



Williams Bay Middle & High School CO-CURRICULAR HANDBOOK 2023-2024

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WBSD Co-Curricular Handbook

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Introduction

District Mission

The Williams Bay School Community empowers all students to achieve and excel academically, socially and civically to reach their individual goals.

District Vision

Dream. Aspire. Achieve.

VALUES & BELIEFS

- Exercising the right to learn in a safe, healthy and nurturing environment
- Learning and becoming a lifelong learner
- Making a positive contribution to society
- Developing individuals with good character, compassion and integrity.
- Understanding the importance of respect and responsibility in our global society



GOALS

- Ensuring a positive learning climate and school culture to promote continuous student growth and achievement in the Williams Bay School Community
- Developing a systematic process to attract, train and retain high quality staff
- Managing facilities and resources in a responsible, efficient and effective manner
- Fostering community partnerships to benefit the overall development of the school community

Equal Educational Opportunities Non-Discrimination and Harassment – Policy 411

The School District of Williams Bay is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student’s conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student’s sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, handicap or homeless status.

Students who have been identified as having a handicap or disability, under section 504 or the Americans with Disabilities Act (ADA), shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district’s special education policies and procedures.

The District shall provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

For the full policy, see [Board Policy 411](#) on the school website.

Section I: Introduction to the Co-Curricular Code of Conduct

Please remember that you are always representing the Williams Bay School District. The Co-Curricular Code is in effect twenty-four hours a day, seven days a week at all times no matter where a student is. This includes when students are on school property, participating at school-sponsored co-curricular activities, sporting events, field trips, at a neighboring school, or the community. The codes in this handbook govern all seasonal and year-long activities sponsored by Williams Bay Middle/High School including, but not limited to:

Sports
Baseball
Basketball
Cheerleading/Dance
Cross-Country
Football
Golf
Gymnastics
Hockey
Lacrosse
Skiing
Soccer
Softball
Swimming
Tennis
Track
Volleyball
Wrestling

Extra-Curricular Activities	
Academic Bowl	National Honor Society
Art Club	Podcast Collection
Band	Sailing Club
Bowling	Show Choir
Choir	Ski Club
Class Officers	Spanish Club
Courts (Homecoming, Snowball, Prom)	Stock Market
Debate	Student Council
Drama Club	Yearbook
Dungeon and Dragons	Other School Clubs^
Equestrian Club	
Esports	
FBLA	
Forensics	
History Club	
*As approved by the Administration	

Statement of Philosophy

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and happy life. The Williams Bay School District believes that a program of activities outside the school curriculum is a valuable adjunct to the regular school program of studies. Therefore, the Board of Education encourages programs that expand upon experiences initiated in the classroom and which shall enhance the entire school climate.

It is the desire of Williams Bay Middle/High School to generate a program of activities that will provide opportunities for the youth of this community to develop the proper ideals of sportsmanship, ethical conduct, and fair play. Participation in activities is a privilege at Williams Bay Middle/High School. In order to keep this privilege, students must accept certain responsibilities. Students, as representatives of our school and community, are expected to display the highest standards of social behavior, sportsmanship, and respect for those in authority, including teachers, coaches, advisors, administrators, officials, and other school personnel, as well as, fellow participants and competitors. It is with this in mind that the Williams Bay Code of Conduct for Co-Curriculars has been established.

Communication Chain

A. Head Coaches

All Head Coaches shall be responsible to the Athletic Director for the total operation of their respective sports programs. Head Coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head Coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the Athletic Director.

B. Athletic Director

The Athletic Director is directly responsible to the principal. The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program at Williams Bay High School. The Athletic Director's duties will be those described in his/her job description and any others as designated by the principal. The Athletic Director will provide the leadership necessary for the day-to-day operation of the athletic department.

C. Principal

The Principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic director and the coaching staff. By delegation and by established precedent, the school principal is the official school representative in matters dealing with the Wisconsin Interscholastic Athletic Association and conference affiliations. The Principal is solely responsible for any official action taken by his/her school.

D. School District Administrator

The Superintendent is responsible to administer the schools adopted policies according to the Board of Education's rules and regulations of the state school code. It is the Superintendent's duty to establish a definite school athletic policy and to have an understanding of that policy. The Superintendent shall represent the school district as its chief executive officer and delegate authority to the building principal to oversee day-to-day operations and serve as administrator of the high school.

E. Board of Education

The Board of Education, responsible to the people, is the ruling agency for the Williams Bay School District. It is responsible for interpreting the needs of the community and the requirements of the professional organization.

Additional responsibilities include:

1. Developing policies in accordance with state statutes and mandates in accordance with the educational needs of Williams Bay High School.
2. Approving means by which professional staff may make these policies effective.
3. Evaluating the interscholastic athletic program in terms of its value to the community.

Parent/Coach Communication Plan

Parenting, coaching, and advising are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to 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 your child's program.

Communication a parent/guardian should expect from a coach:

1. The expectations the coach has for your child as well as the players on the team.
2. Locations and times of all practices and games.
3. Team requirements.
4. Discipline that may result in the denial of your child's participation.

Appropriate concerns to discuss with coaches:

1. Situations involving your child (not other student-athletes).
2. Ways to help your child improve.
3. Your child's attitude, work ethic, and eligibility.
4. Concerns about your child's behavior

Procedures to follow if there is a concern to discuss with a coach:

Step 1

Your child should speak to the coach about an issue before you intervene. This will help our Student-Athletes grow into young adults.

