

Whitnall High/Middle School Co-Curricular Code of Conduct

STATEMENT OF PHILOSOPHY

Participation in co-curricular activities is an integral part of the Whitnall High/Middle School curriculum, which is a privilege and should elicit great pride in both the student, and his/her family. While our number one goal as a school district is to provide a sound academic experience for all of our students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social, and emotional development. By providing a strong co-curricular program, Whitnall High/Middle School extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Participation in co-curricular activities comes with high-expectations. Those expectations are a commitment from you to follow established rules and codes of conduct. Co-curricular participants who comply with this Code demonstrate a desire to dedicate themselves to self improvement as well as to enhance the best interests of fellow teammates, advisors/coaches, and school. If accepted, this privilege carries certain responsibilities, and this Code presents these responsibilities.

ATHLETIC ELIGIBILITY

The minimum Rules of Eligibility are established by the WIAA and are supplemented by the Whitnall School District's established Board policies and this Code.

1. **Enrollment** – Students must be full-time students of Whitnall High/Middle School.
2. **Age** – Students must be under 19 years old as of August 1st of the school year.
3. **Semesters** - Students participating in high school athletics have only eight (8) total semesters of eligibility that begins upon entering 9th grade.
4. **Participation** – Rosters will be considered final two weeks after the WIAA start date for the sport. Any student wishing to join must have approval from the athletic director and head coach to join a team after two weeks into the season. Middle School rosters will be considered final come the first competition. Middle School students who wish to join a team after the first competition must have approval from the Activities Director.
5. **WIAA Physical** - A current physical exam form or athletic permission slip to participate in physical extra-curricular activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1 st as the earliest day of the examination. All incoming freshmen must have a physical after the April 1st date prior to entering their freshman year. The athletic permission slip serves as the alternate year card on years that a physical exam is not needed.
6. **Parent and Student** Activities Code Contract – By electronically signing the athletic or activities permission slip, a contract is formed and obligates the student and parent to comply with the rules as set forth in this Code and the team standards as determined by the team's head coach. This contract is kept on file in the athletic director's office and is valid for one (1) calendar year for all Whitnall school activities (Exception: Concussion sign-off must be completed for each sport participated in).
7. **WIAA Athletic Eligibility Information Bulletin** – By electronically signing the athletic permission slip, athletes and parents have read and understand the WIAA Guidelines H.S. Athletic Eligibility Information Bulletin Waiver. Middle School participants must sign as well.
8. **Medical Release** – This form allows for the release of medical information to be shared among professionals toward the benefit of the individual student-athlete.
9. **Emergency Card/Form** - An emergency medical form must be completed each year.
10. **Athletic and Activities Fees** - The student/family must pay the appropriate fees as set by the Whitnall School Board of Education for participation on an athletic team or extra-curricular club. These fees are payable in the Activities Office of the high/middle school or via the family Infinite Campus account. Refunds are only allowed for those sports where a cut policy is used, or at the discretion of administration. Refund checks are sent directly to the parent when refunds are issued.
11. **Annual Code Meeting**—High/Middle School students and their parent(s) must view the Annual Code Meeting prior to participating in any athletic or non-athletic activity.

12. **Athletic Equipment Checkout** - Each student will have an Athletic Equipment Checkout form on file with his/her team coach. All participants receiving equipment will be responsible for the equipment issued. No equipment may be worn by a participant outside of the approved school programming unless authorized by the coach. Lost or stolen equipment is the responsibility of the participant to whom it was issued to. Any participant in possession of stolen property from visiting schools will be subject to discipline by Whitnall High/Middle School.
13. **Locks** – All students are encouraged to lock all items in a locker at all times. The Whitnall athletic department does not supply locks and is not responsible for lost or stolen property. All locks must be removed from the locker rooms within two days following the end of each season and materials left in lockers after the season will be discarded.
14. **Return of Uniforms and/or Equipment** - Students that do not return their equipment or pay their fine will not be allowed to practice or play in any future season until their obligations are met.
15. **Residence** – A student is ineligible to participate in an interscholastic team if he/she does not reside in the Whitnall School District, unless his/her residence has been approved by the WIAA, the student is attending Whitnall Schools through Chapter 220, is an approved full-time students through open enrollment, tuition waiver, or an approved full time student through the foreign exchange program.
16. **Transfer Students** - Students who were not enrolled in the School District of Whitnall at the end of the previous school year are required to comply with all WIAA provisions regarding transfer students.
17. **Activity Conflict Guidelines** -Coaches and/or activity advisors should carefully check their student rosters to anticipate possible performance conflicts. It may be that a student will have to choose one activity over another rather than be a “part-time performer” in two or more activities. When a student has a conflict because two or more activities are scheduled at the same time, coaches and advisors should work together to avoid the student being “caught in the middle.” The following will apply:
 - a. A performance (i.e. game, meet, contest, play, etc.) has priority over a practice or a rehearsal.
 - b. If a practice occurs at the same time in two activities, the practice time is divided equally between the two activities or the two coaches can reach a practice schedule agreement. Participating in two activities can be difficult, but in cases where coaches can agree, participation is allowed.
 - c. If a performance in one activity conflicts with a performance in another activity, the student is permitted a choice without penalty. The athletic/activities director will arbitrate if disagreement or conflict arises.

