

**SCHOOL BOARD POLICY**  
**School District of Holmen**  
**Holmen, WI 54636**

**FILE: 370**  
**SECTION: 300**  
**INSTRUCTION**

### **HOLMEN INTERSCHOLASTIC SPORTS AND SCHOOL SPONSORED ACTIVITIES**

**Philosophical Foundation:** The School District of Holmen believes a program of activities outside the school curriculum is a valuable part of the regular school program of studies. Therefore, the Board of Education encourages programs that expand upon experiences begun in the classroom that enhance the school climate.

**Mission Statement:** Interscholastic sports and school sponsored activity programs are intended to enrich student learning and development through activities, which foster emotional, intellectual, physical growth and social development.

**Broad Goals:**

1. Emphasize the importance of scholastics and its relationship with interscholastic sports and school sponsored activities.
2. Serve the varied needs, interests and abilities of district students.
3. Provide outlets for student energies and provide a place to succeed.
4. Allow students to acquire new skills and enhance existing ones.
5. Enhance peer and adult interaction, mentorship and cooperation.
6. Provide activities, which bring children together for mutual expressions of interest at all age levels.
7. Help students develop responsibility, leadership and skills of competition.
8. Provide opportunities for the expression of gifted and talented abilities.
9. Provide a means of entertainment, involvement and support for the community.
10. Provide the community with a means to identify and to take pride in their schools.
11. Encourage lifetime interests in programs begun in school.

**Definition of Activity Programs** Interscholastic sports and school sponsored programs are those activities sponsored by the school which mainly occur outside of the school day and do not receive academic credits toward promotion and/or graduation. The school sponsored activities are comprised from interscholastic sports, academic and service organizations, clubs and performance based programs.

### **INTERSCHOLASTIC SPORTS AND SCHOOL SPONSORED ACTIVITIES**

**Group A:** Interscholastic Athletics

**Group A:** Requires a physical every two years. Parents/students must complete the online registration process each year including reading and agreeing to the insurance, code, risk acknowledgement, concussion awareness and permission to treat information.

**Group B:**

Adaptive Sports League and Special Olympics (physical required every two years unless there is a significant

medical condition change.)

Cheerleaders  
Colorguard  
Dance Team (Pom Pons)  
Powerlifting  
Show Choir  
Snowboard/Ski Club  
Trap Shooting

**Group B:** Requires a physical every two years. Parents/students must complete the online registration process each year including reading and agreeing to the insurance, code, risk acknowledgement, concussion awareness and permission to treat information.

**Group C:**

Art Club  
DECA  
Drama/Musical  
Forensics  
FCCLA  
FFA  
Geography Bee  
High Quiz Bowl  
Jazz Band  
Mathcounts  
Robotics  
SkillsUSA  
Student Representative  
Vocal Jazz

**Group C:** Parents/students must complete the online registration process each year including reading and agreeing to the insurance, code, risk acknowledgement, concussion awareness and permission to treat information where applicable.

**ACTIVITY GUIDELINES**

**Disciplinary Action** The Interscholastic Sports and Activities Code is in effect year round, inclusive of summer months and is applied to all interscholastic sports and school sponsored activity participants in grades K-12. The Activities Director is responsible for enforcement of the Activities Code. Enforcement of the code will be based on the following:

- Self-admission
- Violations reported to the school by law enforcement officials.
- Violations reported by coaching/advising staff, parents, students, members of the community or other school officials. These reports of violations must be written and signed by the person witnessing the violation and presented to the Activities Director or administrator.
- Violations reported by the media.

- Administration may conduct an investigation based on reasonable suspicion of a code violation.
- An effort will be made to inform parents of the investigation.
- Anonymous reports will not be investigated.

**Activity Participants Must Comply with: Group A Groups B and C WIAA Codes State Organization Codes Holmen High School Activities Code Holmen High School Activities Code Advisor's Rules Advisor's Rules**

- A student, participating in more than one activity at the time, when a suspension is being applied, will be suspended from both group A and group B/C activities chronologically in order of occurring events using the combined seasons for determination of the suspension within the specific group.
- In sport/activity season violations – suspension begins immediately upon discovery.
  1. If a suspension is served while a student is active in a group A and/or B/C activity and extends beyond the end of such activities, the suspension must be completed in the next participated respective group activity (Group A activity suspension must be completed in a group A activity and a group B/C activity suspension must be completed in a group B/C activity chronologically in order of occurring events.
- Out of sport/activity season violations –suspension begins at the start of the next participated group A and B/C activities chronologically in order of occurring events.
- Scrimmages do not count as part of the suspension.
- Students must serve their suspensions at the level they are participating at. If students are participating in multiple levels which occur on different dates, the levels will be combined as one season and the suspension will be determined from the combined schedule of events they would participate in.
- Suspensions can only be served on competition/program/performance dates they are eligible to participate in.