Step 2

Contact the coach to set up an appointment. If the coach cannot be reached, contact the athletic director. They will assist you in arranging a meeting. *Please do not confront a coach before or after a game or practice. Meetings of this nature normally do not assist in creating a resolution to the situation.

Step 3

If a meeting with the coach did not provide a satisfactory resolution, call to schedule an appointment with the athletic director to discuss the situation. The AD will only intervene if the issue has already been discussed with the coach.

24 Hour Rule

Youth sports can be an emotional experience. The physical activity of the kids can often spill onto the sidelines and into the stands and create strong reactions in coaches and parents. For parents, it is important to separate their child's sports development from game emotions. For this reason, Williams Bay has adopted the "24 Hour Rule" which simply states that coaches will not discuss a game or situation until at least 24 hours after the fact. This important rule does two things. First, it moves the discussion away from the presence of the players. Second, it allows all parties to have time to put things in perspective and "cool off", if necessary. When parents and coaches respect the 24-hour rule, their concerns are more likely to be fully addressed in reasoned discussion. More importantly, the kids' enjoyment of a game won't be marred by an ill-timed confrontation.

Eligibility Rules

The following rules have been adopted by the Williams Bay Board of Education and are the result of input from Williams Bay School District administrators, coaches, advisors, parents, and the Wisconsin Interscholastic Athletic Association (WIAA).

Policies (Athletics only)

In order to represent Williams Bay Middle/High School in any interscholastic athletic competition, a student must meet all eligibility requirements of the WIAA as well as those of Williams Bay Middle/High School.

A. Residency

A student, whether an adult or not, is eligible for interscholastic competition only at a school in which they are legally enrolled. Specific concerns regarding eligibility must be cleared through the Athletic Director or referred to the WIAA rules.

B. WIAA Age Requirement

A student/athlete must be under nineteen (19) years of age on the date August 1, which precedes the start of the school year.

C. Amateur Status

An athlete must be an amateur in order to be eligible to compete in high school athletics. To be an amateur the following criteria must be met:

- a. Any award presented or permitted by the school must be symbolic (no intrinsic/utilitarian value) in nature.
- b. An athlete may receive awards that are symbolic in nature - trophies, medals, plaques, etc. - but their value cannot exceed \$10 (retail cost) and they may not be given by business, industrial, commercial, etc. firms that are profit-making in nature.
- c. An athlete may not allow the use of their name, picture, personal appearance, etc., as an athlete to promote a commercial or other profit-making endeavors.
- d. An athlete may not participate in school athletics or in sports activities outside the school under a name other than their own.

D. Student Activities Outside of School

An athlete in a given sport cannot participate in the same sport in activities outside of school either as team members or an individual or independent entry during the same time he/she is participating with the school team. A student becomes ineligible in a sport for a maximum of one (1) year from the date of the last offense for participating in an all-star game or similar activity. See WIAA Handbook – Article Six for details.

E. Transfer Eligibility

Any student who transfers from any school with a status of ineligibility for disciplinary or academic reasons retains such status at Williams Bay Middle/High School for the same period as decreed by his/her former school. If a student transfers to Williams Bay Middle/High School and is ineligible according to the Williams Bay Middle/High School Co-Curricular Code, then the student will be deemed ineligible until the student meets the requirements of this code.

Penalties for WIAA violations can result in individual suspensions. Violations resulting in contest forfeitures will result in a one calendar year suspension of the student involved.

Required for Just Interscholastic Athletics

1. Physical fitness/Alternative Card determined by a qualified medical professional as per current WIAA Guidelines
2. Acknowledgement of receiving the WIAA Rules of Eligibility.
3. Signed concussion form
4. Signed Trainer Waiver

Sports Fee

Athletes will be assessed a sports fee of \$25 per sport with a cap of \$100 per family.

Students will not be allowed to participate in any contest until the proper forms and fees are completed and turned in to the school office.

F. Academic Requirements

Eligibility shall be based upon all subjects for which credit is given. Incomplete grades will not count toward eligibility until they are made up. Incompletes must be made up in accordance with middle/high school regulations (two weeks). In cases of extended absence, longer make-up periods may be granted.

Seniors must be enrolled in at least five (5) classes and all others must be enrolled in at least seven (7) classes each semester. Exemptions to this rule will need Activities Director review. The following rules are used to determine academic eligibility throughout the year:

- Each semester, academic grade checks will begin weekly after twenty (20) days of school and every week thereafter until the end of the semester.
- The Athletic Director will share grades weekly with head coaches to support communication between athletes and coaches to ensure passing grades. Students with any grades below 63.5%, are expected to meet with the teacher of the failing course grade to develop an [improvement plan](#). Students will need to bring the improvement plan to the principal for copies to be shared with appropriate support staff.

- Student athletes with any grades below 63.5% will be required to attend at least one after school study lab each week until the grade is passing.
- Students failing more than one class will be ineligible if they are not meeting their improvement plan.

Concerns about grades should first be brought to the classroom teacher. If there are still concerns about grades once the classroom teacher, student, and parent have discussed the grading issue, the next step is to meet with the principal.

It is expected that all staff have their gradebooks updated weekly. This expectation ensures the most accurate data is used to determine supports needed for students.

