



# **Williams Bay Middle and Senior High School**

**Co-Curricular Handbook  
2017-2018**

**Williams Bay Middle and Senior High School**  
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**Williams Bay School District**  
**Co-Curricular Handbook**  
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## Williams Bay School District Mission Statement

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The mission of the Williams Bay School District is to continue the tradition of providing academic excellence that maximizes students' potential to be confident, competent and creative problem solvers in our global society. By fostering an environment of community participation, students are inspired to become lifelong learners and contributors to a culture of mutual respect. Through student-centered education, we embrace advances in technology and offer diverse learning opportunities for students to grow.

**WE VALUE:**        Achievement  
                          Compassion  
                          Good Citizenship  
                          Honesty  
                          Human Dignity  
                          Individualism  
                          Integrity  
                          Motivation  
                          Respect  
                          Responsibility

**WE BELIEVE:**    Every child can learn and become a lifelong learner.  
                          In making a positive contribution to society.  
                          Students, school, parents, and community share the responsibility to educate.  
                          All children have the right to learn in a safe, healthy, and nurturing environment.

Adopted by the Board of Education on July 10, 2017.

# Equal Educational Opportunities Non-Discrimination and Harassment – Policy 411

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The School District of Williams Bay is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, handicap or homeless status.

Students who have been identified as having a handicap or disability, under section 504 or the Americans with Disabilities Act (ADA), shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

## CO-CURRICULAR CODE OF CONDUCT

### I. Introduction to the Co-Curricular Code of Conduct

**Please remember that you are always representing the Williams Bay School District. The Co-Curricular Code is in effect twenty-four hours a day, seven days a week at all times no matter where a student is. This includes when students are on school property, participating at school sponsored co-curricular activities, sporting events, field trips, at a neighboring school, or the community.** The codes in this handbook govern all seasonal and year-long activities sponsored by Williams Bay Middle and Senior High School including, but not limited to:

Baseball	Band
Basketball	Choir
Cheerleading	Drama
Cross-Country	History Club
Football	Forensics
Golf	Show Choir
Equestrian Team	Yearbook
Softball	Class Officers
Track	National Honor Society
Volleyball	Student Council
Skiing	Spanish Club
Wrestling	Biology Club
Tennis	Swimming
Soccer	Courts (Homecoming, Snowball, Prom)
Other School Clubs (As approved by the Administration)	

#### Statement of Philosophy:

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and happy life. The Williams Bay School District believes that a program of activities outside the school curriculum is a valuable adjunct to the regular school program of studies. Therefore, the Board of Education encourages programs that expand upon experiences initiated in the classroom and which shall enhance the entire school climate.

It is the desire of Williams Bay Middle/Senior High School to generate a program of activities that will provide opportunities for the youth of this community to develop the proper ideals of sportsmanship, ethical conduct, and fair play. Participation in activities is a privilege at Williams Bay Middle/Senior High School. In order to keep this privilege, students must accept certain responsibilities. Students, as representatives of our school and community, are expected to display the highest standards of social behavior, sportsmanship, and respect for those in authority, including teachers, coaches, advisors, administrators, officials and other school personnel, as well as, fellow participants and competitors. It is with this in mind that the Williams Bay Code of Conduct for Co-Curriculars has been established.

## II. Eligibility Rules

The following rules have been adopted by the Williams Bay Board of Education and are the result of input from Williams Bay School District administrators, coaches, advisors, parents, and the Wisconsin Interscholastic Athletic Association (WIAA).

### A. Requirements to start an activity

1. A student may not participate in interscholastic athletics or an activity until the school has an examination/permit card on file in its office attesting to:
  - a. Parental permission
  - b. Signed form by parent and participant acknowledging receipt of the Williams Bay Co-Curricular Code and Handbook.

#### Required for Just Interscholastic Athletics

- a. Acknowledgement of receiving the WIAA Rules of Eligibility.
- b. Signed concussion form
- c. Signed Trainer Waiver; and
- d. Physical fitness as determined by a qualified medical professional as per current WIAA guidelines (high school only).

Students will not be allowed to participate in any contest until the proper forms are completed and turned in to the school office.

