

WATERFORD UNION HIGH SCHOOL
2017-2018 CO-CURRICULAR CODE OF CONDUCT



Introduction

This Co-Curricular Code of Conduct has been developed by representatives of our school board, community, high school students, activity advisors, head coaches, and WHS administration. The intent of the co-curricular code is to promote responsibility and accountability by clearly stating the expectations for the participants and the consequences for the participants' failure to fulfill the stated academic and behavioral expectations. We are committed to excellence in all our programs involving Waterford High School. We welcome you to the Co-Curricular program.

Best Wishes for Continued Success,
The Waterford Board of Education

Mission Statement

Participating in the Waterford High School co-curricular activities is a *privilege* that complements and supplements the academic curriculum by enhancing learning and by contributing to the development of the whole person. Student activities exist to develop the character of students by fostering physical and emotional growth, maturity, and self-esteem to identify and generate leadership skills.

Co-Curricular Activities: A Definition

The Waterford Union High School District defines student activities as those co-curricular opportunities available to students that are not required as part of the regular instructional program. Student activities may meet before and after school, during the school day, or at times when regular classes are not in session. Student activities include interscholastic athletic and academic activities as well as other organized groups that students are selected for or students choose to join. They may include future sports and activities that are approved by the School Board.

Membership

A student is considered bound by this Co-Curricular Code once he/she has *a signed activity code on file* in the Athletic/Activity office for *any* co-curricular activity. This code is in effect for 12 months of the year and it remains in effect for the duration of participant's high school career.

Co-Curricular Activities Covered by this Code

Category I Competition Activities w/ multiple events during a set "season"	Category II Performance Activities w/ no set "season" for the events	Category III Service/Activity clubs	Category IV Honors Group w/ National/State Charter
All WIAA Sports Dance Team Cheer Team Powerlifting Forensics	E-Sports (NEW) KMO Madrigals Mock Trial Model UN Drama-Musicals/Plays Robotics Science Olympiad Solo/Ensemble Pep Band Wally Club	Art Club AFS/FAN Club Best Buddies Class Officers CHASE Diversity FCCLA/SKILLS USA FFA Library Club Peer Listeners Spanish Club Student Council WIZ Kids W Club Wolv-Tech	National Honor Society Tri-M Music Honors French Honor Society

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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, 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, 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, Officials, Captains);
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;
11. To help student athletes realize participation in interscholastic athletics is a PRIVILEGE with accompanying responsibilities;
12. To generate a sense of pride and unity in co-curricular programs for students, staff, and community.

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 example and unwavering work ethic.

Category I, II, III, IV:

A. Academic Eligibility Requirements

(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 – 4th quarter grades from previous school year (1st quarter grades for post-season)

Winter activities – 1st quarter grades, then 2nd quarter grades (3rd quarter grades for post-season)

Spring activities – 2nd quarter grades, then 3rd quarter grades (4th quarter grades for post season)

- **PARTICIPANTS, IN ORDER TO BE ELIGIBLE EACH QUARTER, MUST:**

1. Be enrolled in at least five (5) fulltime 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**

Student 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 quarter grading period, he/she **will be considered ineligible to compete** for the next 15 scheduled school days. The student may practice during ineligibility 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 ineligibility 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 ineligibility period.

****On the 15th scheduled school day, the student must obtain, from Athletic Department (AD) office, and take to all teachers, a grade verification sheet. The student must obtain a class grade and teacher signature for each class, and return the completed verification sheet to the AD office by the end of that school day (no excuses). The grade given by the teacher should be the current quarter grade.**

- **UPON RETURNING THE GRADE VERIFICATION SHEET:**

- a. 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 **16th 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.
- b. 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 16th school day. If the student does not have G.P.A. of at least a 2.0, he/she remains **ineligible** to compete in any contest for the remainder of the quarter.
- c. If the student has **2 or more “F” grades** on 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 Category I activities that begin competition before the first day students are in class by WIAA Rule.**

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).

