

WAUNAKEE MIDDLE SCHOOL CO-CURRICULAR CODE AND POLICIES

377-Rule 2

It is without question that top mental and physical performance comes from those individuals who prepare themselves mentally and physically to the best of their ability. It is reasonable to assume that each individual participant should take care of his or her body in such a manner that would allow it to perform at peak efficiency at all times. It has been substantially documented medically that certain substances, namely alcohol, tobacco and controlled substances, can be detrimental to any performance. Abstinence from these substances along with proper rest, diet and the observance of good health practices can enhance the physical and mental performance of all individuals. Adherence to these training rules is a matter of individual self-discipline.

A student shall be suspended from contest participation for acts (a) involving use of alcohol or tobacco or the use, possession, buying or selling of controlled substances; (b) involving immoral or unacceptable conduct contrary to the ideas, principles, and standards of the school and the WIAA Handbook.

Conduct Code for All Activities

- A. Students participating in school activities, shall at no time act in a manner detrimental to one's self or the image of Waunakee Community Middle School. Offenders shall be suspended from all school co-curricular activities for 1-3 school days and the next scheduled meet, match, game, event or contest following the student hearing. Students repeatedly reported for misconduct may receive further suspensions or may be expelled from one or all school activities. An appeals process consistent with district policy will be followed if requested by either the student, parent, or guardian.
- B. Students will make time at the teachers' convenience (this may be before the school day, during noon or after school) for misbehaving in class or for classroom tardiness before they may participate in school activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.
- C. Students removed from a class for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.
- D. A student who is truant from a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time will be made by the teacher, coach and player.

- E. Students absent due to illness in the afternoon or on the full day of a school athletic activity cannot participate without permission of the activities director, principal, or principal's designee.
- F. The teacher of any student having academic problems should confer with the student's advisor/coach to insure the best learning situation for the student. The satisfactory completion of classroom work is very important. Co-curricular activities are secondary to the completion of classroom work.
- G. A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the advisor/coach.
- H. For some activities, the coach/advisor may have necessary additional safety or health requirements that are unique to that activity.
- I. If a student is having academic difficulty before the first grading period, the teacher and the coach/advisor may take appropriate action to better monitor the student's classroom progress.

Use of Alcohol, Tobacco Products or Controlled Substances

Any student using or possessing alcohol or tobacco products, or using, possessing, buying or selling illegal controlled substances or look alike drugs/alcohol, shall be suspended from participation in interscholastic athletics. This rule is in effect and enforced for twelve (12) months of the year.

First Violation:

Restriction from co-curricular participation (competition) for two (2) contests. Any remaining contests of the suspension not served shall be applied to the next activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her group. However, he/she cannot dress in the uniform, travel with the group, or sit on the bench. All rules and requirement of the activity must be followed by the suspended student.

- a) If the student is found to be in violation and agrees to go through a student assessment and follow the assessment recommendations, there shall be a one contest suspension. Refusal or failure to take the assessment or to follow its recommendations and he/she shall serve the two (2) contest suspension.

Second Violation

Restriction from co-curricular participation (competition) for 33.3% of the contest based on the regular season of that activity.

- a) If a student is found in violation for the second time and agrees to an assessment and to follow through with its recommendations, the period of the suspension will be the time it takes to complete assessment and recommendations. There will be minimum of two contest suspension.

Third Violation

Restriction from co-curricular participation in Waunakee Community Middle School (practices and contests) for one full calendar year. There will be no carry over penalty from the middle school years to the high school.

Note: Restriction from participation shall be effective from the date determined by the infraction.

ELIGIBILITY POLICIES FOR WAUNAKEE MIDDLE SCHOOL CO-CURRICULARS

1. Each participant must be issued a Waunakee Community Middle School Co-Curricular Handbook and a Co-curricular Code from his/her coach/advisor. Students must return the consent form to their coach/advisor with their signature and the signature of their parents/guardians indicating that they understand the handbook and agree to abide by all rules governing their activities.
2. Students must return a WIAA physical examination card completed by both a parent or legal guardian and a licensed physician or advanced practice nurse prescriber to be eligible for practices or contests. Any 8th grader without a valid WIAA physical examination card must have one completed or they are ineligible for practice or contests. Eighth graders who had a WIAA physical examination card completed during 7th grade must have an alternate year card completed by the parent. The district requires that all 7th, 9th, and 11th graders, and students entering during 8th grade who have not had a physical, have WIAA physical examination cards completed. **NO ATHLETE MAY PARTICIPATE IN ANY SPORT ACTIVITY UNTIL THE PHYSICAL EXAM PERMIT CARD, CONSENT FOR EMERGENCY TREATMENT FORM, AND THE SIGNED CO-CURRICULAR CONSENT FORM ARE PROPERLY COMPLETED AND ON FILE IN THE ACTIVITIES DIRECTOR'S OFFICE.**
3. Every participant must attend a meeting before each sport/activity season in which he/she plans to participate. The purpose of this meeting will be to review individual activity requirements, review changes in the co-curricular code, meet the coaches, receive practice and game schedules and any other material pertinent to that activity. A parent must attend

one meeting of the first sport/activity in which his/her son/daughter participates each year to review co-curricular code revisions. Parents are not required to make more than one of these meetings per year unless a coach/advisor requests that the parent attends additional meetings if he/she determines it is in the best interest of the student.

