

DEERFIELD MIDDLE/HIGH SCHOOL STUDENT & PARENT EXTRACURRICULAR HANDBOOK



Participation is a privilege, not a right.

When students choose to participate in a co/extracurricular activity, the students not only represent themselves, but their school and community as well. As a result, there are higher expectations for the behavior of students in co/extracurricular activities and such students are held to a higher standard.

DEMON PRIDE

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CONTACT INFORMATION

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Preface

This handbook acts as a resource for anyone involved in the Deerfield Community School District (DCSD) athletic and other extracurricular activities programs. It is designed to define expectations, clarify procedures and contribute to the efficiency and management of the extracurricular programs. While every possible situation cannot be covered in a handbook, many of the situations which may arise in DCSD's extracurricular programs are addressed in this handbook.

Nondiscrimination and Equal Opportunity Employment

It is the policy of the Deerfield Community School District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during non working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Student Nondiscrimination Policy

It is the policy of the Deerfield Community School district that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973. *The district will provide reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements per PI4 41.04(1)(a). For more information or to file a complaint, contact Ms. Karen Frey, freyk@deerfield.k12.wi.us, 608-764-5431, Deerfield Community Schools, 300 Simonson Boulevard, Deerfield, WI 53531.

Title IX Notice of Nondiscrimination

The Board of the Deerfield Community School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Karen Frey
Director of Pupil Services
300 Simonson Blvd.
Deerfield, WI 53531
freyk@deerfield.k12.wi.us
608-764-5431

The Board's non-discrimination policy (#2266 – Non-Discrimination on the Basis of Sex in Education Programs or Activities) and grievance procedures can be located on the district website.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities](#), which can be found on the district website.

Contact information for the Office for Civil Rights (OCR) is available on the district website.

Section 504/ADA Prohibition Against Discrimination Based on Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, participation in, treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Board Policy 2431 – Interscholastic Athletics

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board further adopts those eligibility standards set by the Constitution of the Wisconsin Interscholastic Athletic Association (WIAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The District Administrator is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures against those who violate these sportsmanship expectations. The District provides the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

Introduction

The Deerfield Community School District believes that while participation in co/extracurricular activities is valuable, it is also a privilege which bears certain academic, attendance, and behavioral expectations. With privilege comes responsibility. Appropriate behavior is expected of all students, whether a participant or a spectator, at all school-sponsored athletic and co/extracurricular events.

The Wisconsin Interscholastic Athletic Association (WIAA) requires that each participating school has a policy on eligibility, expected behavior, and the use of controlled and performance-enhancing substances. Participating students must be academically eligible to play in interscholastic sports.

The standards outlined in this code are the minimum; higher standards may be established by the coach/advisor of each activity or organization. These additional rules/guidelines will be reviewed by the athletic director and/or building principal and will be enforced by the coach/advisor.

GENERAL INFORMATION

Governing Bodies

Athletic activities for grades 6-12 are governed by this handbook and by the rules of the following national, state and conference organizations, as well as policy of DCSD:

- ❖ National Federation of High School Associations - www.nfhs.org
- ❖ Wisconsin Interscholastic Athletic Association - www.wiaawi.org
- ❖ Trailways Conference - www.trailways-athletics.org
- ❖ Mauneshia League - [Mauneshia League Conference By-Laws](#)
- ❖ Deerfield Community School District - www.deerfield.k12.wi.us

Academic eligibility, conduct and training regulations are established with the best interests of the student, team, school and community. These regulations are clearly defined so that all persons affected by them clearly understand what is expected. The Board believes that the parent(s)/ guardian(s) and the participant should know and support the regulations governing activities.

Students and parents are required to read, understand and agree to abide by the extracurricular Code of Conduct. A student who complies with the rules and regulations demonstrates a desire to demand excellence of himself/herself and a willingness to make a sincere commitment towards student activities. A student who does not comply with the rules and regulations will face disciplinary action aimed at helping the student realize they made a mistake and to prevent violations of the activity code in the future.

The Code of Conduct applies to participants and managers of all grade 6-12 interscholastic athletics, as well as all other activities offered.

As prescribed in the WIAA Rules of Eligibility, "A student is required to follow the school's code of conduct on a year-round (12 month) basis" (Article VII, Section 3, Item C). The Athletic Director will enforce those rules as defined by the WIAA and DCSD all calendar year (January 1-December 31).

PROGRAM OFFERINGS

Activities for Grades 6-8

The mission of middle school activities is to provide a safe, enjoyable, and educational experience tailored specifically to the developmental needs of young adolescents. Programs focus on fostering self-esteem, citizenship, responsibility, and leadership within a positive climate supported by strong adult guidance. As an essential part of the educational process, these activities offer an opportunity for the home, school, and community to collaborate while allowing students to explore varied interests. All programs endorse a policy of wide participation, welcoming all eligible students and actively encouraging multi-sport involvement whenever possible. While individual participation will gradually be influenced by skill, maturity, and work ethic, competitive situations must be carefully managed to ensure every student has an opportunity for success.

A list of activities can be found at <https://www.deerfield.k12.wi.us/schools/middle/athletics-activities/>.

List of Middle School Activities - **grade 6-8 in bold**, all others are grade 7-8

Fall: **Co-ed Cross Country, Football**, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, **Wrestling**

Spring: Co-ed Track

Clubs: **Art Club, Forensics, Student Council**

Activities for Grades 9-12

The mission of high school activities is to serve as a vital supplement to the academic curriculum, striving to develop students physically, mentally, socially, and emotionally. While opportunities are provided for any interested student across a diverse range of athletic, intellectual, and artistic pursuits, participation is a privilege that requires students to assume specific responsibilities to themselves, their team, and the community. Because of the highly competitive nature of interscholastic sports, participants may need to actively compete for positions by continuously developing and preparing their skills. Ultimately, these experiences are designed to cultivate essential learning skills and emotional patterns that empower students to achieve the maximum benefit from their overall education.

