

# Waterford Union High School 2021-2022 Co-Curricular Code of Conduct

*Not everyone will agree or go along with the higher standards and discipline you've created. But then again, excellence isn't for everyone.*



## **CO-CURRICULAR STATEMENT OF PHILOSOPHY**

Participation in Waterford Union High School co-curricular activities are an integral part of the Waterford Union High 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, Waterford Union High 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. Like anything of value, it comes with a price tag; that price tag is a commitment from you to follow established rules. Co-curricular participants who comply with this code of conduct 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 the following co-curricular code presents these responsibilities.

## **CO-CURRICULAR ATHLETICS AND ACTIVITIES**

### **Athletics:**

#### **Fall Sports:**

- Football
- Boys Soccer
- Volleyball
- Cross Country
- Girls' Tennis
- Girls' Golf
- Girls' Swim
- Fall Cheer
- Fall Dance

#### **Winter Sports:**

- Boys' Basketball
- Girls' Basketball
- Gymnastics
- Wrestling
- Boys' Swim
- Boys' Hockey
- Winter Cheer
- Winter Dance
- Powerlifting

#### **Spring Sports:**

- Track
- Softball
- Baseball
- Girls' Soccer
- Boys' Golf
- Boys' Tennis

### **Activities/Clubs:**

- Art
- Best Buddies
- CHASE
- Diversity
- Drama-Theatre Guild
- E-Sports
- Exchange Club (AFS)
- FFA
- Forensics
- French Honor Society
- Library Club
- Madrigals
- Mock Trial
- Model UN
- NHS (National Honor Society)
- Robotics
- Skills USA
- Spanish
- Student Council
- Tri-M Music Honor Society
- Wally Club (Part of Cheer Team)
- W-Club
- Wiz Kids (Academic Bowl)
- Wolv-Tech
- Bowling (Non-School Sponsored)
- Outdoor Club (Non-School Sponsored)
- Trapshooting (Non-School Sponsored)

## ELIGIBILITY

These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with Waterford Union School District rules.

1. **Enrollment** – Students must be full-time students of Waterford Union High School.
2. **Age** – Students must be under 19 years old as of August 1<sup>st</sup> of the school year.
3. **Semesters** - Students participating in high school athletics have only eight (8) total semesters of eligibility that begins upon entering 9<sup>th</sup> grade.
4. **Participation** – Coaches and Advisors may have specific criteria to make a team or roster of the activity based on positions available, skills needed, and time commitments. Therefore, not all students wishing to go out for the intended team or club may make the final rosters.  
**Rosters will be considered final two weeks after the WIAA start date for the school sponsored seasons and by the end of the first semester for a club/activity. Any student wishing to join must have approval from the Co-Curricular office to join a sport/activity after the deadline.**
  - A co-curricular participant will not be eligible to participate in a sport/activity once the season has already begun to alleviate a code violation consequence. The student must be out for the sport/activity from the first day and finish the season in good standing.
5. **Code of Conduct Meeting-** All sport, club, and activity participants must attend a Co-Curricular code meeting with a parent/legal guardian prior to the first time a student is involved in any extra-curricular activity at Waterford Union High School. The pink form signed at this meeting binds the student to the co-curricular code of conduct rules and expectations through the student's graduation from Waterford Union High School.
6. **WIAA Physical Clearance Form** - A current physical exam is needed to participate in WIAA sponsored athletics, as well as, the activities of cheerleading, dance, and powerlifting. Physicals dated between 4/1/20 through 3/31/21 are good for the 2021-2022 school year. Physicals dated after 4/1/21 are good for the 2021-2022 and 2022-2023 school years.
7. **Co-Curricular Registration Form for Athletics/Activities** -The 2021-2022 WUHS Co-Curricular Code of Conduct and the 2021-2022 WIAA Eligibility Bulletin must be read prior to completing and signing this form. This form is to be completed by all athletes prior to their first sport or activity at WUHS. *The form is completed once each year and covers all sports, clubs, and activities a student is involved in.* By completing and signing the co-curricular permission form for athletics/activities, a contract is created and obligates the student and parent to comply with the rules set forth by the Co-Curricular Code of Conduct and the WIAA Eligibility standards. **The Co-Curricular Code of Conduct is in effect for all 12 months of a year.**

