

# Burlington High School

## Code of Conduct

## Athletic Handbook

### 2025-2026

Updated: 7/22/25



## “A Community of Learners”

400 McCanna Parkway

Burlington, WI 53105

262-763-0200

#### **Non-Discrimination Statement**

The Burlington Area School District, per Title IX of the Educational Amendments of 1972 and other Federal and State regulations, at this moment, 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 of the Burlington Area School District.

# BURLINGTON HIGH SCHOOL

## ATHLETIC CODE OF CONDUCT HANDBOOK

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### **STATEMENT OF PURPOSE**

Participation in athletics is an integral part of the Burlington High School experience. This privilege should elicit great pride in the student and their family. While our number one goal as a school district is to provide a sound academic foundation for all our students, activities offer unique opportunities to promote their mental, physical, social, and emotional development. By delivering solid programs, Burlington High School extends the opportunity to enrich the mind and body of every student while meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and other applicable governing body requirements. Like anything of value, it comes at a price. That price is a commitment from you to follow established rules. Students who comply with this Code of Conduct demonstrate a commitment to self-improvement and to the best interests of their fellow teammates, classmates, advisors, coaches, and school. If accepted, this privilege comes with specific responsibilities, which are outlined in this code.

## **THE BHS ATHLETIC CODE OF CONDUCT APPLIES TO THE FOLLOWING:**

<b><u>FALL SPORTS</u></b>	<b><u>WINTER SPORTS</u></b>	<b><u>SPRING SPORTS</u></b>
Cheerleading*	Cheerleading*	Baseball
Cross Country (Boys)	Dance*	Golf (Boys)
Cross Country (Girls)	Basketball (Boys)	Lacrosse Co-Op (Boys)
Dance*	Basketball (Girls)	Soccer (Girls)
Football	Gymnastics Co-Op	Softball
Golf (Girls)	Hockey Co-Op (Boys)	Tennis (Girls)
Soccer (Boys)	Hockey Co-Op (Girls)	Track (Boys)
Swim Co-Op (Girls)	Swim Co-Op (Boys)	Track (Girls)
Tennis (Girls)	Wrestling (Boys)	
Volleyball (Boys)	Wrestling (Girls)	
Volleyball (Girls)		

\*The WIAA does not recognize it as an interscholastic sport, but it must adhere to the Athletic Code of Conduct.

### **ELIGIBILITY**

1. Be enrolled in the Burlington Area School District as a full-time student or be in an approved home school network and reside in the Burlington Area School District.
2. A current and valid physical exam form must be on file with the Activities Department to participate in athletics. A licensed physician must sign the form.
  - Physicals dated between 4/1/24 thru 3/31/25 are good for the 2025-2026 school year.
  - Physicals dated after 4/1/25 are good for the 2025-2026 and 2026-2027 school years.
3. Agree to and sign the WIAA Parent-Athlete Rules of Eligibility (included with the online registration process).
4. Athletes and parents must agree to and sign the BHS Athletic Code of Conduct (included with the online registration process).
5. Pay the \$125 athletic fee per season per sport. Athletic fees are non-refundable two weeks after the first day of the season and must be paid in full before the start of the student's next sport. Note: The \$125 fee does not apply to Gymnastics, Hockey, and Lacrosse. The host school sets the athletic fee.

### **CODE OF CONDUCT RULES, MISDEMEANORS, AND VIOLATIONS**

Burlington High School athletes must understand that this Code of Conduct is not intended to be a punishment, but rather a deterrent to becoming involved in risky and dangerous behaviors. It also ensures that you have the best chance of succeeding in your sport and learning the valuable lessons that athletics can teach. Coaches, advisors, parents, and administrators want to enable participants to reach their full potential, and maintaining mental and physical well-being is essential to achieve this.

### **CODE OF CONDUCT RULES**

The Burlington High School's Athletic Code of Conduct is in effect for twelve (12) months out of the year. Each coach and advisor also has the prerogative to establish and implement additional rules

specific to their program. Coaches must share these in writing with their athletes and parents/guardians on or before the first contest.