A list of activities can be found at <https://www.deerfield.k12.wi.us/schools/high/athletics-activities/>.

List of High School Activities

Fall: Boys and Girls Cross Country, Football, Boys Soccer, Spirit Squad, Boys Volleyball, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, E-Sports, Spirit Squad, Wrestling

Spring: Boys Baseball, Girls Soccer, Girls Softball, Boys and Girls Track

Clubs: Academic Decathlon, Art Club, Demon Legion Club, Forensics, National Honor Society, Student Council, TRUE ID, United Against Hate

ACTIVITIES COVERED BY THE SCOPE OF THIS POLICY (as of 7/20/26)

Academic Decathlon	Art Club	Demon Legion
Esports	FBLA	Forensics
Homecoming Court/Escort	Interscholastic Athletics – Deerfield Middle/High School	Interscholastic Athletics – Cooperative Sports Programs
Jazz Band	Math Team	Middle School Show Choir
National Honor Society	Non-Academic Trips (incl senior trip)	Out of State or Overnight Trips
Prom King/Queen	School-Sponsored Events	Solo/Ensemble Music Festival (district and state levels)
Spirit Squad/Dance Team	Spring Play	Student Council
TRUE ID	United Against Hate	

Please Note: This list is subject to change as new extracurricular activities are established or existing activities are modified. The Deerfield Community School District reserves the right to determine which activities fall under the scope of this Extracurricular Handbook.

Activities Scheduling and Updates

DCSD will be using Bound software for scheduling all athletic and extracurricular activities. Bound is considered the primary scheduling source and communication tool for these activities. Coaches, students, parents and community are strongly encouraged to use the Bound app to follow the activities of their choice. All changes and modifications to activity schedules will be posted immediately on Bound.

Awards and Recognition

High school coaches are expected to hold Parents Night and Senior Night. These dates should be determined prior to the start of the season and shared at the required Parent/Guardian and Student Meeting. The head coach will schedule the post-season awards program for high school athletics. The date, time and location will be shared by the head coach at least two weeks in advance of the date of the program.

STUDENT ELIGIBILITY AND PARTICIPATION GUIDELINES

In order to maintain eligibility to participate fully in co/extracurriculars:

- Students must be registered full-time, as defined by District [Policy 5200.01](#), throughout the time of co/extracurricular participation including both semesters for winter sports and activities.
- Homeschooled students are eligible to participate if the proper form(s) are on file with the Department of Public Instruction AND the student is a resident of Deerfield Community School District.
- Virtual school students are eligible to participate in the district in which they are enrolled, not in which they reside.
- Open enrolled students are eligible to participate according to WIAA [Transfer Rule guidelines](#).
- Students must watch the Co/Extracurricular Code Meeting video with a parent/guardian each school year. This is located on the district website under Athletics & Activities.
- High school students are required to submit to a random drug test when asked. Failure to do so will result in the student being charged with a code violation and will face the consequences as set forth in this handbook.
- Student must maintain Academic, Attendance and Behavioral Standards as set forth in this handbook.

Required Documents

Participants are required to have the following documents on file with the District Office before they will be allowed to participate in a practice or contest.

1. **Medical Eligibility Form or Alternate Year Athletic Permit Form** – Required each school year dependent on the date of physical exam. May be found on the [Athletics & Activities](#) website. All managers along with participants in non-athletic clubs are exempt from this requirement.
2. **Extracurricular Code Form** - Required each school year. May be found on the [Athletics & Activities](#) website. This form is completed on-line after the student and parent/guardian watch the code video. This form includes acknowledgement of [concussion and head injuries, sudden cardiac arrest](#) and [WIAA Rules of Eligibility](#).
3. Students will not have outstanding equipment from previous athletic or activity affiliation. Students will not be allowed to practice nor compete in a subsequent athletic activity until this is resolved. The student must return the equipment or pay the fee for replacement charged in their Skyward account. Exceptions may be made which allow a student to at least start practice without turning in their previous uniform depending on the timing of the end of one season and start of the subsequent season.

Homeschool Student Participation

Requests from families with students wanting to participate in extracurricular activities, but are not enrolled in DCSD, will follow [WIAA guidelines](#) for athletics and the guidelines outlined in the extracurricular handbook to be eligible for participation.

WIAA Eligibility Verification of Transfer Student

DCSD adheres to all WIAA eligibility requirements related to transfer students. Consult the [WIAA Transfer Student](#) rules to learn more.

Red Card - Verification to Participate

Upon submission of forms, the student-athlete will receive a **RED CARD** from the District Office. The **RED CARD** serves as official notification that the athlete has been cleared to participate. **Athletes must turn the RED CARD into the coach on the first day of practice to be eligible to practice.** Coaches may not allow a student-athlete to practice until a Red Card has been turned in to the coach. A **RED CARD** needs to be picked up at the start of each new season.

Required Parent/Guardian and Student Meeting

Before the first competition of the season, the head coach will hold a mandatory parent/guardian and student meeting. The coach must announce to students and parents the date and time of the meeting at least one week in advance.

