

# Waunakee Community Middle School Co-Curricular Handbook



## **Statement of Philosophy**

Age appropriate co-curricular activities are an integral and valuable part of a student's middle school experience and the Waunakee Community School District is committed to sponsoring a wide variety of opportunities for student participation. The district is committed to supporting the cognitive, social, and emotional growth of students through participation in co-curricular activities. Students will develop a variety of skills through participation in co-curricular activities including activity specific skills, teamwork, positive social values, and behaviors they can transfer to their lives now and in the future. The focus of co-curricular activities at Waunakee Community Middle School is focused on maximizing participation for all students in support of developing the skills outlined above.

All activities in life place expectations upon participants. This handbook details these expectations as they pertain to all co-curricular participation at Waunakee Community Middle School. Participation in activities is a privilege, earned in part, by accepting and following the regulations contained in this co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. This policy will be enforced all twelve months of the year.

## **Definition of Co-Curricular Activities**

Co-curricular activities at Waunakee Community Middle School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee Community Middle School. All students who participate in the various categories of activities or any additions are required to abide by this co-curricular handbook.

## **The Goals of Co-Curricular Programs**

- Mere participation in co-curricular programs does not guarantee the following goals will be achieved. Students must participate in a manner so as to make the activity a beneficial influence in their lives. What the participant realizes from the activity depends on the positive effort s/he puts into it.
- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate in order to meet the healthy need for competition, which is a basic American tradition.
- To encourage all students who participate in co-curricular activities to reach new potential(s).

- To provide a “whole school” interest and activities for which all students may rally around to develop school spirit and commitment.
- To place the unit, team, class, squad, and school above personal desires.

### **Responsibilities of Co-Curricular Participants**

Participation in co-curricular activities is a privilege. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. This privilege is extended to all students who meet school requirements and are willing to assume the following responsibilities:

Each participant must be issued at Waunakee Community Middle School Co-curricular Handbook from his/her coach/advisor/director. Students must return the Co-curricular acknowledgement form to their coach/advisor/director 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 co-curricular activities at Waunakee.

- Be a credit to yourself, your parents/guardians, your school, and community.
- Demonstrate high standards of social behavior.
- Demonstrate respect for, and acceptance of the rules of competition.
- Demonstrate respect for those in authority, including advisors, coaches, teachers, and officials.
- Display a strong spirit of cooperation.
- Use language that is socially acceptable and not offensive to others.
- Be considerate of all others you interact with.
- All members of co-curricular activities will be neatly dressed and well-groomed while representing Waunakee Community Middle School.
- Student-athletes have a responsibility to be role models to other students and younger children.

### **Purpose of the Handbook**

The purpose of this handbook is to acquaint students and parents/guardians of students in co-curricular programs at Waunakee Community Middle School with the expectations, regulations, and procedures of the school district and when applicable, the Wisconsin Association of Interscholastic Athletics (WIAA). It is very important that both the students and parents/guardians read and understand this handbook before signing the student pledge and parent/guardian permission section of the handbook.

### **Non-Discrimination Statement**

The Waunakee Community School District is committed to equal educational opportunity for all students in the district.

It is the policy of the Waunakee Community School District, pursuant to s.19.13, WI Stats, and PI 9 that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreation, or other program. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Waunakee Community School District has adopted a policy and procedure on non-discrimination. If you believe the District is discriminating against one of the protected classes listed above, please obtain a copy of the policy, procedures, and complaint form from the District Administrative Office by contacting the Director of Human Resources.

Individuals requiring the assistance of auxiliary aids or special accommodations because of a disability are asked to contact the school office at 849-2060 at least twenty-four hours prior to the event to arrange for appropriate accommodations.

## **General Information**

### **Co-Curricular Consent Form and Consent for Emergency Medical Treatment Form**

Students and parents are required to read, sign, and submit the Co-Curricular Consent Form and the Consent for Emergency Medical Treatment Form prior to participating in co-curricular events. Prior to each season, both athletes and parents must be provided Wisconsin Fact Sheet on Concussions and sign the agreement form. These forms will be kept on file in the middle school office.

### **Starting Times**

Most middle school athletic competitions are scheduled to start at 4:15 p.m., unless otherwise stated on the schedule. Please check the schedules provided by advisors, coaches, and directors for all activities.

