

# Watertown High School Co-Curricular Handbook



**2017-2018**

# WATERTOWN HIGH SCHOOL CO-CURRICULAR HANDBOOK 2017-2018 School Year

## Table of Contents

<u>Page</u>	<u>Topics/Headings</u>
2	Statement of Philosophy The Goals of Co-Curricular Programs Responsibilities Non-Discrimination
3	Purpose of Handbook WHS Co-Curricular Programs
4	WHS Co-Curricular Eligibility
5	Academic Eligibility
6	WIAA Athletic Eligibility
6-7	WHS Co-Curricular Code of Conduct
7-8	Consequences for Violations of the Code of Conduct
8-9	Ineligibility Consequence for Co-Curricular Code Violations
10	Process for Determining Violations of the Code of Conduct
11	Appeals Process for WHS Co-Curricular Rules and Regulations The Co-Curricular Council
12	Athletic/Other Equipment Requirements for Varsity Letters Athletic Injuries Statement of Risk

## STATEMENT OF PHILOSOPHY

The Watertown Unified School District recognizes co-curricular activities as an integral part of our students' education. Participation in these activities provides opportunities for personal growth, skill development, socialization, creativity, and competitive experiences.

It is the belief of the Watertown Unified School District that involvement in co-curricular activities is a privilege, which comes with certain expectations and responsibilities. It is in the interest of the school and community that standards be maintained concerning academic performance and personal behavior. It is also believed that failure to adhere to these standards should result in consequences according to the guidelines defined in this code.

## 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 he/she puts into it.

1. To teach attitudes of responsibility and cooperation, and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
2. 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
3. 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.
4. To encourage all students who participate in co-curricular activities to reach new potential(s).
5. To provide a "whole school;" interest and activity for all students to rally around thereby developing school spirit and commitment.
6. To place the unit, team, squad, class, and school above personal desires.

## RESPONSIBILITIES

The right of participating in co-curricular activities is extended to all students of Watertown High School. However, continued participation is a **PRIVILEGE** extended to all students who meet the activity requirements and who are willing to assume the following responsibilities:

1. Be a credit to yourself, your parents, your school, and your community.
2. Display high standards of social behavior.
3. Display outstanding respect of rules and competition.
4. Display respect to those in authority, including coaches, teachers, and officials.
5. Display a strong spirit of cooperation.
6. Use language that is socially acceptable.

## NON-DISCRIMINATION

No person shall, on the basis of handicap, race, color, national origin, religion, sexual orientation, or gender be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the school district. If you have questions about procedures, or if you wish to file a grievance, please contact the athletic director in the high school office (262-7502).

# PURPOSE OF HANDBOOK

The purpose of this handbook is to acquaint the students in co-curricular programs and their parents/guardians with the policies and regulations of Watertown High School and the WIAA as related to co-curricular programs in the Watertown Unified School District. All athletic policies are in accordance with regulations of the WIAA handbook unless otherwise specified in the Wisconsin Little Ten Conference Constitution.

## WATERTOWN HIGH SCHOOL CO-CURRICULAR PROGRAMS

### ATHLETICS:

#### Fall Season:

Cross Country (Boys & Girls)	Soccer (Boys)
Dance Team	Swimming (Girls)
Football	Tennis (Girls)
Golf (Girls)	Volleyball

#### Winter Season:

Basketball (Boys & Girls)	Gymnastics
Cheer (Basketball)	Swimming (Boys)
Dance Team	Wrestling

#### Spring Season:

Baseball (Boys)	Softball (Girls)
Golf (Boys)	Tennis (Boys)
Soccer (Girls)	Track (Boys & Girls)

### CLUBS AND ORGANIZATIONS:

Academic Decathlon	Equestrian Club	Model United Nations
Forensics Team	FBLA	NHS
Math Team	National FFA	NTHS
SkillsUSA	FCCLA	SHH
Anime Manga Club	French Honor Society	Student Council
Art Club/Photo Club	GSA	Supermileage & Electrathon
Be The Change	International Club	Tri-M Music Honor Society
Culinary	Key Club	Video Club
DECA	Life of an Athlete	Visual Arts Classic
Ecology Club	Marine Ecology Club	W-Club