Topics for the parent meeting should include:

- Philosophy and expectations of the coach
- Practice and competition schedules
- Team communication methods
- Attendance expectations
- Procedures for reporting absences
- Varsity lettering criteria
- Equipment requirements
- Team apparel orders
- Fundraising activities
- Parent expectations
- Senior Night, Parent Night and any other special events
- Notify parents of team social media platforms

Changing Sports During A Season

Student-athletes are encouraged to remain committed to the sport in which they begin the season. However, circumstances may arise in which changing sports is appropriate.

When a student wishes to change sports during an athletic season:

- Both head coaches must agree that the change is in the student's best interest.
- The Athletic Director will participate in the decision-making process.
- The coaches and Athletic Director will determine the number of practice days necessary before the athlete is eligible to compete in the new sport.

Joining A Team After The Season Begins

Students are expected to begin participation when the official WIAA season begins. If a student is unable to begin with the team, arrangements should be made with the head coach prior to the season whenever possible.

Students wishing to join a team more than **14 calendar days** after the official start of the season must receive approval from the head coach and the Athletic Director and/or building principal.

Students wishing to join a team after receiving a code violation in order to serve a suspension must receive the approval from the head coach and the Athletic Director.

Late participation may affect eligibility for team awards or other program recognition at the discretion of the head coach.

Participation Following Suspension From A Sport

A student who is suspended from one sport during a season may not join another sport for the remainder of that season.

Dual Sport Participation

When a student chooses to participate in two sports during the same athletic season, cooperation among coaches is expected.

Prior to the beginning of the season, the following individuals should meet to develop a participation plan:

- The student-athlete
- Both varsity head coaches
- The Athletic Director
- Parents or guardians

The participation plan should outline expectations regarding:

- Practice attendance
- Competition schedules
- Determination of “primary” sport to prioritize same day competitions
- Communication procedures

Conduct and training rule violations accumulate separate from one another and must be served while in good academic standing.

PRACTICES

The WIAA has established a minimum number of practices a team must have prior to any competition. Even though these are team practices, it is expected that each athlete be held to these minimums.

- Baseball, basketball, cross country, softball, track, volleyball - Seven (7) practice days
- Football - Fourteen (14) practice days, five (5) of which must follow WIAA acclimatization protocol
- Wrestling - Ten (10) practice days

A student-athlete is expected to meet a five (5) practice minimum. If special circumstances arise, the Athletic Director may approve to have a student-athlete participate with less than 5 practices. This exception does not apply to football and wrestling. In football and wrestling, an individual is required to complete 5 practices which in football, also has an acclimatization protocol. Teams are required to have one off day after 6 consecutive days of practice or competitions.

Vacation and Holiday Practices

Students missing practices on recognized religious holidays will be considered excused and will not be penalized. Coaches should inform participants, parents and the Athletic Director of all non-school practice dates in advance.

School Closings/Cancellation and Practices

When school is closed or cancelled before the start of the school day due to inclement weather, all DMS after school activities will be cancelled. DHS coaches may conduct practices after conferring with the Athletic Director. Participation at practices when school is cancelled is not required, provided coaches are communicated with in advance by the participant or his/her parent or guardian. The Athletic Director and/or building principal may decide to terminate all practices for a particular date due to inclement weather or safety concerns. Administration will take into consideration the need for the practice (tournament series & pre-game practices will have higher priority), grade level of team members, geographic distance team members from the school, time of practice, location of practice, weather forecast and travel conditions. When school is cancelled after the academic day is already in session, all practices are cancelled. The Athletic Director, building principal and Superintendent will make an informed decision on interscholastic competitions for that day.

EQUIPMENT AND APPAREL

The care and maintenance of equipment and apparel will be the co-responsibility of coaches, athletes and DCSD. All athletic teams will wear uniforms issued by the Deerfield Community School District. Player names will not be allowed on any jersey or uniform. The school district makes every effort to ensure that all athletic teams are in a rotation for purchasing new equipment and uniforms. Additional items such as team warm ups or specialized pieces of equipment may need to be purchased through fundraising efforts of the team.

Distribution and Use

When equipment and apparel is distributed to the students, coaches should specify any instructions regarding the proper care, storage, cleaning and safeguarding of all equipment.

Students are responsible for all equipment and apparel issued to them. The coach will complete an equipment/apparel tracking form, containing complete itemized lists of the equipment issued to each student. Students need to inform coaches of any damaged or defective equipment as soon as possible. Apparel, both practice and game, are supplied for the sole purpose of athletic participation. This apparel is not to be used for any other purpose nor lent to other individuals.

Collection

At the end of the season, coaches will make arrangements for the return of all equipment and apparel. Coaches are encouraged to collect uniforms and other equipment on the day of or day directly after the last contest. Coaches should use the equipment/apparel tracking form to verify that each item has been returned. All lost and excessive usage of equipment needs to be replaced and will be paid for by the athlete to whom it was issued.

Outstanding Equipment/Apparel

If any equipment or apparel is missing after the final check-in, the coach will make note on the Uniform Tracking form. The AD Admin. Assistant will send an email to the parent/guardian of the student and, if necessary, document the item value on the student's Skyward fees account. The list of the item(s) and any costs incurred due to the missing item(s) will be removed when the student either returns the item(s) or pays the original value of the item(s). Students will not be allowed to participate in subsequent activities until all equipment is returned or all pending fines are paid.

Personal Equipment

For some activities, it is necessary for the participants to purchase equipment items and/or uniform items. Examples of this are volleyball shorts and knee pads, baseball or softball gloves, baseball hat, shoes or cleats. In such cases, the head coach is encouraged to advise the students in advance of the purchases and of recommended equipment that meets desired product quality. Students needing financial assistance through the DEAR Fund to purchase needed equipment should contact Karen Frey at freyk@deerfield.k12.wi.us.

