

MIDDLE/HIGH SCHOOL CO/EXTRACURRICULAR CODE OF CONDUCT HANDBOOK



Participation is a privilege, not a right. When students choose to participate in a co/extracurricular activity, the students represent not only themselves, but their school and community as well. As a result, students in co/extracurricular activities are held to a higher standard.

Be YOUR Best

INTRODUCTION

The Johnson Creek 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.

This code applies to all co/extracurricular activities, including, but not limited to, those listed in Appendix A, and is in effect the entire year (12 months). 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.

ELIGIBILITY

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

- Student must be registered as full-time, as defined by District Policy 412.1, throughout the time of co/extracurricular participation (including both semesters for winter sports and activities)
- Home-schooled students are eligible to participate if the proper form(s) are on file with the Department of Public Instruction AND student is a resident of the Johnson Creek School District.
- Virtual school students are eligible to participate in the district in which they are enrolled, not in which they reside, per WIAA guidelines.
- Open enrolled students are eligible to participate according to WIAA guidelines (see pages 10-11 at the end of this handbook or wiaawi.org).
- Student must attend a Co/Extracurricular Code Meeting with a parent/guardian each school year.
- Student must submit all required forms pertaining to the activity, including the Student/Parent Activities & Code Signature Page.
 - **High School students are required to submit to a random drug test when asked. Failure to do so will result in 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.

PARTICIPATION GUIDELINES-SPORTS

- The WIAA has established the minimum number of practice days a team must have prior to any competition. These minimums are established to ensure athletes are adequately prepared for participation in that sport. These guidelines for minimum number of practice days apply not only at the beginning of the season but also whenever an athlete begins a sport during the season.
 - Baseball, basketball, cross country, softball, soccer, track, and volleyball - **7 practice days**
 - Football - **15 practice days, the first 5 will have limitations regarding contact***
 - Wrestling - **10 practice days**

<p>*The WIAA has established specific guidelines for football practices that may supersede the guidelines in this policy.</p>
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PARTICIPATION GUIDELINES-SPORTS (CONT.)