### PERFORMING ARTS

Drama Club	Men in Blue	Drama Productions (Spring Play)
Fall Musical	Pep Band	Drama Productions (Fall Musical)
Femme Fusion	Pit Orchestra	WGi Winds
Jazz Ensemble I & II	River City Rhapsody	WHS Carolers
Marching Band	Show Choir Band	

## WATERTOWN HIGH SCHOOL CO-CURRICULAR ELIGIBILITY

Each participating student must read the Watertown High School co-curricular information found within the student handbook. The student must sign a co-curricular contract each year and his/her parent or guardian indicating that the handbook has been read and the student agrees to abide by all the rules outlined in the contract. Eligibility for participation includes the following general rules:

1. **Attendance:** Students are allowed to participate in activities, practices, and contests only if they are in school by 11:30 a.m. and remain in school until the end of the day. Individual exceptions, such as a family emergency, may be approved by the coach/advisor and the athletic director only when arrangements are made in advance.
2. **Truancies:** Students are expected to attend all scheduled classes each day. Detentions must be served for truancies that occur during the period of co-curricular participation.
3. **Scholarship:** A student must be doing passing work in all classes based on the latest grade reporting period (first quarter, first semester, third quarter, second semester grades). If a student fails to meet this requirement, he/she will remain ineligible for a minimum of three weeks (15 school days and nights) or until doing passing work(cumulative grade) in all classes after the minimum suspension.  
**NOTE: This scholarship rule supersedes the WIAA minimum.**
4. **Transportation:** Transportation to and from all activities must be in district contracted vehicles. Only a parent may transport a student home from an out-of-district event.

**All transfer students are ineligible until confirmed by the WIAA and WHS.**

### Athletic Co-curricular Activities:

Definition: In the interest of uniformity and clarity, the term "athlete" when used in this handbook shall refer to all team student athletes, statisticians, trainers, and managers. Athletes must also abide by the following rules:

1. Red Card:  
No athlete may participate in any sport activity until the coach receives a "red card" from the athletic office. A red card will be issued to each athlete after the following items are turned into the athletic office:
  - a) Signed physical exam/parental permission card,
  - b) Signed co-curricular contract,
  - c) Completed emergency medical information card,
  - d) Co-curricular fee for student athletes.
  - e) Health Information Disclosure form (only once before first high school sports)
  - f) Concussion form
  - g) WIAA Eligibility formNo "red card" will be issued if the student has any outstanding fees, fines, or athletic equipment.
2. Informational Meeting:  
Freshmen/new student athletes along with a parent/guardian must attend one of the informational meetings before the initial red card will be issued.
3. One Sport:  
Athletes may participate in one sport per season. Once a student has participated in a sport, he/she cannot quit that sport and go out for another unless both coaches and the athletic director give approval. The Co-curricular Council shall intervene only upon request when the coaches disagree. Note: Any student athlete who is cut from a team is eligible to participate in another sport during the same season.

## ACADEMIC ELIGIBILITY

The following is an explanation of how the academic eligibility portion of the code of conduct is handled at WHS:

1. The last grading period will be used to determine eligibility.
  - a. For fall sports, the 2<sup>nd</sup> semester grade and first grading period halfway through the 1<sup>st</sup> Trimester.
  - b. For winter sports, the first grading period of Trimester 1, Trimester 1 final grade and the first grading period in Trimester 2.
  - c. For spring sports, the first grading period of Trimester 2, and Trimester 2 final grade.
  
2. If a student is not passing the academic standard at the end of a grading period, the athlete is declared ineligible from competition for 15 school days and nights. The 15 day period of ineligibility begins on the day the computer generated student listing is given to the athletic office. The athlete can participate on the 16th school day if he/she document that they are passing all classes. If the 15th day falls on a Friday, the athlete is ineligible until Monday.
  