Semester Grades

At semester, one failing grade (below 63.5%) will result in a student being placed on an [improvement plan](#). Students with any grades below 63.5%, are expected to meet with the teacher of the failing course grade to develop an [improvement plan](#). Students will need to bring the improvement plan to the principal for copies to be shared with appropriate support staff. Per WIAA policy, two or more failing grades at the semester reporting period will result in the student being declared ineligible for competitions for fifteen (15) school days. The student will be allowed to practice and will be reinstated for competition after 15 school days. The next grade check will then begin weekly after twenty (20) days of school and every week thereafter until the end of the semester.

The WIAA (Wisconsin Interscholastic Athletic Association) and other governing bodies may have other rules pertaining to student eligibility. Any other pertinent rules will be posted in respective activity areas. Read and study them.

G. Appearance

Students representing Williams Bay Middle/High School voluntarily represent the entire school and community. For this reason, all students are expected to be well-groomed and present a neat appearance when they are involved as a member of a co-curricular group/team from our school. It is also expected that each participant will appear for a competition or performance dressed in the uniform or required dress provided by the school, and in compliance with those standards established by the coach or advisor. Each advisor or coach may have special rules concerning dress and appearance. Students are expected to follow such rules as well.

H. Attendance Requirements

Any athlete or student involved in athletics/activities must be present in three consecutive block classes (or six consecutive regular class periods) on the day of a practice or competition. Death in a family, college visits, medical appointments, and other approved absences may be exempted by the Athletic Director.

If a student is gone with an excused absence other than an illness, the student may be allowed to participate in co-curricular events or activities on that day for the following reasons:

- a. Absence due to a school function
- b. Permission granted by the administration or an exemption (i.e. doctor's appointment, dentist appointment, etc.). The student will need documentation of arrival and departure time for appointment. The student is expected to return to school after an appointment in a reasonable amount of time unless excused by a doctor. Abuse of time off for appointment may lead to an administrative decision to record the absence as unexcused.

Violations of this rule by a co-curricular participant may be brought to the Athletic Director or Principal for disciplinary action.

Attendance at Practices, Meetings, and Rehearsals

All co-curricular participants are expected to attend all practices, meetings and rehearsals unless sick or excused by his/her coach or advisor before said practice, meeting or rehearsal. Because practices, meetings, and rehearsals are held for the benefit of participants, it is imperative that all participants ARE ON TIME. Skipping or coming late to practice, meetings and rehearsals are reasons for suspension from any athletic team or co-curricular activity.

I. Conduct Requirements and Penalties

Respect, courtesy, and good sportsmanship are basic to good citizenship and should form a basis for all behavior. Since co-curricular participants represent the school in public, their behavior and appearance frequently determine the opinion outsiders have of the school and the individuals within the school. Conduct at home, in school, in the community, and on trips should always be based on accepted practices. It is important for all students to understand that participation in the Williams Bay Co-Curricular program is a privilege. In the event that violations of this Behavior Policy occur, penalties will be assigned per the Class Violation Descriptions. The Co-Curricular Code is in effect twenty-four hours a day, seven days a week at all times no matter where a student is. This includes when students are on school property, participating at school-sponsored co-curricular activities, sporting events, field trips, or at a neighboring school. Please remember that you are always representing the Williams Bay School District and community.

Violations of the co-curricular code shall be **cumulative** throughout the student's grade 9-12 enrollment. Violations in grades 6 – 8 will impact middle school eligibility and may impact high school eligibility.

1. Accumulation of three (3) or more Class III or IV violations in any combination will result in a suspension from all co-curricular activities for one calendar year.
2. If a co-curricular activity does not include competition or performances, penalties for violations of this code will be applied toward scheduled meetings or conferences.
3. Coaches/advisors may impose conduct rules more stringent than the violations listed below. The coaches/advisors' rules shall govern provided that a copy of such rules have been filed with and approved by the Principal and Athletic Director and the coach/advisor has informed the participant and parents/guardians in writing of such rules.
4. Honesty and integrity is expected on the part of co-curricular participants at all times. It is expected that the participant will be truthful, forthcoming with information, not be deceptive, and be cooperative. If at any time while under investigation, it is found that a student lied, was deceptive, untruthful, or withheld information, a greater level of consequence will be assigned.
5. Self-Referrals
 - a. Students are encouraged to self-refer in all situations. The intent of this is to encourage and reward student responsibility. Therefore, a student should self-refer as soon as possible after a code violation to the Athletic Director or Principal.
 - b. If a student self-refers or is referred by parents for a **first** code violation (other than Class I and II), the student will have their penalty reduced by 50%. Waiver of penalties by self-referral is limited to one time during a student's high school career
 - c. Any student who recognizes that he/she has a problem with the use/abuse of alcohol, drugs, tobacco or other controlled substances or the use of performance enhancing drugs is encouraged to seek professional help. If a student voluntarily seeks help for drug, tobacco or alcohol abuse and notifies the school administrators that they are seeking/receiving such help shall have all penalties related to the problem waived under the following conditions:
 - 1) The student is not under investigation for a violation of the code at the time they request help.
 - 2) The student agrees to participate in and complete a formal assessment and follow the recommendations of the assessment. Documentation must be provided.
 - 3) If a violation occurs after and/or while the student voluntarily seeks help, the rules and regulations of the Code will be enforced.
6. Any athlete who is dropped from one squad for disciplinary reasons shall be ineligible to compete in any sport for that particular season.
7. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.