### B. Academic Requirements

1. Eligibility shall be based upon all subjects for which credit is given. Incomplete grades will not count toward eligibility until they are made up. Incompletes must be made up in accordance with middle/high school regulations (two weeks). In cases of extended absence, longer make-up periods may be granted.
2. Any co-curricular participant who is considered by their classroom teacher(s), guidance counselor, and administration to be working well below their scholastic ability may be declared ineligible. Grades used to declare eligibility are:
  - a. Beginning of the school year previous 4th quarter. Summer school grades (including correspondence courses) will be used, provided:
    - i. The student successfully completes not less than the same number of courses which caused the ineligibility.
    - ii. The course(s) are pre-approved by the principal.
  - b. End of 1<sup>st</sup> quarter - 1<sup>st</sup> quarter grades
  - c. End of 1<sup>st</sup> semester - 2<sup>nd</sup> quarter grades
  - d. End of 3<sup>rd</sup> quarter - 3<sup>rd</sup> quarter grades
  - e. End of school year - 4<sup>th</sup> quarter grades
  - f. Any co-curricular participant who receives an F for any quarter in any class will be ineligible for participation in the co-curricular program (i.e. one game for athletes; suspension of duties for a class officer; an activity or competition for a club). Any student receiving more than one F will automatically lose rights of participation, the amount to be determined by the appropriate director and Principal depending on the number of F's received and the student's academic ability and past record.
  - g. WIAA Policy requires that athletes who receive more than one failing grade in the most recent grade-reporting period become academically ineligible. That student may regain eligibility by meeting the academic standard (no more than one failing grade) following a period of 15 scheduled school days and nights of ineligibility. For fall sports, the minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed practice in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

The first day of ineligibility will be the date that the Principal, through the Guidance Department, designates as the date that the grades are published. The appropriate Director will notify students of the start of their ineligibility and reinstatement of eligibility.

3. The WIAA (Wisconsin Interscholastic Athletic Association) and other governing bodies may have other rules pertaining to student eligibility. Any other pertinent rules will be posted in respective activity areas. Read and study them.

### C. Weekly Monitoring

Monitoring of Academic eligibility is the responsibility of the Athletic Director or individual advisor. Students who are placed on the weekly monitor will pick up weekly monitor sheets from the school office on Friday morning. The completed sheets are to be turned in later that Friday before 3:00 PM. If a suspension is the result, it would take place the following Monday for a full week through the next Sunday. If a student receives one unsatisfactory grade/comment from a teacher on his/her monitor sheet, he/she is ineligible for the week (Monday-Sunday). Monitor sheets are always turned in on Friday or the last school day of that week. Monday-Sunday is the time frame of the suspension. If the weekly monitoring sheet is not returned, suspension will result unless the student was absent or arrangements have been made with the athletic director or principal.

### D. Appearance

Students representing Williams Bay Middle/Senior High School voluntarily represent the entire school and community. For this reason, all students are expected to be well groomed and present a neat appearance when they are involved as a member of a co-curricular group/team from our school. It is also expected that each participant will appear for a competition or performance dressed in the uniform or required dress provided by the school, and in compliance with those standards established by the coach or advisor. Each advisor or coach may have special rules concerning dress and appearance. Students are expected to follow such rules as well.

### E. Attendance Requirements

All co-curricular participants are expected to be in school for a full day the day of a game or an activity. To be in attendance for a full-day, the student must attend six consecutive academic periods. Students are not permitted to attend or participate in after-school activities if they are absent due to illness or their absence is unexcused. Students that are suspended in or from school are also not allowed to attend school functions on the day of the suspension.

If a student is gone with an excused absence other than an illness, the student may be allowed to participate in co-curricular events or activities on that day. The following are exceptions:

- a. Absence due to a school function
- b. Permission granted by the administration or an exemption (i.e. doctor's appointment, dentist appointment, etc.). The student will need documentation of arrival and departure time for appointment. Student is expected to return to school after an appointment in a reasonable amount of time unless excused by a doctor. Abuse of time off for appointment may lead to an administrative decision to record the absence as unexcused.

Violations of this rule by a co-curricular participant may be brought to the Athletic Director or Principal for disciplinary action.

**Attendance at Practices, Meetings, and Rehearsals:** All co-curricular participants are expected to attend all practices, meetings and rehearsals unless sick or excused by his/her coach or advisor before said practice, meeting or rehearsal. Because practices, meetings and rehearsals are held for the benefit of participants, it is imperative that all participants ARE ON TIME. Skipping or coming late to practice, meetings and rehearsals are reasons for suspension from any athletic team or co-curricular activity.

### F. Conduct Requirements and Penalties

Respect, courtesy and good sportsmanship are basic to good citizenship and should form a basis for all behavior. Since co-curricular participants represent the school in public, their behavior and appearance frequently determine the opinion outsiders have of the school and the individuals within the school. Conduct at home, in school, in the community and on trips should always be based on accepted practices. It is important for all students to understand that participation in the Williams Bay Co-Curricular program is a privilege. In the event that violations of this Behavior Policy occur, penalties will be assigned per the Class Violation Descriptions. The Co-Curricular Code is in effect twenty-four hours a day, seven days a week at all times no matter where a student is. This includes when students are on school

property, participating at school sponsored co-curricular activities, sporting events, field trips, or at a neighboring school. Please remember that you are always representing the Williams Bay School District and community.

Violations of the co-curricular code shall be **cumulative** throughout the student's grade 9-12 enrollment. Violations in grades 6 – 8 will impact middle school eligibility and may impact high school eligibility.