Exception: Participation in a conference playoff or championship meet, district, or state tournament activity (including regional and sectional levels) takes priority. If a student chooses not to participate in the conference, district, or state tournament level activity, he/she will not be permitted to participate in any activity on that date(s).

GOALS

Co-curricular activities are an integral part of our educational curriculum. They provide opportunities for learning experiences difficult to duplicate in other school activities. The goals of Whitnall High/Middle School co-curricular activities are:

1. To develop strong character
2. To develop leadership skills and responsibility
3. To show team spirit, encourage others, and contribute to good morale
4. To be fair and treat others as one wishes to be treated
5. To keep commitments to team
6. To experience a variety of activities and offer an outlet for a wide-variety of students' abilities/interests
7. To treat all people respectfully
8. To accept responsibility to set a good example for teammates, peers, younger students, fans and school community
9. To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of interscholastic athletics

10. To help student athletes realize that participation in interscholastic athletics is a PRIVILEGE accompanied by high expectations
11. To generate a sense of pride and unity in co-curricular programs for students, staff, and community

WIAA GUIDELINES for Athletic Participation

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standing in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the WIAA in order to compete in any WIAA sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, billfolds, balls, etc
6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
7. An athlete may not play in a contest under a name other than his/her own.
8. An athlete may not play in a non-school contest at the same time that he/she is a member of a school team in that sport.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer (a) involving buying, selling, use and/or possession of alcohol, tobacco or other drugs.
10. An athlete may not compete if she/he becomes nineteen (19) before August 1 of any school year.

Note: A complete list of WIAA guidelines and procedures for review are available in the Main Office or the WIAA website at: wiaa.wi.org

RESPONSIBILITY

It is important to understand that participating in co-curricular activities is a privilege and not a right. You are also expected to share in the responsibility for such an opportunity.

Responsibility to You: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences, to live a healthy lifestyle, and to respect your health both physically and mentally at all times. Responsibility to your

Responsibility to your Academic Studies: Your academic studies and your participation in co-curricular activities prepare you for your life as an adult. Co-curricular activities, while very important to the development of young people, are only one facet of life.

Responsibility to Your School: Whenever participating or being involved in co-curricular activities, you are representing your school. Whitnall High/Middle School cannot maintain an expectation of, and adherence to excellence, unless you do your best in the activity in which you are engaged and are a positive role model. Other students, faculty, and community members are looking to you. They know who you are, what you do, and what WHS/WMS stands for. Make them proud, be an example, and do not do anything to let them, or yourself, down.

Responsibility to your Community: Community funding makes these co-curricular experiences possible. For that reason, we must remember that we hold a clear and paramount responsibility to our community. You assume a leadership role when you are involved with a co-curricular activity. The student body and citizens of the community know you. The student body, the community, and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are a class act and that we are known as a program of character and excellence. Be

assured that Whitnall High/Middle School, and the surrounding community, will be proud of you through your consistent demonstration of these ideals.

Responsibility to Others: As a team member you also bear a heavy responsibility to your family and friends. When you know that you have lived up to all of the training rules, have practiced to the best of your ability everyday, and that you have participated in the activity “all out”, you earn your self-respect and the respect of your family and friends. You make them proud to be a part of what you have accomplished.

Responsibility to Younger Students: The younger students in the Whitnall School District are watching you. They know who you are and what you do. Whitnall High School co-curricular participants are role models for the younger students who form the future of the WHS co-curricular programs and their successes. Make them proud of being a part of the programs by leading through positive examples and unwavering work ethic.