### **Practice during School Closings**

When Waunakee Schools are closed due to inclement weather or other emergency, all co-curricular practices and contests are also canceled or postponed to a later date. The Activities director, Principal, Director of the event, and the Transportation Supervisor (with input from the other school(s) involved) will determine if Saturday events will be held during inclement weather.

### **Travel to Events**

Each student must ride and return from practices, contests, performances, and events with their club, group, or team, unless proper arrangements are made before leaving on the trip. Arrangements are as follows:

1. Completion of the WCSD Student Transportation Agreement must be given to the principal/asst principal prior to each date/event. (No other notes, phone calls or emails will be accepted)
2. A copy of the WCSD Student Transportation Agreement is on page 17 of this book. Feel free to make copies.
3. Permission from the principal/assistant principal must be given to the coach/director.
4. The parents must pick up the student in the presence of the coach/director.

### **Co-Curricular Participation Fees**

Students participating in co-curricular activities pay one \$40 fee prior to participating in co-curricular activities regardless of the number of activities they participate in. Football players will be assessed a \$20 equipment fee. Families who have difficulty paying the fees should contact the Middle School guidance counselor at 849-2070 or the Middle School social worker at 849-2071.

## Categories of Participation

There are three categories for co-curricular participation: A, B, and C. Each category is outlined below. The various sections identified under each category outline the specific expectations for each category. The sections will be described in detail after the listing of categories.

<b>Category A (Competes)</b>	<b>Category B (Performs)</b>	<b>Category C (Serves)</b>
Follows Sections 1, 2, 3, 4  All Athletics Cross-Country Dance Football Football Cheer Volleyball Wrestling Basketball B/G Track and Field B/G	Follows Sections 1, 2, 3  Drama One Act Forensics Junior Science Olympiad Musical Future Problem Solvers Solo-Ensemble Jazz Ensemble Jazzicals	Follows Sections 1 & 2  Comedy Academy Yearbook Student Council Mountain Bike Team

### Category A (Competes)

#### All Athletics

#### Time Frames for Category A Activities

Football	August-October	Boys/ Girls
Football Cheer	August-October	Boys/ Girls
Cross Country	September-October	Boys/Girls
Volleyball		Girls
Wrestling	October – December	Boys/Girls
Dance	October-January	Boys/girls
Basketball	October-December	Boys
Basketball	January-March	Girls
Track and Field	Spring	Boys/ Girls

#### Follow Sections 1, 2, 3, and 4

**Category B (Performs)**

Drama One Act Forensics  
 Junior Science Olympiad  
 Musical  
 Future Problem Solvers  
 Solo-Ensemble  
 Jazz Ensemble  
 Jazzicals

**Time Frames for Category B Activities**

Jazz Ensemble Jazzicals	Entire Year Winter/spring	Boys/ Girls Boys/Girls
Future Problem Solvers Drama	Entire Year Fall	Boys/ Girls 8th grade Boys/ 8th grade Girls
One Act Plays Forensics	Fall Winter/Spring	7th grade Boys/ 7th grade Girls Boys/ Girls
Musical Solo & Ensemble	Spring Spring	Boys/ Girls Boys/ Girls

**Follow Sections 1, 2, and 3**

**Category C (Serves)**

Comedy Academy  
 Yearbook  
 Student Council  
 Mountain Bike Team

**Time Frames for Category C Activities**

Comedy Academy	Entire Year	Boys/Girls
Student Council	Entire Year	Boys/ Girls
Yearbook	Entire Year	Boys/Girls
<b>Mountain Bike Team</b>	<b>Fall</b>	<b>Boys/Girls</b>

**Follow Sections 1 and 2**

**Insurance**

Our school provides accident coverage for all students. Only accidents that occur in school sponsored and supervised activities EXCLUDING participants in interscholastic sports are covered. A voluntary, parent paid insurance program is available that INCLUDES participants in interscholastic sports. If interested, please contact the WCSD Athletic Office at (608) 849-2100x2053

## **Co-Curricular Expectations**

### **Section 1 – School Behavior**

#### **Applies to ALL Categories (A, B, & C)**

Student participants are expected to meet the expectations for school behavior described in the handbook and Board of Education Policies.