1. Accumulation of three (3) or more Class III or IV violations in any combination will result in a suspension from all co-curricular activities for one calendar year.
2. If a co-curricular activity does not include competition or performances, penalties for violations of this code will be applied toward scheduled meetings or conferences.
3. Coaches/advisors may impose conduct rules more stringent than the violations listed below. The coaches/advisors' rules shall govern provided that a copy of such rules have been filed with and approved by the Principal and Athletic Director and the coach/advisor has informed the participant and parents/guardians in writing of such rules.
4. Failure of any parent, legal guardian or student to notify the Principal or Athletic Director of a police-documented (ticket and/or arrest) violation involving that student within seven (7) calendar days of the violation will result in a one (1) year suspension from co-curricular activities. This does not apply to minor traffic violations.
5. Honesty and integrity is expected on the part of co-curricular participants at all times. It is expected that the participant will be truthful, forthcoming with information, not be deceptive, and be cooperative. If at any time while under investigation, it is found that a student lied, was deceptive, untruthful, or withheld information, a greater level of consequence will be assigned.
6. Self-Referrals
  - a) Students are encouraged to self-refer in all situations. The intent of this is to encourage and reward student responsibility. Therefore, a student should self-refer as soon as possible after a code violation to the Athletic Director or Principal. Once the school administration becomes aware of a violation through another source, there is no longer an option to self-refer.
  - b) If a student self-refers or is referred by parents for a **first** code violation (other than Class I and II), the student will have their penalty reduced by 50%. Waiver of penalties by self-referral is limited to one time during a student's high school career
  - c) Any student who recognizes that he/she has a problem with the use/abuse of alcohol, drugs, tobacco or other controlled substances or the use of performance enhancing drugs is encouraged to seek professional help. If a student voluntarily seeks help for drug, tobacco or alcohol abuse and notifies the school administrators that they are seeking/receiving such help shall have all penalties related to the problem waived under the following conditions:
    - 1) The student is not under investigation for a violation of the code at the time they request help.
    - 2) The student agrees to participate in and complete a formal assessment and follow the recommendations of the assessment. Documentation must be provided.
    - 3) If a violation occurs after and/or while the student voluntarily seeks help, the rules and regulations of the Code will be enforced.
7. Any athlete who is dropped from one squad for disciplinary reasons shall be ineligible to compete in any sport for that particular season.

### III. Class Violation and Penalties

#### A. Class I Violation

A student arrested and charged for a violation(s) of the criminal state statutes as determined serious enough by the Superintendent and Principal will be assessed a Class I Violation.

#### **PENALTY:**

The student will lose eligibility for all co-curricular activities for the remainder of their school career. The student is eligible to apply for reinstatement after one (1) year through the appeals process outlined in the code book.

#### B. Class II Violation

The following acts are considered extremely serious and constitute a Class II Violation.

1. Hosting gatherings where drinking of alcoholic beverages or use of controlled substances takes place.
2. Selling or distributing alcohol or controlled substances.
3. Using, possessing, or being under the influence of alcohol or drugs while student is on school property, participating at school sponsored co-curricular activities, sporting events, field trips, or at a neighboring school.

**PENALTY:**

The student will lose eligibility in all co-curricular activities for one (1) calendar year from the date of the violation. The student may practice during the season in which he/she will regain eligibility.

**C. Class III Violation**

Class III Violations include the following:

1. Conduct in violation of criminal state statutes other than those covered above in Class I. Severity of conduct may cause the offense to be considered as a Class II Violation, as determined by the Superintendent, Principal, and Athletic Director.
2. Possession, consumption, or use of alcohol or controlled substances in other locations than those defined in B3.
3. Physical possession of or use of tobacco.
4. Use of non-prescribed drugs such as anabolic steroids, human growth hormones, including, but not limited to, performance enhancing substances such as creatine and other substances as defined and banned by the WIAA.

**PENALTY:**

**First Offense (Class III)**

Suspension for twenty percent (20%) of the number of scheduled contests, competitions, performances, activities or service opportunities in all current activities or the next activities. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.)

If the number of contests, competitions, etc., remaining in the current activities season is less than the number set forth above, the student shall serve the remainder of the suspension during the next activity in which he/she participates. The length of this suspension will be determined by subtracting from twenty percent (20%) the percentage of contests from which the student was suspended, and taking the remaining percentage off the next season's contests. The student must participate with the group in all practices during the suspension.

Students who complete AODA assessment related to drug, alcohol or inhalants and agree to the assessment recommendations, can have their suspension reduced by one-half (1/2), provided they turn in documentation to the Principal or Athletic Director stating they have completed assessment and are working, in good faith, toward completion of stated recommendations. Failure to complete assessment recommendations in a timely fashion will result in the reinstatement of the remainder of the suspension that will be served immediately or during the next sports season.

**Second Offense (Class III)**

Suspension for fifty percent (50%) of the number of scheduled contests, competitions, performances, activities or service opportunities in the current activity or the next activity. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.) Suspensions will be continued into the next activity if the fifty percent (50%) minimum is not reached as per the instructions above. The student will participate in practice during the remainder of the current activity while under suspension unless the coach/advisor decides otherwise.

