

Kewaskum High School

Athletic & Competitive Teams
CODE



2017-2018

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Series	300	Instruction	#377.2
Section	370	Co-Curricular Activities	
Policy	377.2	Academic Eligibility for Interscholastic Competing Activities and Rules for Interscholastic Participation	

Section I. Co-Curricular Mission Statement

While participation in co-curricular activities is beneficial to developing complete citizens for our society, it is a privilege, not a right. Participation is voluntary, not required, and therefore any additional expectations and rules apply to all students who choose this option.

Kewaskum High School students participating in co-curricular activities must abide by specific rules. These rules are found in the KHS Athletic & Competitive Teams Code.

The Kewaskum School District provides quality competitive participation, stressing fair play, leadership and academic excellence. Our programs are guided by coaches/advisors and staff committed to the well being of male and female student participants, enhancing their ability to become productive members of society.

Co-Curricular Philosophy

The interscholastic co-curricular program is an integral part of our school's curriculum. The Kewaskum School District's co-curricular program will, through self-discipline and/or regular mental and physical conditioning, enhance participants' development. By offering these programs, the Kewaskum School District extends the privilege of enriching the mind and/or body to any student meeting district, WIAA, and any applicable governing body requirements.

The goals of the co-curricular program are:

1. To help students develop leadership skills and responsibility.
2. To promote teamwork, with the development of such qualities as loyalty, sacrifice and cooperation.
3. To foster the development of self-confidence and competence in both individual and team skills.
4. To promote the ideals of good sportsmanship and fairness that make for winning and losing graciously.
5. To provide sufficient activities to offer an outlet to a wide variety of student abilities and interests.
6. To provide opportunities for personal enjoyment.
7. To generate a sense of unity by providing a focus of interests in programs for students, staff, and community.
8. To provide students with opportunities to practice self-discipline and emotional maturity in learning to make decisions under pressure.

In keeping with the district's belief in promoting excellence, the varsity teams in all activities will strive to produce winning teams within the bounds of good sportsmanship and fair play. Because of this, everyone on the varsity team will not always participate.

At the junior varsity level, emphasis is on preparing students for the varsity competition providing the situations and experience for this to occur at this level. Every effort should be made to allow all students to participate, although this is not always possible in every game/competition.

At the freshman level, continued skill development, sportsmanship, commitment and teamwork of all students is a priority. Therefore, all participants will be given the opportunity to compete and develop their individual skills and talents; however, this does not mean that playing/competition time will be equal.

Section II. Kewaskum School District Rules - for co-curricular activities.

Eligibility: WIAA and conference rules will be followed explicitly (*Copies of the WIAA guidelines and procedures are on file in the activities office.). These rules are in effect from the time a student begins his/her academic/activity career until his/her academic career/activity or student eligibility has ended. No Kewaskum School District student can participate in any co-curricular activity, practice, or be issued equipment/school property until the following criteria have been met:

1. Enrollment in the Kewaskum School District as a full-time student.
2. A current physical fitness form or alternate year card to participate in physical co-curriculars as determined by a licensed physician, APNP or AP. The physical form must be completed every other year, with April 1st as the earliest day of examination. The alternate year card, with parent/guardian signature is used in the second year of the physical.
3. Signed Activities Code/Parental Permission Form – Every KHS student who plans on participating on an athletic/competitive team must attend a mandatory Code Meeting with his or her parent/guardian during their first competitive year. In all subsequent years, the student must attend a Code Meeting as a refresher. The student and a parent/guardian must sign a Code Renewal/Parental Permission Form every year.
4. Emergency medical form each year.
5. User Fee has been paid.
6. Signed WIAA Code Acknowledgement Form.
7. Concussion information form (as per state law).
8. Cleared by the Activities Office – verification that all forms and fees have been submitted.

Academic Eligibility for Kewaskum Students to Compete/Perform

Students cannot be failing ANY classes in order to participate in co-curricular activities. Grades are determined at the end of each trimester grading period. Withdraw failures are considered failures and incompletes are considered failures until made-up.

Should a student become academically ineligible, he/she **may not** compete in co-curricular activities for a minimum of 15 consecutive school days while that activity is in session. The student may return to competition the school day after the 15th day if he/she has raised his/her grades to failing no more than one class and this is verified by the student returning an **Activity Academic Eligibility form**. If an activity is in session when the report card is issued, the 15 school days will begin at that time.

