

## **Kickapoo Middle and High School Co-Curricular Code**

### **Philosophy Statement**

The district believes that the opportunity to take part in school activities should be made available to as many students as possible. We believe that co-curriculars are an integral part of the total school experience. Our program is designed to help students develop their mental and physical abilities, attitudes and character, traits that lead to successful, upstanding citizens in our school, the community, the state and the nation.

The intent of this co-curricular policy is to provide you and your parents or guardian with a reference to your responsibilities and the district's expectations for your participation in the co-curricular program. Students who participate in this school's co-curriculars are expected to conduct themselves in a positive manner that will bring credit to themselves, their school and community. Participants must:

- 1) Display high standards of social behavior
- 2) Display good sportsmanship
- 3) Display proper respect for coaches and teammates
- 4) Display a spirit of cooperation
- 5) Display a strong desire to do one's best.

### **Nondiscrimination Policy**

Kickapoo Area Schools does not discriminate against pupils on the basis of sex, color, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. The district encourages informal resolution of complaints under this policy. If any person believes that any part of the school organization has failed to follow the law and rules s.118.13, Wis. Stats; or in some way discriminates against pupils on the basis listed above, he/she may write a letter of complaint addressed, to the administration office at the following address: District Administrator, Kickapoo Area Schools, S6520 STH 131, Viola, WI 54664

## **COMMUNICATIONS**

Communication among or between participants, parents, coaches, advisors and school personnel is encouraged. The following criteria should be followed to enhance this communication.

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1. Coaches/Advisors are required to operate under an open door policy where they will candidly respond to questions and concerns from either the participant or parent.
2. If the participant or parent has a question or concern about the program, the question or concern should be brought directly to the coach/advisor.
3. Contact with the coach/advisor should be during normal school hours.  
**(not immediately after or before a contest/event)**
4. Coaches/Advisors should schedule the meeting with the participant

and/or parents in a private setting.

**5. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.**

**6. Coaches/Advisors are not required to respond to pressure groups. 7.**

In the majority of cases, the participant/parent and coach/advisor should be able to communicate and reach an amicable solution to concerns and/or questions.

**8. If the participant/parent and coach/advisor cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the school athletic director/principal. If still not resolved, the next step is the District Administrator and the last step should be the school board.**

**9. Parents, fans, school board members, and school administrators can assist the coach/advisor and school program by encouraging, supporting and being positive role models.**

**10. Coaches/Advisors are encouraged to have pre-season meetings with parents to encourage and enhance communications.**

Negative approaches to problem solving do nothing but make the environment for all more destructive. Parents of participants, coaches/advisors and school administrators must work together in an atmosphere of mutual trust fostered by open communication.

#### **Expectations/Responsibilities of Coaches/Advisors:**

- Conduct a meeting with all parents/students to review/discuss the following:
- Parent/guardian contract
- Sports injuries
- Insurance and liability
- Equipment care and responsibility
- Fees (as appropriate)
- Coach's/ Advisor's philosophy.
- Set a good example for participants and fans to follow.
- Instruct participants in proper sportsmanship responsibilities.
- Respect the judgment of contest officials; abide by the rules of the event and display
- Behavior that could incite fans.

- Treat opposing coaches, participants and fans with respect.
- Shake hands with opposing coach or advisor following the event.
- Develop and enforce penalties for participants that don't abide by sportsmanship standards.
- Keep team rosters updated and submit rosters and agreement forms to the office.
- Remain at practice sessions and contests until all participants are gone home. See that all players wear protective equipment or appropriate

clothing.

### **Expectations of Student Participants**

- Follow all directives of the coach or advisor.
- Treat opposing coaches, participants and fans with respect and shake hands following each contest.
- Respect the judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants.
- Accept the responsibility and privilege of representing your school, community and yourself; display positive public behavior at all times.
- Live up to the high standards of sportsmanship established by your coach or advisor.

