situations that might fall under this rule. The principal or AD has the discretion in interpreting this rule. The consequence associated with a violation of this portion of the Code may include up to a period of ineligibility of twenty (20) percent of the interscholastic contests of the sport in which the athlete competes, and/or up to nine weeks of suspension of any Co-Curricular activity.
- b. Violation of contest or game regulations as established by the WIAA which causes ejection from an athletic contest will result in missing one additional interscholastic contest. (Hockey has expanded this rule to three additional games.)
- c. Athletes and co-curricular participants are expected to model appropriate character, behavior, conduct, and sportsmanship in and out of their season of participation. Any actions that are considered contrary to the School District of River Falls' Character Education philosophy and beliefs as well as being considered conduct unbecoming of an athlete/co-curricular participant, may also result in ineligibility with the same consequences as described in part "a" (above). This includes actions that may be construed as pranks: to include, but not limited to, any types of

- d. The use of social media by a student considered to be unbecoming of a Wildcat, including but not limited to, harassment, vulgar/inappropriate interactions with members of other communities or racially or sexually inappropriate comments may result in discipline including suspension of up to twenty (20) percent of contests or removal from the activity, group, leadership position or team.
- e. A restorative practice can be used as a means to repair the harm done if the Activities Director or other administrator deems it appropriate and safe for all parties involved in a given situation. This would entail all parties being willing to engage in a restorative process. If the process is determined successful, administration can then adjust the suspension time at their discretion.

VII. ACADEMICS

- A. Scholastic achievement should be the prime concern of the student; therefore, students participating in activities must maintain a passing grade in all of their subjects. Subjects are all classes for credit in which the student is enrolled during a marking period. Each term's grades will be the basis for the following terms eligibility. Eligibility for fall activities shall depend upon grades earned in the previous spring marking period.
 - 1. Athletics - If the student fails to meet this academic standard, they will be subject to the following consequences. Ineligibility due to failure will start as soon as the AD or coach is made aware of the failure.
 - a. Failure in one (1) subject during a marking period
 - i. Ineligible for 10% of the interscholastic contests (minimum 1). After the consequence is served a student must be passing all classes, or demonstrating progress to passing the failed classes, or ineligibility continues. Checks will be made weekly. If at any time in the following term, the student is found to be failing a class, they will be again declared ineligible until they are passing all classes.
 - ii. Failure in two (2) subjects during a marking period – ineligible to practice or participate for a minimum of 15 school days and nights plus no less than 20% of the interscholastic contests for that sport. A student must be passing all classes, or demonstrating progress to passing the failed classes, or ineligibility continues. Checks will be made weekly.
 - iii. When a student has accumulated three semester failures or is one full credit short of what is required for his class determination, they will be ineligible immediately and meet with the AD to show cause why they should be allowed to continue participation in athletics and to develop a plan to make up credit deficiencies. The AD, in consultation with the principal and guidance counselor, will make recommendations which are felt to be in the best interest of the student's academic progress.
 - iv. Because of the September 1st starting date for schools, all ineligible periods will commence with the first game played. The one change would be if there are two failures in the spring: instead of 15 school days, it will be 21 consecutive calendar days. If the time is consumed before school begins, the student will become eligible if they have served the required number of contests. Checks will continue to be made weekly.
 - 2. Incompletes will be treated the same as failures until they are completed. Students have two weeks to change an incomplete to a grade.
 - 3. Group 2 - Co-Curriculars
 - a. Students may not have more than one failure per term. A student not meeting this requirement shall be ineligible for a period of not less than 7 consecutively scheduled school days and the next performance.
 - 4. Students with one failure are still expected to be at practices. If they need additional time for their studies, arrangements should be made with the coach/advisor.
 - 5. Consequences for this portion of the code are independent of other consequences – any suspension would

- be added to existing suspension.
6. Students may make up interscholastic ineligibility for the fall term by successfully completing district-approved summer school (providing credit is given toward graduation).

VIII. REPORTING PROCEDURE AND ACTIVITIES COMMITTEE

- A. Information contained in police/court statements, citations, or reports may be used in the investigation of Activity Code violations only per state statutes.
- B. Activities Committee should consist of the AD, two coaches/advisors, and two staff members.
 1. Each member will have one vote
 2. AD will appoint each member. As much as possible, the members of the committee will remain consistently intact for a given case.
 3. If the coach/advisor of the student in question is on the committee, they will be replaced.
 4. AD or principal may substitute appropriate non-coach members if teaching staff are unable to serve.