J. Hazing

1. The Williams Bay School District believes that hazing activities of any type are inconsistent with the educational process and violation of State Law. It prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. The district will take all reasonable any appropriate action to eliminate hazing, up to and including suspension or expulsion. Per policy 411.3.

Section II: Class Violation and Penalties

A. Class I Violation

A student arrested and charged for a violation(s) of the criminal state statutes as determined serious enough by the Superintendent and Principal will be assessed a Class I Violation. This includes selling or distributing alcohol or controlled substances.

PENALTY:

The student will lose eligibility for all co-curricular activities for the remainder of their school career. The student is eligible to apply for reinstatement after one (1) year through the appeals process outlined in the code book.

B. Class II Violation

The following acts are considered extremely serious and constitute a Class II Violation.

1. Hosting gatherings where drinking of alcoholic beverages or use of controlled substances takes place.
2. Using, possessing, or being under the influence of alcohol or drugs while a student is on school property, participating at school, school sponsored co-curricular activities, sporting events, field trips, or at a neighboring school.

PENALTY:

First Offense (Class II)

Suspension for twenty-five percent (25%) of the number of scheduled contests, competitions, performances, activities or service opportunities in all current activities or the next activities. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.)

Students who complete AODA assessment related to drug, alcohol or inhalants and agree to the assessment recommendations, can have their suspension reduced by one-half (1/2), provided they turn in documentation to the Principal or Athletic Director stating they have completed assessment and are working, in good faith, toward completion of stated recommendations. Failure to complete assessment recommendations in a timely fashion will result in the reinstatement of the remainder of the suspension that will be served immediately or during the next sports season.

Second Offense (Class II)

The student will lose eligibility for all co-curricular activities for one (1) calendar year from the date of the violation. The student may practice during the season in which he/she will regain eligibility.

C. Class III Violation

Class III Violations include the following:

1. Conduct in violation of criminal state statutes other than those covered above in Class I. Severity of conduct may cause the offense to be considered as a Class II Violation, as determined by the Superintendent, Principal, and Athletic Director.
2. Possession, consumption, or use of alcohol or controlled substances in other locations than those defined in B2.
3. Violation of Board of Education Policy 443.3 and Wisconsin Act 95 regulating smoking and tobacco product usage. Smoking or other use or possession of tobacco or tobacco products is prohibited on the school premises at any time or for any function, on or off site, in which the student body participates, including daily or extra-curricular bus transportation. This includes electronic cigarettes, vaporizers and vaping.
4. Use of non-prescribed drugs such as anabolic steroids, human growth hormones, including, but not limited to, performance enhancing substances such as defined and banned by the WIAA.

PENALTY:

First Offense (Class III)

Suspension for twenty percent (20%) of the number of scheduled contests, competitions, performances, activities or service opportunities in all current activities or the next activities. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.)

Students who complete AODA assessment related to drug, alcohol or inhalants and agree to the assessment recommendations, can have their suspension reduced by one-half (1/2), provided they turn in documentation to the Principal or Athletic Director stating they have completed assessment and are working, in good faith, toward completion of stated recommendations. Failure to complete assessment recommendations in a timely fashion will result in the reinstatement of the remainder of the suspension that will be served immediately or during the next sports season.

Second Offense (Class III)

Suspension for fifty percent (50%) of the number of scheduled contests, competitions, performances, activities or service opportunities in the current activity or the next activity. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.) Suspensions will be continued into the next activity if the fifty percent (50%) minimum is not reached as per the instructions above. The student will participate in practice during the remainder of the current activity while under suspension unless the coach/advisor decides otherwise.

Third and Subsequent Offenses (Class III)

Suspension from all activities for one calendar year commencing on the date the student is notified of the violation. If the calendar year expires during an activity in which a student desires to participate, the student must participate with the group in practice during that entire season.

D. Class IV Violation

Students in **attendance** at any gathering or party where alcohol or other illegal drugs are present or being consumed or used by anyone is deemed a Class IV Violation.

NOTE: This rule does not apply to family gatherings/reunions, weddings, and other similar occasions. Nor is this rule meant to include presence in an establishment that is primarily an eating place, restaurant, supper club or bowling center, etc. or to prevent employment at such places. However, students must exercise great caution and make sure that they are not consuming, using or holding an alcoholic drink, tobacco product or illegal substance during these instances or they will be considered in violation of this code.

PENALTY:

First Offense (Class IV)

Suspension for one contest, competition, etc. in all current activities (or the next activity, if the current activity has been concluded.) The student must participate with the group in all practices during the suspension.

Second Offense (Class IV)

Suspension for two contests, competitions, etc. in all current activities (or the next activity, if the current activity has been concluded.) The student must participate with the group in all practices during the suspension.

Third Offense (Class IV)

Suspension for four (4) contests, competitions, etc. in all current activities (or the next activity, if the current activity has been concluded.) The student must participate with the group in all practices during the suspension.