LOCKER ROOMS AND LOCKERS

The Athletic Director will provide the high school head coach with locker combinations for the assigned locker room. The coach can assign lockers to each athlete and should keep a record of the locker assignments. At the end of the season, the coach is responsible for checking athletes 'out' of their assigned locker. All items must be removed from the locker.

The locker rooms are not to be left open for the use of unsupervised students. Cell phones with video capabilities are not allowed in locker room and rest room facilities. Coaches and athletes are responsible for keeping the locker rooms clean and neat. All items must be placed in lockers so that custodial staff can sweep and mop the floors daily.

DISTRICT TRANSPORTATION

DCSD shall provide transportation for participants, support personnel and coaches in authorized school vehicles. The Athletic Director will schedule transportation for all athletic contests. The District will use buses whenever possible, however, due to bus driver shortages, coaches may need to use school vans, personal vehicles or parent transportation to transport students to competitions.

All policies and administrative guidelines related to student transportation must be followed, including [Policy 2340 - District Sponsored Trips](#), [Policy 8600 - Transportation](#), [Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips](#).

Coaches/advisors and students will follow the guidelines listed below when traveling to/from a school-sponsored activity:

1. Students are expected to use the school provided transportation to an event (bus, van, other approved vehicles).
2. Students must remain in their seats and maintain conversational noise levels.
3. Coaches/advisors must be seated on the bus in the areas that will give them the maximum supervisory coverage.
4. Co-ed bus trips must be closely monitored, and male and female passengers may sit together only with coach/advisor permission and supervision.
5. Students are to be at the point of departure on time.
6. Students who miss the bus and travel to the contest late shall not be permitted to compete unless prearranged and approved by the coach/advisor and Athletic Director.
7. Any unusual circumstances during a trip must be immediately reported to the coaches/advisors, bus driver and Athletic Director.
8. Courtesy and mutual respect for team members and fellow passengers must be practiced at all times. This includes refraining from loud talking, shouting, whistling, profanity or unnecessary noises.
9. Students are reminded that they represent their activity, their school and the community.
10. Food and drink will be allowed on buses only with the approval of the coach/advisor and bus driver.
11. Coaches/advisors will inspect the bus upon arrival back to the school and make sure it is cleaned up before students are allowed to leave.

For end-of-season tournament play, DCSD will pay for bus transportation for the participants who are competing or on the roster and their coaches.

Coach/Advisor Drivers

When necessary, coaches/advisors may serve as drivers. Coaches/Advisors transporting students must complete the required driver paperwork. The coach/advisor will work with the Athletic Director to reserve the school vans.

Parent Transportation

Under certain circumstances or exceptional situations, parents may be needed to help transport students to an event or activity. Parents willing to serve as drivers must complete the required paperwork at least three days prior to the event. This required paperwork can be obtained from the Athletic Director. The coach/advisor may be asked to help coordinate which students will ride with each family.

A student is permitted to ride home from an event with the parent/guardian. The parent/guardian must sign out the student with the coach after the event. A student may ride home from an event with someone other than a parent/guardian, if pre-approved by the Athletic Director. In no case will participants be allowed to ride with another student or transport themselves.

Overnight Accommodations

All overnight trips must be approved by the School Board at least thirty (30) in advance of the trip, when possible. Coaches are responsible for notifying the participants and families of the purpose of the trip, date and time of departure, date and estimated time of arrival home, mode of transportation, location of team housing and phone number and expenses that students will incur.

Early Release for Activities

Activity contests are scheduled in an attempt to avoid disturbance to the academic program. However, competition schedules may require students to be excused from their academic class time. When students are released early from school for competition, they will be released from class fifteen (15) minutes prior to departure time. Students are responsible to communicate with teachers in advance of missed class time and are responsible for academic material that they may miss due to the early release.

WIAA NIL GUIDELINES

Understanding Name, Image, and Likeness (NIL)

Name, Image, and Likeness (NIL) refers to the ability of student-athletes to receive compensation for activities that involve their personal brand—such as appearing in advertisements, running a monetized social media account, or signing autographs. While these opportunities are now permissible under specific guidelines, preserving amateur status remains essential for continued eligibility in WIAA-sanctioned high school athletics.

Amateur Status and Athletic Instruction

Amateur status regulations prohibit student-athletes from receiving payment for self-employed instruction in a WIAA sport. For example, providing private lessons or advertising training services independently would violate these rules. However, students may work part-time for a third-party entity—such as a recreation department or training facility—and receive compensation as an employee. This distinction ensures students can gain experience and income without compromising eligibility.

What's NOT Permitted (Loss of Amateur Status):

- Student-athletes cannot receive payment for self-employed lessons in any WIAA sanctioned sport
- Students providing individual instruction independently will lose their amateur status and become ineligible for competition
- Example: A basketball player advertising and providing private shooting lessons for payment

What IS Permitted:

- Student-athletes may be employed on a part-time basis as an instructor for another entity (such as a recreation department, club, or facility)
- They may receive payment for these services as employees, but cannot provide lessons on an individual, self-employed basis
- Example: The same player working part-time for the local recreation center as a youth basketball coach

Out-of-Season Training and Financial Support

When participating in out-of-season camps, clinics, or training not organized by the school, students must cover 100% of their own expenses, including transportation. Schools may only provide financial support or transportation during the actual sport season or for the summer contact days authorized by the Board of Control. Fundraising to cover nonschool training costs, including the use of crowdfunding platforms like GoFundMe, is strictly prohibited.