3. To regain eligibility after the 15 day period of ineligibility, the student must be passing all classes--both classes the athlete failed at the end of the grading period and the classes he/she passed at the end of the grading period/trimester.
  
4. After the 15 day period of ineligibility, if the student remains failing one or more classes, the student will continue to be ineligible.
  
5. If a student fails during the regular school year, the student may erase ineligibility status following the last grade reporting period of the school year by attending and passing equivalent summer school classes or by taking and passing correspondence school classes during the summer.
  
6. An athlete receiving an incomplete will be considered ineligible. The athlete will regain eligibility immediately if incompletes are made up within two weeks after a grade-reporting period. If not made up within the two week period, the same procedure as listed above in (4) will be required of the athlete.
  
7. For fall sports where the date of earliest allowed competition is before the first day students are in class, the ineligibility status will be adjusted as listed below (a & b). In this scenario, the minimum ineligibility period shall be the lesser of:
  - a. 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport, or
  - b. One-third of the maximum number of games/meets allowed in a sport (rounded up if a fraction results).
  
8. When athletes are academically ineligible, they will not be released early from school for away competitions.
  
9. Managers must be passing all classes at the beginning of the season to manage a sport.

# **WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION**

## **ATHLETIC ELIGIBILITY**

*The following is a partial list of rules of eligibility established by the WIAA. More complete rules can be found in the WIAA Handbook. These eligibility rules must be met for athletes to compete interscholastically.*

### **Physical Exam/Parental Permission**

A student may not participate in interscholastic athletics (practice or competition) until the school has a WIAA Physical Exam/Parental Permission card on file in the school office attesting to signed parental permission to be involved in the sport and to physical fitness as determined by a licensed physician. Physical exams taken after April 1 and thereafter are valid for the following two school years; physical exams taken before April 1 are valid only for the remainder of that school year and the following school year.

### **Age**

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given year. The WIAA Board of Control may provide relief from the age requirement due to extenuating circumstances, and under no circumstances may a student begin a sport season once the student has reached his/her 20<sup>th</sup> birthday.

### **Scholarship**

An athlete must meet school and DPI requirements defining a full-time student (WHS students must be enrolled in 2 credits per trimester). NOTE: WHS academic standards supercede WIAA requirements!

## **WATERTOWN HIGH SCHOOL**

### **CO-CURRICULAR CODE OF CONDUCT**

**Students may be suspended from participation in co-curricular activities at any time for involvement in conduct that is contrary to the ideas, principles, and standards of Watertown High School and/or the WIAA. THESE RULES ARE IN EFFECT AND ENFORCED DURING ALL 12 MONTHS OF THE YEAR!**

It is without question that top performance comes from those individuals who prepare themselves mentally and physically to the best of their ability. It is reasonable to assume that each individual student should take care of his/her body in such a manner that should allow it to perform at peak efficiency at all times. It has been substantially documented that certain substances, namely alcohol, tobacco, and controlled substances, can be detrimental to performance, general health, and emotional well being. Abstinence from these substances, along with proper rest, diet, and the observance of good health practices can enhance the physical/mental performance of all individuals. Adherence to these expectations is a matter of individual self-discipline. Parents/guardians will be informed in writing by the athletic director/administrator of the terms of any suspensions.

### **Rule #1: Alcohol, Tobacco, and Controlled Substances**

Students participating in co-curricular activities shall not use, possess, or be an accessory to supplying alcohol, anabolic steroids, tobacco, illegal controlled substances, drug paraphernalia, street drugs, and performance enhancing substances (PES), or look alikes

**Rule #2: State and Federal Statute Violations - Criminal Acts**

Students participating in co-curricular activities shall not commit, have allegedly committed, or have received a citation for any criminal act, including but not limited to such criminal acts as assault and battery, disorderly conduct, theft, vandalism, sexual assault, reckless driving, hit and run driving, etc.