NOTE: A Class IV penalty will not be assessed if a student can demonstrate by convincing information that he/she was not aware that alcohol or controlled substances were present or that after becoming aware that alcohol or controlled substances were present, the student disassociated himself/herself from and left the gathering or was prevented from leaving due to insufficient time or opportunity. If a person(s) in possession of alcohol or controlled substances arrives at a gathering being hosted by a student, the hosting student is responsible under this policy for the immediate removal of that person(s) and of all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if that person(s) refuses to leave. If alcohol or controlled substances are allowed to remain at the gathering, then the hosting student is committing a Class II violation.

E. Class V Violation

Students who misrepresent the ideals, principles and standards of Williams Bay Middle/High are committing a Class V Violation. These actions include but are not limited to the following:

1. Being insubordinate or disrespectful to any teacher, advisor, coach or official.
2. In-School and/or Out-of-School Suspension. If a student is suspended from school, activities or contests missed during the period of suspension do not count as contests missed due to a Code violation.
3. Academic Dishonesty

PENALTY:

Any Class V violation can result in a suspension of up to one (1) competition by an administrator, Athletic Director, coach or advisor. The coach/advisor has the prerogative of extending the suspension and determining practice requirements. A

violation deemed flagrant by an administrator, Athletic Director or coach/advisor may be dealt with as a disorderly conduct under the Class III Violation.

Interpretations:

1. Suspensions will be calculated and served at the highest level (Varsity, JV, or 9th) an athlete participates at during the course of a season.
2. In-season violations will result in immediate suspension from the next regularly scheduled contest(s); while out-of-season violations or carryovers result in suspension from the first contest(s) the athlete would normally be eligible for having practiced with and been a member of good standing with the team.
3. If a suspension cannot be completely served during the athlete's current sports season, the remaining suspension will carry over to the next sports season in which the athlete participates.
4. An athlete, under suspension (less than a year suspension), may not go out for a team solely for the purpose of serving their suspension, and then quit. The athlete must begin and complete the season in good standing in order for the suspension to be considered served.
5. Suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently.

Due Process Procedures

The Williams Bay School District recognizes that enforcement of its Co-Curricular Code should follow procedures designed to minimize the chance of error and maximize the opportunity for interested persons to be heard. To that end, the procedure set forth hereafter provides the parents, the students, and the District, a vehicle to assure fairness and, to the extent possible, accuracy in resolving questions under this Code. The Athletic Director is responsible for implementing the Code.

A. Charges

1. Prior to being interviewed about an alleged violation, the student shall be informed of the nature of the violation. The building administrator or designee may obtain information in regard to alleged violations of the Co-Curricular Code in any reasonable manner including an interview of a student alleged to have committed a violation. The student's refusal to answer questions pertaining to their alleged violation may be used as a basis for a presumption of guilt.
2. The Athletic Director will inform the coach/advisor and principal that a charge has been made. The administration will inform the participant and the parent/guardian of the nature of the charges, their rights and recourse within one (1) school day. The Athletic Director will notify, in writing, the parent/guardian of the nature of the charge and the decision of the Athletic/Activities Department within three (3) school days.

B. Recourse/Appeal

1. In the event the student or parent/guardian is not satisfied with the decision of the Athletic/Activities Department, they may appeal the decision and request an appearance before the Review Committee. The request must be made in writing to the Administration within three (3) school days from the notification of the decision rendered by the Athletic/Activities Department.
2. Administration shall arrange the Review Committee meeting as soon as possible after the receipt of the request to appeal.
 - a. The student shall have the right to counsel.
 - b. The student and/or counsel shall have the right to examine the *evidence and charges against him/her*.
 - c. The student shall have the right to present a defense against the charges, and to present evidence in his/her behalf.
3. The coach, student, and student's parents/guardian will be informed of the Review Committee's decision by the Principal within 24 hours thereof, or as soon as possible thereafter. Such a notification will include a statement of the penalty.
4. The student will be eligible to participate in practice while appealing to the Review Committee, except for alleged class I and class II violations.
5. The decision of the Athletic Director and/or Administration and any penalty or penalties imposed shall remain in effect until such time as a contrary decision is made by the Review Committee pursuant to the procedures set forth herein. If there is an event or competition which is scheduled to take place prior to the time a determination is made by the Review Committee, the Athletic Director/Administration's decision will remain in effect until such time a determination is made by the Review Committee.
6. The student's parent/guardian will be assessed the cost of any further legal proceedings.

C. Appeal for Reinstatement

Students who have lost eligibility for one (1) year are able to appeal for reinstatement after six (6) months. Students who have lost eligibility for the remainder of their high school career are able to appeal for reinstatement after one (1) year. It is recommended that students develop a Reinstatement Plan to assist them in regaining eligibility. Components of the reinstatement plan may include:

1. Commit to uphold the Williams Bay Co-Curricular Code during the loss of eligibility and for the remainder of the student's high school career.
2. Maintain grades of C or better in all courses
3. Maintain good attendance
4. Receive and complete any education, training or professional help related to the issue that resulted in the loss of eligibility.
5. Complete a set number of hours of community service. The student will be responsible to create a plan and schedule all community service hours. "Community Service" is an unpaid service that a person performs for the benefit of his or her local community, church, school, or another person(s) other than a relative. These hours will be in addition to any hours required for any other service organization.

The student and parent/guardian may request a meeting with the Review Committee to receive guidance and feedback on the reinstatement plan.