CODE OF CONDUCT RULES AND VIOLATIONS

As a co-curricular participant it must be understood that this Code is not designed to be a tool of punishment, rather a deterrent to your becoming involved in risky and dangerous behaviors. It is also to insure that you have the best possibilities for success in your activity, and to learn the valuable lessons that co-curricular activities can teach. Because mental and physical well-being are essential to your success, we use this Code as a tool for defining our expectations for that mental and physical well-being. We expect you to be an active part of the solution, and not a contributor to the problems.

CODE OF CONDUCT RULES

The following rules will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. Also, each activity advisor/coach has the prerogative to establish and implement additional expectations specific to his/her particular program. Advisors/coaches are expected to share these expectations in writing with the participants and parents/guardians on or before the first day of practice. A copy of these additional guidelines and expectations will be on file in the Activities Office.

Academic: A student is academically ineligible to participate (compete in a scrimmage, game, meet, etc.) in a co-curricular (sport/club) if at the time of a co-curricular grade check shows two F's for high/middle school students. The period of ineligibility is approximately 15 school days and nights for high school and 10 for middle school. Please see the academic eligibility calendar for specific re-check dates. Eligibility is regained after a grade re-check has been completed and communication by the Athletic Director has been made indicating clearance for participation. An ineligible student may continue to practice with their team.

Regaining Eligibility: Come the grade recheck date, the student must present a grade sheet report to the AD for review. This grade sheet report will have the entire students schedule printed on it with each teacher of each class signing off indicating the student is passing his/her class. Per review, the AD will inform the coach if the student is eligible to participate in contests. If the student is not cleared by the AD, the student remains ineligible. See appendix for grade sheet report.

When the earliest allowed WIAA game/meet takes place before the first day of classes, or school is out of session (ex. Fall Sports) at a member school.

If a student is participating in fall sports, the first grade check goes back to the last all co-curricular check from the previous school year. If the ineligible student would like to regain their eligibility in order to compete at the start of the first competition of the fall season they will need to complete the same class or equivalent to the DPI required graduation credit they failed in the previous grade check during Summer school. If they pass the summer school program they regain their eligibility and are able to participate fully come the fall season. If the student chooses to not participate in summer school or they fail the summer school class, they remain ineligible until the first grade recheck. At that time if they are eligible they are allowed to participate in fall contests

Attendance: A co-curricular participant must be in attendance the full day in order to be eligible to compete. Exceptions to this rule would include: School-sponsored activities, family emergencies, doctor/dentist appointments, college visits, and/or others at administration's discretion. Contact with the athletic director PRIOR to an absence is required for exceptions to this rule. Unexcused absences ARE NOT tolerated. A participant suspended or expelled from school shall be barred from participation in, and from attending, co-curricular activities (Home and Away) during the suspension/expulsion period.

Attendance at Practice: When a student joins a co-curricular activity, s/he may be expected to dedicate the time specified for practice by the advisor/coach. If practice is required, regular attendance at practice is required to remain a part of the team. It is the athlete's responsibility to notify the coach, in advance, of any circumstances that would/may prohibit attendance at practice(s) or contest(s), other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team depending upon the nature and/or frequency of the offense.

Dress: Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team.

Cell Phone Privacy: It is the practice of the Whitnall School District to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited in any school locker room. If a cell phone is found the advisor/coach has the right to confiscate the phone and turn it over to administration. Administration has the legal right to search the phone to determine if any violations of the law have occurred. Per Federal law, cell phones with capabilities to record video or photograph are prohibited from being used in locker rooms, changing rooms, or bathrooms at any time.

Transportation: All students participating in co-curricular activities are expected to ride the bus to and from competitions. Students may ride home with a parent/guardian if the parent/guardian provides the advisor/coach alternate transportation arrangements in writing; however it is the advisor/coach's decision to accept or deny a parental written notice. Students are NOT permitted to ride home with another student, sibling, or any other person under the age of 18, regardless of whether parental consent is given to do so.

Injury: Every participant in athletics is required to report any injury, however slight, to the coach at the time it occurs. The coach will fill out an accident report form. A student requiring medical assistance from a doctor is required to provide a medical release from a physician, prior to returning to the activity. If an injury occurs, which results in a doctor placing physical restrictions to a student's academic school day (i.e. being held out of physical education classes), that athlete cannot participate in co-curricular

activities that place physical demands on the body until they are medically cleared to return to their regular academic programming.

Equipment: Co-curricular participants are responsible for any uniforms and/or equipment issued to them. Each co-curricular participant is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until he/she has returned or paid for all uniforms and equipment that was issued to them in a previous season.

Quitting/Dismissal from Activity: A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without the mutual agreement by both advisors/coaches and the activities director. A student who quits does not receive credit for serving a suspension. Any student who is cut from an activity may compete/participate in another activity during that season.