8. **Concussion Awareness for Athletics** – Students participating in athletics will be required to agree to the Department of Public Instruction and Statute 118.293 Concussion Law-Parent and Athlete Agreement each school year. Information regarding concussions is included in the athletic and activities permission form and once completed, covers all sports an athlete participates in.
9. **Athletic Fees** - Students wishing to participate in any of our WIAA sports or the WUHS sports of cheer, dance, and powerlifting are required to pay a \$45.00 per sport fee (family cap of \$180.00). The fee must be paid prior to the start of participation in the activity. A student cut from a team for which he/she tries out may request to have the fee refunded. **The request must be made before June 1, 2022. A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.**
10. **Activities Fees** - Students wishing to participate in any of our clubs or activities are required to pay a \$15.00 fee (an additional transportation fee of \$5.00 for FFA and Forensics) for the school year. The fee must be paid prior to the start of participation in any club or activity. **A student quitting an activity or dropped for disciplinary or academic reasons is not eligible for a refund.**
11. **Emergency Information** - Please make sure the most up to date and accurate information is on file with the Co-Curricular office and the high school. At the beginning of each activity, a printed roster with emergency information from Powerschool is given to each coach and advisor for emergency contact information.
12. **Medical Release** – As needed, the release of medical information is shared among health care and school professionals toward the benefit and care of the individual student-athlete. Students that need to see a physician for an injury or illness that removes a co-curricular participant from competition or school, must have a medical release from a physician to return to the sport/activity.
13. **Co-Curricular Equipment Checkout** - All participants receiving uniform or equipment will be responsible for the uniform or equipment issued. Coaches and advisors will keep a list on file of all checked out items. No equipment may be worn by a participant except at an official practice or scheduled contest (unless authorized by the coach or advisor). Lost or stolen equipment is the responsibility of the participant who has checked out the equipment. Any participant in possession of stolen property from visiting schools will be subject to discipline by Waterford Union High School.
14. **Lockers** – All students are encouraged to lock all items in an athletic locker at all times. The Waterford Union High School Co-Curricular department does supply athletic lockers and is not responsible for lost or stolen property. All items must be removed from the lockers and locker rooms within two days following the end of each season, and materials left in lockers after the season will be discarded if the locker is not renewed for the next season or cleaned out.

15. **Return of Uniforms, Equipment, and/or Satisfaction of Fines** - Students that do not return their equipment or pay their fine(s) will not be allowed to practice or play in any future sport season or participate in WUHS club/activities until their obligation is met.
16. **Residence** – A student is ineligible to participate in an interscholastic team if he/she does not reside in the Waterford Union High School District, unless his/her residence has been approved by the WIAA, or is an approved full-time student through open enrollment, tuition waiver, or an approved full time student through the foreign exchange program. Club and activity participation is restricted to Waterford Union High School students only.
17. **Transfer Students** - Students who were not enrolled in the School District of Waterford Union High School at the end of the previous school year are required to comply with all WIAA provisions regarding transfer students. Transfer students are considered ineligible until records are received from their past school(s). Transfer students may not compete in any contest until it has been officially determined they are eligible at WUHS. All student-athletes who transfer to Waterford through change of residence, open enrollment, tuition payment, etc. are not automatically eligible unless all WIAA rules are followed. For clarification or information on the WIAA rules, please contact the Athletic/Activity Director.
18. **Dual Participation**- An athlete may participate in only one (1) sport per sport season. A sports season is defined as fall, winter or spring. Exceptions for special circumstances may be approved by the administration.
19. **Changing Sports**-Any student who wants to change from one sport to another once the season has officially started must bring a written request from his/her parent/legal guardian and show the request to the head coach of each sport. The student must then meet with the Athletic/Activities Director and explain the reasons for the requested change. After conferring with each head coach and the student, the Athletic/Activities Director will approve or deny the request. No student who is dismissed from one sport for disciplinary reasons, may be eligible to compete in another sport during the same season.
20. **Award Policy**-Head coaches and Advisors will establish specific criteria for granting athletic and activity awards for their sport or club for participants and managers. The policy should indicate criteria and be communicated at the start of their season or activity to the Co-Curricular Office, parents and students.