**Third and Subsequent Offenses (Class III)**

Suspension from all activities for one calendar year commencing on the date the student is notified of the violation. If the calendar year expires during an activity in which a student desires to participate, the student must participate with the group in practice during that entire season.



### Suspension Guide for Class III Violations:

This chart shows the average number of contests per sport. Actual suspensions will be based on the number of contests scheduled that year in that sport.

Sport	Avg. No. of Contests	Self-Referral 10%	1st Offense 20%	2nd Offense 50%
<b>Fall Sports:</b>				
Cross Country	7	1	2	4
Football	9	1	2	5
Boys Soccer	14	1	3	7
Girls Tennis	14	1	3	7
Volleyball	15	1	3	8
Cheerleading – Football	9	1	2	5
Swimming	10	1	2	5
<b>Winter Sports:</b>				
Basketball (Boys/Girls)	22	2	4	11
Wrestling	14	1	3	7
Ski Team	6	1	2	3
Cheerleading – Basketball	22	2	4	11
<b>Spring Sports:</b>				
Baseball	22	2	4	11
Golf	14	1	3	7
Girls Soccer	14	1	3	7
Softball	22	2	4	11
Boys Tennis	14	1	3	7
Track	10	1	2	5

#### D. Class IV Violation

Students in **attendance** at any gathering or party where alcohol or other illegal drugs are present or being consumed or used by anyone is deemed a Class IV Violation.

**NOTE:** This rule does not apply to family gatherings/reunions, weddings, and other similar occasions. Nor is this rule meant to include presence in an establishment that is primarily an eating place, restaurant, supper club or bowling center, etc. or to prevent employment at such places. However, students must exercise great caution and make sure that they are not consuming, using or holding an alcoholic drink, tobacco product or illegal substance during these instances or they will be considered in violation of this code.

#### **PENALTY:**

##### **First Offense (Class IV)**

Suspension for one contest, competition, etc. in all current activities (or the next activity, if the current activity has been concluded.) The student must participate with the group in all practices during the suspension.

##### **Second Offense (Class IV)**

Suspension for two contests, competitions, etc. in all current activities (or the next activity, if the current activity has been concluded.) The student must participate with the group in all practices during the suspension.

##### **Third Offense (Class IV)**

Suspension for four (4) contests, competitions, etc. in all current activities (or the next activity, if the current activity has been concluded.) The student must participate with the group in all practices during the suspension.

#### **Fourth and Subsequent Offenses (Class IV)**

Suspension from all activities for one (1) calendar year commencing on the date the student is notified of a violation. If the calendar year expires during an activity season in which a student desires to participate, the student must participate with the group in practice during that entire season.

**NOTE:** A Class IV penalty will not be assessed if a student can demonstrate by convincing information that he/she was not aware that alcohol or controlled substances were present or that after becoming aware that alcohol or controlled substances were present, the student disassociated himself/herself from and left the gathering, or was prevented from leaving due to insufficient time or opportunity. If a person(s) in possession of alcohol or controlled substances arrives at a gathering being hosted by a student, the hosting student is responsible under this policy for the immediate removal of that person(s) and of all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if that person(s) refuses to leave. If alcohol or controlled substances are allowed to remain at the gathering, then the hosting student is committing a Class II violation.

#### **E. Class V Violation**

Students who misrepresent the ideals, principles and standards of Williams Bay Middle /Senior High are committing a Class V Violation. These actions include but are not limited to the following:

1. Missing practice or a contest without the permission of the coach/advisor.
2. Using profane or abusive language or conduct while participating in a contest, during practice, or while on a trip.
3. Being insubordinate or disrespectful to any teacher, advisor, coach or official.
4. In-School and/or Out-of-School Suspension. If a student is suspended from school, activities or contests missed during the period of suspension do not count as contests missed due to a Code violation.

#### **PENALTY:**

Any Class V violation can result in a suspension of up to one (1) competition by an administrator, Athletic Director, coach or advisor. The coach/advisor has the prerogative of extending the suspension and determining practice requirements. A violation deemed flagrant by an administrator, Athletic Director or coach/advisor may be dealt with as a disorderly conduct under the Class III Violation.

#### **Interpretations:**

1. Suspensions will be calculated and served at the highest level (Varsity, JV, or 9th) an athlete participates at during the course of a season.
2. In-season violations will result in immediate suspension from the next regularly scheduled contest(s); while out-of-season violations or carryovers result in suspension from the first contest(s) the athlete would normally be eligible for having practiced with and been a member of good standing with the team.
3. If a suspension cannot be completely served during the athlete's current sports season, the remaining suspension will carry over to the next sports season in which the athlete participates.
4. An athlete, under suspension (less than a year suspension), may not go out for a team solely for the purpose of serving their suspension, and then quit. The athlete must begin and complete the season in good standing in order for the suspension to be considered served.
5. Suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently.

## **WIAA Policies (Athletics only)**

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In order to represent Williams Bay Middle/Senior High School in any interscholastic athletic competition, a student must meet all eligibility requirements of the WIAA as well as those of Williams Bay Middle/Senior High School.