- Students suspended out of school during a season or activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension.
- Participants are encouraged to do their best in the classroom, strive to get the highest grades possible, and display a service attitude in their conduct throughout the school and community.
- If a student misbehaves in a class or general school area, the student will make up time at the teachers or principal's convenience (this may be before the school day, during noon, or after school) before they
- May participate in co-curricular activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.
- Students removed from a class or general school area 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.
- Any student dropped from a co-curricular activity for disciplinary reasons, is ineligible for any sport/activity during the current season, or may be ineligible for the entire school year.
- Any student, who wishes to quit a school activity before the end of the activity season, should, out of courtesy, notify the advisor/coach.

### **Behavior at School Events**

Attending co-curricular events at the middle or high school is a privilege. Community members, parents/guardians, and students attend co-curricular events for fun and entertainment. Audience members need to be respectful of each other and of the event participants. Abiding by the following rules will help to insure everyone has a safe, enjoyable time at the event. Appropriate behavior is expected for students and parents in the Waunakee Community Middle School and High School, and at all locations our students travel to visit. We expect our middle level students to set the standard for other grade levels and for visitors by following these guidelines:

- Follow student rules for appropriate behavior.
- Follow all instructions for behavior that are posted or given.
- Be courteous and kind.
- Respect performers and other audience members.
- Respect the property where the event is held.
- Have your picture identification card with you and present it when asked.
- Arrive at the event on time (if you arrive late, do not disrupt when entering).
- If doors are closed to the event, wait until they are opened to enter, or wait until a break in the activities (Intermission, between musical performances).
- Go to your seat when you enter and remain in that seat until intermission.
- Sit only in the area designated for you (e.g., in MS area at HS football games).
- If you are a participant, you will be seated with your group/team prior to your activity. If you remain after your performance has concluded, you will be seated with your group/team

- Do not leave the activity or event during the action (restroom breaks should be taken before entering or during intermission).
- Never go onto the performing area if you are an audience member (basketball court, stage, orchestra pit, etc.).
- When you leave, do not go into any other areas of the building. Exit directly after the activity/event ends.
- Do not bring food or drinks into the event (unless food is being served as part of the performance).
- Food or drinks should be consumed in the designated areas. If you are a participant in the event, your advisor/coach should accompany you to the designated area. Dispose of all trash in the appropriate places.
- Support the performers in an appropriate way (clapping at concerts at appropriate times, cheering for good athletic performances).
- Do NOT make inappropriate comments or gestures to/about participants or spectators.
- Leave immediately if you are told to do so.
- Respect the supervisors and follow their directions.

### **Social Media & Online Representation**

*This section is currently under review by The District's attorneys to ensure it complies with the US Supreme Court's student speech decision in Mahoney Area School District vs. B.L. (2021). Below is the language used in previous iterations of the Co-curricular Handbook any changes/updates to this language will be communicated at a later date.*

- *The same rules of appropriate, respectful behavior which apply to Waunakee Middle School Students, also applies in online environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media site. WMS students are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online.*
- *Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, trash talking, and criticism of opponents, coaches, teammates, or game officials. Students who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Students who fail to meet this expectation and who violate the code of conduct online are subject to the same consequences as if they did them in person.*

### **Equipment**

Each student is responsible for the proper care of all issued equipment, and for the school and community facilities where they practice/perform. The students and their parents/guardians will be held financially responsible for any lost, misplaced, or damaged items and for supplies or property that have been maliciously damaged.

### **Loss or damage to property**

The District assumes no responsibility for such loss or damage, but will assist students and parents/guardians in recovering lost or damaged property, or the cost of replacement.

### **Section 2 – Attendance (School, Practices, and Events) Applies to All Categories of Participation (A, B, and C)**

- There will be no practices after 6:00 p.m. on Wednesday. Special practice needs will be given consideration by the principal and superintendent.
- No practice session will be started and/or held without a qualified director/advisor/coach present.
- No school facilities and/or equipment will be used without a director/advisor/coach present.
- Participants are expected to be at practice and performances on time unless there is a valid excuse for missing. Unexcused absences will be dealt with by the director/advisor/coach. Students who need
- Academic help after school WILL NOT be penalized if they contact the advisor/coach/director before the practice or provide them with a pass from the instructor when arriving late for practice.
- Participants must be in attendance at school by 11:30 a.m. Students absent due to illness in the afternoon (after 11:35 a.m.) or absent for the full day of school, cannot participate without permission of
- The principal, or activities director or his/her designee. Students who have been absent (and excused)



- In the morning of an activity, but return prior to 11:35 a.m., may participate in the activity.
- Any student, who is unexcused (truant) and misses part or all of 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 due to truancy will be made with the teacher, advisor, director, coach, and player. The student will make up time at the teachers' convenience (before school, during noon, or after school)

**Section 3 - Academics**  
**Applies to Categories 1 & 2**

**Academic Eligibility**

All students who are scholastically eligible have the opportunity to participate in the co-curricular program, providing they meet all the 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 advisor/director/coach and parent/guardian. NOTE: The ineligible status will be adjusted for student in Fall sports in which the date of earliest allowed competition is before the first day of school: 1/3 of the maximum number of games/meets in a sport season (rounded to next whole number).