### **Athletic Program Playing Time Philosophy**

#### All Levels

- Parents & Players are encourage to communicate openly with coaches ○  
No playing time discussions will be held on game days.
  - Parents & Players must arrange a meeting with the coach to have playing time discussions

#### Youth Leagues & Elementary School (Grades 1-6)

- The focus is on playing time and skill development, not winning · Coaches will get all kids a good, but not equal, amount of playing time · Younger kids – as equally balanced in playing time as possible · Older kids – more developed players get a bit more playing time, but it should still be balanced with the philosophy of skill development of all players

#### Middle School (Grades 7-8)

- The focus in middle high shifts to competitiveness, skill development, and preparation for HS athletics
- Coaches will do their best to play all kids, but nothing is guaranteed · Playing time is earned, not given to, by those players who:
  - Work hard in practice
  - Put in time in the off season
  - Demonstrate better skill development

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- Show commitment to the team and sport
- Have a positive attitude and good sportsmanship

#### High School - Freshman, C Team, and Junior Varsity (Grades 9-12)

- The focus will be preparation for varsity, skill development, strategy, and winning · Coaches will do their best to play all kids, but nothing is guaranteed · Playing time is earned, not given to, by those players who:
  - Work hard in practice
  - Put in time in the off season

- Demonstrate better skill development
- Show commitment to the team and sport
- Have a positive attitude and good sportsmanship

#### High School - Varsity

- The focus will be playing the players that give the team the best chance to win. •
- All players continue to have a role, even players who mostly play during practice help the team to improve.

#### **Expectations of Parents / Guardians**

- Support the coach's / advisor's philosophy of participation.
- Follow proper grievance procedures
- Help students acquire the necessary self-discipline skills for participation.
- Insure participant's daily attendance.
- Respect the judgment of contest officials, abide by rules of the event and display no behavior that may incite fans.
- Treat opposing coaches, participants and fans with respect.

#### **Policy**

The student will also be governed by: Kickapoo Middle / High School Student / Parent Handbook Rules and Regulations; WIAA Rules and Regulations; and Civil and Criminal Laws of the community, county, and state.

If placed on detention the student is required to fulfill the detention obligation before their activity obligation. After serving the detention the student may report to his/her scheduled activity. If the student is serving an out-of-school suspension, he/she will not be allowed to attend the scheduled activity, whether it is practice or a performance. Each individual coach / advisor can enforce his / her own team's rules once the participant returns to practice.

#### **Reporting an Infraction**

A violation will be acted upon when evidence of an infraction is reported to the principal and / or athletic director. Upon receiving the information the principal and/or athletic director will address the infraction within 2 school days.

#### **Statement of Participation**

As determined by the WIAA, the participation in high school athletics is a privilege not a right. The coach/advisor shall determine what students will play, who will start, and how long a student will play in any given contest. Athletes that participate in interscholastic high school athletics are not guaranteed any amount of playing time.

#### **Two-Sport Agreement**

Any athlete at Kickapoo who wishes to compete in two sports in a given season must follow the following guidelines:

1. An athlete may only participate in one “team” sport (football, volleyball, basketball, baseball and softball) and one “individual” sport (cross country, wrestling, track, golf) in a given season.
2. The athlete must create a combined schedule using the practice and game schedules of both sports.
3. The “team” sport must be given the priority when scheduling as the “individual” sport may be practiced outside of the normal practice hours.
  - a. This priority of events must be followed
    - i. “Team” Sports Contests
    - ii. “Individual” Sport Contests
    - iii. “Team” Sport Practice
    - iv. “Individual” Sport Practice
4. Since “individual” sport practices are the seldom attended at normal practice times. The athlete must arrange to make up most or all of this missed practice time. These arrangements must be included in the combined schedule.
5. The combined schedule, created by the athlete, must be signed by the head coach of each sport. A copy of the signed schedule must be submitted to both coaches and the athletic director.

#### **Equipment/Practice**

Participants will not be allowed to practice or draw equipment until their Co-curricular Guidelines Participant Acknowledgement agreement, WIAA physical examination card (for athletes), medical consent cards, medical history questionnaire, and permission for licensed athletic trainer to treat an injured athlete form are signed and returned to the athletic director, coach or advisor. Participants in other activities must also sign a Co-curricular Guidelines Participant Acknowledgement agreement.