Upon receipt of a report of a violation, the Activities Director will initiate a review of the situation within three school days of the report, meeting with student(s) involved, as they are available. Students will have an opportunity to present their side of the issue prior to the Activities Director applying the suspension(s) for the code violation. Upon determination that a student has committed a violation, the Activities Director will inform the student and their parent/guardian regarding the decision as soon as possible. The Activities Director will notify the principal of the action taken. The date of the decision will represent the initial date of suspension. Interscholastic sports and school sponsored activity participants may appeal the decision of the Activities Director as outlined in Section VI of the Activity Code. The suspension is in force until a determination is made by the Appeal Committee. The consequences noted in the code are minimal consequences and further penalties may be assigned as warranted by the violation and if the act also violates other school policies/rules. These additional consequences are at the discretion of the Principal, Activities Director, and/or Appeal Committee.

**Changing / Multiple Activities**

1. A student may not quit one sport/activity and begin another during the same season except by agreement of the coaches/advisors involved and the school Activities Director.
2. A student cut from one sport/activity may try out for another sport/activity providing he/she was

- in good standing in the previous sport/activity.
3. A student may not join multiple group A activities at the same time unless all group advisors and Activities Director agree to practice and competition arrangements before the start of the activities and the athlete/coaches can coordinate practice schedules such that the athlete is able to participate in the majority of practices in each activity. Also, a primary activity must be identified with all scheduling competition conflicts defaulting to the athlete participating in the primary activity. No athlete may join a second activity after the season is already in progress.
  4. Students who have suspensions that carry into the next program or season must complete the entire regular season of that sport or activity in good standing. If they do not complete the entire season in good standing, the suspensions that were served will not count.

### **Transportation**

Interscholastic sports and school sponsored activity participants must use the mode of transportation approved by the school. Parent permission is required in writing in advance to the Activities Office or by completed yellow permission card at the event site in advance of the student departing if a student will be using an alternative form of transportation. Under no circumstances will it be approved for students to transport other students unless they are members of the same family. A minimum of one activity date suspension penalty will be enforced as a result of non-compliance with the written parent permission for alternative form of transportation noted above.

Note: This policy does not apply as to how students transport themselves to practice sites.

## **SCHOOL DISTRICT OF HOLMEN INTERSCHOLASTIC SPORTS AND ACTIVITIES CODE**

### **I. Eligibility**

- A. Through the online registration process activity pledge card and risk acknowledgement information must be read and agreed to annually by both students and parents of the participating students indicating an understanding of the activities code before the first day of practice.
- B. Students must be academically eligible in order to compete/perform.
- C. WIAA eligibility rules for transfer students, WIAA tournament games and all other applicable rules apply. Please reference the WIAA handbook and season regulations.
- D. Student participants must complete the season of their activity/sport in good standing in order to have any served suspensions count.
- E. Students whose suspension falls on a date where they are involved in multiple activities will be suspended from all activities on that date with this suspension counting as one suspension date in Group A and Group B/C Activities.
- F. The code of conduct requirements apply equally; the School District of Holmen does not discriminate on the basis of age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