FALL PARTICIPANTS WILL GAIN IMMEDIATE ELIGIBILITY FOLLOWING #1 OR #2 CONSEQUENCE ABOVE

1. 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.
2. 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.
3. 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.
4. If academically ineligible, Category I 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 shirts, pants, warm-ups, etc. The student must practice daily.
5. 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.
6. 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*:
 - a. Any courses taken are pre-approved through the student's high school guidance counselor
 - b. The student's school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings, *and*
 - c. The student successfully completes not less than the same number and study area of courses which caused ineligibility, *and*
 - d. The coursework must be completed before the first day of fall participation. Exceptions may be granted by the Athletic and Activities Director.

B. Eligibility Requirements-Category I Participants

Waterford High School is a member of the Southern Lakes Conference and the W.I.A.A. and, therefore, must abide by both Southern Lakes Conference and W.I.A.A. regulations. The WIAA Eligibility Bulletin and the Southern Lakes Conference by-laws outlines these regulations. The Athletic and Activity Director will assist in any interpretation necessary.

1. Pink Co-Curricular Code Form and Meeting

- a. All Category I participants **must** attend a Co-Curricular code meeting with a parent/legal guardian prior to the **first time** a student is involved in an activity at Waterford HS.
- b. All Category I participants **must** have a signed **pink co-curricular code form** on file in the activities office. This code must be signed by the **student and a parent/legal guardian** prior to any competition or participation in the student's **first activity** at Waterford HS. This signed pink activities code form is then binding until the student's graduation from Waterford HS.

2. WIAA Physical Card (WIAA Sports, Cheer, Dance, Powerlifting)

All athletes must have a current **WIAA physical card** with parents/legal guardian and doctor signature on file in activities office **prior to any practice or participation**. Physical examinations dated 4/1/15 to 3/31/16 are good for the 2017-2018 school year. Physical examinations dated after 4/1/16 are good for the 2017-2018 and 2018-2019 school years.

3. Athletic Permission Slip (WIAA Sports, Cheer, Dance)

WIAA Sports, Cheer and Dance will also fill out an **athletic permission slip** prior to their first participation each year. This **athletic permission slip** contains vital information in regard to the co-curricular code, WIAA rules, and emergency information for the student. **It must be signed by the student and parent/guardian** prior to any practice or participation in any WIAA Sport, Cheer or Dance. Advisors/Coaches are **required** to make athletes aware of any changes, additions, or deletions in the co-curricular code of conduct prior to student signing the sheet.

Note: Forensics and Powerlifting will fill out the activities permission slip (blue) for this requirement.

4. Concussion Form (WIAA Sports, Cheer, Dance, Powerlifting)

All athletes must also have a signed **agreement form (by athlete & parent) stating an understanding of the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury** and permission to participate in the IMPACT testing program.

5. Participation Fee

- a. \$45 per sport/\$180 family cap
- b. All Category I participants must pay their activity participation fee prior to any practice or competition begins.
- c. Forensics fee is \$20 (activities fee plus transportation fee). Powerlifting fee is \$15 for the activities fee plus a \$20 weight room season fee.

6. Individual coaches/advisors may add to the eligibility requirements for their activity, but it must be in writing and approved by the Athletic/Activities Director and distributed to the participants.

7. (WIAA Sports, Cheer and Dance)

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.

8. 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 WHS. 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.

C. General Eligibility Requirements- Category II, III, & IV:

1. All Category II, III, & IV participants **must** attend a Co-Curricular code meeting with a parent/legal guardian prior to the **first time** a student is involved in an activity at Waterford HS.

All Category II, III, & IV participants **must** have a signed **pink co-curricular code form** on file in the activities office. This code must be signed by the **student and a parent/legal guardian** prior to any practice or participation in the student's **first activity** at Waterford HS. This signed pink activities code form is then binding until the student's graduation from Waterford HS.
2. All Category II, III, & IV participant's must pay the activity participation fee of \$15 (Added transportation fee of \$5 for Forensics and FFA) before their respective activity begins. A Category II, III, or IV participation fee only needs **to be paid once** no matter how many activities participant is involved in.
3. All Category II, III & IV participants will be required to sign a blue activity permission slip. Advisors are **required** to make students aware of any changes, additions, or deletions in the Co-Curricular Code of Conduct prior to student signing the sheet.