Updated Regulations on Awards and Mementos

Recent adjustments to amateur status regulations now allow students to retain:

- School mementos (e.g., rings, t-shirts, or sweatshirts) valued under \$200
- Awards valued under \$100
- Uniform apparel issued as part of a nonschool team

Important Note: Items such as equipment (helmets, bats, sticks, etc.), duffel bags, and backpacks do not qualify as uniform apparel and may not be retained without risk to amateur standing.

NIL Restrictions and Prohibited Activities

It is important to note that NIL deals must remain entirely separate from school affiliation. The following are strictly prohibited:

Prohibited NIL Activities:

- Compensation tied to performance or recruiting inducements
- Use of school logos, uniforms, or team references
- NIL arrangements involving restricted industries (gambling, alcohol, or tobacco)
- School staff, including coaches, teachers, and alumni facilitating or promoting NIL opportunities for students in any capacity

Additional Restrictions:

- NIL deals must be completely separate from school affiliations
- Students may not hire agents (though they may consult legal counsel)
- Misunderstandings can easily lead to violations that jeopardize eligibility

ATTENDANCE ELIGIBILITY

- Students may participate in a practice or contest only if in attendance at school for all periods on days when school is in session.
- A student's school day begins when their schedule begins. (e.g. student has a 7:00am class, he/she is expected to be in school by 7:00am).
- If a student needs to be absent for any part of the day to attend a medical appointment, he/she is expected to provide evidence of attending upon their return to school.
- Any unexcused absence or tardiness will result in the student being ineligible to participate in any co/extracurricular practice or event that day, or the day it is discovered
- A student who is absent (excused) for reasons other than illness (e.g. appointments, vacations) will be eligible for co/extracurricular participation provided he/she makes every effort to have prior approval from the principal and, in the case of vacations, has the absence pre-approved through the office.
- A student is expected to notify the office as soon as possible if absent for a reason beyond their control. (e.g. student gets a flat tire on the way to school) Eligibility will be determined by the principal and/or Athletic Director on a case-by-case basis.
- When students return home late from competitions, they are expected to be in attendance according to their schedule the next morning. Students will not be excused for being late to school the following day because of a late return from an away event.
- Attendance rules will be followed in accordance with [Policy 5200 - Attendance](#).

Unexcused Absences and Tardies

After 3 tardies during a season, the student will be ineligible to participate in the next event. A pattern of unexcused absences will result in the student being ineligible to participate in the next event.

Truancy

A student who accumulates sufficient absences (excused or unexcused) that lead to truancy being filed with law enforcement will be ineligible for the next event following notification. A student who has reached the age of 18 and is considered truant according to Wisconsin State Law, even if truancy is not filed, will be ineligible for the next event.

Participation During An In-School or Out-of-School Suspension

A student serving an in-school suspension may attend practice or a competition but not participate or wear the uniform. A student serving an out-of-school suspension may not participate in or attend practices, games or events for the duration of the suspension.

Attendance At Practices, Games And Activities

Attendance is mandatory, with the exception of injury, illness, pre-approved family vacation, school-sponsored trip, or with the specific consent of the coach or advisor. Consequences for absences will be determined by the coach or advisor.

- A student must consult with his/her coach/advisor before missing a practice, game or event. Failure to do so will result in an unexcused absence. This does not apply to excused absences from school.
- Missing practice or a game to play a non-district sponsored sport will be considered an unexcused absence.
- If a student has four (4) unexcused absences, whether from practices or games, he/she will no longer be a member of the team.

ACADEMIC ELIGIBILITY

Students are expected to have **no Fs and no more than one D** (including incomplete grades when converted to a letter grade) at the time of any grade check throughout the school year. Grade checks will be done for all students participating in co/extracurriculars at the end of the 3rd and 6th weeks of each quarter, as well as at the end of each 9 week quarter.

Academic Probation

Student is placed on **Academic Probation** when he/she fails to meet the academic standard when grade checks are done **at the 3rd and 6th weeks of each quarter**. Students receiving **one failing grade or two or more D's** will be placed on probation for one week. During Academic Probation, student-athletes can continue to practice and compete. If after one week, academic standards have not been met, the student-athlete will become ineligible to compete until at which time, grades have improved.

Academic Ineligibility

Level 1 Ineligible - Student receives two or more 'D's or one 'F' at the end of a quarter.

- Student will continue to practice and attend events with the team but is ineligible to participate in the next 20% of the sport's scheduled events. Student may not dress in uniform for any games during this period of ineligibility. With non-athletic clubs, the student will continue to attend club meetings but is ineligible to participate in the next event that occurs in the first three weeks of the following quarter.
- Student will become eligible if his/her grade(s) have to improved to meet standard.

Level 2 Ineligible - Student receives two or more 'F's at the end of a quarter.

- Student will continue to practice and attend events with their teams/clubs but is ineligible to participate in the remainder of the current season and 50% of the next sport's scheduled events. Student may not dress in uniform for any games during this period of ineligibility.
- Student will continue to attend club meetings but is ineligible to participate in any events that occur in the first three weeks of the following quarter.

End of Quarter 1: Athlete is ineligible for the remainder of the fall season (if contests remain) and the first 50% of the winter season.

End of Quarter 2: Athlete is ineligible for the remainder of the winter season and will remain eligible until the end of the 3rd quarter.

End of Quarter 3: Athlete is ineligible for the first 50% of the spring season.

End of Quarter 4: Athlete is ineligible for the first 50% of the following fall season

The Athletic Director and/or building principal will notify students on academic probation or academic ineligible status. The Athletic Director will share this information with the coach. Likewise, the Athletic Director will notify the student and coach if the eligibility status changes. All parents/guardians of students determined to be on academic probation or ineligible will receive an email from the Athletic Director. Penalties accumulated at the middle school level will not be carried over to the high school level. Academic eligibility penalties do not accumulate.