#### **Physicals**

Athletes are required to have a physical examination every two years. Kickapoo Area Schools recommends that students have a physical examination during the summer of their freshman and junior years of high school. Physical cards, alternate year cards, Athletic Guideline Agreement, Notification of Risk of Injury can be picked up and returned to the athletic director.

#### **Transportation**

1. Participants must return to Kickapoo Schools in the same vehicle they traveled to the contest or scrimmage unless the parent/ guardian signs the required roster sheet from the coach.
2. If a parent requests that an athlete / participant returns from a contest with another parent / guardian, a signed note from that parent must be approved by the principal / coach / advisor one day in advance of the contest and the other parent / guardian will also sign the required roster sheet from the coach.
3. If a parent / guardian would like to transport their athlete / participant to a contest, the principal / coach / advisor must receive a signed written request one day in advance (emergency

only – example is a doctors appointment).

*Athletes / participants are required to ride only with parents / guardians after a coach / advisor personally receives a signature on the required roster sheet.*

**Consequence – will be determined by the principal / athletic director / coach / advisor. Not following transportation guidelines could result in denial of future requests.**

#### **VIOLATION OF CO-CURRICULAR ACTIVITY GUIDELINES:**

For the purpose of establishing standards to apply to many co curricular activities offered in Kickapoo Area Schools, two categories of participation are defined. Any penalty imposed must be served in both category 1 and/or category 2 of participation **and in consecutive order of occurrence. *The following guidelines apply twelve months of the year.*** Any suspensions not fulfilled during the current season will be completed during the next season. **Students must end a co curricular in good standing before joining another in relation to a code violation.**

\*Students who are ineligible for grades will not sit out of activities that are part of the classroom curriculum. i.e. – musical in choir class. They will however need to sit out of the performances if they have a conduct violation.

#### ***CATEGORY I CATEGORY II***

Football FFA

Volleyball National Honor Society Cross Country Student Council

Cheerleading Spanish Club

Wrestling Forensics

Basketball Jazz Band

Baseball Pit Band

Softball Dorian Band

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Track State Band

Golf District Honors Band Athletic Managers Solo Ensemble

Band Athletic Statisticians Solo Ensemble Choir Swing Choir

Honors Choir

Class Officers

Homecoming / Prom Court

Future Teachers

Musical

Trap Club

Travel Club

Drama Club

Fishing Club

Photography Club

Academic Teams/Club

Any other club or activity not specifically stated above, but falling under Category II guidelines

**Students can be on Sr. Homecoming Court and Jr. prom court and Homecoming court once during the other three years in high school.** The GUIDELINE numbers for prom court (including king and queen) are as follows: 35 students or less in the class can have 5 representatives; 36 – 40 students in the class can have 6 representatives, and classes over 41 students can have 7 representatives. The GUIDELINE number for Homecoming court is 5 seniors, including the king and queen. If a tie occurs, a revote will occur.

\*Pending the number of students who are interested in going out for court, and how the class would like their courts to be, these numbers can change if the class decides on a change.

### **Elected Positions**

Students elected to class office, student council, Homecoming/Prom court are subject to the Kickapoo Middle/High School Co-Curricular Code. Students need to be in good school standing behaviorally and academically to participate.

If any suspensions from the previous school year are pending, a student cannot participate until the suspension is fulfilled. This includes attendance, conduct, and/or academic suspensions. Coaches and advisors will report any suspensions not fulfilled to the athletic director and/or principal at the beginning of a new school year.

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Just prior to elections, students will again be checked for eligibility. Students who have been suspended and/or failing grades at the time of elections will be ineligible to participate.

**Category I Penalties** for violation of the Co-curricular guideline agreement.

This area includes all interscholastic athletic activities and other activities directly related to athletics where involvement normally occurs outside of the regular school day but may also apply to summer vacation. These violations will carry over starting from the 6<sup>th</sup> grade through the 12<sup>th</sup> grade level.

**Category II Penalties** for violation of the co-curricular guideline agreement. This area includes all school clubs and activities (non-athletic).