IX. PROCEDURES FOR ADMINISTERING THE ACTIVITIES CODE

- A. Violation of the Code is made known to the AD.
- B. AD meets with the student to present charges.
 1. If the accused admits to the violation or infraction, the AD states to them the prescribed action according to the code Violation. The Student serves their consequence and returns to competition.

X. ACTIVITIES DEPARTMENT STANDARDS OF FAIRNESS

- A. Students accused of violating the rules and regulations of the Activities Code will be subject to standards of fairness as established by the Activities Department in the administration of the Code:
 1. Students will be informed of the charges being brought against him/her.
 2. Students may contest the charge.
 3. AD (or designee) will investigate/collect evidence and determine whether a violation has occurred. If a violation is determined to have occurred, the prescribed consequence will be imposed.
- B. A determination of a violation may not be appealed. However, any student wishing to be heard regarding a prescribed consequence must adhere to the following standards:
 1. After a ruling of ineligibility resulting in suspension has been made, a student and/or their parents may formally submit a request to be heard regarding the decision. A written request to the AD must be received during normal business hours within five (5) school days from the first day such ineligibility shall take effect. The request may only apply to the technical requirement of the Code or the consequence associated with the violation. A student who requests to be heard regarding a consequence shall be ineligible during the "request to be heard" process for up to the extent of the consequence.
 2. The AD, within three school days of receipt of such written request to be heard, shall formalize the ineligibility decision in writing and send a letter by registered mail to the parents outlining the specific details relating to: (a) violation or infraction: (b) date of violation of infraction: (c) period of suspension: and (d) any other pertinent information.
 3. After a request to be heard has been received and the school's formal reply mailed to the parents, a date for a meeting will be established by the AD or principal, such date to be no later than seven (7) school days after receipt of the written request of the student and their parents. The opportunity to be heard will be scheduled during normal school business hours. Present at the meeting, in addition to the Activities Committee of the school, shall be the student, and, if a rule relating to a specific sport is involved, the head coach/advisor of that activity. The parents/guardians may also be present.
 - a. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.

- b. Proceedings of the meeting, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and their parents.
 - *Note; Provisions as outlined in number 3 above, including items (a) and (b), will be applicable relating to any subsequent request to be heard. However, the Activities Committee will only participate in the first level of the “request to be heard” process.
4. If at this point the student and their parents are not satisfied with the findings of their opportunity to be heard regarding the decision, a second opportunity to be heard may be requested. This meeting will be with the principal.
 - a. The request for the second opportunity to be heard must be in writing to the AD or principal within five (5) school days of the mailing of the outcome of the meeting. A student who is found, under standards of fairness established by the Activities Department, to be ineligible shall remain ineligible up to the extent of the consequences during any request to be heard. (Excluding Title IX investigations)
5. The student and/or their parents, if they are not satisfied with the ruling of a particular hearing at one level, may request to be heard at the next higher level. The next level of opportunity to be heard after the principal will be with the superintendent or his/her designee. The final level of opportunity to be heard, after the superintendent, will be the Board of Education. Requests to be heard must always be in writing to the AD or principal within five (5) school days of mailing of the outcome of the last such meeting.
 - a. The procedures for requesting opportunities to be heard, timelines, and sequence of levels specified above must be followed or the request will be automatically denied. In all cases and at all levels, the student who requests to be heard regarding a consequence shall be ineligible during the “request to be heard” process for up to the extent of the consequence.
6. The provisions as outlined above shall be the sole and exclusive remedy for opportunities to be heard regarding the rulings.

XI. MISCELLANEOUS

A. LOCKER ROOM PRIVACY

Board Policy 731.1

The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

- Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a No person shall be recorded in locker rooms (whether clothed, in uniform, partially clothed, or unclothed). No student has authority to have themselves recorded.
- No media is allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter into the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal or designated locker room supervisor. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law. Additionally, all violations will be reported to law enforcement.