D. Athletic Policies (WIAA Sports, Cheer & Dance)

1. **Unsportsmanlike Conduct:** The W.I.A.A. and Southern Lakes Conference rules will be applied to any WHS 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.
2. **Dismissal from a Squad:** No student who is dismissed from one sport for disciplinary reasons, may be eligible to compete in another other sport during the same season.
4. **Dual Participation:** An athlete may participate in only one (1) sport per sport season. A sport season is defined as fall, winter or spring. Exceptions for special circumstances may be approved by the administration.
5. **Clothing at Practices:** All athletes must be dressed in appropriate attire for practice. No apparel may be worn that is obscene, offensive or advertises drugs, alcohol, or has logos of the like. Girls may not practice in a sports bra without a shirt covering it and boys must wear shirts at all times.
6. **Injury:** All injuries incurred during an athletic practice or contest must be reported to the coach immediately. Coaches are expected to fill out the school accident report. Any student whose injuries require medical attention must have a written release from a doctor to return to practice or competition. This release must be given to the coach with copies provided to the Athletic/Activity Director or Athletic Trainer.

E. General Conduct Policies

1. **Attendance:** Students participating in an activity are expected to commit to regular attendance at all events (practices/meeting/etc.) scheduled for the activity, both during school and non-school hours in which the activity functions.
 - Students should be in school the day of the activity. Any *unexcused* absence will result in the student being restricted from participation. Students should have a pre-excused absence form filled out and turned in to attendance office if they know they will be absent for the day or portion of the day and wish to participate. Exceptions for participation with excused (*not pre-excused*) absence may be granted by the Athletic and Activity Director.
 - Students suspended, either in or out of school, are not eligible to participate the day(s) of the suspension. Students are not excused from detentions from an individual teacher because of participation in an activity. Student suspended on Friday may not participate in weekend activity/event.
 - Coaches and advisors for specific activities may stipulate additional attendance requirements
2. **Dress and Grooming:** 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.
3. **Use and Care of Equipment:** The school attempts to provide quality and safe equipment. Student activity participants will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property will also be charged to the student. A student may not join another sport until all fees and equipment are resolved from a previous sport. Parents are asked to see that students return to school any equipment not purchased by the individual.
4. **Travel:** All students must travel on school transportation TO a school-sponsored event if the school provides transportation to the event. Exceptions for a parent to drive a student to a contest can only be granted through **pre-approval** by a high school administrator who will then inform the coach/advisor of the exception. **At no time may a student drive him/herself to a contest.**

All students must travel on school transportation back to the school from an event. There may be exceptions allowed if a parent, prior to the event, contacts the coach/advisor and explains the unique circumstance that would require the student to ride home with parent. In this case, the coach/advisor would have the proper release form signed by the parent via face-to-face contact at the event with the parent wishing to transport his/her child.

1st violation of the above process will result in consequence levied by the coach/advisor. Violation could involve suspension. 2nd violation of this process will involve event suspension – Head coach/advisor and Athletic Director will determine length of suspension.

 - It is expected that the students will conduct themselves in an appropriate manner on school-sponsored trips. Any violation of school rules on an overnight trip will result in the denial of all overnight trips for one year.
5. **Additional Rules:** Students are expected to follow all rules established by their coach/advisor with the approval of the administration.