CODE VIOLATIONS

Code Violations will apply to each student/athlete on a year-round (12 month) basis in all locations; including but not limited to non-school activities, and traveling outside of the United States. Violations of the Code will result in consequences defined within. All Code violations will be cumulative beginning with the date of registration for Athletics or Activities at Whitnall High/Middle School. Code violations include but are not limited to board policy 5500 though 5611.

Criminal Behavior: A student who participates in activities resulting in his/her arrest or formal charges being filed in a court of law. If the school district has adequate and competent evidence that the student participated in the offense for which he/she is charged, a penalty may be imposed pursuant to this code prior to completion of the criminal proceedings. If the school district does not have such evidence and the student is convicted of a crime (misdemeanor or felony), the penalty pursuant to this code will be imposed upon conviction. In the latter case, the student may continue to participate in his/her sport until resolution of the matter by the judicial system.

Chemical Health Violation: A chemical health violation includes; possession, use, buying, selling and/or being under the influence of any drugs, drug paraphernalia, and/or alcohol: (Note: Drugs are defined as tobacco, alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance with usage directions.)

Presence in a bar or tavern: Being present in a bar/tavern without a student's parent/guardian.

Presence at a party or gathering where alcohol or drugs are being illegally consumed: If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must **LEAVE IMMEDIATELY**. To remain in the presence of this illegal activity shall constitute a violation of the code of conduct. **Note: Co-curricular participants should encourage as many classmates as possible to leave with them.**

*The intent of the "presence at a party" rule is not to deny participation with adult family members in gatherings such as weddings, anniversaries, or other family gatherings. However,

being in the presence of family members does not excuse any illegal actions by the student (i.e. consumption of alcohol is still not permissible).

Hosts Lose the Most: Consequences for a co-curricular participant are doubled if it is determined that they: organized, facilitated, promoted, and/or hosted any gathering or social event where alcohol or drugs were known to be available or used.

Cyber Image Policy: Any identifiable image, photo, or video which implicates/portrays a co-curricular participant having been in possession, presence, and/or portrays actual use of an illegal substance, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when/where the image was taken, it shall be a responsibility that the co-curricular participant must assume. It must also be noted that there may be persons who would attempt to implicate a co-curricular participant by portraying images that might be in violation of this code standard. This is our rationale for demanding that our co-curricular participants not place themselves in such environments.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS

Due to the differences in the nature of activities offered, the same disciplinary measures are not always appropriate for all activities. For this reason, the advisor/coach, in conjunction with the athletic/activities director, will modify the penalty to fit the appropriate percentage of suspension. Students who participate in both athletics and activities should understand that in the event of a violation, they are subject to discipline in both areas.

- The penalty for that season will be imposed immediately following the violation.
- When calculating the number of contests to be forfeited, any amount that results in a fractional number will be rounded up to the next whole number (per WIAA rules of eligibility).
- The student will be ineligible to compete in all activities during the period of suspension and prior to approval of a reinstatement request.
- During the period of the suspension, the student is required to attend team meetings and practices and must participate in every team/group activity, but may not compete.
- For sporting activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next sporting season in which the athlete participates. Numbers of performances may vary yearly. The penalty will be determined using the actual schedule for the current school year. The number of contests forfeited will be recalculated when the forfeiture involves two different sports, allowing a prorated penalty to take effect.
- In the event that a student has been suspended from participation for an extended period, but will become eligible during an upcoming season or schedule of activities, that student will be allowed to participate in tryouts for that activity.
- If a violation occurs during the postseason WIAA tournament, by WIAA rules, the participant is ineligible for the entire tournament series.
- The Code is in effect year-round. All suspensions will be the same whether the violation occurs while the student is in a sport and/or activity or if it occurs during the off-season. If a student interrupts his/her education for any reason, the suspension (if not completed) will resume when the student returns to Whitnall High/Middle School.

“Contest/Event/Performance” Defined: A contest/event/performance is defined as one regularly scheduled event (game, meet, competition, etc.) within Wisconsin Interscholastic Athletic Association (WIAA) or other organizations’ sanctioned definitions as appropriate. For sports, the first level of state competition will be counted as one contest unless the team qualifies to the next level of competition. In

that case, the additional contests will be counted against the suspended member. Multi-team meets or invitations will be counted as one contest.

Minor Violations: official behavior referral visible in student's IC account

3 or more minors obtained during a 45 day period prior to the start of the season plus the duration of the season, the student would be on probation or receive a code violation consequence (please see chart below for consequence). Additional minors throughout the season would result in additional code violations.