### **ACADEMIC REQUIREMENTS TO MAINTAIN ELIGIBILITY**

1. To be academically eligible for participation in interscholastic athletics, a student must be a full-time student. Burlington High School requires that students be responsible for 100% of their school programming to be considered full-time.

The Board defines a full-time student as a student enrolled in a full academic day schedule in a Board-approved program, including, but not limited to, enrollment in a Board-approved program.

- Early College Credit program,
- Start College Now program,
- Special Education programs are identified in an IEP,
- Modified program authorized for medical, emotional/social, or disciplinary reasons, or an alternative education program
- Students participating in early graduation (completing school after 7 semesters) are ineligible for participation in WIAA-sponsored activities following the fall season.

2. A student receiving one or more failing grades (F), including incompletes, in the most recent grade reporting period will be declared academically ineligible for 5 or 15 school days and nights (length determined by grading period/grade check). Advisory grades will only be used on Grade Checks for Semester 1 & 2.

3. Academically ineligible status means that the student will be allowed to practice with the team; however, the student will not be allowed to compete in any contests.

4. To maintain academic eligibility, students must pass all classes during grade reporting periods. Burlington High School conducts eight Grade Checks each school year.

5. Grades to determine eligibility will be based on grading periods.

- Eligibility for fall sports will be based on grades earned in the 2nd Semester of the previous school year. Incoming 9th graders are exempt from start-of-season grade checks.
- Summer School grades will be considered part of the 2nd-semester grades if a student attends Summer School in an attempt to regain academic eligibility.
- Grades will be reviewed at the end of the appropriate grading period.

6. WIAA rules apply.

### **REGAINING ELIGIBILITY FOLLOWING ACADEMIC SUSPENSION**

1. A student who becomes academically ineligible may regain eligibility by meeting the academic requirements following a period of 5 or 15 **scheduled** school days and nights of ineligibility.

- Students must submit an Academic Progress Report to the Activities Department by 1:00 PM on the 5th or 15th day with no failing grades or incompletes.
- If an Academic Progress Report is not submitted, the student becomes ineligible for competition until they can show documentation of passing grades.

2. A student regains eligibility immediately if incompletes are made up within two weeks after the Semester 1 grade reporting period.

3. A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses, provided the school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings. The student must complete at least the same number of courses that caused the ineligibility.

4. The ineligibility status will be adjusted as follows for students in *fall sports* in which the earliest allowed WIAA game/meet takes place before the first day of classes.

The maximum ineligibility period shall be the lesser of:

a. 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport. *\*An interschool scrimmage does not count as a game or meet for purposes of this rule.*

b. One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). *\*An interschool scrimmage does not count as a game or meet for purposes of this rule.*

c. Refer to the [WIAA Fall Academic Ineligibility Chart](#) for additional information.

5. If tryouts are conducted in a sport while the student is academically ineligible, the student will be allowed to participate in the tryout process but will only be eligible for competition once full eligibility has been restored.

6. NOTE - The 1.67 minimum grade point average will carry over from the 2024-2025 academic year for the start of the fall 2025 sport season. Effective October 8, 2025, academic eligibility will be determined solely by failing grades and incompletes (not GPA).

### **GRADE REPORTING PERIODS / GRADE CHECKS**

To maintain academic eligibility for participation in contests, students must be passing all classes and have no incompletes at the end of the grade reporting period. Burlington High School will conduct eight Grade Checks each school year.