21. **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. NOTE: A student participating in two activities can be difficult, but in cases where coaches and advisors 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 Principal or Athletic and Activities Director will act as an arbitrator if disagreement or conflict arises.
  - d. **Exception:** Participation in a conference playoff or championship meet, district, or state tournament activity (including regional and sectional levels) takes priority.
22. **Unsportsmanlike Conduct:** The W.I.A.A. and Southern Lakes Conference rules will be applied to any WUHS athlete involved in any unsportsmanlike conduct, which results in ejection from an athletic contest. The ejected athlete will be suspended from the next contest.
- a. The intent of this rule is that any player ejected will sit out of the next game whether it is a conference game, a non-conference game, or a W.I.A.A. tournament game. This includes season-to-season and year-to-year. This rule is enforced for all sports and all levels.
  - b. The student ejected may not dress in uniform for competition or participate in warm-ups or competition during the suspension. He/she will sit on the team bench in street clothes.
  - c. Athletes ejected from a contest will be expected to submit in writing an explanation of the incident to the Athletic and Activities Director. The written explanation is due prior to the next practice or contest.

## **RESPONSIBILITIES**

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

**Responsibilities 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 Academic Studies:** Your academic studies and your participation in other 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.

**Responsibilities to Your School:** Whenever participating or being involved, you are representing your school at all times. Waterford Union High 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 WUHS stands for. Make them proud, be an example, and do not do anything to let them, or yourself, down.

**Responsibility to Your Community:** The community and school tax monies make this co-curricular activity experience possible. For that reason, we must remember 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. Assure that Waterford Union High School and the community may 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 you have lived up to all of the training rules, you have practiced to the best of your ability every day, and 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 Waterford Union district are watching you. They know who you are and what you do. Elder co-curricular participants are role models for the younger students who form the future of the WUHS co-curricular programs and their successes. Make them proud of being a part of the programs by leading through positive examples and an unwavering work ethic.

**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 Waterford Union High School co-curricular activities are:

1. To develop strong character;
2. To develop leadership skills and responsibility;
3. To show team spirit, develop collaboration, 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/activity;
6. To experience a variety of activities, to offer an outlet for a wide variety of students' abilities and interests;
7. To treat all persons respectfully, regardless of individual differences;
8. To show respect for legitimate authority (e.g. Coaches, Advisors, Officials/Judges, Staff);
9. To accept responsibility, to set a good example for teammates, peers, younger students, fans, and school community;
10. 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 and co-curricular participation;
11. To help student realize participation in interscholastic athletics and high school clubs and activities is a PRIVILEGE with accompanying responsibilities;
12. 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 standings in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash, or merchandise.
5. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promotion of any commercial endeavor, including advertisement in a program or newspaper ad.
6. An athlete may not play in a contest under a name other than his/her own.
7. A *student may* receive: school mementos valued not more than \$200, an award valued no more than \$100 retail, and may retain non-school competition apparel worn by the student as part of the team uniform.
8. Any individual student-athlete, with school approval, may participate in up to two non-school contests during the regular season in the same sport. The non-school opportunities will not count against the individual maximum 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<sup>st</sup> of any school year.

**Note: A complete list of WIAA guidelines and procedures for review are available in the Co-Curricular Office or the WIAA website.**



## CODE OF CONDUCT RULES, MISDEMEANORS, AND VIOLATIONS

As a co-curricular participant, it must be understood that this code of conduct program is not designed to be a punishment, but a deterrent to your becoming involved in risky and dangerous behaviors. It is also to ensure that you have the best possibilities to succeed in your activity and to learn the valuable lessons co-curricular activities can teach. Your mental and physical well-being is essential to your success, we want you to reach your full potential. We expect you to be an active part of the solution, and not a contributor to the problem.

### 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. Each activity advisor/coach also has the prerogative to establish and implement additional rules specific to his/her particular program. Advisors/coaches are expected to share these in writing with their participants and their parents/guardians within the first week of practice. A copy of these additional guidelines and expectations will be on file in the Co-Curricular Office.