#### **A. Residency**

A student, whether an adult or not, is eligible for interscholastic competition only at a school in which they are legally enrolled. Specific concerns regarding eligibility must be cleared through the Athletic Director or referred to the WIAA rules.

#### **B. WIAA Age Requirement**

A student/athlete must be under nineteen (19) years of age on the date August 1, which precedes the start of the school year.

### **C. Amateur Status**

An athlete must be an amateur in order to be eligible to compete in high school athletics. To be an amateur the following criteria must be met:

- a. Any award presented or permitted by the school must be symbolic (no intrinsic/utilitarian value) in nature.
- b. An athlete may receive awards which are symbolic in nature - trophies, medals, plaques, etc. - but their value cannot exceed \$10 (retail cost) and they may not be given by business, industrial, commercial, etc. firms which are profit-making in nature.
- c. An athlete may not allow the use of their name, picture, personal appearance, etc., as an athlete to promote a commercial or other profit-making endeavor.
- d. An athlete may not participate in school athletics or in sports activities outside the school under a name other than their own.

### **D. Student Activities Outside of School**

An athlete in a given sport cannot participate in the same sport in activities outside of school either as team members or an individual or independent entry during the same time he/she is participating with the school team. A student becomes ineligible in a sport for a maximum of one (1) year from the date of the last offense for participating in an all-star game or similar activity. See WIAA Handbook – Article Six for details.

### **E. Transfer Eligibility**

Any student who transfers from any school with a status of ineligibility for disciplinary or academic reasons retains such status at Williams Bay Middle/Senior High School for the same period as decreed by his/her former school. If a student transfers to Williams Bay Middle/Senior High School and is ineligible according to the Williams Bay Middle/Senior High School Co-curricular Code, then the student will be deemed ineligible until the student meets the requirements of this code.

**Penalties for WIAA violations can result in individual suspensions. Violations resulting in contest forfeitures will result in a one calendar year suspension of the student involved.**

## **Due Process Procedures**

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The Williams Bay School District recognizes that enforcement of its Co-Curricular Code should follow procedures designed to minimize the chance of error and maximize the opportunity for interested persons to be heard. To that end, the procedure set forth hereafter provides to the parents, the students, and the District, a vehicle to assure fairness and, to the extent possible, accuracy in resolving questions under this Code. The Athletic Director, and Principal are responsible for implementing the Code.

### **A. Charges**

1. Prior to being interviewed about an alleged violation, the student shall be informed of the nature of the violation. The building administrator or designee may obtain information in regard to alleged violations of the Co-Curricular Code in any reasonable manner including an interview of a student alleged to have committed a violation. The student's refusal to answer questions pertaining to their alleged violation may be used as a basis for a presumption of guilt.
2. The Athletic Director will inform the coach/advisor and principal that a charge has been made. The administration will inform the participant and the parent/guardian of the nature of the charges, their rights and recourse within one (1) school day. If the effort to contact the parent/guardian on the telephone is unsuccessful, the participant may be used to convey the oral or written message. The principal or Athletic Director will notify, in writing, the parent/guardian of the nature of the charge and the decision of the Co-Curricular Department within three (3) school days.

### **B. Recourse/Appeal**

1. In the event the student or parent/guardian is not satisfied with the decision of the Co-Curricular Department, they may appeal the decision and request an appearance before the Review Committee. The request must be made in writing to the Administration within three (3) school days from the notification of the decision rendered by the Co-Curricular Department.

2. Administration shall arrange the Review Committee meeting as soon as possible after the receipt of the request to appeal.
  - a. The student shall have the right to counsel.
  - b. The student and/or counsel shall have the right to examine the *evidence and charges against him/her*.
  - c. The student shall have the right to present a defense against the charges, and to present evidence in his/her behalf.
3. The coach, student, and student's parents/guardian will be informed of the Review Committee's decision by the Principal within 24 hours thereof, or as soon as possible thereafter. Such a notification will include a statement of the penalty.
4. The student will be eligible to participate in practice while appealing to the Review Committee, except for alleged class I and class II violations.
5. The decision of the Athletic Director and/or Administration and any penalty or penalties imposed shall remain in effect until such time as a contrary decision is made by the Review Committee pursuant to the procedures set forth herein. If there is an event or competition which is scheduled to take place prior to the time a determination is made by the Review Committee, the Athletic Director/Administration's decision will remain in effect until such time a determination is made by the Review Committee.
6. The student's parent/guardian will be assessed the cost of any further legal proceedings.