In order to continue his/her academic eligibility, the student must come to the activities office and obtain an **Activity Academic Eligibility form**. The student will take this form to his/her teachers for completion and return it to the activities office on the 15th day. In order for the student to regain his/her academic eligibility, he/she cannot be failing more than one course. In addition, after regaining his/her eligibility the student must have his/her teachers complete the eligibility form **on a weekly basis throughout the season or until the next grading period** and return it each week to the activities office by 3:00 p.m. every Friday. If at any time during this weekly grade check, the participant is failing more than one class, he/she will immediately become ineligible to compete during the remainder of the grading period or until the issuing of the next report card. If he/she fails to return the activity academic eligibility form to the activities office he/she will immediately become ineligible for the remainder of the grading period or until the issuing of the next report card (Fall sports and summer baseball will follow WIAA protocol specific to those situations, with progress to be academic progress tracked at the start of the following school year).

Students with both academic and behavioral code suspensions will serve them concurrently.

Any competitive activity that runs during the Kewaskum School District summer vacation will comply with the WIAA regulations pertaining to academic eligibility during this time.

Section III. General Guidelines

Attendance: Kewaskum students are expected to attend all practices and competitions except under the following circumstances:

1. Illness
2. Family emergency
3. Funeral/Bereavement
4. A school-sponsored event, with mandatory attendance.

Any participant who misses a competition, except for the previously listed reasons, may be required to sit out the next competition.

The Kewaskum School District requires that every participant must be in attendance the full day in order to be eligible to compete (Students with an excused absence on a school day preceding a non-school day even may be withheld from competition at the discretion of the coach/advisor). Exceptions to this rule would include:

1. School-sponsored activity
2. Cases of family emergency (approved by the activities director, principal, or associate principal)
3. Written medical release from physician
4. Doctors/Dentist appointments (The student will be required to validate appointments prior to being able to compete.)
5. Others at administration's discretion

Be advised that students must be in attendance the entire school day following an event the day/evening before, with the prior listed exceptions. Attendance issues may be addressed, if necessary.

Cancellations: When Kewaskum District Schools are closed as a result of inclement weather, co-curricular events and/or practices may be cancelled (at the discretion of School administration). Please log on at our district website, www.kewaskumschools.org, for further information regarding cancellations. Additional information may also be provided on the following radio and TV stations: WBKV (1470 AM/92.5 FM), KFIZ (1450 AM/107 FM), WHBL (1330 AM/97.7 FM), WTMJ/WKTI (620 AM/94 FM), WISN (1130 AM), and Channel 12.

Equipment: All participants must return all school property and/or materials (equipment/uniforms) that were issued to them. Participants are responsible for the school property, regardless of changes made between individuals. No new school property will be issued until the issued property has been returned from the previous activity. Lost or stolen property will be billed to the student's account. Failure to return issued property will result in one or more of the following consequences:

1. The student will not be allowed to participate in the next activity.
2. Any awards earned by the individual will not be presented until the property is returned.
3. Any property (even if paid for as a lost item) still belongs to the Kewaskum School District and will be repossessed upon discovery.
4. Any lost item or unreasonably damaged piece of school property will be paid for at replacement cost.
5. Any individual who continues to retain school property will be reported to the proper law enforcement agency.

6. A student in possession of property from another school will have that equipment repossessed and disciplinary action will be taken which could prevent further participation and/or incur other disciplinary measures.

Honesty Clause: If a Kewaskum School District Administrator or Activities Director has a reasonable suspicion that a specific Kewaskum student may have violated the district's behavioral expectations, he/she shall question that student about the possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student answer truthfully. During the questioning process, a student may not attempt to mislead or misrepresent him/herself which may impede the investigation. If the student's answers are subsequently found to be untrue, disciplinary action will be doubled (i.e. one quarter season to a half season).

Quitting: A student who quits or is dropped from a team for disciplinary reasons is not eligible to compete in another activity for the same season without mutual agreement by both coaches/advisors and the Activities Director.

Sportsmanship: It is expected that Kewaskum School District students will practice good sportsmanship by showing proper respect and courtesy to all visitors, whether they are participants, coaches/advisors, officials or spectators.

Transportation: A participant is required to travel to away practices or competitions with the school and return with the school. The only exception is if a participant's parent/guardian is present at the competition, that parent may request that the student return with him/her. This request must be made in person, by the parent to the coach/advisor of the team on which the student competes. The coach/advisor will use a sign-out sheet, requiring parental signature.