BEHAVIORAL STANDARDS

A student whose conduct reflects poorly on himself/herself, the team, the organization or activity, or the Deerfield Community School District, whether or not such behavior takes place during or outside school hours, at Deerfield Middle/High School, or while representing Deerfield Middle/High School, is unacceptable and will be subject to disciplinary action as set forth in the student handbook. Depending on the level of infraction, a student may be found to be in violation of the co/extracurricular code. Disciplinary action may include suspension from co/extracurricular events.

Ethical and behavioral ideals, principles and standards include, but are not limited to, criminal behavior, negative and/or illegal acts against persons or property and involvement in acts which are viewed as contrary to accepted moral and legal standards including, but not limited to, profanity, racial slurs/terminology, abusive/vulgar language, vandalism, fighting, hazing, bullying/harassment, use of illegal substances, indecent exposure, cheating on tests or school work and theft. A complete list of policies associated with student behavior expectations can be found in the [5000 Student policy](#) section posted on the website.

Criminal Behavior

Criminal behavior is prohibited. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served including probation, community service, etc.

Behavior Contract

A student may be asked to follow an individual behavior contract for repeated and documented unacceptable behaviors.

Social Media Usage and Online Behaviors

Students should recognize that all forms of social media, content shared online or content shared by others that includes them may be used when determining whether a violation of the code of conduct has occurred. For this reason, students are encouraged to exercise good judgment regarding the situations they choose to be part of, both in person and online.

- Any identifiable social media image, photo, video, or message which implicates a student to have been in possession or in the presence of illegal use of drugs or alcohol may result in confirmation of a violation of the co/extracurricular code.
- Any identifiable social media image, photo, video, or message that is inappropriate or unacceptable per the behavioral standards of the school district may also be used as confirmation of a violation of the co/extracurricular code.
- Absence of a date and/or time stamp on any of the aforementioned forms of social media will have no bearing on determining whether a code violation has occurred. In other words, a student can and will be charged with a code violation at the time the violation has been discovered.
- Unacceptable online behavior includes, but is not limited to, content that is discriminatory against a protected class such as race, religion, ethnicity, gender and gender identity, and disability, indecent pictures or videos, bullying, harassment or threatening images or messages. Students who re-post inappropriate, threatening or disruptive material originally written by others are subject to the same consequences.

Consequence for Behavior Violations

1st Offense: Minimum penalty is 20% of athletic events, suspension from one club event/activity.

2nd Offense: Minimum penalty is 40% of athletic events, suspension from two club events/activities.

3rd (and Subsequent) Offense: Minimum penalty is 36 week (one school year) suspension from all extracurriculars.

BANNED SUBSTANCES

In accordance with Board of Education policies, students participating or wishing to participate in any co/extracurricular activity are prohibited from consuming or possessing alcohol, tobacco or nicotine products (including any and all smoking materials and devices), anabolic-androgenic steroids, performance-enhancing substances or illegal drugs, such as, but not limited to marijuana, THC, and synthetic cannabinoids (CBD); AND from knowingly attending events where such items are being illegally consumed. This prohibition is in force 12 months a year throughout the student's tenure at Deerfield Community Schools.

Attending Parties or Events

Students who knowingly attend an event where any of the above banned items are being illegally consumed, but who do not themselves consume banned substances are still subject to a code violation.

Consequence for Attending Party/Event Where Controlled Items Are Present

1st Offense: Penalty is 20% of athletic events, suspension from one club event/activity, 2 hours of AODA counseling*

2nd Offense: Penalty is 40% of athletic events, suspension from two club events/activities, 2 hours of AODA counseling*

3rd (and Subsequent) Offense: Penalty is 36 week (one school year) suspension from all extracurriculars.

*AODA counseling is required to be completed within one month from the date on the notification letter. Failure to do so will result in the student being suspended from all extracurricular activities for a full calendar year. Counseling may be with the school AODA counselor or a licensed AODA professional at the student's own expense.

Consuming or Possessing Controlled Items

Students who through admission, witness evidence, or through medical or forensic tests, are determined to have consumed any of the banned substances described above or who are found possessing such items at any time are subject to a code violation.

An exception to these policies would be if a student finds him/herself at a party or event at which any of the banned items are being illegally consumed can avoid sanctions by leaving immediately upon learning of the illegal consumption. A student in this circumstance is encouraged to call a parent/guardian and report the illegal party or event so that dangerous driving can be prevented. Records of a cell phone call can be evidence of the time a student has left an event. Sanctions will not be avoided if the student has consumed any of the banned items listed in this handbook.

Random Drug Testing

High school students participating in Deerfield athletics and activities are subject to the district's random drug testing program. All drug testing is urine based and is performed by a certified lab. Samples are collected by trained technicians. Four students are tested on average every two weeks. Names of students are drawn at random by the lab. Collection of samples is done in privacy in the main office health room. Students selected for testing are brought to the office; names are not announced over the PA system. We test for alcohol, nicotine, marijuana and other illegal narcotics. Two to three days after a student is tested, the results are sent to the district. If a student tests positive, the lab also contacts the parents of the involved student. Once the results are provided to the school district, a letter is sent home to the parents indicating the results. Any student who has a positive result will be notified of the consequences as outlined in the co/extracurricular code. A positive result is considered as consumption/use of the substance.

Any evidence of tampering with the testing procedure is treated as a positive result and students will be given the appropriate consequence(s).

Students do have the right to refuse being tested but by doing so, will be counted as a failed test thus resulting in a code violation.