### C. Appeal for Reinstatement

Students who have lost eligibility for one (1) year are able to appeal for reinstatement after six (6) months. Students who have lost eligibility for the remainder of their high school career are able to appeal for reinstatement after one (1) year. It is recommended that students develop a Reinstatement Plan to assist them in regaining eligibility. Components of the reinstatement plan may include:

1. Commit to uphold the Williams Bay Co-curricular Code during the loss of eligibility and for the remainder of the student's high school career.
2. Maintain grades of C or better in all courses
3. Maintain good attendance
4. Receive and complete any education, training or professional help related to the issue that resulted in the loss of eligibility.
5. Complete a set number of hours of community service. The student will be responsible to create a plan and schedule all community service hours. "Community Service" is an unpaid service that a person performs for the benefit of his or her local community, church, school, or another person(s) other than a relative. These hours will be in addition to any hours required for any other service organization.

The student and parent/guardian may request a meeting with the Review Committee to receive guidance and feedback on the reinstatement plan.

## Review Committee

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### A. Composition of the Review Committee

Appointed on a Yearly Basis

- High School Principal (or District Administrator)
- Athletic Director
- 2 parents of high school age students (one parent must not be a school employee)

Appointed on a meeting by meeting basis (If possible, one coach and one advisor should be a faculty member.)

- 2 Athletic Coaches (one representing boys' sports, one representing girls' sports)
- 2 Activity Advisors

Review Committee Members will select the Chair of the Review Committee at the beginning of the year.

The minimum number of Review Committee members needed to arrive at any voting decisions shall be 2/3 of the membership or six members. Votes will be by secret ballot.

Coaches and/or advisors of the current sport or activity of the student involved are non-voting members. The coach(s) or advisor(s) of the current activity of the student involved may not represent another sport or activity as a voting member.

## **B. Objectives of the Review Committee**

1. To maintain the confidentiality of Review Committee activities.
2. To administer the Co-curricular Behavior Policy.
3. To review the information gathered by administration and request additional information be gathered to allow the best informed decision possible.
4. To hear appeals of the disciplinary measures imposed for violations of the high school Behavior Policy and Co-Curricular Handbook.
5. Review and provide guidance on reinstatement plan developed by student and guardian to regain eligibility. Student may apply for reinstatement after six (6) months of a one (1) year loss of eligibility or after one (1) year for any loss of eligibility greater than a year.
6. To hear appeals for reinstatement from students who have lost eligibility for one (1) year or longer.
7. To guide and counsel those students who have violated the Behavior Policy so that they can receive benefits of the co-curricular programs.
8. The Athletic Director and Principal will maintain records of violations and actions taken by the Review Committee. Records will be kept in the high school office.

## **C. How Violations Are Processed**

1. The student and his/her parents (whenever possible) shall be informed by the Athletic Director, or principal that he/she has been reported to be in violation of the Behavior Policy and an investigation will be conducted. The Middle/Senior High School Principal and Athletic Director, will investigate reported incidents. Incriminating information such as photo or video digital images from cell phone cameras or in the form of internet blog or web-sites may be examined and considered as part of the investigation.
2. Violations of the rules should be presented to the Middle/Senior High School Principal and Athletic Director. Any faculty member or employee of the Williams Bay School, as well as community member, or a student, including the student in violation of this policy, may report a rules violation by a co-curricular participant.
3. The student and his/her parents shall be informed by the Athletic Director, or Principal of the results of the investigation and the penalties imposed.
4. A co-curricular participant charged with a violation and subsequent disciplinary action may appeal the Administrator's decision by request (written) to the Principal that a hearing be scheduled before the Review Committee. The hearing must be scheduled within three school days of the receipt of this request. The student then has the right to exercise the following courses of action:
  - a. Come before the Review Committee to present any facts or extenuating circumstances that he/she believes are important to the appeal.
  - b. Appear before the Review Committee with his/her parents.
  - c. Forego the right to representation.

The hearing shall be closed unless a request for an open hearing is filed with the chairperson by the violator and his/her parents. A student who chooses to appear before the Review Committee shall do so at the beginning of the meeting, after which time, the student and parents will be excused.
5. The Review Committee will attempt to meet as soon as possible. The meeting must be held within three school days of the written appeal. This allows the Review Committee time to review the investigation and request additional information be gathered and to schedule the meeting. The student may request more time. This request must be made in writing to either the Athletic Director, or Principal who may then grant an extension of up to three additional school days.
6. Notification of the Review Committee's decision will be made as soon as possible. Any disciplinary action will be in force immediately following the Review Committee discussion.

## **D. Possible Action to Be Taken by the Review Committee**

1. Affirm the disciplinary action imposed by administration.
2. Disagree with administration's interpretation of the Behavior Code and provide an explanation for the committee's interpretation and subsequent disciplinary action based on that interpretation.

## Equipment Issues

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One of the values of co-curricular activities is to teach responsibility. This should apply to the equipment assigned to and the facilities used by the student.

- A. The school attempts to provide the best and safest equipment money can buy. Each year this equipment is thoroughly cleaned and repaired to insure maximum protection and longevity.
- B. In most activities, the school will loan the participant most of the equipment necessary to compete.
- C. The original equipment or uniforms issued to the student must be returned at the end of the season. The coach or advisor should be informed if the equipment needs to be repaired or the size changed.
- D. The student will be held financially responsible for any lost, stolen or misplaced equipment. Deliberate mutilation of school property will be charged to the participant.
- E. Parents are asked to see that the student returns to school any equipment or uniforms not purchased by the individual.
- F. The student must have all equipment and uniforms turned in from his/her last activity and cleared by the coach or advisor before being allowed to participate in the next activity. The Athletic Director will publish the names of the students who have not returned their equipment. NOTE: Students will be ineligible to participate in all other activities until equipment is returned.