### **II. Guidelines**

A. Academics

1. Students in grades K-12 will be expected to do passing work. Passing will be determined by an averaging of the grades in each class at the grade reporting time periods.
2. Ineligible Lists: Teachers will report F's at mid-term and end-of-term. The ineligible list will become active on the third school day following the published Guidance Department grade reports. Any student who is on the mid-term ineligible list will be ineligible for competition or performances until he/she is at a passing level in the class or classes. High School and middle school teachers should provide students with grade information and inform the students of placement on an ineligible list. Parents of high and middle school students may reference information on the Student Information System-IC Parent Portal in respect to grades. Unless extenuating circumstances exist, students who turn in work, assignments, tests, etc. should have this work graded by the teacher who placed them on the ineligible list within two school days, with the purpose being to assist students in regaining a passing grade and eligibility.
3. Students who earn an "F" as a final grade will be ineligible for the next scheduled one competition/performance date(s). Scrimmages and competitions/performance dates not originally on the schedule will not be counted as suspensions. Note: Two or more "F's" as a final grade in the same grading period result in the WIAA 15 school day/night rule applying, with eligibility regained on the 16th school day. If no competition/performance dates occurred within the 15-school day/night rule, then the above rule would apply (2 dates per F, reduced to 1 date per F with tutoring.) Snow days, cancelled school days or non-school days are not included in the 15-day total. Final grade(s) of an "F" will carry over from the previous grade reporting period.
4. High school students who drop a course with a failing grade, and/or drop a 2nd attempt course with a failing grade are ineligible for the next one competition/performance date.
5. High school students may make up a failed final grade to regain eligibility if the same class is offered during the next term or summer school. Upon receiving a final passing grade in the same class, the suspension of the competition/performance (s) would be lifted *if the suspension had not been served in order for the student to participate in a program.*
6. Failure lists (by name) will be made available to all coaches and advisors and copies will be available in the Activities and Middle School offices.
7. Students who are under academic suspension shall be expected to practice. Coaches/advisors may excuse a student from practice to be tutored by the teacher in the failing class(s). It is expected that the student will communicate the dates for tutoring with the coach/advisor in advance of missing practice.
8. Students who are under academic suspension will not be able to miss any classes to attend/participate in any interscholastic sports and school sponsored activity programs (inclusive of: competitions, performances, programs, field trips and activity trips, etc.)
9. Students are responsible for any schoolwork missed due to participating in interscholastic sports and school sponsored activities. They are expected to make every effort to contact the instructor prior to the absence.
10. High School and Middle School students must be enrolled in academic/credit course offerings a minimum of 3/4 of the total available teaching minutes to be eligible to participate in interscholastic sports and school sponsored activities (i.e. Study Hall and work

release without credit do not count as class credit / students auditing a class will count).

11. Students starting the fourth term and completing AP classes are still eligible to compete if an AP class ends before the completion of the school year.
12. Coaches and advisors are encouraged to allow students who are academically ineligible to be excused from program practices, rehearsals and/or meetings in order to receive tutoring.

#### B. Attendance

1. Unexcused absences (i.e. skipping one or more classes or scheduled school day assemblies or programs) during an interscholastic sports and school sponsored activity season will result in the student serving one detention.
2. A student absent from school (more than 50% of the scheduled school day, unless approved by an administrator) shall not be permitted to practice or compete/perform in a scheduled activity on that day.
3. Students are responsible to clear up any absence issues with the Attendance Office in order to regain eligibility. Coaches/Advisors are required to monitor daily attendance reports and report to the Activities Office the date(s) students will serve suspensions for unexcused absences.
4. Participation in a co-curricular activity is not an excuse for less than full school attendance the following day.

#### C. Code of Conduct-WIAA

1. The Holmen Activities Code is in effect year around (this includes the summer months). Athletes of our Middle School and High School shall abide by the W.I.A.A. Rules of Eligibility found in the W.I.A.A. Senior and Junior High School Handbooks in regard to conduct throughout the 365-day calendar year. The W.I.A.A. general rule shall also cover non-athletics in school sponsored activities.
2. The rules pertaining to the W.I.A.A Code of Conduct change during the WIAA tournament competitions. The W.I.A.A. tournament rule states, "The minimum penalty for acts which results in a student being suspended for any portion of W.I.A.A. tournament competition, is immediate disqualification of the student for the remainder of the total tournament series in that sport." This rule applies to both W.I.A.A. individual and team tournament competitions.

### **III. Infractions and Discipline Procedure**

The intention of the code suspension is to suspend the student-participant from only the competition, performance or club/activity program on the given date(s). When the suspension results in a fraction of a game/performance, the number shall be rounded up to the next whole number.

All infractions in Section III are based on percentages of the initial season game/program/performance scheduled dates. Note: All ATODA (alcohol, tobacco, and drug) violations will be treated consecutively regardless of category.

- Any cost associated with penalties which involve students participating in school, approved ATODA awareness, rehabilitation programs and/or drug testing will be the responsibility of the

student and/or parent-guardian.