Review Committee

A. Composition of the Review Committee

Appointed on a Yearly Basis

- High School Principal (or District Administrator)
- Athletic Director

Appointed on a meeting-by-meeting basis (If possible, one coach and one advisor should be a faculty member.)

- 3 Athletic Coaches (one representing boys' sports, one representing girls' sports)
- 3 Activity Advisors

Review Committee Members will select the Chair of the Review Committee before each review hearing.

The minimum number of Review Committee members needed to arrive at any voting decisions shall be 2/3 of the membership or five members. Votes will be by secret ballot.

Coaches and/or advisors of the current sport or activity of the student involved are non-voting members. The coach(s) or advisor(s) of the current activity of the student involved may not represent another sport or activity as a voting member.

B. Objectives of the Review Committee

1. To maintain the confidentiality of Review Committee activities.
2. To administer the Co-Curricular Behavior Policy.
3. To review the information gathered by administration and request additional information be gathered to allow the best-informed decision possible.
4. To hear appeals of the disciplinary measures imposed for violations of the high school Behavior Policy and Co-Curricular Handbook.
5. Review and provide guidance on reinstatement plan developed by student and guardian to regain eligibility. Student may apply for reinstatement after six (6) months of a one (1) year loss of eligibility or after one (1) year for any loss of eligibility greater than a year.
6. To hear appeals for reinstatement from students who have lost eligibility for one (1) year or longer.
7. To guide and counsel those students who have violated the Behavior Policy so that they can receive benefits of the co-curricular programs.
8. The Athletic Director and Principal will maintain records of violations and actions taken by the Review Committee. Records will be kept in the high school office.

C. How Violations Are Processed

1. The student and his/her parents (whenever possible) shall be informed by the Athletic Director, or principal that he/she has been reported to be in violation of the Behavior Policy and an investigation will be conducted. The Middle/High School Principal and Athletic Director will investigate reported incidents. Incriminating information such as photo or video digital images from cell phone cameras or in the form of internet blog or websites may be examined and considered as part of the investigation.
2. Violations of the rules should be presented to the Middle/High School Principal and Athletic Director. Any faculty member or employee of the Williams Bay School, as well as community member, or a student, including the student in violation of this policy, may report a rules violation by a co-curricular participant.
3. The student and his/her parents shall be informed by the Athletic Director, or Principal of the results of the investigation and the penalties imposed.
4. A co-curricular participant charged with a violation and subsequent disciplinary action may appeal the Administrator's decision by request (written) to the Principal that a hearing be scheduled before the Review Committee. The hearing must be scheduled within three school days of the receipt of this request. The student then has the right to exercise the following courses of action:
 - a. Come before the Review Committee to present any facts or extenuating circumstances that he/she believes are important to the appeal.
 - b. Appear before the Review Committee with his/her parents.
 - c. Forego the right to representation.

The hearing shall be closed unless a request for an open hearing is filed with the chairperson by the violator and his/her parents. A student who chooses to appear before the Review Committee shall do so at the beginning of the meeting, after which time, the student and parents will be excused.
5. The Review Committee will attempt to meet as soon as possible. The meeting must be held within three school days of the written appeal. This allows the Review Committee time to review the investigation and request additional information be gathered and to schedule the meeting. The student may request more time. This request must be made in writing to either the Athletic Director, or Principal who may then grant an extension of up to three additional school days.
6. Notification of the Review Committee's decision will be made as soon as possible. Any disciplinary action will be in force immediately following the Review Committee discussion.

D. Possible Action to Be Taken by the Review Committee

1. Affirm the disciplinary action imposed by administration.
2. Disagree with administration's interpretation of the Behavior Code and provide an explanation for the committee's interpretation and subsequent disciplinary action based on that interpretation.

Equipment Issues

One of the values of co-curricular activities is to teach responsibility. This should apply to the equipment assigned to and the facilities used by the student.

- A. The school attempts to provide the best and safest equipment money can buy. Each year this equipment is thoroughly cleaned and repaired to insure maximum protection and longevity.
- B. In most activities, the school will loan the participant most of the equipment necessary to compete.
- C. The original equipment or uniforms issued to the student must be returned at the end of the season. The coach or advisor should be informed if the equipment needs to be repaired or the size changed.
- D. The student will be held financially responsible for any lost, stolen or misplaced equipment. Deliberate mutilation of school property will be charged to the participant.
- E. Parents are asked to see that the student returns to school any equipment or uniforms not purchased by the individual.
- F. The student must have all equipment and uniforms turned in from his/her last activity and cleared by the coach or advisor before being allowed to participate in the next activity. The Athletic Director will publish the names of the students who have not returned their equipment. NOTE: Students will be ineligible to participate in all other activities until equipment is returned.

Injury Issues

A. Statement of Risk

Potential dangers are present in many activities, especially athletics. Parent and students should fully understand that there are serious personal injury risks associated with participation in some co-curricular activities. For example, participation in school athletics involves high velocity flying objects, swift movement of bodies that may be airborne, and may result in unavoidable collisions. Although the Williams Bay School District endeavors to operate activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports. Activities involve taking a calculated risk on the part of the student and the parent/guardian.

For all events, and especially away events, parents should inform their son or daughter as to where they can be reached in case of an injury which may require medical treatment. In case of an injury, which may require medical treatment, the coach or advisor will communicate with the parents of the injured participant.