2. At four weeks into each quarter grading period, advisors/directors/coaches will provide a grade check sheet to all participants. Students are responsible for completing this progress check sheet and submitting this to their coach/advisor. 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 check sheet or in a quarter grading period, s/he is:

- Academically ineligible to compete or perform until the failing grade is removed. (Students may continue to practice.)
- Responsible for taking an eligibility reinstatement form to ALL assigned teachers until failing grade(s) have been removed. The student gives this form to the advisor/coach/director when completed. (Students may continue to practice.)
- 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 to compete or perform for at least one full week (until the following Friday when the reinstatement form is signed demonstrating the student's eligibility).
- Expected to maintain passing grades to return to 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. NOTE: This means fourth quarter 8<sup>th</sup> grade grades 'carry over' to a student's freshman year.**

4. Any student dropped from a squad/activity for disciplinary reasons is ineligible for any sport/activity during that season 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.

<b>Quarter and Grade Check Dates 2021-22</b>			
<b>Four Week Check:</b> <b>9/24/21</b>	<b>Four Week Check:</b> <b>12/3/21</b>	<b>Four Week Check:</b> <b>2/18/22</b>	<b>Four Week Check:</b> <b>4/29/22</b>
<b>1<sup>st</sup> Quarter: 11/5/21</b>	<b>2<sup>nd</sup> Quarter: 1/21/22</b>	<b>3<sup>rd</sup> Quarter: 4/1/22</b>	<b>4<sup>th</sup> Quarter: 6/8/22</b>

**Section 4 – Co-Curricular Code and Policies**  
**Applies to Category A**

**Conduct Code**

- 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 co-curricular activities for 1-3 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 a 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 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 difficulties before the first grading period, the teacher and coach/advisor may take appropriate action to better monitor the student's classroom progress.

## **ELIGIBILITY POLICIES**

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 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/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 is 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. **NO ATHLETE MAY PARTICIPATE IN ANY SPORT ACTIVITY UNTIL THE PHYSICAL EXAM PERMIT CARD, CONSENT FOR EMERGENCY MEDICAL 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, and 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 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 & 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 complete 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.
7. Prior to each season, athletes & parents will be provided the Wisconsin Fact Sheet and concussions and both athlete & parent must sign agreement form.

## **USE OF ALCOHOL, TOBACCO PRODUCTS, CONTROLLED SUBSTANCES, OR PERFORMANCE ENHANCING SUBSTANCES**

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

Any student, unsupervised by their parent or legal guardian, present where alcohol is being served to underage individuals, who does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-Curricular Code violations.

This rule is in effect and enforced for twelve (12) months of the year.

### **First Violation:**

Restriction from co-curricular participation (competition) for 25% of the season. 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. He/she cannot dress in the uniform, travel with the group, or sit on the bench. The suspended student must follow all rules and requirements of the activity.

a) If the student is found to be in violation and agrees to go through a student assessment and follow the assessment recommendations, there will be a one-contest reduction of the suspension.

### **Second Violation:**

Restriction from co-curricular participation (competition) for 50% of the contest based on the regular season of that activity.

a) If a student is found to be in violation for the second time and agrees to an assessment and to follow through with its recommendations, there will be a one-contest reduction of the 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. There is no option to reduce the penalty beginning with the third violation and carrying forward to any following penalties.