#### A. Alcohol Offense

##### 1. First Violation:

- a) Use, possession, buying or selling alcohol will result in a suspension of 1/3 of the initial eligible games/program/performance date(s) in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced 50% of the assessed suspension only if the student successfully participates in a school approved alcohol awareness program/counseling.
- b) Attendance at events/parties where the student knew or should have known alcohol is being consumed by minors. A suspension from the next two (2) scheduled activity dates. This penalty will be reduced to one (1) suspension for a first violation if the student successfully participates in a school approved alcohol awareness program. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation.
- c) The student will be expected to practice with the team.

##### 2. Second Alcohol Violation:

- a) Use, possession, buying or selling of alcohol will result in a suspension of 2/3 of the initial eligible game/program/performance dates in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced to 50% of the assessed suspension if the student undergoes a school-approved assessment followed by a rehabilitation program if necessary.
- b) Attendance at events/parties where the student knew or should have known alcohol is being consumed or taken by minors. A minimum suspension of three scheduled games/program/ performances dates. This penalty will be reduced to the next two (2) scheduled activity dates if a student successfully participates in a school approved alcohol awareness program. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation.
- c) The student will be expected to practice with the team.

##### 3. Third Alcohol Violation

- a) Use, possession, buying or selling of alcohol. The student is suspended for one calendar year from the date of suspension.
- b) Attendance at events/parties where student knew or should have known alcohol is being consumed or taken by minors. The student is suspended for one calendar year from the date of suspension. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation.

#### B. Tobacco Offense

##### 1. First Violation:

- a) Use, possession, buying or selling of tobacco/vape pen/JUUL or any look alikes. A suspension of 1/3 of the initial eligible games/programs/performances date(s) in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced to 50% of the assessed suspension only if the student successfully participates in a school approved tobacco awareness program.
- b) The student will be expected to practice with the team.

2. Second Tobacco Violation:

- a) Use, possession, buying or selling of tobacco/vape pen/JUUL or any look alikes. A suspension of 2/3 of the initial eligible games/programs/performances dates will be enforced in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced 50% of the assessed suspension if the student undergoes a school-approved assessment followed by a rehabilitation program if necessary.
- b) The student will be expected to practice with the team.

3. Third Tobacco Violation

- a) Use, possession, buying or selling of tobacco/vape pen/JUUL or any look alikes. The student is suspended for one calendar year from the date of suspension.

C. Drug Offense

1. First Violation

- a) Use, possession, buying or selling of controlled substances, street drugs, and performance enhancing substances (PES) and/or all illegal substances and/or legal substances such as inhalants that produce a drug like effect, and/or performance enhancing substances. A suspension of 2/3 of the initial eligible games/programs/performances dates will be enforced in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced to 50% of the assessed suspension if the student successfully completes a rehabilitation program and passes a drug test. The student (and/or student's family) is responsible for the costs of the rehabilitation program and drug testing.
- b) Attendance at events/parties where the student knew or should have known drugs and/or illegal substances are being consumed or taken by minors and/or adults. A suspension from the next three (3) scheduled activity dates. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation.
- c) The student will be expected to practice with the team.

2. Second Drug Violation

- a) Use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES) and/or illegal substances and/or legal



substances such as inhalants that produce a drug like effect, and/or performance enhancing substances. A suspension of 2/3 of the initial eligible games/programs/performances dates will be enforced in the season with those dates carrying over into the next season if not served in the same season. This penalty for a second offense will not be reduced. Successful completion of participation in a drug rehabilitation program and passes a drug test. The student (and/or student's family) is responsible for the costs of the rehabilitation program and all drug tests.

- b) Attendance at events/parties where the student knew or should have known drugs and/or illegal substances are being consumed or taken by minors and/or adults. A minimum suspension of nine school year calendar weeks including all scheduled activity dates within that period. This penalty will be reduced to the next six (6) scheduled activity dates if a student successfully participates in a school approved drugs awareness program. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation.
- c) The student will be expected to practice with the team.