**Rule #3: Municipal Ordinance Violations - Civil Forfeiture, Misdemeanor Acts**

Students participating in co-curricular activities shall not commit, have allegedly committed or received a citation of civil forfeiture for any municipal ordinance violations. This includes, but is not limited to, illegal acts such as shoplifting, disorderly conduct, trespassing, curfew violations, etc. This does not include basic traffic violations and parking tickets.

**Rule #4: School Suspensions**

Students participating in co-curricular activities shall not exhibit inappropriate behavior in school that may result in a suspension from school.

**Rule #5: Class Attendance**

Students participating in co-curricular activities are expected to attend all scheduled classes. Students must be in attendance at school from 10:47 a.m. until the end of the school day in order to be eligible to participate in a co-curricular on that day.

**Rule #6: Grades**

Students participating in co-curricular activities must be doing passing work in all classes.

**CONSEQUENCES FOR VIOLATIONS  
OF THE CODE OF CONDUCT**

---

**RULES # 1 & 2:**

If the student is involved in more than one activity, he/she is penalized the percentage designated by this code in each activity. Student participating in co-curricular activities that perform may continue to practice or meet with the team/club at the discretion of the coach/advisor after consultation with the athletic director. The suspended student must follow all rules of this code and team.

**First Violation:**

Suspension from competition participation in all co-curricular activities for a period of **40%** of the allowable limit by the WIAA in contests, performances, etc. of the regular duration of that activity.

1. A student found to be in violation may have the consequence reduced to a suspension of 20% of the allowable limit by the WIAA in contests, performances, etc. of that activity if he/she agrees to the following:
  - a) A screening by the Student Assistance Program (SAP) staff.
  - b) Following recommendations of the SAP staff
  - c) Participation in a SAP awareness program.
2. If the student self-refers or is self-referred by parents/guardians to the athletic director for a SAP screening, follows through with its recommendations, and successfully completes an awareness program, there shall be only a one contest suspension. This violation will be recorded as the first violation, however.



### **Second Violation:**

Suspension from participation in all co-curricular activities (practice and competition/performance) for **one full calendar year.**

1. A student found to be in violation a second time may have the consequence reduced to a suspension of 40% of the allowable limit of the WIAA in contests or duration of the activity if he/she agrees to the following:
  - a) To meet with the AODA coordinator, complete a SAP screening, and follow recommendations, or
  - b) Complete an AODA assessment at an approved non-school AODA agency (at parent expense) and follow recommendations of the non-school agency.
2. If the student's second violation is his/her first self-referral/parent referral, and he/she follows through with a screening and its recommendations, there shall be a 20% suspension. If the student does not follow through with the screening and its recommendations, second violation penalties shall apply.

### **Third Violation:**

Suspension from participation in all co-curricular activities for the **remainder of the student's high school career.**

1. A student found to be in violation a third time may have the consequence reduced to a one-year suspension if the student and his/her parents/guardians meet with the AODA coordinator and an administrator to establish a plan for the following:
  - a) Complete an AODA assessment at an approved non-school AODA agency (at parental expense).
  - b) Participation and successful completion of any recommended treatment program.
  - c) Agree to a behavioral contract between the student, school administration, and a representative of the AODA agency as a condition of readmittance to co-curricular activity.
2. If a student's third violation is his/her first self-referral/parent referral, and he/she follows through with all of the requirements listed in the above paragraph, there shall be a 40% suspension. If the student does not meet these requirements, third violation penalties shall apply.

### **Fourth Violation:**

Suspension from participation in all co-curricular activities at Watertown High School for the remainder of the student's high school career.