Responsibilities of Kewaskum Students

Participation in all Kewaskum activities carries with it the responsibility of being a good representative of the school. The student's actions, good and bad, reflect both upon the student and upon the Kewaskum School District. Students will be held accountable for their behavior. The student is expected to represent the Kewaskum School District responsibly at all times.

Section IV. Kewaskum High School Behavioral Expectations

These rules have been established in the best interests of the students. The student who complies with these rules demonstrates a desire to dedicate him/herself to self-improvement as well as to the best interests of fellow students, and the school. These rules, listed below, must be observed by all students throughout the year, including when a particular activity is not in session.

A student must refrain at all times from any conduct that would reflect unfavorably on him/her or the school, including, but not limited to the items listed in Section V below.

Section V. Guidelines for Penalties

All code violations are superseded by the School District of Kewaskum policies that specify penalties dealing with students who sell, possess, exchange, or distribute illegal alcohol and/or drugs (including performance enhancing substances also known as PES) on school premises or at a school-related activity. Any student expelled or serving an out-of-school suspension from school cannot participate in activities during that time period. A student must serve the suspension during the season in which the discipline is imposed by administration. If a student is partaking in multiple activities during the same season, any suspensions will be enforced within each of these activities. If the suspension cannot be served and/or completed in the activity(ies), the remaining percentage of the suspension will be carried over into the next activity. After serving a suspension, the student must complete that activity in good standing or the time served for that suspension **will not** count and will revert back to its initial status. Participation in co-curricular activities is a privilege. Students who fail to abide by the established rules will not be allowed to participate. The following guidelines establish the minimum penalties to be imposed when a violation occurs. All Group One violations are cumulative during the student's four years of high school.

If a subsequent violation occurs before a prior violation penalty is served, the penalties must be served consecutively and cannot be served concurrently.

Group One: (All violations in this group are cumulative throughout a student's high school career)

- a. Drug use, including sale, possession or illegal use (including PES & prescription drugs not prescribed to the student).
- b. Use, possession, or purchase of alcoholic beverages.
- c. Use, possession, or purchase of tobacco in any form (even if 18 years of age).
- d. Use, possession, or purchase of look-alike products, including but not limited to: e-cigarettes, vapor pens, hookah pens & drug paraphernalia, etc.
- e. Commits or is associated with acts of intentional vandalism.
- f. Commits or is associated with acts of intentional theft.
- g. Commits acts of violence.
- h. Attendance for any amount of time at a party where there is alcohol illegally being consumed or other activity including use of drugs or tobacco. An exception can be made if the student can provide sufficient proof that he/she made every effort to leave or eliminate the situation in a timely manner upon discovery of illegal activity and additionally self-reported the event to an administrator or coach/advisor before the start of his/her next practice, contest, or school business day, whichever comes first. However, the host* of a party will receive double the Group One penalty.
- i. Loitering in a bar or tavern without the student's parents.
- j. Any act of hazing.

Penalties for Group One violations are:

First violation - Suspension for one-quarter** of the regular season. The student may continue to practice at the discretion of the coach/advisor and school administration.

** One quarter of the season is:

- 7 - 8 regular season contests - 2 contests suspension
- 9 - 12 regular season contests - 3 contests suspension
- 13 - 16 regular season contests - 4 contests suspension
- 17 - 20 regular season contests - 5 contests suspension
- 21 - 24 regular season contests - 6 contests suspension

Second Violation – Suspension for one-half of the season.

Third Violation – Suspension for one entire season (including post-season tournament series events).

Fourth and subsequent violations - Suspension for one calendar year (12 months) from the date the discipline is imposed.

On second, third, fourth, and subsequent violations the student must get AODA screening if two or more of the violations (including the most recent violation) involved AODA. Screening is at student/family expense.

If a student receives a citation from law enforcement for anything related to a Group One violation, he/she must report the citation to his/her coach/advisor, principal, AP, or AD at the first opportunity. Failure to do so constitutes violating the Honesty Clause and disciplinary action will be doubled.

Self-Referral - A student may self-refer for first violations only and it must be done by 3:30pm on the first school business day after the violation occurs. Self-referral involves a student personally handing an administrator a written statement or verbally admitting to an administrator, before being questioned about an alleged violation. Once contact has been made including being called over the public address system for questioning, the student is not eligible for self-referral.

The student must agree to counseling and/or other stipulations by the administration, before the suspension may be reduced by one half. Any partial competitions will be rounded up. (An example of a self-referral for a 20-competition season is one eighth or 2.5 competitions. This would be rounded to 3 competitions). No partial competition suspensions will be considered. A host* of a party is not eligible for self-referral.