Grade Check	Grade Reporting Periods/Grade Check Dates	Length of Ineligibility	Academic Progress Report Due by 1:00 PM
#1	Wed, October 8	5 school days	Tue, October 14
#2	Fri, October 31 (End of Q1)	5 school days	Thu, November 6
#3	Wed, December 10	5 school days	Tue, December 16
#4	Wed, Jan 21 (End of Sem 1 is Jan 15)	15 school days	Tue, Feb 10
#5	Wed. February 18	5 school days	Tue, Feb 24
#6	Wed, March 18	5 school days	Tue, March 31
#7	Wed, April 22	5 school days	Tue, April 28
#8	Tue, May 22 (End of Sem 2)	See #4 above	N/A

## GRADE CHECK #1, #2, #3, #5, #6, & #7 EXPECTATIONS AND CONSEQUENCES

A student earning one or more failing grades (F) or incompletes at a Grade Check will become ineligible to participate in contests until they have earned no failing grades, but only after a period of at least five consecutive scheduled school days and nights. Day 6 is the earliest day to become eligible.

### Grade Check #1, #2, #3, #5, #6 & #7

Student earned an "F" Grade checks done on a Wednesday (Day 1)	Student is ineligible for 5 school days & nights  Day 1: Wed Day 2: Thurs Day 3: Friday Day 4: Mon Day 5: Tues	Student submits Academic Progress Report on Tuesday by 1:00 PM (Day 5)	<u>If NO "Fs"</u> Eligible on Wed. (Day 6)  <u>Still "Fs"</u> Ineligible until passing all classes.
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## GRADE CHECK #4, END OF SEMESTER 1 EXPECTATIONS AND CONSEQUENCES

A student earning one or more failing grades (F) or incompletes at a Grade Check will become ineligible to participate in contests until they have earned no failing grades, but only after a period of at least 15 consecutive scheduled school days and nights. Day 16 is the earliest day to become eligible.

### Grade Check #4

Student earned an "F" Grade checks done on a Wednesday (Day 1)	Student is ineligible for 15 school days & nights  Day 1: Wed thru Day 15: Tues	Student submits Academic Progress Report on Tuesday by 1:00 PM (Day 15)	<u>If NO "Fs"</u> Eligible on Wed. (Day 16)  <u>Still "Fs"</u> Ineligible until passing all classes.
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## GRADE CHECK #8, END OF SEMESTER 2 EXPECTATIONS AND CONSEQUENCES

Refer to #4, under Regaining Eligibility.

### GRADE CHECK "FAQs"

*Can I drop a class after Grade Checks 1, 2, 3, 5, 6 & 7 to regain eligibility?* The minimum ineligibility period of 5 or 15 consecutive scheduled school days must still be served. To regain academic eligibility status, you must submit an Academic Progress Report showing all passing classes.

*Will an "F" at Grade Check 1, 2, 3, 5, 6 & 7 lead to a 5 or 15-day and night suspension from event participation?* Yes.

*If a student is earning an F grade at the grade check time but achieves a passing status on day 3 of ineligibility, can they become immediately eligible?* No, the student would not be eligible until day 6.

*I submitted my assignment to my teacher on Tuesday morning, but they refused to grade it, so I still have a failing grade. Can the administration make up the teacher's grade for my late work? It is unrealistic to expect any teacher to grade late work immediately. You are advised to work with your teacher in advance if you need an extension or other support.*

*I submitted my Academic Progress Report to the Activities Office at 1:30 PM on Day 5. Can I participate in a competition tomorrow? No, the cutoff for submitting the form is 1:00 PM. The earliest return to play for academic eligibility would be Day 7 (the day after you submitted the late form).*

*What does Academically Ineligible mean? A student is earning one or more failing grades (F) or incompletes during a Grade Check. They may not participate in games, contests, matches, etc. However, it does not exclude a student from participating in tryouts, scrimmages, practices, team dinners, etc.*

### **DISMISSAL / QUITTING**

An athlete who is dropped from one team for disciplinary reasons is not eligible for another sport during that same season. However, any cut or quit athlete may participate in another sport during the same season. A student who quits does not receive credit for the suspension and will serve it on the next team they participate in.

### **ATTENDANCE**

A student participating in athletics is expected to attend school the entire day to be eligible to practice or compete that day. Exceptions would include school-sponsored activities, family emergencies, funerals, college visits, excused verified doctor/dentist appointments, and others at the administration's discretion. An athlete suspended from school shall be barred from participating in athletic competitions/practices during the suspension period.