B. Injury Reduction and Care

Our coaching, advising and administrative staff strive to reduce injuries to a minimum, insure proper care of any injuries and provide participants with a positive experience. Therefore, the following policies concerning injuries will be in effect.

1. All participants in any activity program will be covered by their family insurance carrier and have on file a signed insurance waiver before being permitted to practice. Williams Bay School District does not carry hospitalization or medical insurance on students. This is the responsibility of the parent/guardian.
2. An effort will be made to have an EMT/Trainer at home football contests to render first aid and to give advice. Emergency Medical Service is readily accessible by telephone by dialing 911 for all other events and practices. *ONCE EMTS/TRAINERS ARE CALLED TO THE SCENE OF AN INJURY, ALL DECISIONS ARE IN THEIR HANDS.*
3. Any school-related injury shall be reported to the office of the Principal and an accident report is to be filed in the Front Office.
4. The Athletic Director or Principal is to be informed if an individual has a special medical problem.
5. Should an injury be discovered after the student has returned home, go to a physician and report the injury to the coach/advisor, Athletic Director on the next school day.

Travel

A co-curricular team is like a family. It should go as a team and return as a team. Any student leaving school on a co-curricular trip bus will return to school on the bus. If a parent/guardian needs to take their student home from a game they must have approval from the Athletic/Activities Department prior to the team leaving school the day of a competition. A coach/advisor can allow a student to leave for extenuating circumstances i.e. injury.

Practice Sessions

Weekend or vacation practices may be held at the advisor's or coaches' discretion. A participant's non-attendance must have been arranged with the advisor or coach before the practice session.

Practice schedules should be developed with consideration given to the age of the participants. Participants missing the regular practice session must be excused by the advisor or coach before the practice sessions whenever possible. Detention and other administratively imposed discipline take precedence over practice sessions. The participant will report to practice after fulfilling these obligations. Although the absence is not unexcused, the advisor or coach may impose reasonable discipline because of the tardiness or absence.

The advisor or coach will be present for supervision each time a participant is under his/her direction. The advisor or coach will be at the activity directly supervising and not merely on the grounds or in the building.

An ineligible participant is required to attend practice sessions and contests. Whether or not the participant engages in practices is at the advisor's or coaches' discretion.

Award Policies

- A. Only one (1) block letter will be awarded to a student during their four (4) years of high school. Varsity letters can be worn only on a school letter jacket or sweater. Once the student has earned a letter, the student shall receive a metal service bar for each additional letter.
- B. This policy is in effect for all sports, music and forensic activities.
Letter, insignia and numeral awards shall be determined at the conclusion of each season and given out at the end-of-year Athletic Banquet.
- C. Activity awards are given based on participation, loyalty, cooperation, and performance. At the close of each season, the coach or advisor will make his/her recommendation for awards to the Athletic Director for approval.
 - 1. **Numerals** – (Graduation Year) This award is given to a student upon successful completion of their first season.
 - 2. **Insignia** – An insignia will be awarded to the student lettering in a sport for the first time.
 - 3. **Letter** – First year letter winners will receive a letter. For each additional letter, the athlete will receive a service bar.
 - 4. **Bulldog** – Bulldog is awarded after a student letters two years in one sport.
- D. Athletic Awards
 - 1. **Arvid Thompson Award** - This award is given to the young man or woman deemed the best athlete during the past school year. Selection by all coaches.
 - 2. **WIAA Scholar Athlete** - These awards are given to the senior man and woman who have participated in athletics for four (4) years and competed in two (2) or more sports yearly (WIAA-recognized sports), and have achieved a high cumulative grade point average in their classes.
 - 3. **Senior Athlete Award** – This award is given to those senior athletes who have lettered six (6) times or more during their high school career or have participated in two (2) or more sports for four years.
- E. All other non-athletic awards, advisors will inform participants of the criteria needed to earn awards. Awards will be distributed by the advisor at the conclusion of their activity season after the athlete has completed all responsibilities.
- F. Awards related to any activity during which a student was subject to suspension may be made or withheld at the discretion of the coach or advisor who shall notify the student at the earliest reasonable opportunity before the day on which such award would be made as to whether or not the student will receive the award.
- G. Any student having a code violation of I, II, or III will forfeit the privilege of having their name submitted for any special awards (state or conference) or honors during the season in which the code violation was committed.

Sportsmanship

Conduct of Athletes

Developing sportsmanship in young people is one of the primary objectives of interscholastic athletics. The idea of a “fair play” is seen in every aspect of modern-day living. It is a quality of responsible behavior, including self-control and self-discipline. The belief that good sportsmanship is a necessary part of the interscholastic athletic program, has been challenged by numerous examples of unsportsmanlike behavior. Incidents involving coaches, players, and spectators have taken place in ever-increasing numbers. It is the hope that by integrating the fundamentals of sportsmanship and responsibilities of participants that we can help instill in the minds of young athletes how important good sportsmanship is as a way of life and to ultimate success.

A. Fundamentals of Sportsmanship

- 1. Show respect for the opponent at all times. The opponent should be treated as a guest and accorded the tolerance, honesty, and generosity which all human beings deserve. Good sportsmanship is The Golden Rule in action.
- 2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good Sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- 3. Know, understand, and appreciate the rules of the contest. Familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- 4. Main self-control at all times. A prerequisite of good sportsmanship requires one to understand personal bias for prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good Sportsmanship is concerned with the behavior of all involved in the game.
- 5. Recognize and appreciate the skill in performance regardless of affiliation. Applause for an opponent’s good performance is a demonstration of generosity and goodwill that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team, membership is one of the most highly commendable gestures of good sportsmanship.