CODE VIOLATION CONSEQUENCE CHART

	1st Offense	2nd Offense	3rd Offense
Minors	3rd minor = Probation	4th minor = 1 game suspension	5 minors = 2 game suspension 6th move to Tier 1 1st offense
School suspension *In School or out of school	1 game suspension	2 game suspension	3 game suspension And so on
Tier 1 Major violations or 6+ Minors	25%	50%	365
Tier 2 Major Violations	50%	365	Academic Career
Tier 3 Major Violations	365	Academic Career	

Infraction Matrix - includes but not limited to the following	Minor	Tier 1	Tier 2	Tier 3
Aggressive Physical Contact with a Staff Member				
Intentional			*	
Unintentional		*		
Alcohol Possession/Use/Under the Influence		*		
Alcohol Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Alcohol				*
Arson				*
Assault				*
Bullying 1 st offense	*			
2 nd offense or more, or more serious nature		*		
Cheating/Lying/Forgery /Plagiarism	*			
Classroom Disruption (Brief/Minor)	*			
Computer or Computer System Misconduct				
Inappropriate Use	*			
Serious Misuse		*		
Cyber Image- any identifiable dispaidd image that implicates a student to the possession of illegal use of alcohol, or tobacco products		*		
Dangerous Weapons (other than firearms)			*	
Defamation of character to the Whitnall Community including but not limited to student body, staff and building personal		*		

Violation 2 (25% - events out)	4	5	6	7	8	9	10	11	12
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CODE OF CONDUCT VIOLATIONS REPORTING PROCEDURE

A violation of the Code must be reported to an administrator in the district (including the activities director) within the school year of the alleged violation. The report should indicate the nature, date, and time (if appropriate) of the violation. Alleged violations during the summer months must be reported in writing or by phone to a school administrator or the activities director within the first fifteen (15) school days. The name of the reporting witnesses will be kept confidential when possible.

Self Reporting

Students who have violated the co-curricular code must self-report the infraction to an administrator or athletic director before an investigation is started. A student who self reports and fully complies with administration shall have their penalty for the infraction reduced.

Honesty Clause

Students questioned by administration are expected to be honest and fully comply with administration. Students that fully comply and are honest when questioned will have their suspension reduced. (The contest reduction will not be added to students with penalty reduction for self reporting)

CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE

When an alleged violation of the code is reported to the administration, the administrator or his/her designee shall meet with the student. The student will continue to participate in co-curricular activities until this meeting is held.

1. In the event that the student admits to the allegation of a violation at this meeting, the administrator or activities director shall impose the appropriate penalty for the violation as specified, effective immediately. The student, and his/her parent/guardian, will be given written notice of the violation, and the discipline imposed.
2. In the event that the student denies the alleged violation, the administrator or his/her designee shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student's parent/guardian will be given written notice of the violation, which includes the disciplinary action and appeal process.

APPEAL PROCESS

After a suspension is issued, a student and/or his/her parents may formally appeal the decision, in writing, to the Principal (note: only one appeal to the Principal will be heard). Appeals must be received within 14 days from the post-marking of the suspension letter.

****DETRIMENT TO THE TEAM CLAUSE****

If a student-athlete has repeated academic and/or social violations of this Code, that negatively impact the experience of other members of the team and/or the ability of the coach to effectively run the

program, the head coach, in collaboration with the athletic-director, **MAY** apply this clause to remove the offender for the remainder of the sport season that the student-athlete is participating. The athlete would be eligible for that same sport the following year, assuming that he/she meets the minimum standards set forth in this Code.

Additional rules, procedures, or revisions of existing school rules will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations of students. School Board policies and further information may be found at www.whitnall.com or requested through the Whitnall School District.

Parent/Guardian:

By signing this document, I (print) _____ parent/guardian, indicate that I have knowledge, understanding and agreement to these standards, set forth in order for my son/daughter _____ to be afforded the privilege of representing Whitnall High School as a participant in a co-curricular activity. I am also aware that any violation on the part of my child, to any of these standards, shall result in the consequences contained within this policy.

Signature:

Date:

Co-Curricular Participant:

By signing this document, I (print) _____ co-curricular participant, indicate that I have knowledge, understanding and agreement to these standards, set forth in order for me to be afforded the privilege of representing Whitnall High School as a participant in a co-curricular activity. I am also aware that any violation to any of these standards shall result in the consequences contained within this policy.

Signature:

Date: