

# Wilmot Union High School



## EXTRA-CURRICULAR ACTIVITIES HANDBOOK

*2007 - 2008*

Board Approval  
04/24/07

# EXTRA-CURRICULAR CODE OF CONDUCT

Extra-curricular activities at Wilmot Union High School are viewed as an addition to regular curriculum and as such, they play an important role in the total development of an individual. Participation in Extra-curricular Activities is a privilege. Participants are expected and required to represent the ideals and principles of the Wilmot Union High School District and/or the Wisconsin Interscholastic Athletic Association 12 months a year.

## A) EXTRA-CURRICULAR ACTIVITY DEFINITION

1. An extra-curricular activity at Wilmot Union High School is any school sponsored activity which is not an academic class requirement that meets outside of the regular school day and has an identified advisor or coach. These include, but are not limited to:  
Plays and Dramatic Performance and Clubs, German Club, Library Clubs, Burger Bash, Spanish Club, Yearbook, Sgt. Peppers, National Honor Society, Key Club, Student Council, Animation Club, all Athletic Teams, Academic Competition (S.W.A.T.), Forensics, DECA, Computer Club, Art Club, Extra-curricular Activity Fieldtrips and Homecoming Court.
2. The Activity Coordinator will address all extra-curricular activity violations that occur for participants within the clubs and activities, and the Athletic Director will address all violations that occur within the athletic department. Where a participant violates the extra-curricular code of conduct and is involved in a club or activity and athletics simultaneously, both the Activity Coordinator and Athletic Director may oversee the eligibility process and enforcement.
3. Coaches and advisors may establish additional rules and regulations dealing with transportation, lodging and acceptable behavior of participants in their activity and will provide participants, parents, the Athletic Director and Activity Coordinator with such rules and regulations prior to the respective event. All coaches' and advisors' rules, regulations and consequences must be consistent with the policies and procedures outlined in the extra-curricular code of conduct and the Coaches Manual.

## B) ACADEMIC ELIGIBILITY

1. Extra-curricular participants must be enrolled full time and be attending all classes. Full time enrollment is 6 classes minimum. (Seniors may take 5 classes and a credited Teacher's Assistant for the 6th class.) Students must be enrolled in 6 classes at the beginning and throughout the semester to be eligible during the semester. Extra-curricular participant eligibility for students taking classes outside of Wilmot Union High School will be assessed on an individual basis and require Administrative approval.
2. The 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter grades and progress reports shall be used for eligibility purposes. 4th quarter grades will be used for the upcoming fall season.
3. To be eligible for extra-curricular activities, students must carry a G.P.A. of 1.67 or higher with no failing grades or G.P.A. of 2.0 or higher and only one failing grade on their quarter grade report.
4. Progress reports will also be used to determine eligibility. Students with 2 or more failing grades on their progress report will be ineligible for extra-curricular activities and will be required to provide a grade check after 15 school days. Students with one failing grade on their progress report will remain eligible but will be required to provide a grade check after 15 school days. Students are required to provide a grade check to determine academic eligibility or they will be determined ineligible until quarter grades are issued.
5. Extra-curricular participants who fail to meet the eligibility requirements are ruled ineligible for 15 consecutive scheduled school days; (fall athletes see WIAA rules for dates). It is the participant's responsibility to initiate a grade check through the Athletic Director or Activity Coordinator after the 15 days to determine eligibility status.
6. Extra-curricular participants who are ineligible may continue to practice, but will not participate in the scheduled events for the first 15 days of ineligibility. After 15 school days the participant must regain academic eligibility or they may no longer practice until the next progress report or quarter grades are issued.
7. Students participating in activities or events that run less than the school year are still subject to the code of conduct. (i.e., Plays and Dramatic Performances, Extra-curricular Activity Fieldtrips, Sgt. Peppers, Homecoming Court, etc.) They are required to complete a code of conduct agreement form and their academic status shall be determined by using the last grading period prior to the first established roster, or first practice/rehearsal for the activity or event. If the student is found to be academically ineligible, they will be required to provide a grade check after 15 school days to determine eligibility. If they fail to regain eligibility at that time, they will be ruled ineligible for that activity or event. If any grading periods occur during the practice, rehearsal or actual performance or event time period, and the activity participant receives more than 1 failing grade on their progress or quarter report card, that the activity participant would becoming ineligible for 15 school days. They would be required to produce a grade check to determine their eligibility status as indicated above. If they fail to regain eligibility at that time, they will be ruled ineligible for that activity or event.

## C) ATTENDANCE/PARTICIPATION ELIGIBILITY

An extra-curricular participant must be at school by 10:30 a.m. and attend all remaining classes to participate in an Extra-curricular Activity that day. Coaches/Advisors shall, on a daily basis, determine whether any of their extra-curricular participants were truant during any period of the day. Serious illness or death in the immediate family, medical/dental appointments in writing, and special situations such as field trips, college trips, etc. for which an excuse has been secured beforehand from the school designee will not be considered a truancy. (Extenuating circumstances must be approved by the Administration). If a participant has truancy he/she shall not practice or participate in any Extra-curricular Activities on that day. A participant who has a truancy on Friday may not participate in a Saturday event. If a participant is truant from a class on the day of an activity or event and proceeds to take part in the event the Athletic Director or Activity Coordinator will automatically suspend the participant for the number of scheduled contest dates or activities on the Penalty Calculation Table below:

Number of scheduled contests in your sport/activity:	Number of scheduled contests of ineligibility:
5 or less	2
6-10	4
11-15	6
16-20	8
21 +	10

\*A contest that involves 4 or more teams may count as 2 contests in the total if the W.I.A.A. considers it one contact. The head coach and the Athletic Director will determine the total number that will be used for that season.

#### D) THE FOLLOWING PROVISIONS COVER EVERY SECTION OF THE EXTRA-CURRICULAR CODE OF CONDUCT:

1. In accordance with WIAA regulations, the code of conduct shall be enforced uniformly year around. Participants are expected to abide by provisions of the code of conduct out-of-season as well as in-season.
2. Any event outside the performance requirements within the course curriculum follows the procedures governed by the extra-curricular code of conduct.
3. When a participant admits to violating the school's extra-curricular code of conduct, the penalty will immediately be applied. If the student denies violating the code, the school must provide an opportunity for the participant to be heard prior to any penalty being enforced. When a student appeals a suspension, in accordance with the school's appeal procedure, the student is ineligible during the appeal process.
4. The date of the infraction is considered the date the school's administrator of the extra-curricular code of conduct becomes aware of and is able to enforce the rule violation.
5. Regardless of the findings of the civil authorities, it is understood that extra-curricular participants' conduct is governed by school board policy and are expected to abide by school officials, who determine violations and implement consequences.
6. Consequences for inappropriate behavior(s) and rule violation(s) should reflect the serious of the behavior(s). For more serious violations the Principal may use his discretion to assign any consequence.
7. Participants who are required to serve consequences for rule violation(s) must complete the season or activity in which they serve the consequences in good standing in order to clear their violation(s).
8. Violations occurring when a participant is between seasons shall be enforced at the beginning of his/her next sport season or activity.
9. In the event that an athlete who has an unfulfilled, partial or full season suspension pending chooses to go out for a sport, the athlete must meet with the athletic director and coach to review the rules for the program. In order to satisfy the remaining suspension period, the athlete must practice with the team, attend and sit out the events for contests to finish the penalty. The athlete must contribute positively to the team and complete the season in good standing in order to clear all violations. If the athlete has to fulfill a season long suspension, he or she may not go out for a sport where cuts are made. Traditionally, these sports include volleyball, basketball, baseball, softball, boys' golf and cheer/ dance.
10. Being in violation of the extra-curricular code of conduct prohibits athletes from dressing for an event.
11. All participants involved in extra-curricular activities are subject to random drug testing at any time during the course of the year.
12. Upon request of the administration, any participant involved in extra-curricular activities may be required to submit to a drug screening within the time period indicated by that administrator. This may include, but is not limited to, those extra-curricular participants with previous drug and or alcohol related violations.
13. All assigned school service hours must be completed prior to event or contest reinstatement.
14. In accordance with WIAA policy, any code of conduct violation which occurs or is first known to have occurred after a school begins WIAA tournament series competition is immediately disqualified from competition for the remainder of the total tournament series in that sport.

#### E) ARTICLE 1 VIOLATION

(All Article 1 violations are cumulative during a student's high school career.)

Extra-curricular participants will be suspended from participation for engaging in or being an accomplice to any illegal or criminal act. Examples include, but are not limited to:

1. The use or possession of alcohol or tobacco products / paraphernalia.
2. The use, possession or selling of illegal drugs / paraphernalia (including performance enhancing substances).
3. Disorderly conduct, vandalism, breaking and entering, stealing (including school uniforms and equipment), assault or attempted assault (i.e. striking a teacher or other person of authority), possession of a weapon, etc.

#### ARTICLE 1 CONSEQUENCE

First Offense - Penalty Calculation Table, referral to the SAP program (if drug, tobacco or alcohol related), 20 hours of School Service and referral to the police resource officer.

Second Offense – Loss of competition or participation for one calendar year.

Third Offense - Referral to the Extra-curricular Activity Board who will determine consequence. The Activity Board would consist of one Administrator, the Athletic Director or Activity Coordinator, 2 coaches or advisors who do not supervise in the sport or activity when the violation occurred and a senior class/club officer or a senior extra-curricular activity participant in a leadership role.

#### F) ARTICLE 2 VIOLATIONS

(All Article 2 violations accumulate until the participant completes one calendar year without an Article 2 violation.)

Extra-curricular participants will be suspended from participation for conduct contrary to the ideals, principles and standards of Wilmot High School and/or the WIAA. Examples include, but are not limited to:

1. Insubordination to his/her teachers, coaches or advisors.
2. Unexcused absences from practices, games or activities.
3. Assigned for 3 or more periods of STEP.
4. Truancy or unverified absences.
5. Out of school suspension

## ARTICLE 2 CONSEQUENCES

- First Offense - one game or event suspension
- Second/Third Offense – Penalty Calculation Table
- Fourth Offense - 100% suspension of games or events for the season
- Fifth Offense - loss of competition or participation for one calendar year

## G) STUDENT ASSISTANCE PROGRAM

A part of the Wilmot Union High School SAP program involves extra-curricular participants who have violated the Extra-Curricular Activities Handbook Code of Conduct related to alcohol and/or other drugs/paraphernalia as indicated under Article 1. These students will be referred to participate in the SAP after-school Alcohol, Tobacco, and Other Drug Abuse Awareness (ATODA) group in order to regain and/or retain extra-curricular eligibility. If they do not successfully complete the WUHS ATODA group, the student and his/her parent/guardian must secure outside ATODA Counseling in order to regain and/or retain extra-curricular eligibility. Failure to complete the WUHS ATODA group or a similar ATODA program from an outside agency will result in extra-curricular ineligibility and a referral to the Extra-Curricular Activity Board.

## H) APPEAL PROCESS

The purpose of the appeal process is to determine whether or not a violation was committed, that the code was correctly applied and if an amendment to the consequence is warranted due to extenuating circumstances.

1. Reports of violations will be accepted from the school administration, faculty, coaching staff, local law enforcement officials, and responsible students/adults in the community.
2. After a ruling of ineligibility resulting in suspension from an activity has been made, the extra-curricular participant and or his/her parents may formally appeal the decision in writing to the Athletic Director, Activity Coordinator or designee provided an appeal is received within 7 days after receiving written notice of the suspension.
3. The participant is suspended from all contests or events until the suspension is reversed through the appeal process. The participant will serve the assigned consequences pending the appeal process.
4. After an appeal has been received and the school's formal reply mailed to the parents, a date for a hearing will be established by the Extra-curricular Activity Board no later than seven days after receipt of the written appeal of the extra-curricular participant and his/her parents. Present at the hearing will be the Extra-curricular Activity Board, (the Board includes one Administrator, the Athletic Director or Activity Coordinator, 2 coaches or advisors who do not supervise in the sport or activity when the violation occurred and a senior class/club officer or a senior extra-curricular activity participant in a leadership role, the participant, the parents and, if a rule relating to a specific activity is involved, the head coach or advisor of that activity.
  - A) The extra-curricular participant will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
  - B) Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the extra-curricular participant and his/her parents.
5. If the extra-curricular participant and his/her parents are not satisfied with the findings of the hearing, a final hearing may be requested before the Building Principal. The Principal, Athletic Director or Activity Coordinator must receive, in writing, a request for a final hearing before the Principal within 7 days of the mailing of the outcome of the original hearing. A member of the Extra-curricular Activity Board must be present at this hearing.

\*The school will attempt to provide results of all hearings within 2 days after the hearing.

## ATHLETE AWARDS

Wilmot Union High School athletic award system is designed to recognize outstanding service and accomplishments in the interscholastic athletic program. An athlete must finish the season in his/her sport in good standing.

Awards will be earned according to the following sequence:

- Freshman Level (9<sup>th</sup> Grade)-Freshman Athletic Certificate
- Sophomore Level (9<sup>th</sup> & 10<sup>th</sup> Graders)-Numerals & Participation Certificate
- Varsity Level (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> Graders)-Varsity Letter, Varsity Award, Bars & Sport Insignia

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| 1 <sup>st</sup> Varsity Award | Varsity Letter, Letter Certificate, and Sport Insignia |
| 2 <sup>nd</sup> Varsity Award | Letter, Certificate, and 2 Bars                        |
| 3 <sup>rd</sup> Varsity Award | Framed Letter Certificate and 1 Bar                    |
| 4 <sup>th</sup> Varsity Award | 4 <sup>th</sup> Year Varsity Plaque and 1 Bar          |

The following athletes would receive Special Recognition Award for:

- Captain – in each sport
- Most Valuable Player – in each sport
- 1<sup>st</sup> Team All Conference – White Letter & Sport Insignia
- 3 Sport Award – earned 3 Varsity Letters during a school year
- Scholar Athlete Award – (3.5 GPA and above), patch the 1<sup>st</sup> year & chevrons for each year thereafter.

# WILMOT UNION HIGH SCHOOL

## PARENT AND PARTICIPANT EXTRA-CURRICULAR CODE AGREEMENT FORM

School activities play an important part in the life of Wilmot Union High School. The major objectives of the activities programs are to provide wholesome opportunities for participants to develop favorable habits and attitudes. Through participation in activities, extra-curricular participants should develop a healthy self-concept as well as a healthy body. An Extra-curricular Code assists in meeting these objectives. The information on the preceding pages of this document is designed to provide you with a code that clearly states the expectations that are held for extra-curricular participants and their parent(s)/guardian.

Your signature also confirms your awareness of the inherent risk of injury present through participation in activities. In particular, when involved in interscholastic athletic practice and contest activities, the risk may be severe, including serious physical injury and even death. In some cases, injury may occur during transportation to and from contests, practices and/or events. You further acknowledge that even with qualified coaching/advising, the use of adequate protective equipment, and strict observance of rules, injuries are still a possibility.

Wilmot Union High School expects participants involved in any of the activities or programs to represent their school, their community, their parents, and themselves in a positive fashion at all times. The expectations are year round whether or not they are currently involved in an activity. As parents your influence is essential to the understanding and adherence to these expectations by your child.

WE, AS PARENTS/GUARDIANS, HAVE READ ALL THE INFORMATION CONTAINED IN THIS ACTIVITIES CODE HANDBOOK. WE GRANT PERMISSION FOR OUR CHILD TO PARTICIPATE IN THE WILMOT UNION HIGH SCHOOL EXTRA-CURRICULAR PROGRAM. WE FURTHER SUPPORT OUR SON/DAUGHTER'S ADHERENCE TO THE EXPECTATIONS CONTAINED IN THE CODE.

WE AGREE TO INFORM AN APPROPRIATE OFFICIAL WHEN BEHAVIOR OF OUR CHILD OR OTHER PARTICIPANTS IS IN VIOLATION OF THIS CODE.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

AS A STUDENT AND A PARTICIPANT IN THE WILMOT UNION HIGH SCHOOL EXTRA-CURRICULAR PROGRAM, I HAVE READ AND AGREE TO FOLLOW THE EXPECTATIONS OF THIS CODE, INCLUDING REPORTING ANY VIOLATIONS I MAY COMMIT OR OTHER PARTICIPANTS TO AN APPROPRIATE SCHOOL OFFICIAL. I UNDERSTAND THAT MY PARTICIPATION IN EXTRA-CURRICULAR PROGRAMS IS A PRIVILEGE, WHICH MAY BE REVOKED IF I VIOLATE SCHOOL POLICIES, WIAA RULES, OR THIS EXTRA-CURRICULAR HANDBOOK. I ALSO UNDERSTAND THAT AS PART OF THIS PRIVILEGE, I MAY BE REQUIRED TO PARTICIPATE IN A RANDOM DRUG TEST AT THE SCHOOL'S REQUEST.

\_\_\_\_\_  
Signature of Extra-curricular Participant

\_\_\_\_\_  
Date