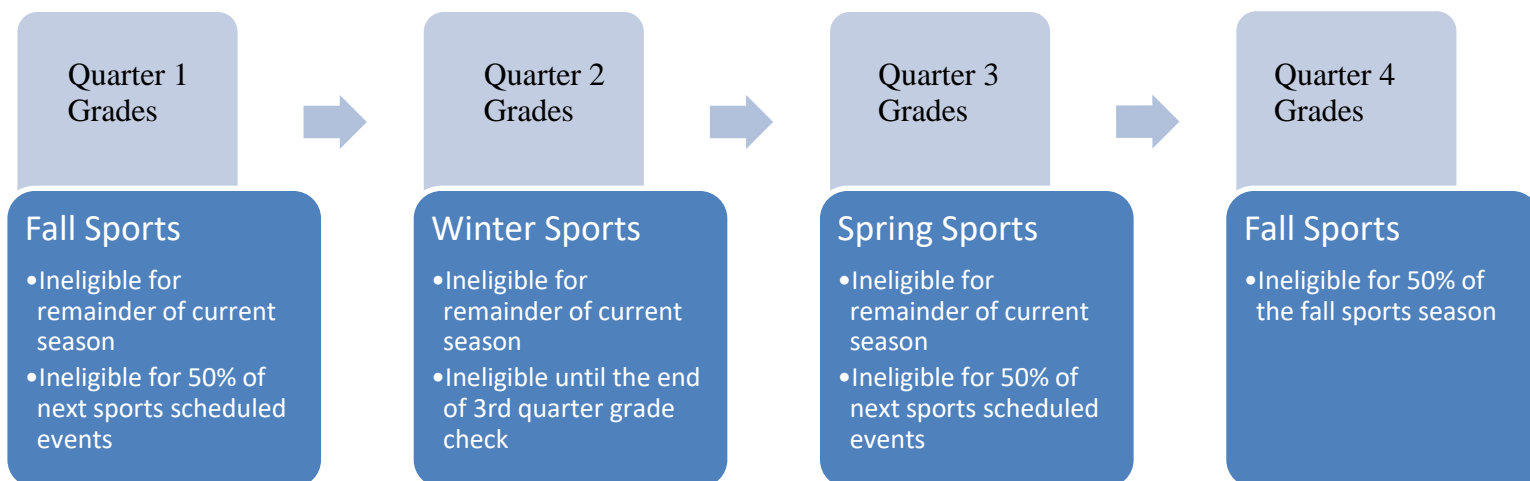
- Even though these are team practice days, it is expected that each athlete be held to these minimums.
 - In the event of emergencies or family commitments, it may be possible that an athlete will need to miss practice prior to the first competition and may not have the minimum number of practice days needed to compete. In these situations, the coach, athletic director, and principal will determine if and/or when the athlete is eligible for participation.
 - Athlete is encouraged to stay committed to the sport in which he/she starts the season; however, in situations where he/she wants to switch sports during a season, coaches from both sports need to agree that the change is in the best interest of the student.
 - When an athlete switches sports during a season, the coaches of both sports involved and athletic director will determine the number of practice days the athlete will need to complete to be adequately prepared to compete in the new sport.
 - An athlete who is suspended from a team in one sport may not participate in another sport during that season.
 - Athlete is strongly encouraged to participate in no more than one sport per season.
 - If an athlete chooses to participate in two sports during the same season, a dual sport participation agreement between both coaches, the athlete and his/her parents/guardians, Athletic Director and building Principal must be completed. The athlete will declare the primary sport in writing. This form should be completed and returned to the Athletic Director prior to the start of the season.
 - Athlete is expected to begin participation with a team when the season begins. If he/she is unable to do this, arrangements should be made with the coach regarding an appropriate starting date.
 - An athlete who wishes to join a team following the first 14 calendar days from the start date will need approval from the coach as well as the athletic director and/or high school principal.
 - Athlete may be limited, at the discretion of the coach, in terms of awards and recognition given at the conclusion of the season.
 - An athlete who does not complete a season will be ineligible for any awards or recognition given at the conclusion of the season.
 - A student who is serving a suspension related to a violation of the co/extracurricular code will be expected to:
 - start the sport when it is scheduled to begin
 - complete the sport in its entirety
 - be in good standing academically as well as with the team for the suspension to be considered served
 - if the student has not participated in the activity in the past, they must receive permission from the coach/advisor, Athletic Director, and Principal.
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ACADEMIC STANDARD

Students are expected to carry no more than one 'D' grade (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, as well as at the end of each 9-week quarter. Any student who fails to meet the academic standard, regardless of consequence level, will be required to attend study table every M, Tu, & Th from 3:00-3:45 unless a game departure time interferes.

CONSEQUENCES:

- 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.**
 - Student may continue to participate in activities as usual during this period.
 - Student will no longer need to attend study table once grade(s) have improved to meet standard.
- Student is **Level 1 Ineligible** when he/she receives one 'F' or their GPA falls below 1.5 **at the end of a quarter/semester.**
 - Student will continue to practice and attend events with the team but is ineligible to participate in any scheduled events for the next 15 school days AND 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 then become eligible if his/her grade(s) have improved to meet standard.
- Student is **Level 2 Ineligible** when he/she receives two or more 'F's **at the end of a quarter/semester.**
 - Student will continue to practice and attend events with the team but is ineligible to participate in the remainder of the current season and 50% of the next sport's scheduled events (see chart below) AND 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.
 - Student will then become eligible if his/her grade(s) have improved to meet standard.
 - Student will remain ineligible for the remainder of the quarter and will no longer be able to attend practices or events if his/her grade(s) have not improved to meet standard.



ATTENDANCE STANDARD

ATTENDANCE AT SCHOOL:

In order to participate in any co/extracurricular practice or event on a given day:

- Student is expected to attend school the entire day.
 - A student's school day begins when their schedule begins. (e.g. student has a 7:40 am class, he/she is expected to be in that class by 7:40 am)
 - If student needs to be absent for part of the day to attend a medical appointment, he/she is expected to provide evidence of attending upon their return to school.
 - Any non-medically verified absences 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.
- 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 by having their teachers sign the advanced makeup form.
- 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.

ITEMS TO NOTE:

- A pattern of unexcused absences or tardiness (more than three in a season) will result in the student being required to meet with the athletic director to develop a plan for attendance. Failure to follow attendance plan may result in suspension from future event(s).
- 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.