### Academic Eligibility Requirement (Consequences are not eligible for appeal)

To be eligible to compete in an activity a student is required to be considered a full-time student in the WUHS School District. The following grading/evaluation periods will be used to determine academic eligibility:

**Fall activities** – 4<sup>th</sup> quarter grades from previous school year (1<sup>st</sup> quarter grades for post-season)

**Winter activities** – 1<sup>st</sup> quarter grades, then 2<sup>nd</sup> quarter grades (3<sup>rd</sup> quarter grades for post-season)

**Spring activities** – 2<sup>nd</sup> quarter grades, then 3<sup>rd</sup> quarter grades (4<sup>th</sup> quarter grades for post season)

### PARTICIPANTS, IN ORDER TO BE ELIGIBLE EACH QUARTER, MUST:

1. Be enrolled in at least five (5) full time subjects
2. Maintain at least a 1.667 grade point average (C-) with no failing grades
3. If one failing grade, maintain a 2.0 grade point average (C)

#### ● **NO "F" GRADES FOR A QUARTER ON REPORT CARD**

Students must maintain a G.P.A. of at least a 1.667 for the quarter. If a student has below at 1.667 G.P.A. for the quarter grading period, he/she **will be considered ineligible to compete** for the next 15 scheduled school days. The student may practice during an ineligible period.

#### ● **ONE (1) "F" GRADE FOR A QUARTER ON REPORT CARD**

If a student receives **ONE (1) "F"** grade in any class for a **quarterly** grade, the student must have a G.P.A. of at least 2.0 for the quarter, or he/she **will be considered ineligible to compete** for the next 15 scheduled school days. The student may practice during an ineligible period.

- **TWO (2) OR MORE "F" GRADES FOR A QUARTER ON REPORT CARD**

If a student receives **two (2) or more "F" grades for a quarter** grading period, the student will be considered ineligible to compete for the next 15 scheduled school days. The student may practice during the ineligibility period.

On the 15<sup>th</sup> scheduled school day, the student must obtain, from the Co-Curricular Office, a grade verification sheet. **The student must obtain a teacher signature for each class (including study hall) and current grade. The completed verification sheet should be returned to the Co-Curricular office by the end of that school day (3 pm).** The grade given by the teacher should be the **current quarter grade. If a sub is present for the teacher, a signature should still be obtained and the grade will be verified by the Co-Curricular office.**

**UPON RETURNING THE GRADE VERIFICATION SHEET:**

1. If the student is **clear of all "F" grades** on the verification sheet and has a G.P.A. of at least at 1.667, he/she regains eligibility on the **16<sup>th</sup> school day**, to compete in contests for the remainder of the quarter. If the student has G.P.A. below 1.667, he/she remains **ineligible** for the remainder of the quarter.
2. If the student has one **"F" grade** on the verification sheet, the student must have a G.P.A. of at least a 2.0 to regain eligibility on the 16<sup>th</sup> school day. If the student does not have a G.P.A. of at least a 2.0, he/she remains **ineligible** to compete in any contest for the remainder of the quarter.
3. If the student has **2 or more "F" grades** on the verification sheet, the student remains **ineligible** for the remainder of the quarter.

*\*any falsification of grade(s) or signature(s) on verification sheet will result in ineligibility for all competitive activities for one calendar year from the date of this infraction*

**WIAA RULE ADJUSTMENT for FALL PARTICIPANTS**

*(Football; Girls' Golf; Girls' Tennis; Boys' Soccer; Girls' Swim; Cross Country; Volleyball; Dance; Cheer)*

The ineligibility status described above will be adjusted as follows for students in **fall sports that begin competition before the first day students are in class by WIAA Rule.** Fall participants will gain immediate eligibility following #1 or #2 consequences below.

The minimum ineligibility period shall be the lesser of: **(1)** 21 consecutive calendar days beginning with the date of the first allowed competition; (non-athletic activity) 21 consecutive calendar days beginning with the teachers' first in-service day; **OR (2)** one-third of the maximum number of events in a competitive activity (rounded up if one-third is a fraction).

### **Academic Considerations:**

- Incomplete grades are considered failures until made up. This must be done within a two (2) week period. Withdrawal failure (WF) is considered a failing grade. A student regains eligibility immediately if incompletes are made up within two weeks after a final grading period.
- A student who is enrolled in any state-approved EEN program and who receives no usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- A student who is academically ineligible and serving a suspension for a code violation will serve the academic ineligibility consequence first, then serve the code violation consequence after he/she regains academic eligibility.
- **If academically ineligible, student participants may not participate in a performance or contest during the ineligibility period.** The student may not dress in uniform for competition or participate in warm-ups or competition during the period of suspension. Uniform consists of any team shirt, pants, warm-ups, etc. The student may practice during the period of ineligibility, including scrimmages. Students, parents, and coaches/advisors should provide opportunities during the period of suspension for additional help as needed from classroom teachers.
- Parents will be notified in writing of the ineligibility. A copy will be given to the student and coach/advisor, which will state the date the student may return to competition if eligible.
- A student may erase ineligibility status related to the FOURTH QUARTER grading period through summer school courses (including corresponding courses) at the same or some other school *provided*:
  1. Any courses taken are pre-approved through the student's high school guidance counselor
  2. The student's school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings, *and*
  3. The student successfully completes not less than the same number and study area of courses which caused ineligibility, *and*
  4. The coursework must be completed before the first day of fall participation. Exceptions may be granted by the Athletic and Activities Director.