B. Responsibilities of Student/Athletes

Players are admired and respected, and they exert a great deal of influence over the actions and behaviors of the spectators. It also should be noted that coaches are required to notify the Athletic Director of any unsportsmanlike penalties or red cards. The following is a partial list of desired acts of good sportsmanship for players:

1. Treat opponents with the respect that is due to them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
5. Only the captain should communicate with the officials regarding the clarification of a ruling.
6. Accept both victories and defeat with pride and compassion, being never boastful or bitter.
7. Sincerely congratulate the opponents following either victory or defeat.
8. Cooperate with the coach and fellow players in trying to promote good sportsmanship.
9. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends so they can better understand and appreciate the finer points of the game.
10. Accept the responsibility and privilege of representing the school and community seriously.

Student Section Fan Expectations

We welcome our guests in friendly competition. Let us all demonstrate pride in our school and our conference through good sportsmanship. We will show responsible behavior and a genuine appreciation of our team and our opponent. A real fan is someone who:

- Supports the team – win or lose
- Shows respect for the officials
- Attempts to know and appreciate the rules of the game
- Always maintains self-control
- Recognizes and appreciates the performance and efforts of the coaches and players of all participating teams.

Disruptive Behavior at Activities

In the event a student or group of students demonstrate unsportsmanlike conduct, direct derogatory cheers toward an opponent or official; throw objects at an official, athlete or on to the court or mat area; it will result in the student(s) being removed from the premises. When the unacceptable behavior can be attributed to specific individuals, it will be dealt with in accordance with Section V of the Activity Code. It can also result in the barring of the student from attending home and/or away contests as well as suspension from school.

Parent/Guardian Responsibility

Parents/guardians are the greatest role models for students. The Williams Bay School District seeks parental/guardian assistance to help develop outstanding young people who possess self-discipline and motivation to make a difference in the world. The administration, faculty, staff, and coaches ask that parents/guardians be supportive of the programs and personnel at the Williams Bay School District and demonstrate that support by respecting the decisions and efforts of the coaches/advisors who work with the young people of the Williams Bay School District. Parental/guardian assistance is also requested in enforcing the provisions of the Co-Curricular Handbook so that a fair and healthy environment will exist for all students. It is expected that the parents/guardians will enforce the regulations of the Handbook and encourage a positive attitude toward the school officials involved in the student's activity.

While spectators, at any co-curricular event at Williams Bay or any other site, parents/guardians are expected to display sportsmanlike behavior. An individual or group who willfully interferes with or interrupts the proper order of management of a school sponsored event by an act of violence, boisterous conduct, threatening language, unsportsmanlike conduct toward coaches, players or officials, or disobeys School Board policies or administrative rules may be removed from the event and may be prohibited from further attendance. Individuals prohibited from attendance may follow the established appeal procedure as defined in the Co-Curricular Handbook.

WILLIAMS BAY SCHOOL DISTRICT
Co-Curricular Handbook
Parent/Student Acknowledgement Form
2023-24 Academic Year

1. I agree to abide by the Co-Curricular Handbook and realize that any violation on my part will result in the restrictions set forth in the Handbook. The Co-Curricular Handbook is a twelve-month commitment. I will have the integrity to inform my coach, advisor, and Athletic Director if I ever violate the handbook rules.
2. As a parent(s)/guardian(s) of a student participating in the Williams Bay School District Co-Curricular Program, I/We support our child's agreement to abide by all of the rules as stated in the Co-Curricular Handbook.

TO DEMONSTRATE MY/OUR SUPPORT, I/WE PLEDGE TO:

1. Be aware of our child's academic status, behavior and social habits.
2. Not cover up or provide alibis if rules are broken. I/We will hold our child responsible and accountable for his/her actions and will inform the Athletic Director or Principal if he/she violates the Co-Curricular Handbook. I/We will communicate our intentions to our son/daughter at the beginning of the season so he/she will be aware of what the consequences will be should a violation occur.

ASSUMPTION OF RISK STATEMENT

I understand that playing sports or participating in some activities can cause genuine risks to anyone who engages in them. Because of the dangers of participating in sports and co-curriculars, I/We recognize the importance of following the advisor's or coaches' instructions regarding playing techniques, training and other team rules, and to agree to obey such instructions.

In consideration of the Williams Bay School District permitting me to try out for William Bay Co-Curricular Activities and Athletic Team(s), I hereby assume all the risks associated with the participation and agree to hold the Williams Bay School District harmless from any liability which may arise in connection with my participation in co-curricular activities or athletics. I do voluntarily choose to participate in Williams Bay Co-Curricular Program despite inherent risks.

I agree to pay for any and all equipment that I may lose, misplace or damage, misuse or have stolen through carelessness or intent. I further agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practice, games, meets, or activities.

In addition, I/We agree to provide insurance coverage and accept responsibility for any and all medical costs.

My signature below indicates that I have read this statement, understood it completely, and agree to be bound by its terms.

Date	Grade	Co-Curricular Organization(s)
Participant's Signature _____		
Parent/Guardian Signature _____		