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 will be determined by specific coach or advisor.

- Student must consult with his/her coach/advisor before missing a practice, game or event (unless student is absent from school and it is documented by the school office). Failure to do so will result in an unexcused absence.
- 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.**
- Students serving an out-of-school suspension may not participate in or attend practices, games or events for the duration of the suspension.
- Students serving an in-school suspension may not participate in practices, games or events on the day of suspension.
 - Principal or designee will determine if a student serving an in-school suspension is allowed to attend (non-participation status) practices, games, or events.

BEHAVIORAL STANDARD

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

- Behaviors that involve hazing and bullying of other students are considered a violation of the behavioral standard.
- 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.).
- A student may be asked to follow an individual behavior contract for repeated and documented unacceptable behaviors. Such disciplinary action may include suspensions from any co/extracurricular events.

All forms of **social media** used by students will be considered to determine if a violation of the behavioral standard or code of conduct has occurred. There may be individuals who would attempt to implicate a student by taking such images to place them in a situation where there may be a code violation; therefore, it is important for students not to place themselves in such environments.

- 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.

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 effect 12 months a year throughout the student's tenure at Johnson Creek Schools.

Attending Parties or Events: Students who knowingly attend an event, at any time, where any of the above banned items are being illegally consumed, but who do not themselves consume banned substances.

Consuming or Possessing Controlled Items: Students who, through admission, witness evidence, or 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.

(continued on next page)

CONSEQUENCES FOR CODE VIOLATIONS

	INAPPROPRIATE CONDUCT	ATTENDING PARTY/EVENT WHERE CONTROLLED ITEMS ARE PRESENT	CONSUMING OR POSSESSING CONTROLLED ITEM(S)
FIRST OFFENSE	- Up to 25% of athletic events - 1 club event/activity	- Up to 25% of athletic events - 1 club event/activity - 2 hours of AODA counseling*	- Up to 50% of athletic events - 2 club event/activity - 4 hours of AODA counseling*
SECOND OFFENSE	- Up to 50% of athletic events - 2 club events/activities	- Up to 50% of athletic events - 2 club events/activities - 2 hours of AODA counseling*	- 100% of athletic events - All club events/activities - 4 hours of AODA counseling*
THIRD OFFENSE	- 36-week (school year) suspension from all co/extracurriculars	- 36-week (school year) suspension from all co/extracurriculars	- 36-week (school year) suspension from all co/extracurriculars

***Counseling is required to be completed within one month from the date on the notification letter. Failure to do so will result in student being suspended from all co/extracurriculars for a full calendar year. Petition to be reinstated may occur after 18 school weeks. (see Items to Note below)**

EXCEPTION:

- A student finding 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.
 - 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.
- In all code violations, self-reporting within 48 hours of the violation can result in up to a 50% reduction of the penalty.

ITEMS TO NOTE:

- If code violation is such that a student receives an in-school or out-of-school suspension, the code and school suspensions will begin simultaneously.
- Athlete must continue to practice and travel with the team, but is suspended from participation and may not suit up for events.
- Number of events is calculated as a percentage of a sport's full season.
- Suspension will carry over in to the athlete's next season if necessary.
- Student must continue to attend club meetings, but is suspended from the next scheduled event(s)/activity(ies).
- Counseling may be with the school's AODA Coordinator, or an outside AODA professional at the student's own expense.
- Athlete under a one-year suspension may, after 18 school weeks, petition the Board of Education to request a reduced suspension if positive steps and results have been documented regarding substance abuse issues or conduct that led to the suspension.

- 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.
 - Suspended athlete may not be named as team captain during a season in which he/she is serving suspension.
 - If athlete is in a position of leadership at the time of a code violation, he/she will forfeit leadership status and will not be allowed to return to the position during the season(s) in which the suspension is being served.
 - Suspended student may not hold an officer or leadership position in a club while serving suspension.
 - If student is in a position of leadership at the time of a code violation, he/she will be removed from office and will not be allowed to return to the position for the remainder of the school year.
 - Student who completes one calendar year without any violation will have his/her last violation dropped provided all requirements of the suspension were fulfilled by the dates specified in the notification letter.
 - Student must maintain Academic Standard to serve and complete a suspension due to a violation of the code of conduct related to banned substances or inappropriate conduct.
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INVESTIGATION AND NOTIFICATION

Investigation: When the building administrator or athletic director has been provided with information of a possible code violation, the student(s) allegedly involved in the violation will be questioned regarding the incident. Questioning and gathering of information will be conducted by a building administrator and/or the athletic director.