**Attendance: A co-curricular participant must be in attendance the full school day in order to be eligible to be able to participate (practice and competitions).** Exceptions to this rule may include: School-sponsored activities, family emergencies, doctor/dentist appointments, college visits, and/or others at administration's discretion. Contact with the Athletic and Activities Director PRIOR to an absence is required for exceptions to this rule. Unexcused absences will not be tolerated.

1. A participant suspended or expelled from school will not be allowed to participate in or attend co-curricular activities during the suspension/expulsion period. A student suspended on a Friday, may not participate in a weekend activity or event.
2. Student-athletes enrolled in PE class, but are medically excused from physical education class on any given day may not participate in practice or game on that day.

3. A student absent on the day prior to a non-school day or days on which a contest is scheduled (i.e. absent on Friday with a Saturday contest) may participate in the non-school day contest at the discretion of the coach.
4. The head coach or advisor determines the attendance policies for practices, games, meets, and contests. The attendance policy is to be shared with team members and parents at the beginning of the season.

**Note:** When a student joins a co-curricular activity, s/he will be expected to dedicate time specified for the activity by the advisor/coach. If practice/attendance is required, regular attendance at practice/events is required to remain a part of the activity/team. It is the student's responsibility to notify the advisor/coach, in advance, of any circumstances that would or may prohibit attendance at practice(s), contest(s), meeting (s), and event (s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the activity dependent 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. Advisors, coaches, and administrators reserve the right to prescribe dress/grooming requirements appropriate to each activity on the basis of consideration for student safety and positive school image.

**Cell Phone Privacy:** It is the practice of Waterford Union 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. If compromising photos are found to be taken with the phone, may result in immediate removal from the co-curricular activity. 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/performances. 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 drive to events.

**Injury:** Every participant in co-curricular activities is required to report any injury, however slight, to the advisor/coach at the time it occurs. Licensed Athletic Trainers from Aurora Sports Health provide athletic training and sports medicine services for the District and are available daily in the training room. The advisor/coach will fill out an accident report form. A student requiring medical assistance from a doctor is required to return to the activity with a medical release from the physician seen prior to engaging in the activity.

**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 Athletic and 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 OF CONDUCT MISDEMEANORS

The following misdemeanors will apply to each co-curricular participant and will be in effect at all times. The following misdemeanors are unacceptable and the Administration and/or Athletic and Activities Director reserve the right to impose a penalty as deemed appropriate by the severity of the infractions which may include the suspension from practice and/or competition. Each activity advisor/coach also has the prerogative to establish and implement additional consequences specific to his/her particular program.

**Behavior and Conduct:** Respect, courtesy, manners, and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since co-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of co-curricular participants will be exemplary at all times. Below is a list of examples that are considered behavior unbecoming of a co-curricular participant, but is not an exhaustive list:

- Unexcused Absences or habitual tardiness or absences
- Academic Dishonesty
- Bullying/Cyber Bullying/Harassment
- Social Media Misconduct
- Vandalism or Property Destruction
- Poor Sportsmanship including name-calling, obscene gestures, and/or fighting
- Being Suspended from School
- Hazing/Initiation Ceremony: Waterford Union School District will not permit, nor will any co-curricular participant stage, any type of "initiation ceremony" or hazing for co-curricular participants at any time and on any level. This prohibition includes locker/shower pranks, etc.
- Conduct Unbecoming of an Co-Curricular Participant-Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Co-Curricular Code, the regulations within WIAA, or the ideals, principles and standards of Waterford Union School District

**Note:** Students who are suspended from competition for a code of conduct misdemeanor will not be allowed to be in uniform at an event.