## Injury Issues

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### A. Statement of Risk

Potential dangers are present in many activities, especially athletics. Parent and students should fully understand that there are serious personal injury risks associated with participation in some co-curricular activities. For example, participation in school athletics involves high velocity flying objects, swift movement of bodies that may be airborne, and may result in unavoidable collisions. Although the Williams Bay School District endeavor to operate activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports. Activities involve taking a calculated risk on the part of the student and the parent/guardian.

For all events, and especially away events, parents should inform their son or daughter as to where they can be reached in case of an injury which may require medical treatment. In case of an injury, which may require medical treatment, the coach or advisor will communicate with the parents of the injured participant.

### B. Injury Reduction and Care

Our coaching, advising and administrative staff strive to reduce injuries to a minimum, insure proper care of any injuries and provide participants with a positive experience. Therefore, the following policies concerning injuries will be in effect.

1. All participants in any activity program will be covered by their family insurance carrier and have on file a signed insurance waiver before being permitted to practice. Williams Bay School District does not carry hospitalization or medical insurance on students. This is the responsibility of the parent/guardian.
2. An effort will be made to have an EMT/Trainer at home football contests to render first aid and to give advice. Emergency Medical Service is readily accessible by telephone by dialing 911 for all other events and practices. *ONCE EMTS/TRAINERS ARE CALLED TO THE SCENE OF AN INJURY, ALL DECISIONS ARE IN THEIR HANDS.*
3. Any school related injury shall be reported to the office of the Principal and an accident report is to be filed in the Front Office.
4. The Athletic Director or Principal is to be informed if an individual has a special medical problem.
5. Should an injury be discovered after the student has returned home, go to a physician and report the injury to the coach/advisor, Athletic Director on the next school day.

## Travel

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A co-curricular team is like a family. It should go as a team and return as a team. Any student leaving school on a co-curricular trip bus will return to school on the bus. The only exception will be when parents/guardians specifically request that the student be released to the parents/guardians at the event, with the advisor's/coaches' permission.

## Practice Sessions

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Weekend or vacation practices may be held at the advisor's or coaches' discretion and will be kept to a minimum number. Attendance at these practices shall not be made compulsory unless the practices count toward the minimum number of practices necessary for team participation before contests. A participant's non-attendance must have been arranged with the advisor or coach before the practice session. The Athletic Director or Principal must approve the weekend or vacation practice schedule.

Practice schedules should be developed with consideration given to the age of the participants. Participants missing the regular practice session must be excused by the advisor or coach before the practice sessions whenever possible. Detention and other administratively imposed discipline take precedence over practice sessions. The participant will report to practice after fulfilling these obligations. Although the absence is not unexcused, the advisor or coach may impose reasonable discipline because of the tardiness or absence.

The advisor or coach will be present for supervision each time a participant is under his/her direction. The advisor or coach will be at the activity directly supervising and not merely on the grounds or in the building.

An ineligible participant may be required to attend practice sessions and contests. Whether or not the participant engages in practices is at the advisor's or coaches' discretion. The ineligible participant will not be allowed to miss any class time to travel with the team to away contests. The ineligible participant will not be allowed to suit up with the team for home contests.

## Award Policies

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- A. Only one (1) block letter will be awarded to a student during their four (4) years of high school. Varsity letters can be worn only on a school letter jacket or sweater. Once the student has earned a letter, the student shall receive a metal service bar for each additional letter.
- B. This policy is in effect for all sports, music and forensic activities.
- C. Letter, insignia and numeral awards shall be determined at the conclusion of each season and given out at the end-of-year Athletic Banquet.
- D. Activity awards are given based on participation, loyalty, cooperation, and performance. At the close of each season, the coach or advisor will make his/her recommendation for awards to the Athletic Director for approval.
  1. **Numerals** – (Graduation Year) This award is given to a student upon successful completion of their first season.
  2. **Insignia** – An insignia will be awarded to the student lettering in a sport for the first time.
  3. **Letter** – First year letter winners will receive a letter. For each additional letter, the athlete will receive a service bar.
  4. **Bulldog** – Bulldog is awarded after a student letters two years in one sport.
- E. Athletic Awards
  1. **Arvid Thompson Award** - This award is given to the young man or woman deemed the best athlete during the past school year. Selection by all coaches.
  2. **WIAA Scholar Athlete** - These awards are given to the senior man and woman who have participated in athletics for four (4) years and competed in two (2) or more sports yearly (WIAA-recognized sports), and have achieved a high cumulative grade point average in their classes.
  3. **Senior Athlete Award** – This award is given to those senior athletes who have lettered six (6) times or more during their high school career or have participated in two (2) or more sports for four years.
- F. All other non-athletic awards, advisors will inform participants of the criteria needed to earn awards. Awards will be distributed by the advisor at the conclusion of their activity season after athlete has completed all responsibilities.
- G. Awards related to any activity during which a student was subject to suspension may be made or withheld at the discretion of the coach or advisor who shall notify the student at the earliest reasonable opportunity before the day on which such award would be made as to whether or not the student will receive the award.
- H. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (state or conference) or honors during the season in which the code violation was committed.