*Host is defined as: Providing a location for a gathering of students, and willingly allow the illegal use of alcohol, tobacco or drugs (including PES).

Group Two: (These violations accumulate only during each school year.)

- a. Use of profanity or obscene gestures.
- b. Unexcused absence.
- c. Major violations of school rules.
- d. Academic dishonesty (cheating and/or plagiarism).
- e. Bullying/harassment (including all forms of cyber-bullying)
- f. Other.

Penalties for Group Two Violations:

Suspension from a minimum of one to three competitions and/or other discipline as decided school administration. The student is expected to continue to practice at the discretion of the school administration after consulting with the coach/advisor.

Section VI. Enforcement of the Code

All training rules will be in effect from the day the student becomes a member of a Kewaskum High School and attends the Athletic & Competitive Teams Code Meeting to the day he or she graduates from Kewaskum or until he or she is finished with their eligibility. **This code is in effect twelve (12) months a year as required by WIAA regulations.**

Reporting Procedure: A violation of the Athletic & Competitive Teams Code must be reported to an administrator in the district (including the activities director) within ninety (90) days of the alleged violation. If the administration discovers a violation, it will be acted upon according to the guidelines in the Kewaskum School District Athletic & Competitive Teams Code. The name of the reporting individual and/or witnesses will be kept confidential if possible. The principal or associate principal of the school will conduct an investigation. A decision will be made as to the validity of the allegation and the resulting suspension, if any, as defined by the Kewaskum High School Athletic & Competitive Teams Code.

Suspension Procedure: When an alleged violation of the Code is reported to the administration, the principal or his/her designee shall arrange a conference with the student. The student will continue to attend practice until this conference is held.

1. In the event the student admits to the allegation of a violation at the conference, the principal or his/her designee shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her parents/guardian shall be given written notice of the violation and the discipline imposed.
2. In the event the student denies the alleged violation, the principal or his/her designee shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has

- committed the alleged violation, the principal or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student and his/her parents/guardian shall be given written notice of the violation and the discipline imposed, and shall be informed of the opportunity for appeal to the Co-curricular Appeals Committee.
3. The suspension will take effect immediately and remain in effect until the appeal.

Reinstatement: All students must seek reinstatement.

1. The student must attend all practices and be present at all competitions while under suspension.
2. For all violations a form requesting reinstatement is required. Reinstatement forms are available in the activities office and must be signed by the student and the coach/advisor and returned to the activities office after the suspension is served.
3. For all Group One and Group Two violations a written request by the student along with the reinstatement form are required.
4. The student must successfully complete the season in good standing, or all penalties will revert back to the initial status.

Section VII. Appeal Procedure

After a ruling of ineligibility which results in a suspension from co-curricular activities, the student and/or the student's **parents/guardians may formally appeal the decision in writing to the principal, provided the appeal is received within five (5) school business days** after the notification has been made.

1. Within a maximum of five school business days after an appeal has been received, the principal will establish a date and time for a hearing. The suspension will remain in effect until the appeal is heard. Present at the appeal hearing will be the Co-curricular Appeals Committee (the school's principal and two-non-coaching/advising faculty members), the student and parents/guardians, the associate principal, activities director and, if a rule relating to a specific activity is involved, the head coach/advisor of that activity. The principal will preside at the hearing. At the appeal hearing, the student and parents/guardians will be given the opportunity to testify and present evidence on the student's behalf. At the conclusion of the hearing, a decision will be made by the Co-curricular Appeals Committee and communicated to the student and parents/guardians. The decision will also be communicated in writing.
2. After a ruling of ineligibility resulting in suspension from co-curricular activities has been made by the Co-curricular Appeals Committee, a student and/or his/her parents/guardians may appeal their decision in writing to the district administrator, provided the appeal is received within five (5) school business days from the date of the decision of the

- Co-curricular Appeals Committee. After an appeal has been received, the district administrator will review the matter and render a decision as soon as possible.
3. The alleged offender shall be entitled to such other procedural and substantive rights as may be required by applicable law.

Section VIII. Athletic/Competitive Teams Versus Performing Organizations/Classes and Non-Competitive Organizations

ATHLETIC/COMPETITIVE/PERFORMING TEAMS:

All Kewaskum High School students who are competing or performing as a representative of our schools are bound by the behavioral expectations and penalties set out by this Athletic & Competitive Teams Code.