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: The building administrator or designee shall prepare a letter, addressed to the student's parent(s) or legal guardian(s), with a copy provided to the student. Student's coach and/or advisor will also be notified. The letter shall:

1. Describe the violation and summarize the penalty to be assessed.
2. Advise that harsher penalties will be assessed for subsequent violations.
3. Inform the procedure for appeal.

The building administrator or designee shall meet with the student and deliver the student's copy of the letter during the meeting. A copy of the letter shall be mailed to the student's parent or legal guardian. Ineligibility status begins immediately upon notification of the administrator's determination of code violation.

APPEAL PROCESS:

A student or the student's parent or legal guardian may appeal the determination of the athletic director 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 as required in Investigation and Notification of Violation and Penalties as stated above.

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.

After appealing to the building administrator, the decision of the building administrator shall be final.

APPENDIX A: ACTIVITIES COVERED BY THE SCOPE OF THIS POLICY*

Academic Decathlon	Art Club	Math Team
Forensics	National Honor Society	Homecoming Court/Escort
Interscholastic Athletics – Johnson Creek Middle/High School	Interscholastic Athletics – Cooperative Sports Programs	Solo/Ensemble Music Festival (district and state levels)
Out of State or Overnight Trips	Non-Academic Trips	Prom King/Queen
Public Performances (pep band, etc.)	School Musical (cast and crew)	School-Sponsored Events
Student Council	Jazz Band	Esports

*List subject to change

APPENDIX B: ATHLETIC TEAM UNIFORM POLICY

All athletic teams will wear uniforms issued by the Johnson Creek 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. Due to budget constraints, items such as team warm ups or specialized pieces of equipment will need to be purchased through fundraising efforts of the teams.

APPENDIX C: MEDICAL TREATMENT

In case of a medical emergency, every effort will be made to contact a parent/guardian of the student. If contact cannot be made or the student requires immediate attention, Johnson Creek Middle/High School coaches/advisors/supervisors are advised to seek medical attention and transportation.

WIAA Eligibility Verification of Transfer Student

“A student who transfers from any school into a member school after the sixth consecutive semester following entry into grade 9 shall be ineligible for competition **(at any level, but may practice)** for one calendar year **unless the transfer is made necessary by a total change in residence by parent(s).**”

9th Grade Students

A student who has been in attendance in a school district for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that school district upon entering Grade 9. RE II, 1-A-6

Transfer at the Beginning of the school year (first day of fall practice or first day of school)

Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met. RE II, 3-A-2

During the school year (after the first day of fall practice or first day of school)

9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade. RE II, 3-A-4 Full eligibility is restored upon entering 10th grade provided all other rules governing student eligibility are met.

10th Grade Students

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition at the school within whose attendance boundaries his/her parents reside within the given school district provided all other rules governing student eligibility are met.

10th grade students transferring at the beginning of the year and who live in the school district their parents primary residence is located will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.

Transfer at the Beginning of the school year (first day of fall practice or first day of school)

Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met. RE II, 3-A-2

During the school year (after the first day of fall practice or first day of school)

10th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school). RE II, 3-A-3

11th Grade Students

Transfer at the Beginning of the school year (first day of fall practice or first day of school)

Open enrolled and/or tuition paying students entering 11th grade at the beginning of the school year and who are within the first six semesters of high school shall be restricted to non-varsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school). RE II, 3-A-3

During the school year (after the first day of fall practice or first day of school)

11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school). 3-A-6

12th Grade Students

Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice. RE II, 3-A-1, 3-A-5

NOTE: If a student transfers from a co-op school program to another in that co-op, the student is eligible for the co-op sport and the above rules apply for the non-co-op sports at the school.

Additional Parts of the Transfer Rule

With transfers occurring after the outset of a semester, the student cannot establish eligibility at the new school until the fifth calendar day after such transfer.

Ineligible for competition – defined as ineligible at all levels (9th grade, C team, junior varsity, varsity reserve, varsity).