## **ATTENDANCE**

### **Categories I & II**

#### **Grades 6 - 12**

Except in the case of an emergency, participants must be in attendance for all academic and required activities the entire school day to be eligible to participate in a co-curricular event/game or practice scheduled on that specific day. If a participant is absent from school the day of an event/game

or practice, he/she is ineligible to participate in an event game or practice that day unless the absence was due to a medical dental appointment (verified with an appointment card or physician statement) **or extenuating circumstances pre-excused by the building principal or athletic director.** ( a normal pre-excused absence for non – extenuating circumstances does not qualify as a reason to be absent from school.)

**In the event of a performance / game on a non-school day, the student must be in attendance the entire school day before the event / game. (Example: for a Saturday event / game, the participant must be in attendance the entire day on Friday, unless the absence is excused).If a participant is absent the day following a contest, he/she will not participate in the next contest unless the absence is excused.**

**Any student who is considered unexcused (for any part of the school day) will be considered ineligible to participate in practice/game/activity that same day. They are still expected to attend practice.**

Students are expected to attend every practice session of the activity unless excused by the coach / advisor. Any student practicing with the team that is suspended from contests / performances must sit with the team as a team member during the contest / performance. Non-compliance can result in further suspension or dismissal. **The principal will decide on consequences related to attendance with input from the coach / advisor.**

## **Violations - Rules of Conduct/Alcohol and Other Drugs**

### **Category 1 Grades 6-12**

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At all times, participants shall refrain from conduct that violates the ideals, principles, and standards of Kickapoo Area Schools. Participants that violate these expectations shall lose eligibility.

Ethical and behavioral ideals include, but are not limited to, negative and/or illegal acts against persons or property, involvement in acts which are viewed as contrary to accepted moral and legal standards; including severe profanity, harassment, abusive language, vandalism, fighting, possession, use, or sale of tobacco (including e-cigarettes and vapes), alcohol, and /or unauthorized drugs, theft or any other acts that are deemed unbecoming of an athlete. \*Use, possession, or sale of tobacco, alcohol, and/or unauthorized drugs is a mandatory offense with consequences listed below. Sexting is prohibited whether it is mutual or not.

**Consequences:** (Students shall practice during suspension.)

**First Violation:** The student shall be suspended from playing in a game or contest for a minimum period of 20% of the season. Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the initial violation will be reduced to 10% of the season.

**Second Violation:** The participant shall be suspended from playing in a game or contest for a minimum period of 50% of the season. Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the violation will be reduced to 40% of the season.

**Third Violation:** Calendar year suspension (12 months from the date of penalty)



**Fourth Violation:** Loss of eligibility in all co-curricular participation for the remainder of the student's high school enrollment.

\*Students in violation of the code are not eligible for any team or conference awards and honors for activities involved in at the time of the violation.

#### **Other**

1. A student placed on out of school suspension is ineligible to participate in athletics during that period and will sit out a minimum of one contest.
2. A student entering grade 9 with a behavior and conduct violation will be suspended from contests for 15 practice days and a minimum of one contest (next date) not including scrimmages. After suspension the 9<sup>th</sup> grade student will be given a clean record.
3. Conduct unbecoming of a student in or out of school, is defined as conduct that at any time reflects unfavorably on the school. Discipline measures will be determined by principal, athletic director, coach / advisor.
4. According to WIAA rule: "A student / athlete who is disqualified from a contest for flagrant or unsportsmanlike

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conduct, is suspended from one (1) contest for the next competitive event.

5. A student who repeatedly or willfully demonstrates behavior which shows disregard for school rules and regulations such as insubordination to school personnel, or school work, shall be ineligible for a minimum of one contest. Any student who receives a discipline referral from a teacher or administration may be suspended for one or more contests as determined by the principal, athletic director, coach.

\*Determination of final consequences is at the discretion of the administration.