Consequence for Consuming Or Possessing Controlled Item(s)

1st Offense: Penalty is 20% of athletic events, suspension from one club event/activity, 4 hours of AODA counseling*

2nd Offense: Penalty is 40% of athletic events, suspension from two club events/activities, 4 hours of AODA counseling*

3rd (and Subsequent) Offense: Penalty is 36 week (one school year) suspension from all extracurriculars.

*AODA counseling is required to be completed within one month from the date on the notification letter.

Failure to do so will result in the student being suspended from all extracurricular activities for a full calendar year. Counseling may be with the school AODA counselor or a licensed AODA professional at the student's own expense.

Items To Note Related to Code Violations and Consequences

- If a code violation is such that a student receives an in-school or out-of-school suspension, the code and school suspensions will begin simultaneously.
- An athlete must continue to practice and travel with the team, but is suspended from competition and may not be in uniform for events.
- The number of events an athlete is suspended for is calculated based off of a sports full schedule.
- The suspension will carry over to the next season if necessary to serve the required percentage of the schedule.
- For non-athletic groups and clubs, the student must still attend club meetings but is suspended from the next scheduled events/activities
- The suspended athlete will be ineligible for major team awards (MVP, MIP, or all-conference nomination) in the season the sanction began, or, for inactive athletes, the next season in which the athlete participates.
- An athlete serving a code violation cannot be named team captain for the season in which they are serving the suspension.
- A student who has a leadership position in a non-athletic club is required to forfeit this position for the remainder of the school year once they receive a code violation.
- A student must remain academically eligible in order for the missed events to count towards the code violation suspension.
- A student who is suspended from one sport during a season may not join another sport for the remainder of that season.
- If a student wishes to join a team after receiving a code violation in order to serve a suspension, they must receive approval from both the head coach and the Athletic Director.
- A student who completes one calendar year without any additional violations will have his/her last violation dropped provided all requirements of the suspension were met.
- An athlete serving a 36 week suspension may, after 18 school weeks, petition the Board of Education to request a reduced suspension. The student needs to show that positive steps and results have been documented regarding the issues that led to the suspension.
- Penalties accumulated at the middle school level will not be carried over to the high school level.

WIAA Performance-Enhancing, Banned Substances, Discouraged Substances

WIAA has a list of performance-enhancing and banned substances and discouraged substances. Students should be aware of substances on the [WIAA list](#). Use of any of the banned substances will result in a code violation. Schools and coaches may not provide or allow discouraged substances in conjunction with a school sponsored program. Students may not use any of the discouraged substances when representing Deerfield as a student athlete or using any of the school facilities.

Investigation of Suspected Code Violation

When a violation of the conduct or substance abuse rules is suspected, the Athletic Director and/or building principal will investigate the case, determine whether or not a violation has occurred and determine the appropriate penalty if necessary. The Athletic Director and/or building principal will explain the evidence to the student accused when a violation may have occurred.

Integrity Clause: In the event a student is being questioned for a possible violation of the provisions of the co/extracurricular code, it is expected that:

1. The student will be truthful.
2. The student will be forthcoming with information.
3. The student will not be deceptive.
4. The student will be cooperative.

If it is determined that the student was untruthful or deceptive prior to, or after determination of a violation of the co/extracurricular code, an administrator and/or Athletic Director has the authority to increase the consequences to the next level of violation.

Notification of Code Violation

If it is determined that a violation has occurred, the Athletic Director and/or building principal shall send a letter to the student's parent/guardian, with a copy of the letter provided to the student. The Athletic Director will notify the coach and/or advisor. The letter shall describe the violation and summarize the penalty to be assessed, advise that harsher penalties will be assessed for subsequent violations, and inform the procedure for appeal.

Appeal Process

A student or the student's parent or legal guardian may appeal the determination of the building administrator or designee that a violation of the Athletic Code has occurred by delivering a written notice of intent to appeal to the office of the building administrator by 3:00 PM on the third school day subsequent to receipt by the student of written notice of the violation.

There may be two primary purposes for an appeal:

1. A parent and/or student wants to better understand why the student is being punished.
2. A parent and/or student wants to present information which they feel could change the initial finding by the school's administration.

NOTE: Suspensions and penalties will be enforced during the appeal process.

Unless otherwise stated in this code document, the appeal board does NOT have the authority to change a punishment because the parent and/or student, or members of the appeal board believe the code and its provisions are inappropriate. Only the Board of Education may modify the code or the punishment for a violation.

STUDENT WELLNESS AND MENTAL HEALTH

While participating in athletic activities carries an inherent risk of injury, the physical, social, and emotional benefits of sports are invaluable to a student's personal growth. Coaches and school personnel are deeply committed to student safety, continuously working to minimize risks through proper training, equipment, and supervision so that students can safely enjoy the thrill of competition and teamwork.

Student Accident Insurance

The District maintains student accident insurance to act as a supplementary policy for the benefit of students and families. Claim forms are available in the middle/high school office and should be filed by the parent as soon as possible after the injury/medical emergency.

First Aid

Each team will be provided with a first aid kit. Coaches will ensure that:

- The first aid kit is available at every practice and contest.
- Supplies are replenished as needed.
- Their staff knows the location of additional first aid supplies and the athletic ice machine.
- The Athletic Director is informed when particular supplies need to be replenished.

Reporting Injuries

When an athlete is injured during practice or competition, coaches should:

1. Provide appropriate first aid.
2. Notify the athlete's parent or guardian as soon as possible
3. Inform the Athletic Director or High School Office.
4. Complete the district Accident Report Form within **24 hours**.