Regular attendance at practice is required to remain part of the team. The student must notify the coach of any circumstances that prohibit attendance at practice or contest(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team, depending on the nature and frequency of the offense.

### **DRESS CODE**

All athletes must maintain appropriate dress and grooming standards while representing their school.

### **CELL PHONE PRIVACY**

It is the practice of the Burlington Area School District to ensure the privacy of all individuals while they occupy locker room facilities at school and during school-sponsored events. All cell phones are prohibited from being seen or used in any school locker room (Statute: Wisconsin Act 118). If a cell phone is found to be in use in a locker room, the coach has the right to confiscate the phone. If compromising photos are found to have been taken with the phone, immediate removal from the activity may result.

### **REPORTING AN INJURY**

Every student is required to report any injury, however slight, to the coach as soon as it occurs. The parent/guardian is responsible for completing an Accident Report and submitting it to the Activities Office. Accident reports can be found on the Activities website or in the office.

## **TRANSPORTATION**

Members of athletic programs *must travel to* and from out-of-town competitions in vehicles provided by the school district or co-op program. A student may return home with their parent/guardian if the parent/guardian personally picks the student up in the coach's presence after the event. A student *is not* allowed to return home from an event with anyone other than their parent/guardian unless the Activities Office has approved the Alternate Transportation Request form *and* the student gives the signed form to the coach, or *b.)* the Activities Office has notified the coach of the alternate transportation arrangements.

## **UNIFORMS & EQUIPMENT**

Students are responsible for any uniforms and equipment issued to them. Each student is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until they have returned or paid for all uniforms and equipment issued to them in a previous season. Students will be charged the cost to replace the item.

## **COLLEGE SIGNING CEREMONY**

We would like to recognize our athletes who are pursuing their academic and athletic talents at the collegiate level. The athletic department will celebrate this accomplishment by hosting a recognition event, during which our BHS athletes will be recognized for their college commitment. We encourage coaches, teammates, teachers, friends, and family members to attend. The tentative recognition date is Monday, May 4, 2026. *\*Individual sports programs and coaches can choose an alternative date if they would like to do something that the athletic department does not sponsor.*

## **CODE OF CONDUCT MISDEMEANORS**

The following misdemeanors are unacceptable, and the Administration team at Burlington High School reserves the right to impose a penalty as deemed appropriate by the severity of the infractions, which may include suspension from practice, an event, or a competition. Each coach also has the prerogative to establish and implement additional misdemeanors specific to their program.

## **BEHAVIOR AND CONDUCT**

Respect, courtesy, manners, and good sportsmanship are essential to good citizenship and shall form the basis for all behavior. Since students represent the school publicly, their behavior frequently determines outsiders' opinions of the school and community. It is expected that athletes' conduct will always be exemplary. Below is a list of examples that are considered behavior unbecoming of an athlete, but it is not an exhaustive list:

- Unexcused absences
- Academic dishonesty
- Bullying/Cyberbullying/Harassment
- Social media content that is deemed inappropriate
- Vandalism or Property Destruction
- Poor sportsmanship, including: name-calling, obscene gestures, fighting, ejections, etc.
- Hazing/Initiation Ceremony: Burlington High School will not permit any student to stage any type of 'initiation ceremony', or hazing of students at any time and on any level or within any program.
- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Athletics Code of Conduct, the regulations within the WIAA, or the ideals, principles, and standards of Burlington High School.

- Students who receive an in-school or out-of-school suspension can not participate in games or practices until the suspension period has concluded.
- Students who receive a disciplinary referral that results in a removal from school or out-of-school suspension will serve a minimum of one game suspension.

## **CODE OF CONDUCT VIOLATIONS**

Forbidden Behaviors would include, but are not limited to:

### Criminal Behavior

A student who participates in activities resulting in his/her arrest or formal charges being filed in a court of law. Suppose the school district has adequate and competent evidence that the student participated in the offense for which they are charged. In that case, a penalty may be imposed under this Code before completion of the criminal proceeding. Suppose the school district does not have such evidence, and the student is convicted of a crime (misdemeanor, felony, or municipal ordinance violation). In that case, the penalty under this code will be imposed upon conviction. In the latter case, the student may continue participating in their sport or activity until the judicial system resolves the matter.