## CODE OF CONDUCT VIOLATIONS

**Code of Conduct Violations will apply to each student on a year-round (12-month) basis in all locations, including non-school activities.** Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by the school board. All Code of Conduct Violations will be cumulative beginning with a student's initial participation on a freshman, junior varsity, varsity team, or club/activity. Each activity advisor/coach also has the prerogative to establish and implement additional consequences specific to his/her particular program.

**Criminal/Delinquent Behavior:** A co-curricular participant 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 was arrested or charged, a penalty may be imposed pursuant to this Code prior to completion of any criminal or delinquency court proceeding. **If the school district does not have such evidence and the student is convicted of a crime or adjudicated delinquent (felony or misdemeanor), the penalty pursuant to this Code will be imposed upon such conviction or adjudication.** In the latter event of a pending criminal or juvenile court case, the co-curricular participant may continue to participate in his/her sport/activity until resolution of the charge(s) 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 and Drug Paraphernalia (Note: Drugs are defined as "look-alikes," tobacco, e-cigarettes/vapes/juuls, alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to usage directions.)

**Presence at parties** or gatherings 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 and contact an adult.** To remain in the presence of this illegal activity shall constitute a violation of the code of conduct.\* It is strongly recommended participants avoid social activities where such conduct is likely to occur. Parental responsibility is encouraged and appreciated.

**Note: Co-curricular participants should encourage as many classmates as possible to leave with them.**

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

**Hosting a Party:** A student or students deemed responsible for hosting a party where smoking/alcohol/controlled substances are served or consumed. Note: A student shall not be in violation of hosting a party if the student can provide tangible information that he/she was not aware smoking/alcohol/controlled substances were brought to their house or that, after becoming aware that smoking/alcohol/controlled substances were present, the student notified an adult and asked the responsible parties to leave.

**Cyber Image Policy:** Any identifiable image, photo, or video which implicates a co-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the co-curricular participant must assume. It must also be noted there may be persons, who would attempt to implicate a co-curricular participant, by taking such images, to place them in a situation where they 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 club or athletic activities offered, the same disciplinary measures are not always appropriate for all clubs and athletic activities. For this reason the Advisor and the Athletic and Activities Director will modify the penalty to fit the appropriate percentage based on the violation. 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 decimal remainder of .1 or greater will be rounded to the next whole number (per WIAA rules of eligibility).
- The student will be ineligible for all co-curricular activities (clubs and sports) 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 athletic 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 athletic 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.
- 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 co-curricular 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 Waterford Union High School.
- **Each act or event of an activity is treated separately upon investigations and may result in multiple violations given during a single investigation period.** For example, a co-curricular participant is caught for drinking on one occasion, during the investigation, it is found that they were involved in a party from the week before, two different situations, therefore two violations.

**Note:** Students who are suspended from a competition for a code of conduct violation will not be allowed to be in uniform at an event.

- **"Contest" Defined: A contest 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, if a violation occurs during the postseason WIAA tournament, by WIAA rules, the participant is ineligible for the entire tournament series. Multi-team meets or invitational meets will be counted as one contest.

	<p><b>Consequences are applied from the column in which it applies to the participants' number of violations in their high school career</b> (ie. A student who had a violation previously for drinking, receives a 2<sup>nd</sup> violation for now hosting a party, they would be issued a consequence of one calendar year).</p>			
<b>Code Violations</b>	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> Violation
Criminal Behavior	50%	100%	Calendar year	High School Career
Chemical Health Violation	50%	100%	Calendar year	High School Career
Presence at a Party	25%	50%	100%	Calendar Year
Cyber Image Policy	50%	100%	Calendar year	High School Career
Habitual Truancy	50%	100%	Calendar year	High School Career
Hosting a Party	50%	Calendar year	High School Career	

- Students participating on athletic teams or in an activity will be suspended from participating in the scheduled amount of contests for the current school year. When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .1 or greater will be rounded to the next whole number (per WIAA rules of eligibility).**

## **SELF-DISCLOSURE**

Any co-curricular participant who chooses to come forward to the administration and admit a code violation prior to the commencement of an investigation will receive a two (2) contest suspension from activities and athletics. The student needs to complete **all** aspects of the "Co-Curricular Self Disclosure" form. This will be administered only once during a student's high school career. This option is available to first time offenders only and is considered a first violation.