Prompt reporting is important because delayed reporting may affect the student's eligibility for supplemental insurance coverage. Accident Report Forms are available electronically and through the High School Office.

Emergency Medical Situations

If a serious injury or medical situation arises, coaches are to:

1. Activate emergency medical services by calling 911.
2. Notify the student's parent or guardian immediately.
3. If a parent or guardian is unavailable, every effort will be made to ensure a responsible adult accompanies the student to a medical facility.
4. File an Accident Report form within 24 hours of an occurrence and notify the Athletic Director.

Return to Participation

If a physician removes an athlete from competition or practice, the coach must receive written clearance from a physician or other qualified medical personnel before the athlete can participate in practices, meets or games. The written clearance must be shared with the Athletic Director for review and approval. If the athlete is provided after-visit care instructions that include a specific timeframe that the athlete can return to participate, the district's Athletic Trainer can provide medical clearance. Coaches should never permit participation until the required documentation has been received.

Medical Information

It is important that parents share a student's essential medical information with/between a physician, licensed athletic trainer, school nurse, coach, the Athletic Director and/or others of like responsibility who may be reasonably described as "needing to know" in order to provide for the safety and well-being of the student athlete. Essential medical information will be kept confidential except in the narrow scope of "needing to know."

Athletic Trainer

DCSD contracts with the University of Wisconsin Sports Medicine Department to provide athletic training services.

The athletic trainer:

1. Visits the school to meet with athletes during the school day, typically Tuesdays and Thursdays.
2. Communicates with coaches regarding the athlete treatment plans.
3. Assists with return-to-participate decisions when outside medical personnel have not been involved.
4. Provides coverage for a majority of varsity athletic contests which includes on-site recognition, evaluation and treatment of injury and illness, with appropriate referrals.

Mental Health Resources

The Deerfield Community School District understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing access to physical and mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible. Students and families are encouraged to seek assistance whenever they are experiencing an issue where the school counselor or social worker should be involved.

All coaches and club advisors are encouraged to contact the school counselor or social worker if they have concerns regarding a student. All paid coaches and advisors are considered mandatory reporters for child abuse reporting and must follow the mandatory child abuse reporting laws.

Middle/High School Counselor - Tricia Brummett brummettt@deerfield.k12.wi.us

School Social Worker - Tom Kalhagen kalhagent@deerfield.k12.wi.us

Weather Safety Guidelines & Procedures

DCSD follows the WIAA guidelines and recommendations regarding threatening weather and thunder and lightning.

Cancellations/Postponement of Contest

The following factors to be considered in the decision to cancel or postpone a context:

- a. Safe playing conditions and surfaces for participants and officials.
- b. Safe travel for the teams.
- c. Safe travel for students and fans.
- d. Safe travel for game workers and officials.
- e. Damage to equipment/facilities.
- f. Safety of spectators on or on school grounds.
- g. Time of the event.
- h. Conference guidelines specific to weather conditions.

After considering the above-listed factors, the Athletic Director will confer with the opposing school's athletic director to make the determination to play or postpone the contest. The Athletic Director will attempt to reschedule the contest and may consult head coaches to assist in securing a new date. The Athletic Director will notify coaches, the bus company, officials, event workers and the school media of cancellations and rescheduled events. Coaches will notify participants. Once a contest begins, game officials are in charge of stopping and restarting a contest.

COMMUNICATION, EXPECTATIONS AND SUPPORT

Parents and Guardians Support

Parents are encouraged to support their child's decision to participate in athletic and other extracurricular activities and to attend their events. Parents are the key, and are asked to help participants understand and abide by the regulations, policies and guidelines in the extracurricular handbook. Promoting good relations between parents, coaches, advisors and participants is an important means of obtaining a quality program and experience for students.

Parent/Student/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, everyone is better able to accept the actions of both parties and provide greater benefits to the participants. When a student becomes involved in an activities program, parents and coaches have a right to understand what expectations are going to be placed on the student and on each other. This begins with clear communication from the participant, parent, coach and Athletic Department.

Parent/Guardian Concerns/Complaints

DCSD supports open lines of communication between students and coaches. Student participants are encouraged to speak directly with their coaches about concerns. (In-season coaches who have direct contact with the athlete may also be present when discussing concerns).

Parents/guardians should express their complaints at a mutually agreed upon time. Sharing of concerns should not be before, during or after contests, nor conducted with other participants in the nearby vicinity. If a parent/guardian cannot reach a coach, the parent/guardian should contact the Athletic Director who will arrange for the coach to contact the parent/guardian. When a coach meets with the parent/guardian, the coach, at the discretion of the Athletic Director, may include members of the coaching staff who work directly with the student.

Meetings will be scheduled in a private, non-threatening environment; no surprises with either issues or people in attendance. The conference will deal with specific issues directly related to the original complaint/concern.

Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm and mature nature or the meeting will be terminated immediately. The coach or advisor has a responsibility to the parents to hear, within reason, their concerns. However, the coach has the final decision relative to these concerns. Coaches and advisors are not to discuss other participants involved in their activity, parents of other activity programs, or other coaches and advisors with a student or parent.

Topics which may be discussed are:

- Ways in which participants may be helped in an effort to improve performance and skill level.
- Concerns about the participant's behavior in school, during practice and at competitions or events.
- The makeup of the team or group and the decision as to who participates on a particular team or in a particular group.
- The mental and physical treatment of the participant.
- An individual's playing time relative to the team structure in an athletic program.

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff's or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/Policy 4340 - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The staff member shall take appropriate action within their authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the Principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Building Principal.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion, or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within five (5) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.