**\*In order for the suspension to be considered served the Athlete must finish the season 'In good standing' with the team. For the purposes of the code suspension, the Athlete must be actively meeting the attendance, participation, and behavior expectations of the sport coach. If an Athletes fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.**

**\*\*During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.**

**\*\*\*Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code**

**\*\*\*\*Student-Athlete's code violation record will 'reset' at the end of their 8<sup>th</sup> grade year. For administrative purposes the end of a student's 8<sup>th</sup> grade year is day of 8<sup>th</sup> grade graduation. Any code violation following that date will be applied to the student-athlete's freshman year**

**(NOTE: Nothing in this policy shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)**

## **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 parents 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 relating to:
  - a) The violation or infraction.
  - b) The date of violation or infraction.
  - c) The period of the consequence.
  - d) Any other pertinent information.
2. After a ruling is made, which results 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, the principal will set a date for the hearing within seven (7) calendar days of receipt of the appeal letter. The case will be heard by the Co-curricular Review which consists of the following:
  - a) Principal or designee
  - b) Other advisor/coach out of season
  - c) Faculty member at large

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 Board.

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

## **Statement of Risk**

With the increased demands of co-curricular activities comes an increased risk of injury. Parents are advised of the possibility that a child may suffer severe injury, including permanent paralysis or even death, as a result of participating in co-curricular activities.

## **Injuries**

1. All injuries must be reported to the advisor/coach/supervisor immediately.
2. Should an injury be discovered after the student has returned home, the advisor/coach/supervisor should be contacted as soon as possible.
3. Parents/guardians are encouraged to report any special medical problems or medical history to the school office and on the CONSENT TO TREATMENT form.

Middle school athletes have limited access to the athletic trainer stationed at the high school.

## **Athletic Insurance**

Any student participating in interscholastic sports will be afforded the opportunity for insurance coverage. The premium required will be paid by the individual participant (participant's parent/guardian). All students who wish to participate in interscholastic athletics must obtain insurance or be covered under their family insurance plan prior to participation.

**WE ENCOURAGE ALL STUDENTS TO PARTICIPATE FULLY IN THEIR SCHOOL, INCLUDING PARTICIPATION IN CO-CURRICULAR EVENTS.**

**JOIN IN! HAVE FUN!**

The information in this handbook is not all-inclusive. Additional information is available in the Board of Education Policies available in the Learning Materials Technology Centers (LMTC) in every building, and in the district office. All material in this handbook is subject to change based on changes in board of education policy, state and local laws, and individual circumstances. If you have questions that remain unanswered after reviewing this handbook, please contact the Activities Director's office at 849-2100x2053 for clarification or additional information.

## **Parents' Code of Ethics**

I hereby pledge to provide positive support, care, and encouragement for my child participating in co-curricular activities by following this Parents' Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all participants, advisors, directors, coaches and officials at every event.
- I will place the emotional and physical wellbeing of my child ahead of my personal desire to win.
- I will insist that my child participate in a safe and healthy environment.
- I will require that my child's advisor, director, or coach be trained in the responsibilities of directing a middle level co-curricular activity.
- I will support advisors, directors, coaches, and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand an environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all co-curricular activities.
- I will remember that the activity is for youth—not adults.
- I will do my very best to make co-curricular activities fun for my child.
- I will ask my child to treat other participants, advisors, directors, coaches, audience members, and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the middle level co-curricular experience by doing whatever I can, such as being a respectful supporter.

## **Tips for Parents, Guardians and Supporters of Student Events**

(From the National Alliance for Youth Sports)

- Remember that the performing arena (field, court, and stage) where practices and performances take place is like your child's classroom – RESPECT the classroom.
- Make only positive, encouraging comments to the participants and advisors, coaches, directors.
- Support participants from all schools.
- Remember that making mistakes is part of the learning process – don't criticize mistakes.
- Discuss concerns with the adult in charge, at quiet time, in a quiet place away from the participants, and in particular, away from your child.
- RESPECT the adults in charge (advisors, directors, coaches, officials, judges, referees, etc.).
- Demonstrate interest in your child's chosen activity.
- Learn the expectations and rules related to the activity.
- Focus on FUN and PARTICIPATION, rather than on winning and losing.
- Always ask your child if s/he had FUN! Ask specifically what was fun and what wasn't.
- Always ask your child what s/he learned – about her/his own performance – during the activity.
- CONTROL your emotions. Set a GREAT EXAMPLE for others, particularly your child.

**BE PROUD OF YOUR CHILD AND ALL OF THE STUDENTS INVOLVED!**



## **Sportsmanship**

The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people not had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.