## **PENALTY REDUCTION FOR HONESTY AND INTEGRITY**

For a first and second offense only, students who admit to reported violations may receive one-half of the consequences imposed. Non-honesty is considered not cooperating or attempting to deceive school officials. A student who is not honest during an investigation of a possible code violation, may receive a full penalty for the code violation if deemed so by administration. Subsequent violations of the code will be treated as any other repeat violation of the code and the normal penalties for such violations shall be imposed.

## **COUNSELING FOR CHEMICAL USE AND SERIOUS MISCONDUCT (Controlled Substance and Alcohol Assessment/Student Assistance Program)**

Should a co-curricular participant become involved in a Student Assistance (SA) Program or outside AODA program on a voluntary basis during the school year, the information remains confidential and no consequence can be enforced. However, if a code violation is discovered by the Administration during or after voluntary participation, co-curricular discipline procedures will be carried out.

**Note:** Failure to follow guidelines in the program will cause the original penalties to be restored.

## **CODE OF CONDUCT VIOLATIONS REINSTATEMENT**

All students must seek reinstatement after any Code of Conduct violation to regain eligibility and earn team awards.

1. The student must attend all practices/meetings and be present at all competitions while under suspension.
2. A request for reinstatement must be submitted by the student to the Principal or Athletic and Activities Director and the prospective coach(s). The request should include the understanding of why the suspension was suspended, how to plan to remain in good standing, and the benefits for the student to return to competitive performance.
3. Both the student and parent must resign the Code of Conduct contract.
4. The student has the option to address the team or club regarding the suspension verbally or written.

## **CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE**

When an alleged violation of the code is reported to the school, the Athletic and Activities Director, Dean of Students, and/or a designee shall meet with the student. The student will continue to participate in co-curricular activities until this meeting is held.

1. Co-curricular code violations may be observed or reported by administration, faculty, parents, students, community members or law enforcement personnel. Suspected violations reported by school or non-school personnel may require a written report including the date, time, place, individuals involved, and the description of the incident. A form is available from the main office, district office or Athletic/Activity Director. Discretion is used when acting on anonymous tips, phone calls, or letters.
2. Once an alleged code violation is observed or first known to have occurred, it should be reported within 30 days from observation or knowledge of the violation. If administration deems the report to have been "*held on to*" for over 30 days, it may deem the report insubstantial.
3. The administration will meet with the alleged offender and investigate the charge. The administration will make a decision within a reasonable amount of time. The student, parents/guardian and coach will be notified of the consequences assigned for the violation.
4. In the event that the student admits to the allegation of a violation at this meeting, the co-curricular office shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her guardians shall be given notice of the violation and the discipline imposed.
5. In the event that the student denies the alleged violation, the co-curricular office 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 and his/her guardians shall be given notice of the violation and the discipline imposed and shall be informed of the opportunity for appeal to the Co-Curricular Code Appeals Committee.

## **CODE OF CONDUCT VIOLATIONS APPEAL PROCESS**

### ***Appeal Board***

1. The participant always has a right to appeal the decision of the Administration regarding a code violation (the "Determination").
2. The purpose of the appeal process is to correct an error of the Determination.
3. To commence an appeal, the participant shall submit a written explanation of the grounds of his or her appeal (e.g., errors of the administration's decision, misinformation, new information, conflict-of-interest of administration member(s), etc.) to the Athletic/Activity Director within 72 hours notice of the student's receipt of the Determination.
4. Within 3 school days' receipt of a written appeal, the Co-curricular Appeal Board (the "Appeal Board") will conduct its review and issue its decision whether to grant or deny an Appeal Board hearing. The primary basis of the Appeal Board's decision will be whether there is any new evidence to merit an Appeal Board hearing. The decision of whether to grant or deny an Appeal Board hearing shall be the sole discretion of the Appeal Board and shall be final.

The Appeal Board shall consist of the following:

- (i) School Board Member;
  - (ii) 2 Coaches/Advisors outside a sport or activity that the student participates; and
  - (iii) 2 students outside a sport or activity that the student participates in.
5. If an appeal hearing is granted, the Appeal Board will determine a date and time for the Appeal Board hearing.
  6. The parents/guardian of the participant granted the appeal shall accompany the student to the Appeal Board hearing.
  7. The Appeal Board shall have the discretion to accept, reject or modify the consequences issued by the administration.
  8. Within 24 hours of the Appeal Board hearing, the Appeal Board will issue its directive to the Administration regarding its decision to stay, reject, or modify the decision of the Administration.