F. Code of Conduct Expectations-Category I, II, III, IV

(enforced 12 months of year; 24/365)

Behavior of all participants on and off of high school premises should reflect conduct becoming a participant in athletics or activities. The participant must refrain from:

- 1. Possession, use, sale, reception, or distribution of alcoholic beverages, tobacco, marijuana, e-cigarette and/or ingredients/components, or any other controlled or non-controlled substance:** Possession is defined as, the act or condition of having in or taking into one's control or holding at one's disposal. Examples include, but not limited to on the person, holding, in a locker, in their vehicle, in a bag or other carrying device. This rule does not prohibit the personal use of drugs prescribed by a physician for the individual athlete. The abuse of prescription or over the counter drugs is prohibited. **Use or possession of WIAA banned *stimulants, anabolic agents, or diuretics* used as Performance Enhancing Substances (PES) (see attachment).**
- 2. Any violations of the Wisconsin Criminal Code, County Ordinance and/or Municipal Ordinance Violations:** examples including alcohol, drugs, weapons, violence and criminal acts. (This is not meant to be an inclusive list)
- 3. Cyber Image violations:**
Cyber Image policy: Any identifiable image, language, photo or video which implicates a participant to have been in possession or presence of drugs and/or alcohol 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 student athlete must assume. It must also be noted that there may be persons, who would attempt to implicate an athlete, by taking such images, to place them in a situation where they might be in violation of this code expectation. This is our rationale for demanding that our athletes not place themselves in such environments.
- 4. Any conduct or socially unacceptable behavior that is discrediting in nature to the ideals, principles, and/or standards of our community/school.** Such activities would include, but are not limited to:
*inappropriate use of social media *theft *burglary *assault *battery *vandalism *possession or use of weapon *sex offenses*being under the influence of, and/or possession of a controlled substance, alcohol, and/or paraphernalia on school grounds, school transportation, and/or school event *bomb threats *graffiti *use or possession of explosive devices *hazing *criminal disorderly conduct *obscene language resulting in disturbance or disorderly conduct *fighting which results in disorderly conduct *flagrant insubordination in school setting to school employee *any other acts that show an intentional disregard for the health, welfare, safety, and/or property of others
- 5. Attendance at parties or gatherings or being in a vehicle where intoxicants are present or where illegal activities are going on will result in a code violation.** We strongly recommend participants avoid social activities where such conduct is likely to occur. Parental responsibility is encouraged and appreciated.

G. Reporting and Investigation

- 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.
- 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.
- 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.

H. Self-Referral: Category I, II, III, & IV:

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.

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. 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 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.
- The penalty for that season will be imposed immediately following the violation.
- All contest suspensions are independent infractions. They are to be served independently, not at the same time. If both an academic violation and a co-curricular code violation occur, the academic suspension must be served first.
- An athlete will not be eligible to participate in a sport once that sport season has already begun in order to alleviate a code violation consequence. The athlete must be out for the sport from the first day and finish the season in good standing.
- Athletes found in violation of the code must continue to practice. The athlete may not dress in uniform for competition or participate in warm-ups or competition until the suspension has been completed. Uniform consists of any team shirts, pants, warm-ups, etc. The athlete may not be on the field of play, court, etc. during the suspension period. Participant will sit on the team bench. However, third time violators will be excluded from ALL team activities including practice until possible reinstatement. With a second violation, non-honesty, the student may continue to practice with the coach's approval.
- 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 penalty will be determined using the actual schedule for the current school year.
- If a student is expelled from school, the school board reserves the right to render a more severe co-curricular consequence. If a co-curricular participant is expelled from school, the suspension for a violation of the co-curricular code will be served upon return to school.
- No honesty policy reduction is available on third or additional violations.
- When a suspension cannot be completed within a sport (Category 1), the following formula will be used to determine the number of contests suspended for the student-athlete's next sport season: Percentage of contests remaining to be served from the first sport is applied to the WIAA maximum number of contests allowed in the next sport. That result is the number of contests the student-athlete will be suspended to complete the consequence.
- 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.
- **All participants must finish the season in good standing in the activity when a suspension for a code violation has been served.** If a student quits the activity or team before completing the entire season or does not finish the season in good standing, the violation will still remain on the records. The participant must finish serving the suspension before any further athletic competition or activities occur.
- **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.

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 will be counted as one contest.