## INELIGIBILITY CONSEQUENCE FOR CO-CURRICULAR CODE VIOLATIONS

<u>Co-curricular Activity</u>	<u>20% Penalty</u>	<u>40% Penalty</u>
Baseball	4	8
Basketball	4	8
Cheerleading-Basketball	4	8
Cross Country	2	4
Dance Team	2	5
Football	2	4
Golf	3	6
Gymnastics	3	6
<u>Co-curricular Activity</u>	<u>20% Penalty</u>	<u>40% Penalty</u>
Soccer	4	8
Softball	3	7
Swimming	3	6
Tennis	3	6
Track	4	8
Volleyball	3	6
Wrestling	3	6
Forensics	1	2
Math Team	1	2
Pep Band	3	6
Plays/Musicals	1	2
Peer Helpers	1 month and a minimum	2 months and a minimum
National Honor Society	of 1 activity	of 2 activities
Student Council		
FFA		
FBLA		
DECA		
International Club		
Drama Club		
Art Club		
Ecology Club		
Show Choir		
Key Club		

---

Honesty Clause: The penalty for a code violation is reduced by one contest, performance, or activity for any student who is honest about his/her misconduct when questioned by a school official conducting an investigation.

Self-Referral: Once a student has been observed to be in violation by a person who intends to refer the student, or the student has been apprehended by the police, the student is not considered to have self-referred.

**RULE # 3:**

Students committing or alleged to have committed illegal acts that have violated a municipal ordinance will lose eligibility for one game or performance per violation.

---

**RULE # 4:**

All students suspended out-of-school during the season of the activity will be ineligible to participate in practices, performances, or competitions during the period of suspension. All students suspended out-of-school during the season of the activity will lose eligibility for a minimum of one performance or competition.

---

**RULE # 5:**

One detention must be served for each period of truancy that occurs during the season of the activity. All truancy consequences must be served prior to any practice, performance, or competition.

---

**RULE # 6:**

If a student is not passing all classes at the end of a grading period, the student is suspended from participation in competitions/performances until he/she is passing all classes. The student will be declared academically ineligible for a minimum of 15 scheduled school days and nights, and then must document to the athletic director that he/she is passing all classes with a cumulative score for the semester.

---

**NOTES:**

- ◆ **FAILURE TO COMPLETE REDUCED CONSEQUENCES WITHIN ONE SEASON WILL RESULT IN THE STUDENT SERVING THE BALANCE OF THE CONSEQUENCE DURING THE NEXT SEASON!**
- ◆ **ALL STUDENTS MUST COMPLETE THEIR SEASON IN GOOD STANDING FOR ANY PENALTY TO COUNT.**
- ◆ **If a student athlete is suspended for one or more WIAA tournament contest for a Code of Conduct violation, he/she is immediately disqualified for the total tournament series in that sport per WIAA rules.**
- ◆ **A student athlete will serve the appropriate game suspension in the highest level (varsity, JV, etc) that the student had already competed in. The student will not be able to compete in any other level until the suspension has been completed.**

## PROCESS FOR DETERMINING VIOLATIONS OF THE CODE OF CONDUCT

A student reported for a violation of any eligibility rules shall have a fair hearing and the following process shall be used:

1. Violations of the co-curricular code are to be reported to the athletic director/administrator in writing and he/she will perform an investigation and meet with the student in person to determine the validity of the violation and the consequence if necessary. The written report must include the type of violation, the place, and the day of the violation. It must be signed/reported by the person who witnessed the violation or by the violator as a self-referral.
2. The parent will be contacted in person and/or written correspondence.
3. A written record of the incident will be retained.
4. The coach/advisor and the Student Assistance Program staff will be informed of the violation and the penalty.

## APPEAL PROCESS WATERTOWN CO-CURRICULAR RULES AND REGULATIONS

"Due Process" is a procedure the courts of law recognize as a necessary part of any rules and regulations. "Due Process" furthermore, and of primary importance, recognizes the rights of individuals since it outlines their recourse in the event they feel a wrong decision has been made. The "due process" steps outlined hereafter is the procedure for a student athlete and his/her parents/guardians to follow in appealing decisions relating to eligibility. It should be understood that student athletes and parents/guardians will be expected to follow the "due process" steps in the event legal action should be initiated at some later date. The provisions listed below in procedures 1, 2, and 3 shall be the sole and exclusive remedy for appeals of co-curricular violations by students other than athletes of WIAA sanctioned sports.