### ***Superintendent***

1. The participant may appeal the Appeal Board's decision to the Superintendent by submitting a written letter to the Superintendent within two (2) school days of the Appeal Board decision. The Superintendent may request additional information and may meet with the participant and his/her parents/guardian.
2. The Superintendent will review the Appeal Board record and meet with the investigative team of the Administration to determine the substance and validity of the evidence. The Superintendent shall have the right to modify the Determination consistent with any new findings.

**The participant remains ineligible for competition during the appeal process.**

## **Awards and Recognition for Activities**

1. The advisor will determine the awards for their activity.
2. To qualify for an award, participants must complete the activity in good standing.
3. A participation certificate will be issued to seniors who are active in an activity their senior year if they qualify.

## **Awards and Recognition for Athletics**

1. The policy to earn a letter for each sport is developed by the coaches, kept on file in the athletic office, and presented to the parents and athletes at the parent/athlete meeting prior to the beginning of the individual seasons. There may be different criteria for different sport seasons.
2. An athlete must complete the season in good standing, for any awards for that season to be rewarded.
3. Awards will not be presented to any student with outstanding equipment or debts related to a given sport.
4. Athletes found in violation of the code will not be eligible for any post season awards for the season the suspension was served. This would include MVP, MVT, or any other school sport-specific awards, but does not include awards distributed by WUHS, such as major or minor letters or numerals.
5. 3 W Award: To obtain the 3W Award, an athlete must earn major letters in all three seasons (fall, winter, and spring) during a school year. This award may be earned in any or all years of an athlete's high school career. A letter for managing a sport will not be considered a major letter for the purposes of the 3W Award. The 3 W award is presented at the 3W banquet held in May.
6. All senior awards are presented to the athletes at the Senior Awards Night.
7. All award winners of senior plaques and 3 W's are encouraged to attend the individual ceremonies.

## **Awards for All Seniors After Their Season Has Ended**

1. Senior Awards: To obtain a senior composite plaque, the participant must have completed a sport in good standing his/her senior year and earned a major letter. This award lists all major letters won during their high school career. A participation certificate is to be offered to any participant in any sport or activity provided they are in good standing.
2. Seniors who compete in an activity or sport in the fall and/or winter and then become inactive must adhere to the code until their graduation. If a participant violates the code after his/her season, they will not be eligible for the senior composite award certificate and plaque unless reinstated.
  - a. Reinstatement to good standing can be accomplished by performing some service to the school through agreement with the administration. Some examples of school service include working at track meets, working in the concession stand, working with activity advisors or coaches during the off season, or any other related services that may be available.
  - b. The participant, the administration, and the advisor/coach will agree upon the length and number of required workdays before the penalty is served. A first violation will result in eight hours and a second violation will result in sixteen hours of community service.

**The Co-Curricular Code has been approved by the Waterford Union High School Board of Education and thus is part of Board Policy. The Code is reviewed annually. Any person having concerns regarding the rules and regulations contained in this document should contact, in writing, the Principal, the District Administrator, or the Chair of the Board Policy Committee at Waterford Union High School.**

#### NOTICE OF NONDISCRIMINATION POLICY - ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Waterford Union High School Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional or learning disabilities ("Protected Classes") in any of its student programs and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 – Nondiscrimination and Equal Employment Opportunity.

Any inquiries or concerns related to nondiscrimination should be addressed to appropriate school district personnel. Should there be rounds for a complaint, a written statement of the complaint shall be prepared by the complainant, and directed to the appropriate individual or position holder listed below.

Discrimination complaint forms can also be obtained from the offices listed below as well as from the office of the superintendent, 507 West Main Street, Waterford, WI 53185.

#### Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

#### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Daniel F. Foster, Principal  
(262) 534-3189  
100 Field Drive, Waterford, WI 53185  
Email: dfoster@waterforduhs.k12.wi.us

Nicole Werner, Director of Student Services  
(262) 534-3189  
100 Field Drive, Waterford, WI 53185  
Email: nwerner@waterforduhs.k12.wi.us

118.13 Wis. Stats.

**Revised:** 4/20/11, 4/27/12, 5/17/13, 6/18/14, 6/2015, 6/27/16, 4/26/17, 4/23/18, 3/18/19, 5/18/20, 4/9/21