### Chemical Health Violation

A chemical health violation includes possession, use, buying, selling, and being under the influence of any drugs and drug paraphernalia. (Note: drugs are defined as tobacco, electronic smoking/vaping devices and materials, alcohol, illegal drugs, marijuana, synthetic drugs, performance-enhancing drugs, or medications without a prescription or use not following prescription directions.)

### Presence At A Party or Gathering Where Alcohol Or Drugs Are Being Illegally Consumed

If a student attends a party where alcohol or drugs are being illegally dispensed, the athlete must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation of the Code of Conduct. Additionally, the student should report the event to their coach or the Athletic Director by the end of the next school day. Note: Athletes should encourage as many classmates as possible to leave with them. \*The intent of the 'presence at a party' is not to deny participation with adult family members in gatherings such as weddings, anniversaries, or other family events.

### Cyber Image Policy

Any identifiable image, photo, or video that implicates an athlete to have been in possession or presence of alcohol and/or drugs or portrays actual use or out-of-character behavior or crime shall be confirmation of a violation of the Code of Conduct since there is no way to establish a timeframe for when or the location where the image was taken, it shall be the athlete's responsibility. It must also be noted that some persons would attempt to implicate an athlete by taking such photos to place them in a situation where they might violate this code standard. This is our rationale for urging our athletes not to put themselves in such environments in the first place.

## **PENALTIES FOR CODE OF CONDUCT VIOLATIONS**

- Any penalty will be imposed immediately following substantiation of the violation.
- If an athlete chooses to serve a suspension in a new sport, the athlete must fully participate in that sport season from the first day of practice through the end of the season.

- When calculating the number of contests to be forfeited, any amount resulting in a decimal remainder of .5 or greater will be rounded to the following whole number.
- The student will be ineligible for all contests/games/events during suspension and before a reinstatement request.
- During the suspension period, the student must attend team meetings, practices, and contests and participate in every team/group activity but may not compete.
- For suspensions in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next athletic season in which the athlete participates. The number of performances may vary from year to year. The actual penalty will be determined using the exact schedule for the sport's season. The number of contests forfeited will be recalculated when the forfeiture involves two different sports, allowing a prorated penalty to take effect.
- An athlete with a code of conduct violation is **not eligible** for either a nomination or to be the recipient of any conference or all-state award after the season in which the violation was served. The athlete **is eligible** to receive a varsity letter and any team award, such as the Most Valuable Player or Most Improved Player award (except for the Team Captain award).
- Any athlete with a code of conduct violation will not be allowed to serve as Team Captain during the season(s) during which the violation is served.

#### First Violation

Automatic suspension for **25%** of that competitive season's scheduled contests. If an athlete receives a violation due to alcohol or drug-related issues, the student-athlete will be required to meet with the District AODA officer for assessment and education. If outside treatment is recommended, it will become the parent/guardian's responsibility and expense to see that outside treatment is obtained.

#### Second Violation

Automatic suspension for **50%** of that competitive season's scheduled contests. If an athlete receives a 2nd violation due to alcohol or drug-related issues, the athlete will be required to meet for assessment and education with the District AODA officer. If outside treatment is recommended, it will become the parent/guardian's responsibility and expense to see that outside treatment is obtained.

#### Third Violation

Automatic removal from all athletic activities for the rest of the high school career. Athletes may request reinstatement after 365 days with a written letter to the Athletic Director. An appeal board would approve or deny a request from one high school administrator (not the Athletic Director) and two BHS head coaches (not associated with the athlete).