1. After a ruling of ineligibility resulting in suspension from co-curricular activities has been made a student and his/her parents/guardians may formally appeal the decision in writing to the athletic director, provided an appeal is received within five school days of the official notice.
2. The athletic director, within three days of receipt of such appeal, shall formalize the ineligibility decision in writing and send a letter by registered mail to the parents/guardians outlining the specific details relating to the violation/infraction, including:
  - a) Date of the violation or infraction,
  - b) Period of suspension, and
  - c) Any other pertinent information.
3. After the athletic director has received an appeal, the co-curricular council will convene within three school days to hear the appeal.
  - a) The student will be provided with an opportunity to testify and present other evidence on his/her behalf.
  - b) Proceedings of the hearing, including the decision, will be put in writing and a copy mailed to the student and his/her parents.
  - c) Decisions reached by the Co-curricular Council are final.

## **THE CO-CURRICULAR COUNCIL**

The Co-curricular Council will:

1. Consist of nine members serving a one-year term:
  - a) Superintendent
  - b) High School Principal or Designee
  - c) One Varsity Coach (Selected by the principal)
  - d) One Co-curricular Advisor (Selected by the Student Council)
  - e) One Faculty Member-at-Large (Selected by the Student Council)
  - f) Two Senior Students (One female, one male - Selected from the Student Council by the faculty)
  - g) One Parent (Selected by the Principal)
  - h) Athletic Director (Nonvoting except in case of a tie)
2. Will be designated and chaired by the school principal or his/her designee.
3. Will hear appeals and act upon violations brought before it in the appeal process.
4. Will review the co-curricular handbook yearly and make appropriate recommendations on changes in policy.
5. Will vote by secret ballot to accept or reject the report of a violation and the consequence. A majority vote of members voting will render the decision final.

NOTE: If the Superintendent's vote is in the minority, he/she may write an opinion that will become part of the written record.

## **ATHLETIC/OTHER EQUIPMENT**

1. One of the values of co-curricular activities is to teach responsibility and this should apply to the care of equipment as well as other school property.
2. The school attempts to provide quality and safe equipment. Each year this equipment is thoroughly cleaned and repaired to ensure maximum protection to our students. We expect each student to take excellent care of any equipment assigned to him/her.
3. In most activities, the school will loan every student the equipment necessary to participate in that activity.
4. The original equipment issued to you must be returned at the close of the season. No student will be allowed to participate in another season/activity until he/she has returned or paid for this equipment. If equipment is in need of repair, or if you need to change size, be sure the coach/advisor makes the change on your equipment sheet.
5. The student, parents, or legal guardian will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property will be charged to the student. Parents are asked to see that students return any equipment not purchased by the student.

## **REQUIREMENTS FOR VARSITY LETTERS**

The head coach of each sport determines the requirements for an athletic letter. Requirements are based on a student athlete's value to the team, honors won, time played, performance, loyalty to the team, dedication, and commitment to the goals of the co-curricular program.

## **ATHLETIC INJURIES**

1. All safety equipment required by the WIAA will be furnished to the student athlete with the exception of the dental guard for football. The student athlete must pay for that item.
2. The athlete must report all injuries to the coach immediately. If an emergency hospital/doctor call arises, notify the coach the following day so the necessary reports may be filed.
3. In case of an emergency, student athletes will be sent to a doctor of their choice, if possible, and the parents/guardians will be notified as soon as possible.
4. Should a serious injury be discovered after the student athlete has returned home, the athlete may go to the doctor, but it is the student athlete's responsibility to see that the proper forms are completed when he/she returns to school.
5. A certified athletic trainer will be available to all student athletes for consultations. The trainer, in consultation with the hospital/doctor, will decide if an athlete is healthy to participate in practice and/or competition.

## **STATEMENT OF RISK**

Physical activity yields many benefits but may result in injuries. All athletic programs involve some contact. Sports may be a high-risk area for serious injuries. Although the Board of Education and Watertown Unified School District endeavor to operate athletic activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports. Therefore, parents and athletes should consider these risks carefully before deciding to participate in interscholastic athletic activities.