## Fan Expectations

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We welcome our guests in friendly competition. Let us all demonstrate pride in our school and our conference through good sportsmanship. We will show responsible behavior and a genuine appreciation of our team and our opponent. A real fan is someone who:

- Supports the team – win or lose
- Shows respect for the officials
- Attempts to know and appreciate the rules of the game
- Maintains self-control at all times
- Recognizes and appreciates the performance and efforts of the coaches and players of all participating teams.

### **Disruptive Behavior at Activities:**

In the event a student or group of students demonstrate unsportsmanlike conduct, direct derogatory cheers toward an opponent or official; throw objects at an official, athlete or on to the court or mat area; it will result in the student(s) being removed from the premises. When the unacceptable behavior can be attributed to specific individuals, it will be dealt with in accordance to Section II of the Activity Code. It can also result in the barring of the student from attending home and/or away contests as well as suspension from school.

## Parent/Guardian Responsibility

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Parents/guardians are the greatest role models for students. The Williams Bay School District seeks parental/guardian assistance to help develop outstanding young people who possess self-discipline and motivation to make a difference in the world. The administration, faculty, staff, and coaches ask that parents/guardians be supportive of the programs and personnel at the Williams Bay School District and demonstrate that support by respecting the decisions and efforts of the coaches/advisors who work with the young people of the Williams Bay School District. Parental/guardian assistance is also requested in enforcing the provisions of the Co-Curricular Handbook so that a fair and healthy environment will exist for all students. It is expected that the parents/guardians will enforce the regulations of the Handbook and encourage a positive attitude toward the school officials involved in the student's activity.

While spectators, at any co-curricular event at Williams Bay or any other site, parents/guardians are expected to display sportsmanlike behavior. An individual or group who willfully interferes with or interrupts the proper order of management of a school sponsored event by an act of violence, boisterous conduct, threatening language, unsportsmanlike conduct toward coaches, players or officials, or disobeys School Board policies or administrative rules may be removed from the event and may be prohibited from further attendance. Individuals prohibited from attendance may follow the established appeal procedure as defined in the Co-Curricular Handbook.



**WILLIAMS BAY SCHOOL DISTRICT**  
**Co-Curricular Handbook**  
**Parent/Student Acknowledgement Form**  
**2017-2018 Academic Year**

1. I agree to abide by the Co-Curricular Handbook and realize that any violation on my part will result in the restrictions set forth in the Handbook. The Co-Curricular Handbook is a twelve-month commitment. I will have the integrity to inform my coach, advisor, and Athletic Director if I ever violate the Handbook rules.
2. As a parent(s)/guardian(s) of a student participating in the Williams Bay School District Co-Curricular Program, I/We support our child's agreement to abide by all of the rules as stated in the Co-Curricular Handbook.

**TO DEMONSTRATE MY/OUR SUPPORT, I/WE PLEDGE TO:**

1. Be aware of our child's academic status, behavior and social habits.
2. Not cover up or provide alibis if rules are broken. I/We will hold our child responsible and accountable for his/her actions and will inform the Athletic Director or Principal if he/she violates the Co-Curricular Handbook. I/We will communicate our intentions to our son/daughter at the beginning of the season so he/she will be aware of what the consequences will be should a violation occur.

**ASSUMPTION OF RISK STATEMENT**

I understand that playing sports or participating in some activities can cause genuine risks to anyone who engages in them. Because of the dangers of participating in sports and co-curriculars, I/We recognize the importance of following the advisor's or coaches' instructions regarding playing techniques, training and other team rules, and to agree to obey such instructions.

In consideration of the Williams Bay School District permitting me to try out for William Bay Co-Curricular Activities and Athletic Team(s), I hereby assume all the risks associated with the participation and agree to hold the Williams Bay School District harmless from any liability which may arise in connection with my participation in co-curricular activities or athletics. I do voluntarily choose to participate in Williams Bay Co-Curricular Program in spite of inherent risks.

I agree to pay for any and all equipment that I may lose, misplace or damage, misuse or have stolen through carelessness or intent. I further agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practice, games, meets, or activities.

In addition, I/We agree to provide insurance coverage and accept responsibility for any and all medical costs.

My signature below indicates that I have read this statement, understood it completely, and agree to be bound by its terms.

_____	_____	_____
Date	Grade	Co-Curricular Organization(s)
Participant's Signature _____		
Parent/Guardian Signature _____		