Waivers

The residence and transfer requirement may be waived according to the following provisions:

1. After a student has not participated and/or has been restricted to non-varsity competition for one calendar year because parents do not live within that school's attendance boundaries, he/she becomes automatically eligible under this Section regardless of parent's residence and for as long as enrollment is continuous (uninterrupted) in that school.
2. The residence and transfer requirement may be waived, if requested in advance, by a member school on behalf of one of its students and upon presentation of documentation detailing extenuating circumstances. Such documentation must include communications from (a) parents, (b) person(s) with whom student is living within requesting school's attendance boundaries and (c) school officials within whose attendance boundaries parents reside. Depending upon the nature of extenuating circumstances, eligibility may be limited to non-varsity competition except in situations involving transfer after a student's fourth consecutive semester following entry into grade 9.
3. In cases associated with Section 1, A, (2) and (4), Section 2, A, (1) and Section 3, A, (1) of this Article, first-time 9th grade students will be permitted one transfer upon appropriate petition to the Board of Control if the student has attended no more than three days of practice and/or has attended no more than three days of school.

Extenuating circumstance is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event which results in severe burden and/or involuntary change, that mitigates the rule.

In considering a waiver request based on extenuating circumstances, the element of events outside a student or family's control vs. choices/decisions/actions which contain knowable/predictable outcomes or consequences, is always an integral part of the review. Denial is made when it appears this student's situation has come about largely as a result of choices, decisions and/or actions made by the student or his/her family and/or when there is no evidence or documentation to support a given request.

Required documentation to be sent as one complete package:

- EVTS (Eligibility Verification of Transfer Student) form - exchanged between schools and WIAA - may serve as documentation from "sending" school.
- "Sending" family – explaining circumstances leading to transfer
- "Receiving" family – documenting acceptance, school enrollment, residence, and meeting graduation requirement
- Receiving/requesting school – student transcripts
- Supplemental documentation that can be helpful when requesting a transfer/residence waiver includes: medical, law enforcement/courts, foster care, HHS, military, e.g.

Requests should be sent to the WIAA by the athletic director of the receiving school. ***All of the material should be collected by the receiving school and sent to Mel Dow, Associate Director, at the WIAA along with the waiver form.***

Financial Hardship

Supplemental documentation that can be helpful supporting a claim of financial hardship:

- a written chronology detailing what's taken place and why the family feels they are facing financial hardship
- copies of bills/invoices for health-related issues and/or home events that have left them financially strapped
- insurance correspondence documenting financial hardship
- copies of tax returns
- letters from employers, newspaper clippings citing changes to employment, etc.
- letters from the nonpublic school they are leaving supporting the claim

Letters from the nonpublic school they are leaving are always beneficial; corroborating that they have exhausted all avenues to stay in the school are significant. Bottom line is the family wants to tell their story with good detail and explanation of events outside their control which have resulted in creating the 'extenuating circumstance' - they may choose to corroborate their story with any supportive documentation that they feel might be helpful for a stranger to know. Waivers for financial hardship must show all avenues have been exhausted. Demonstration of a significant change in finances has directly affected enrollment. The expectations that tuition rises and is paid at nonpublic schools is a given. We have received W2 forms, bankruptcy filings, unemployment records, foreclosure notices, etc. ***All of the material should be collected by the receiving school and sent to Mel Dow, Associate Director, at the WIAA along with the waiver form.***

Move, but not complete - Sunset Clause

Our waiver rules do allow requests for eligibility for students who do move when it is made necessary. If a family has the intention of moving but is in between the sale of one home and the purchase of another home, the WIAA does have a method of relief available through extenuating circumstances referred to as the "Sunset" clause. Eligibility can be granted for a period of time until the family makes the complete and total move to the school.

The "Sunset" provision does allow a student to participate in regular season athletics, but an update on the status of the family's home sale/relocation prior to the tournament series is required before a waiver could be extended through the tournament series. In order to request that type of a waiver, the school and family will need to formally make the request and include a complete explanation of the family situation. Documentation from the sending school acknowledging acceptance of the request is necessary. The accepting school will need to complete and submit an Eligibility Verification of Transfer Student (EVTS) form. ***All of the material should be collected by the receiving school and sent to Mel Dow, Associate Director, at the WIAA along with the waiver form.***