The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

B. Travel

1. The school district furnishes transportation to and from all away events and contests in a school vehicle accompanied by a coach/advisor. Any other mode of transportation to contests is forbidden. However, there are occasions when return trips with parents/guardians may be acceptable. If this is desired, parents/guardians must make the request in writing to the activities office a minimum of one day prior to the start of the contest. The school principal, AD, or coach/advisor must grant this permission. In all cases, parents/guardians will have to be the party with whom the student is riding home. The parent/guardian giving the ride will present themselves to the coach/advisor in order to sign out their student following the contest. Failure to comply will result in travel restriction and future contest disqualification.

C. EQUIPMENT CARE AND RETURN

1. Students shall be responsible for the care, maintenance and return of all equipment they are issued. The student to whom it was issued must pay for any equipment lost or willfully abused.
2. If at any time a person has on or in their possession school-owned equipment, it may be confiscated regardless of how it was obtained. Use of this equipment is restricted to practice and school competition.
3. School-issued equipment is not to be used for physical education or personal wear. Continued misuse of equipment in this manner will be cause for turning it in and the student furnishing his or her own.
4. Students are responsible for reasonably securing equipment issued to them to prevent loss. A student who believes or knows equipment issued to them may have been stolen must report the theft to either the coach/advisor or AD within 48 hours or they shall continue to be responsible for the cost of the equipment. Reporting items as stolen does not exempt a student from the responsibility of paying for the item.

D. AWARDS

1. River Falls High School's award system is designed to recognize meritorious service and performance in the activities program. Recipients of awards must understand that this recognition is given in trust and may be reclaimed by the school any time before graduation for failure to abide by the rules established in the Activities Code.
2. Awards are given on the basis of: (1) performance; (2) participation/attendance; and (3) cooperation. At the close of each season, the coach/advisor makes their recommendation for awards they feel should be granted. The AD must approve these recommendations.

E. ATHLETIC INJURIES AND CARE

1. All athletes will be required to take a physical examination yearly, or have on file a valid WIAA alternate year physical card. They must be enrolled in some form of insurance program offered by the school, or have a waiver of insurance signed by parent or guardian indicating their desire not to participate in the school offered program. If the waiver is chosen, proof of health insurance must be supplied.
2. In the event a student is injured, the coach may fill out an injury report form and file it with the AD the next day. This form may provide a source of information necessary for insurance purposes.
3. To assure that sufficient recovery or healing has occurred and the athlete is physically able to return to athletic competition, they must have a certificate signed by the doctor stating and indicating the date of return. This is a WIAA rule and obviously designed to provide some assurance to the parent, coach, and school that the athlete has recovered from the injury. The certificate is to be given to the coach and the coach is required to pass it to the AD and/or trainer who will keep it on file.
4. All student athletes who have been diagnosed with a concussion must follow the District's return to action protocol that has been put into place.

5. Parents, if not present at the athletic contest, will be notified by the coach or AD, as soon as feasibly possible, in the event their son/daughter is injured or hospitalized.

F. SEPARATION OF SEASON.

1. Students may not be involved in more than one interscholastic sport during any one sports season. The philosophy of this district is that students commit themselves to one sport covered by this code per season in order to eliminate conflicts regarding practice time and interscholastic competition. This is done in order to eliminate the possibility of becoming over-scheduled to the point that it would adversely affect them academically, as well as physically.
2. Students are allowed to only serve as an officer on a maximum of two co-curricular activities at a time. Again, this is to ensure that the student is not spread too thin. They may be in more than two activities, but may not be an officer in more than two.

G. AGE OF MAJORITY DISCLAIMER

1. River Falls High School is aware that a percentage of the students will have reached the age of majority. There is no attempt to deny these students their constitutional rights. However, in order to maintain consistency in our activity programs, we shall enforce the rules and regulations of the Code for all students regardless of age.

H. CONTACT INFORMATION

Activities Director	David Crail	david.crail@rfsd.k12.wi.us	715-425-1830	ext. 3709
Activities Secretary	Sue Halling	susan.halling@rfsd.k12.wi.us	715-425-1830	ext. 3710
Activities Assistant	Joanne Lindaman	joanne.lindaman@rfsd.k12.wi.us	715-425-1830	ext. 3711

I. PAPERWORK NEEDED BEFORE ONE MAY PARTICIPATE

*All of these forms are on the online registration page that must be filled out to participate.