4. A middle school student shall be ineligible for co-curricular/athletic competition while competing as a member of grade 7 and 8 team if he/she reaches his/her 16th birthday before August 1st of any given school year.

5. All restrictions from participation shall be effective from the date of the infraction.
6. Parents/Guardians of each participant must fill out and sign a CONSENT FOR EMERGENCY MEDICAL TREATMENT form. This form is good for the entire school year and will be kept with the coach/advisor during practices, games, and competitions.

CO-CURRICULAR INELIGIBILITY

All students who are scholastically eligible have the opportunity to participate in the co-curricular program, providing they meet all necessary requirements.

1. Students receiving a grade of “F” for any course will be considered academically ineligible for participation in any co-curricular activity/contest. The student can continue to practice during the period of academic ineligibility with the consent of the coach/director and parent/guardian.
2. At four weeks into each quarter grading period, coaches/advisors/directors will provide a grade behavioral check sheet to all participants. Students are responsible for completing this progress check sheet and submitting this to their coach/advisor/director. If a student earns an “F” in any class, then s/he is responsible for meeting the criteria stated below.

If a student earns an “F” on a grade and behavioral check sheet or in a quarter grading period, s/he is:

- Academically ineligible to compete or perform until the failing grade is removed.
 - Responsible for taking an eligibility reinstatement form to ALL assigned teachers until failing grade(s) have been removed.
 - Responsible for taking a reinstatement form to the teacher of the specific subject the student failed for three continuous weeks after the failing grade(s) is removed.
 - Responsible for taking this reinstatement form to the teacher(s) on every Friday of each week during the three week time period.
 - Ineligible for at least one full week (until the following Friday when the reinstatement form can be signed demonstrating eligibility).
 - Expected to maintain passing grades to return eligibility status.
3. Students who receive a failing grade during the fourth quarter are ineligible for the first three weeks of any fall co-curricular activity in 8th or 9th grade.
 4. Any student dropped from a squad/activity for disciplinary reasons, is ineligible for any sport/activity during that season*, or may be ineligible for the entire school year.
 5. During a sport season*, a student may quit one squad and join another squad upon mutual agreement of the coaches and the athletic director.

*Seasons apply only to athletic events. The school year shall consist of three sport seasons:

1. Fall sports (August - October)
2. Winter sports (November - March)
3. Spring sports (April - June)

Most middle school contests are scheduled to start at 4:15 p.m., unless otherwise stated on the schedule.

PROCEDURE OF APPEAL PROCESS RELATED TO CO-CURRICULAR CODE

The appeals process procedure for a student and his/her parents/guardians to follow in appealing decisions relating to eligibility is outlined below. It should be understood that students and parent will be expected to follow the appeal process steps in the event legal action should be initiated at some later date.

1. The principal/assistant principal or activities director shall within three (3) school days of notification of the infraction formalize the consequences in writing and send a letter to the parents/guardians outlining the specific details related to:
 - a) the violation or infraction
 - b) date of violation or infraction
 - c) period of the consequence
 - d) other pertinent information
2. After a ruling is made, resulting in a suspension, the student and/or his/her parents/guardians may formally appeal the decision by phone. This must be followed by a written appeal to the principal. The appeal must be received within seven (7) calendar days of the date on the suspension letter. The principal will confer with the activities director on the events leading to the suspension.
3. After the appeal has been received, a date for the hearing will be set by the principal within seven (7) calendar days of receipt of the appeal letter. The case will be heard by the Co-curricular Review Board which consists of the following:
 - a) Principal or designee
 - b) Other advisor/coach out of season
 - c) Faculty member at large

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Also present will be the student, his/her parents/guardians, and the activities director. The decision of the hearing will be based on a majority vote of the Co-curricular Review Board.

- a) The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
 - b) Proceedings of the hearing, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.
4. If the student and his/her parents/guardians are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The superintendent must receive in writing, a request from the parents/guardians of the student for such a hearing before the Board of Education within seven (7) days of the mailing of the outcome of the Co-curricular Board.

If a student is to be suspended or expelled from a school activity, the principal or activities director will inform the parent/guardians, in writing, stating the reason for such a dismissal within three (3) school days of the suspension or expulsion.

Adopted: 6/8/98

Revised: July 2001
February 2002

Waunakee Community School District