### 3. Third Drug Violation

- a) Use, possession, buying or selling controlled substances, street drugs and performance enhancing substances (PES) and/or illegal substances and/or legal substances such as inhalants that produce a drug like effect, and/or performance enhancing substances. The student is suspended for one calendar year from, the date of suspension. Successful completion of participation in rehabilitation program and passes a drug test. The student (and/or student's family) is responsible for the costs of a rehabilitation program and all drug tests.
- b) Attendance at events/parties where the student knew or should have known drugs and/or illegal substances are being consumed or taken by minors or adults. The student is suspended for one calendar year from the date of suspension. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation.

## D. Theft, Vandalism on School Grounds, in School Vehicles or at Any School Sponsored Event/Function; and/or in the Community; or any violation of any criminal statute.

### 1. First Violation

- a) A suspension of 1/3 of the initial eligible games/programs/performances date(s) in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced 50% of the assessed suspension only if the student successfully participates in a school approved awareness program.
- b) The student will be expected to practice with the team.

### 2. Second Violation

- a) A suspension of 2/3 of the initial eligible games/programs/performances dates in

the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced 50% of assessed suspensions if the student undergoes a school-approved assessment followed by a rehabilitation program if necessary.

- b) The student will be expected to practice with the team.

3. Third Violation

- a) The student is suspended for one calendar year from the date of suspension

E. Disorderly Conduct and/or Violence, Hazing and/or Harassment, Cyberbullying on School Grounds, in School Vehicles or at Any School Sponsored Event/Function; and/or in the Community; or any violation of any criminal statute.

1. First Violation

- a) A suspension of 1/3 of the initial eligible games/programs/performances date(s) in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced 50% of the assessed suspension only if the student successfully participates in a school approved awareness program.
- b) The student will be expected to practice with the team.

2. Second Violation

- a) A suspension of 2/3 of the initial eligible games/programs/performances dates in the season with those dates carrying over into the next season if not served in the same season. This penalty will be reduced 50% of assessed suspensions if the student undergoes a school-approved assessment followed by a rehabilitation program if necessary.
- b) The student will be expected to practice with the team.

3. Third Violation

- a) The student is suspended for one calendar year from the date of suspension.

NOTE: Hazing and/or Harassment inclusive of Cyberbullying All forms of bullying and cyberbullying by students toward fellow students or other school personnel. Bullying is repeated and deliberate action by an individual or group of individuals to inflict physical, emotional or psychological harm or suffering on another individual or group of individuals when there is an imbalance of real or perceived power. Cyberbullying includes, but is not limited to, misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool. Unacceptable behaviors include sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or website postings (including

blogs).

#### F. Conduct Unbecoming

1. Conduct unbecoming refers to actions/behaviors that are outside of common held expectations of student athletes and student activity participants. School-day rules shall serve as a guide along with the expectations established by program coach/advisors, administration decree and established standards of acceptance for student behaviors. The consequences for such behaviors will be at the discretion of administration and may include one or all of the following:
  - a) Detention
  - b) In-school suspension
  - c) Out-of-School suspension
  - d) Community or school service (5/10/15/20/25 hours)
  - e) 1 program/game date suspension up to 1/3 of the initial eligible scheduled season for a violation
  - f) Combination of any or all of the above
  - g) Any student charged and/or convicted of a felony shall, upon the filing of the felony charge, 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.).

#### G. Amnesty

Victims of sexual assault and bystanders who report a sexual assault, request emergency assistance, cooperate with and assist law enforcement, and stay on the scene or who encounter law enforcement at a medical facility at which the victim is being treated cannot be issued a code of conduct violation. The victim or bystanders must meet the State Amnesty Law Requirements. The victim may not falsely claim amnesty knowing the situation that he or she reports does not exist.

### IV. Group Guidelines

#### A. Physical Examination

All Group A and B participants are required to have a W.I.A.A. approved physical examination a minimum of every two years. Examinations may be taken after April 1 for the following school year. However, a student who has incurred a serious injury in an activity must have an examination before he/she can continue participating in activities.

#### B. Health Insurance

All Group A and B participants must be covered by some form of insurance and provide the required "Proof of Health Insurance" information through the online registration process before they can participate in the chosen activity program. The health insurance options available to a student and his/her parents are:

1. Personal family health insurance plan.

2. Group family health insurance plan.

#### **V. Injuries and Their Care**

- A. All injuries must be reported to the advisor/coach immediately.
- B. In case of emergency, students will be sent to the nearest hospital, unless parents indicate that the students should be sent somewhere else.
- C. The coach/advisor should be informed, prior to participation, of any special medical problems a student may have.
- D. If an injury is discovered after the student has returned home from a practice or contest; the advisor/coach should be notified as soon as possible.
- E. Students seen by or referred to a physician must have approval from the physician to return to practice, competition or performance.
- F. Students seen by or referred to the Athletic Trainer must have approval from the Athletic Trainer to return to practice, competition or performance.