## **CODE OF CONDUCT VIOLATIONS REPORTING PROCEDURE**

A violation of the Athletic Code of Conduct should be reported to a district administrator. The report should indicate the nature, date, and time of the violation. Alleged violations during the summer months must be reported in writing or by phone to a school administrator within the first fifteen (15) school days of the start of the fall sport. All attempts will be made to keep the names of the reporting witnesses confidential. Administration may or may not investigate anonymous reports.

## **CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE**

When an alleged violation of the code is reported to the administration, the Athletic Director will meet with the student to discuss the matter. The student will continue to participate in athletic activities until this meeting is held.

1. During the meeting, the Athletic Director will explain that hard evidence (video/photo/parent referral) was shared that would result in a code of conduct violation. The Athletic Director shall impose the specified penalty for the violation, effective immediately. The student and his/her parent/guardian shall be given written notice of the violation and the discipline imposed.

2. Appeals are only granted for a potential flaw in the process and NOT based on the consequence.

## **GOALS:**

Athletics are an integral part of our educational curriculum. They provide opportunities for learning experiences that are difficult to duplicate in other school activities.

Burlington High School athletics has the following goals:

1. To develop leadership skills and responsibility.
2. Show team spirit, encourage others, and contribute to morale.
3. To be fair and treat others as one wishes.
4. To keep commitments to the team.
5. To experience various activities to offer an outlet for a wide variety of students' abilities and interests.
6. To treat all persons respectfully, regardless of individual differences; to show respect for legitimate authority (e.g., Coaches, Officials, Captains).
7. Accept responsibility for setting a good example for teammates, peers, younger students, fans, and the school community.
8. To understand the necessity of abstaining from alcohol, tobacco, and other drugs to achieve the positive benefits of interscholastic athletics.
9. To help athletes realize that participation in interscholastic athletics is a privilege with accompanying responsibilities.

10. To generate a sense of pride and unity in athletics and activities. Programs for students, staff, and community.

### **RESPONSIBILITIES:**

It is essential to understand that participating in Athletics is a privilege, not a right. You are expected to share responsibility for such an opportunity, including:

#### **Responsibilities to You:**

The most important of these responsibilities is to broaden and develop one's character strength. You owe it to yourself to derive the most significant benefit from your high school experiences. To live a healthy lifestyle, both physically and mentally, at all times.

#### **Responsibility for your Academic Studies:**

Academic attention is paramount throughout your time as an athlete. All athletes are required to maintain a minimum grade point average and adhere to attendance requirements.

#### **Responsibilities to Your School:**

Another responsibility you assume when participating in athletics is to your school. Burlington High School can only maintain its position as an outstanding school if you do your best in the activity you are engaged in and serve as a good role model. Other students and faculty are watching you. They know who you are and what you do. Be a positive example that will make your school proud.

#### **Responsibility to Your Community:**

You assume a leadership role when you are involved in athletics. The student body and community citizens know you. You are very visible under the spotlight. The student body, the community, and other communities judge our schools by your conduct and attitude, both on and off the field, stage, court, and classroom. Due to this leadership role, you can make a significant contribution to school spirit and community pride. We aspire for our students to be a class act, not based on winning, but instead on exhibiting strong character, work ethic, and sportsmanship. Make your community proud of you by consistently demonstrating these ideals.

#### **Responsibility to Your Families:**

As a participant in athletics, you need to be aware of the sacrifices, both financially and in time, that your family has made to allow you to participate. You can begin to repay that by living up to all of the training rules, practicing to the best of your ability every day, and participating in the activity "all out." By doing so, your family will be justly proud of you, win or lose.

#### **Responsibility to Younger Students:**

The younger students at Burlington High School, Karcher Middle School, the various elementary schools in our district, and the community are watching you. They know who you are and what you do. You are role models for the young students. Make them proud and be a positive example. They will copy you in many ways, so be a great role model.

### **WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)**

Burlington High School is a member school of the WIAA. As such, we are bound to follow all rules as established by the WIAA and its member schools. Refer to the 2025-2026 HIGH SCHOOL ATHLETIC ELIGIBILITY INFORMATION BULLETIN - [LINK](#).