I. Category I: Consequences for Code Violations

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.

First Violation

The consequence for violating Code of Conduct expectations 1, 2, 3, 4, or 5 shall result in a suspension from competition for 50% of the total number of regular season contests in present activity. The athletic/activity suspension will begin with the next contest and continue until the prescribed number of contests has been completed. If the suspension penalty exceeds the remaining number of contests, the suspension will stay intact for the remaining percentage of contests in the next activity.

Honesty Consequence Reduction -- 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 code violation if deemed so by administration.

Exception: If expectation 1, 2, 3, or 4 is violated and the violation is deemed to have a social, emotional, or physical unacceptable ramification to our school community-the administration reserves the option of imposing a suspension of up to a one-year from the date the violation occurred or was first known to have occurred (whichever is later). Depending on the severity of the violation, the administration may discontinue all participation in activities by the participant for the duration of his/her high school career.

Second Violation

The second code violation consequence for violating Code of Conduct expectations 1, 2, 3, 4, or 5 shall result in a suspension from competition for 100% of the total number of regular season contests in present or next (*if not involved at time of violation*) activity. The athletic suspension will begin with the next contest and continue until the prescribed number of contests has been completed. If the suspension consequence exceeds the remaining number of contests, the suspension will stay intact for the remaining percentage of contests in the next activity.

Honesty Consequence Reduction— Students who admit to reported violations may receive one-half of the consequences imposed. Non-honesty is those that do not cooperate or attempt to deceive school officials. A student who is not honest during an investigation of a possible code violation, may receive a code violation if deemed so by administration.

Exception: If expectation 1, 2, 3, or 4 is violated and the violation is deemed to have a social, emotional, or physical unacceptable ramification to our school community the administration reserves the option of imposing a suspension of up to a one-year from the date the violation occurred or was first known to have occurred (whichever is later). Depending on the severity of the violation, the administration may discontinue all participation in activities by the participant for the duration of his/her high school career.

Third or Additional Violations

Any additional violations will result in one calendar year suspension regardless of the circumstances. The appeal board will meet for co-curricular reinstatement. Community service hours may be required prior to resuming co-curricular competition.

Exception: If expectation 1, 2, 3, or 4 is violated and the violation is deemed to have a social, emotional, or physical unacceptable ramification to our school community the administration reserves the option of imposing a suspension of up to a one-year from the date the violation occurred or was first known to have occurred (whichever is later). Depending on the severity of the violation, the administration may discontinue all participation in activities by the participant for the duration of his/her high school career.

J. Category II: Consequences for Code Violations

These activities are performance related, but there is **no** set “season” for these activities.

First Violation:

The consequence for violation expectation 1, 2, 3, 4, or 5 shall result in participant required to complete twelve (12) hours of a community service action plan designed for him/her by the community service coordinator or school psychologist at WHS. Participant will have 30-45 days (determined by AD & community service coordinator) from notification of the violation to fulfill the requirements of the prescribed program or the consequence will become immediate suspension from participant’s live performances until action plan is completed.

Exception: If expectation 1, 2, 3, or 4 is violated and the violation is deemed to have a social, emotional, or physical unacceptable ramification to our school community the administration reserves the option of imposing a suspension of up to a one-year from the date the violation occurred or was first known to have occurred (whichever is later). Depending on the severity of the violation, the administration may discontinue all participation in activities by the participant for the duration of his/her high school career.

Second Violation:

The consequence for second violation of expectation 1, 2, 3, 4, or 5 shall result in suspension of the participant from the **next two live performances** in the participant’s present or next activity. Participant may still practice with the activity at the advisor’s discretion.

Honesty Penalty Reduction— Students who admit to reported violations during the investigation may receive one-half of the consequences imposed. Non-honesty is those that do not cooperate or attempt to deceive school officials.

Exception: If expectation 1, 2, 3, or 4 is violated and the violation is deemed to have a social, emotional, or physical unacceptable ramification to our school community the administration reserves the option of imposing a suspension of up to a one-year from the date the violation occurred or was first known to have occurred (whichever is later). Depending on the severity of the violation, the administration may discontinue all participation in activities by the participant for the duration of his/her high school career.