#### **VI. Appeal Process**

"Appeal Process" is a procedure that the School District recognizes as a necessary part of any rules and regulations. Furthermore, the Appeals Process recognizes the opportunity of the individual to be heard, since it outlines his/her recourse in the event he/she feels a wrong decision has been made.

## SCHOOL DISTRICT OF HOLMEN

### Interscholastic Sports and Activities Code Appeal Process Procedure

**Step 1:** The activities director will meet with the student alleged to have made the code infraction(s) and make an initial determination whether a code infraction(s) exists. The activities director will make a decision on the alleged infraction(s) and assigned penalties as prescribed by the code. Penalties noted in the code are minimal penalties and the activities director/administration has the discretion to assign additional suspensions. The activities director will notify the student and parent as prescribed in the code. Also, the activities director will notify the principal of the action taken. If a student disagrees with the activities director's decision, the student may appeal the decision to the principal within seven calendar days. If the student appeals the decision with the principal and disagrees with the principal's decision, the student may proceed to Step 2 of the appeal's process. WIAA Rule: If a student appeals a suspension according to the school's appeal procedure, the student is ineligible during the appeal process.

**Step 2:** If a student disagrees with the activities director's and principal's decision, the student may appeal the decision within seven calendar days of receiving the decision. The decision to appeal is to be made to the Appeals Committee, through the activities director. The activities director will contact the parent/guardian of a minor within 10 calendar days of the request to appeal to determine a mutually convenient time to hold a meeting of the Appeals Committee. The Appeals Committee will review the appeal and hear testimony, accept evidence and render their decision within three calendar days of the appeal hearing.

**Step 3:** The appeals committee's decision is the final appeal and is conclusive. If the student feels the process (1-3) was not followed correctly the student can ask the superintendent to investigate the process, but will not be part of the decision making process. If the superintendent determined the process was followed incorrectly a new appeals committee will be convened to hear evidence of the situation if need be within 10 calendar days of the superintendent's decision.

**Step 4:** If the student disagrees with the Appeals Committee's decision, the student may seek additional redress felt to be appropriate.

#### Additional Information Pertaining to Appeal Process Procedure:

1. A student may appeal an activity suspension if the student denies they committed the act for which they were suspended; believes the process followed that determined the suspension was in error; and/or the suspension was greater than the minimum prescribed by the code.
2. The activities director/administrator's decision will be in effect during any appeal process.
3. All timelines are maximum.
4. If any party to a code infraction wishes to be represented by legal counsel, bring witnesses or make recordings, they may do so at their own expense.
5. If any step of the appeal process where more than one person is making the decision, the majority of the group membership is a quorum to make the decision. However, the decision

must be of a majority vote as though the entire group were present (i.e. a group of 7 can have 4 members as a quorum; however, the decision must be a majority as though all members were present. Therefore, 4 votes must affirm a decision.

- a. Members of the community, faculty and school board will be invited at the start of each school year to indicate if they would be willing to serve on upcoming school year Appeal's Committees.

The general makeup of the Appeals Committee will include a Community Member (not related to the student), Coach/Advisor (representing a different activity), and a School Board Member. Additional Committee members may be drawn from the Co-Curricular Committee, school faculty, or community. The Activities Director will serve as a non-voting facilitator. The principal and/or assistant principal, if in attendance, will also serve in a non-voting capacity. Administrators will not be present while the Appeals Committee deliberates their action. The Board member will serve as the chair of the committee. Either a Board member or a faculty member will facilitate the deliberation.

Cross Ref.: Holmen High School Student & Family Handbook  
Holmen Middle School Student Handbook  
WIAA Senior and Junior High Handbooks—Eligibility  
443, Student Code of Conduct  
833.2, Drug and Alcohol Free Schools  
445, Student Interrogations  
443.7, Anti-Bullying Policy  
447.3, Student Suspension and Expulsion

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