1. The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uniformed, refrain from expressing your opinions to or about coaches and officials.
2. Recognize and appreciate skilled performances regardless of the officiating. This not only represents good sportsmanship, it also reflects a true awareness of the event by recognizing and acknowledging quality.
3. Opponents are guests and should be treated cordially, provided with the best accommodations possible, and accorded tolerance at all times. Be a positive representative for your community, school group, and family. This fundamental is the “Golden Rule” in action.
4. The officials of any competition are impartial arbitrators who are trained to perform to the best of their ability. They should be shown respect at all times. Mistakes by all those involved in the competition are part of the competition. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
5. The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may be a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
6. Never allow your ego to interfere with good judgement and your responsibility as a school representative or as an adult. Regardless of whether you are an adult, student, participant, coach, advisor, director, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

**WAUNAKEE COMMUNITY SCHOOL DISTRICT STUDENT TRANSPORTATION AGREEMENT**

**(Middle School Co-Curricular Activities)**

Parents/Guardians,

Occasionally, your children may be involved in co-curricular activities that occur at a location off school premises. Frequently, parents desire to transport their child to/from the activity in their own vehicle.

In order for students to be transported, parents are required to complete the following and submit it to the coaches/advisors/directors prior to transporting their children.

We appreciate having the form submitted to the coach/advisor/director a day prior to the activity, but parents can complete and submit at the location of the activity when transporting from the activity (please print clearly): **THIS FORM MUST BE COMPLETED EACH TIME A PARENT WANTS TO TRANSPORT THEIR CHILD.**

We agree to transport our child:

Child's Printed Name:

(Check one of the following):

To:

From:

Both to and from:

Date/Activity & Location:

We will transport only our child and no other children.

---

Parent/Legal Guardian Printed Name

---

Parent/Legal Guardian Signature

Date

---

Administrator Signature

Date

**WAUNAKEE COMMUNITY MIDDLE SCHOOL CO-CURRICULAR HANDBOOK  
TABLE OF CONTENTS**

<b>Statement of Philosophy</b>	<b>1</b>
<b>Definition of Co-Curricular Activities</b>	<b>1</b>
<b>Goals of Co-Curricular Programs</b>	<b>1</b>
<b>Responsibilities of Co-Curricular Participants</b>	<b>2</b>
<b>Purpose of Handbook</b>	<b>2</b>
<b>Non-Discrimination Statement</b>	<b>2</b>
<b>General Information</b>	<b>3</b>
<b>Co-Curricular Consent Forms</b>	<b>3</b>
<b>Starting Times</b>	<b>3</b>
<b>Practice During School Closing</b>	<b>3</b>
<b>Travel to Events</b>	<b>3</b>
<b>Co-Curricular Participation Fees</b>	<b>3</b>
<b>Categories of Participation</b>	<b>4</b>
<b>Category A (Competes)</b>	<b>4</b>
<b>Category B (Performs)</b>	<b>5</b>
<b>Category C (Serves)</b>	<b>5</b>
<b>Insurance</b>	<b>5</b>
<b>Co-Curricular Expectations</b>	<b>6</b>
<b>School Behavior</b>	<b>6</b>
<b>Behavior at School Events</b>	<b>6</b>
<b>Social Media &amp; Online Representation</b>	<b>7</b>
<b>Equipment</b>	<b>7</b>
<b>Loss or Damage to Property</b>	<b>7</b>
<b>Attendance</b>	<b>7</b>
<b>Academics</b>	<b>8</b>
<b>Academic Eligibility</b>	<b>8</b>
<b>Co-Curricular Code and Policies</b>	<b>9</b>
<b>Conduct Code</b>	<b>9</b>
<b>Eligibility Policies</b>	<b>10</b>
<b>Use of Alcohol/Tobacco Products/ Controlled Substances and Performance Enhancing Substances</b>	<b>11</b>
<b>Procedure of Appeal Process</b>	<b>12</b>
<b>Statement of Risk</b>	<b>13</b>
<b>Injuries</b>	<b>13</b>
<b>Athletic Insurance</b>	<b>13</b>
<b>Parents Code of Ethics</b>	<b>14</b>
<b>Tips for Parents/Guardians/Supporters</b>	<b>15</b>
<b>Sportsmanship</b>	<b>16</b>
<b>Student Transportation Agreement</b>	<b>17</b>

**Co-Curricular Consent Form**

**MUST BE COMPLETED, SIGNED, AND RETURNED TO PARTICIPATE Consent for Emergency Medical Treatment/Concussion Agreement Form**

**MUST BE COMPLETED, SIGNED, AND RETURNED TO PARTICIPATE**