For the purposes of this Code, athletic and competitive teams include:

Baseball	Mock Trial
Basketball	Ski Team
Bowling	Soccer
Chess	Softball/Fast Pitch
Cross Country	Tennis
Equestrian	Track & Field
Football	Trap Shooting
Forensics	Volleyball
Golf	Wrestling
Hockey	

PERFORMING ORGANIZATIONS/CLASSES AND NON-COMPETITIVE ORGANIZATIONS

All Kewaskum High School students who are participating in a school-related organization that is not generally competitive are still bound by the same behavioral expectations set forth in Section IV and Section V of this Code. Each organization that is not competitive will be expected to provide the following to the associate principal:

1. Purpose of the organization and how it relates to the school mission.
2. Behavioral expectations, including but not limited to those listed in Section IV and Section V of this Code.
3. Procedures for disciplinary action within the organization following the behavioral expectations of this Code, including reasons for suspension and/or removal and appeal procedures. Nationally affiliated groups will be expected to include the national codes of ethics and/or behavior in their code.
4. A copy of meeting minutes describing when the organization's behavioral expectations and penalties were taught to all students involved,

- together with a list of the students who were present for the instruction and the signature of each student.
5. A report of the school year's officers and a copy of the updated bylaws including the organization's behavioral expectations and penalties.
 6. Written acknowledgement by a parent/guardian of each student involved that they have received a copy of the organization's behavioral expectations and penalties.

For the purposes of this Code, performing organizations/classes and non-competitive organizations include, but are not limited to:

Art Club	Musical/Plays
Class Officers	NHS
Drama Club	Peer 4 Peers
FBLA	Ski/Snowboarding Club
FFA	Spanish Club
Freshmen Mentors	Spanish Travelers
HERO	Student Government
HOPE Club	Show Choir
Jazz Band	Video/Technology Club
KEY Club	Yearbook
Math Team	

DANCE COURTS

By serving on a dance court, a student is honored and represents the school as a whole. The following policy is designed to encourage students to maintain good behavior so that they can be so honored.

Students will not be allowed to be on a dance court as either an elected member or an escort under the following circumstances:

- If the student has a Group One Violation, he/she will not be allowed to be on any major dance court (Homecoming, Sadie Snow Ball, Prom) until six months after the suspension/penalty has been served.
- For non-athletic/competitive team students to be a part of any major dance court (Homecoming, Sadie's Snow Ball, Prom) they must not have committed an offense that would be classified as a Group One Code Violation during the current school year.
- The student and/or his parents may appeal a decision to the Superintendent of Schools.

Legal Reference:

Cross Reference:

Adopted: 9/29/75

Reviewed: 3/92; 7/94

Revised: 7/98

Revised: 4/01, 8/03, 6/05, 6/06, 6/08, 5/09, 6/10, 3/12, 6/14, 6/16

Addendum Parent & Coach Communication

Parent/Coach Relationship

Both parenting and coaching are extremely difficult responsibilities. By establishing and understanding of each position, we are better able to accept the action of the other and provide greater benefit to the children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of the program.

Communications You Should Expect From Your Child's Coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad.
3. Location and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

Communications Coaches Expect From Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at Kewaskum High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate Concerns To Discuss With Coaches

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. Sportsmanship.

Though is very difficult to accept, your child may not play as much as you may hope. The coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain issues can and should be discussed with your child's coach. Other issues, must be left to the discretion of the coach.

Issues Not Appropriate To Discuss With Coaches

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These conferences are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

If You Have A Concern To Discuss With A Coach, Follow The Procedures Listed Below:

1. Call the high school (626-8427) to set up an appointment with the coach.
2. If the coach cannot be reached, call the Athletic Director. He will help set up a meeting for you.

Please do not attempt to confront a coach before or after a contest. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote appropriate resolution.

THE NEXT STEP

What Can A Parent Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates that a student involved in co-curricular activities has a greater chance of success during adulthood, these programs have been established. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school. We hope the information provided in these previous pages makes both your child's and your experience with the Kewaskum High School Athletic Program more enjoyable.

IN ALL CASES – THE STUDENT SHOULD MAKE THE FIRST CONTACT WITH THE COACH TO DISCUSS THE ISSUE. THIS IS HIS/HER EXPERIENCE AND ONE OF OUR GOALS IS TO TEACH STUDENTS TO ADVOCATE FOR THEMSELVES.