Third or Additional Violations:

- Any additional violations will result in one calendar year suspension regardless of the circumstances. The appeal board will meet for co-curricular reinstatement. Community service hours may be required prior to resuming co-curricular competition.
- No honesty policy reduction is available on third or additional violations.

K. Category III: Consequences for Code Violations

First Violation:

The consequence for violation expectation 1, 2, 3, 4, or 5 shall result in participant required to complete twelve (12) hours of a community service action plan designed for him/her by the community service coordinator or school psychologist at WHS. Participant will have 30-45 days (determined by AD & community service coordinator) from notification of the violation to fulfill the requirements of the prescribed program or the consequence will become immediate suspension from participant’s Category III activities until action plan is completed.

Exception: If expectation 1, 2, 3, 4, or 5 is violated and the violation is deemed to have social, emotional, or physical unacceptable ramification to our school community the administration reserves the option of imposing a suspension of up to a one-year from the date the violation occurred or was first known to have occurred (whichever is later). Depending on the severity of the violation, the administration may discontinue all participation in activities by the participant for the duration of his/her high school career.

Second Violation:

The consequence for second violation of expectation 1, 2, 3, 4, or 5 shall result in suspension of the participant from the next twelve (12) weeks of activities. Participant may not attend any meetings or activities during the period of suspension.

Honesty Penalty Reduction— Students who admit to reported violations during the investigation may receive one-half of the consequences imposed. Non-honesty is those that do not cooperate or attempt to deceive school officials.

Exception: If expectation 1, 2, 3, or 4 is violated and the violation is deemed to have a social, emotional, or physical unacceptable ramification to our school community the administration reserves the option of imposing a suspension of up to a one-year from the date the violation occurred or was first known to have occurred (whichever is later). Depending on the severity of the violation, the administration may discontinue all participation in activities by the participant for the duration of his/her high school career.

Third or Additional Violations:

- Any additional violations will result in one calendar year suspension regardless of the circumstances. The appeal board will meet for co-curricular reinstatement. Community service hours may be required prior to resuming co-curricular competition.
- No honesty policy reduction is available on third or additional violations.

L. Category IV: Consequences for Code Violations

- National and/or State Charters or Society rules precede guidelines for code enforcement.
- Advisors of these groups will meet with Athletic/Activities Director who will then distribute the consequences.

M. Co-Curricular Conflict Policy

Coaches and Advisors should carefully check the progress and activities of students on their 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. In all cases, the coaches/advisors should attempt to work out the problems so that the student is not “caught in the middle”.

When a student has a conflict because two or more activities are scheduled at the same time, the following policy will apply:

1. A contest or performance (game, meet, contest, play, etc.) has priority over any practice and/or rehearsal and the student is excused from the other activity without penalty.
2. If two practices occur at the same time, the practice time will be divided equally between the two activities.
3. If a performance in one activity conflicts with a performance in another activity, the student is permitted a choice without penalty. If this causes a problem and the coaches/advisors cannot agree, the Principal will act as an arbitrator. **Exception-**participation in a conference, district, or state tournament series performance takes priority. If a student should choose not to participate in the conference, district or state tournament series, the student will not be permitted to participate in any activity during the same date (s).

N. Appeal Process for Co-Curricular Participants

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.

Note: 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.
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.

O. 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 senior activity certificate will be issued to seniors who are active in an activity their senior year if they qualify. A participation certificate is to be offered to any student that participated in any sport or activity provided they are in good standing.

P. 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.

Q. 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.

**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, Ext. 7504
100 Field Drive, Waterford, WI 53185
Email: dfoster@wateforduhs.k12.wi.us

Nicole Werner, Director of Student Services
(262) 534-3189, Ext. 7516
100 Field Drive, Waterford, WI 53185
Email: nwerner@wateforduhs.k12.wi.us

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