1. **Activities Code** – Students and parents must read and then sign that they have read this document. Doing so once will cover the students for all Activities during their four year high school career. If there are changes during their career, documentation will be given to the students and parents to read and sign that they received it.
2. **Activity Fees** – Fees are as follows. They must be paid before a student is allowed to participate. A waiver is available to those students who qualify for free and reduced lunch or have unusual circumstances. This waiver is granted by the Activities Office.

\$85	High School Athletics
\$85	High School Marching Band
\$60	Jazz Band, Drama, Costume Carolers, Forensics, Mock Trial
\$170	Maximum Individual Fee
\$300	Maximum Family Fee (Includes any fees for Middle School students)

3. **WIAA Information (Athletics only)** – Read and sign the WIAA informational page that they require all athletes and parents to read.
4. **Impact Concussion Test Completed (Athletics only)** – All Freshmen and Juniors, and anyone going out for a sport for the first time, must have a concussion test taken at the school. They are free of charge. Students sign up in the spring or summer.
5. **Wisconsin State Law on Concussion Education (Athletics only)** - In the spring of 2012, the Wisconsin legislature passed a law that required all athletic teams to provide education on concussions to students and parents. They must then sign off that they have received this information.
6. **Physical card/Alternate year card (Athletics only)** – Students must take a physical every two years.

On the other years, an alternate year card is available.

Parent/Student Participant/Coach Expectations

Parenting and coaching are extremely difficult and different vocations. By establishing an understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student/athlete. When a child becomes involved in a co curricular activity, parents and coaches have a right to understand what EXPECTATIONS are going to be placed on the athlete and on each other. This begins with clear communication from the athlete, parent, coach, and athletic department.

Communications/Expectations Parents/Athletes Should Expect From The Coaches:

1. The expectations the coaches have for their children and all team members.
2. Location and times of all practices.
3. Team requirements, fees, special equipment, game dress, offseason opportunities.
4. The policy dealing with excused and unexcused absences. (What will the consequence be for missing a game/practice because of vacation?)
5. The River Falls and WIAA requirements for eligibility.
6. Team rules beyond the River Falls Activities Code.
7. The lettering requirements.
8. The Coaches act as a role model for good sportsmanship, use of appropriate language, promoting a healthy environment and safe teaching techniques.
9. Well-planned practices.

Communications/Expectations Coaches Should Expect From the Athlete and Parents:

1. Notify of any schedule conflicts that may occur, well in advance of the season. (including vacations, etc.)
2. Explain special concerns regarding coaching expectations. (Practice requirements)
3. Support for the Activities Code and all team rules.
4. Expect an athlete with a concern, to be encouraged by the parents to speak with the coach or coaching staff.
5. Support for all team members and the coaching staff.
6. Demonstrate positive support at games for their son/daughter, their teammates and the coaching staff.
7. Exhibit good sportsmanship and appropriate language by the athlete and parents at games and/or practices.
8. Encourage great work ethic at practices and in games.

Appropriate Concerns Athlete/Parent May Address with Coaching Staff:

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete improve his/her performance and skill level.
3. Concerns about the athletes' behavior in school/practices/games.

Areas That Are Not Appropriate For Parents to Discuss With Coaches:

1. An individual's playing time.
2. Team strategy.
3. Play selections.
4. The makeup of the team and the decision as to who plays on a particular team.
5. Other members of the team, other parents, and other coaches.

The Proper Method To Address a Concern:

Step One:

- a. The athlete speaks with the coach. (The coaching staff may be involved/present when this conference takes place.)

Step Two:

- a. The parent asks for a conference with the coach and the athlete. If the coach cannot be reached, the parent should contact the athletic director and he will arrange for the coach to contact the parent.

Step Three:

- a. If the conference between the parent/athlete and coach 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/athlete has. Both parties will be allowed to speak in an uninterrupted manner. This will be in a nonthreatening environment.

ACCEPTANCE OF THE CODE OF CONDUCT

Signing the Activities Code agreement is required of all students who want to participate in any activity offered by the River Falls. Signing the Activities Code Agreement is an acknowledgement that the student and their parent(s)/guardian(s) has read and understands the requirements specified in the document. Failure to sign the Agreement will immediately disqualify a student from participating in any co-curricular activity.

Revised July 2022