### **RULES OF CONDUCT / ALCOHOL AND OTHER DRUGS**

#### **Category II**

#### **Grades 6 - 12**

**First Violation:** The student shall be suspended from participating in an event / contest / performance for a minimum period of 20% of the season. Suspension will begin with the first scheduled event/ contest / performance, excluding practice, Sundays, and legal holidays when school is not in session. All guideline rules must be followed by suspended students. Any remaining days of the suspension not served during the initial activity's season shall be applied toward the season of the next activity in which the student participates. Should the participant(s) turn themselves in to the principal / athletic director and/or advisor; within 7 days of the violation, the initial violation will be reduced to 10% of the season.

**Second Violation:** The student shall be suspended from participating in an event / contest / performance for a minimum period of 50% of

the season. Suspension will begin with the first scheduled event / contest / performance, excluding practice, and **excludes** Sundays and legal holidays when school is not in session. All guideline rules must be followed by the suspended students. Any remaining days of the suspension not served during the initial activity's season shall be applied toward the season of the next activity in which the student participates. Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the violation will be reduced to 40% of the season.

**Third Violation:** Calendar year suspension (12 months from the date of penalty) and forfeiture of all awards and honors at the time of violation.

**Fourth Violation:** Loss of eligibility in all co-curricular participation for the remainder of the student's high school enrollment.

\*Students in violation of the code are not eligible for any awards and honors for activities involved in at the time of the violation.

### **Excessive Violation**

#### **Categories I and II**

#### **Grades 6-12**

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Except as herein above covered, a student/participant, whether or not a juvenile, who has been charged or could be charged with committing a crime or what could be a crime if the student is not a juvenile [examples covered include but are not limited to: vandalism, breaking and entering, stealing, assault, attempted assault, (i.e. striking a staff member), possession of a weapon or otherwise endangering the safety of others] shall be held accountable as follows: Participant/Athletes in Category I or Category II activities will be immediately suspended from participation, activities, contests, and practice until an appeal process has established the student's innocence. If guilty or determined to be delinquent or if there is informal or other disposition which would show that the student committed prohibited acts, the student shall be suspended for one (1) calendar year from the date of infraction.

Regardless of the findings of civil authorities, if school authorities find that the student in question has committed prohibited acts, as proscribed above, the student shall be suspended from participation for one (1) calendar year from the date of infraction.

WIAA felony condition ineligible.

### **ACADEMICS**

#### **Categories I & II**

#### **Grades 6 – 12**

The student will maintain passing grades in all subjects and must be enrolled in school as a full-time student.

#### **CONSEQUENCES:**

1. A student not passing all courses at the end of each quarter grading period is ineligible from participation in events /

performances /contests for 5 (Middle School) / 15 (High School) scheduled practice days and nights (as approved by the A.D., principal, coach and advisor), and a minimum of one contest (scrimmage is not a contest). The student, on the last day of suspension, will be checked by the Athletic Director for eligibility. If there is no progress report or a progress report indicates a failing grade, the student will be ineligible until all grades are passing.

\* In addition to a quarterly grade check, students in co-curriculars will also be checked at mid - quarter. Any students who have failing grades will be ineligible until they are passing all of their classes."

2. Fall Eligibility Period – The maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b). one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). Games / meets at different levels of

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competition (var., J.V., freshmen) may not be combined to reach the number of games/meets an athlete must sit out.

3. After the end of the second semester, the ineligibility period begins at the start of the next school year or the next season the student participates in.

4. A student entering grade nine that has had an academic violation occur during grade eight (4<sup>th</sup> term) will be suspended from contest for 15 scheduled practice days and nights and a minimum of one contest (a scrimmage is not included).

5. Incomplete – a student regains eligibility immediately, if incompletes are made up with a passing grade within two weeks after grade reporting period.

**Suspension starts on the day following the day grades are due in the office. \*Unless a student has 2 or more F's during the ineligibility period they will not sit out more than 20% of the season.**

### C. EXCEPTIONS

1. A student enrolling from another school, grades 6-12 must have maintained passing grades. Verification of eligibility will be obtained from the previous school by the athletic director. All WIAA requirements must be met before the student may participate (written documentation must be presented).

2. A student enrolling from another school under special considerations shall not be eligible until all W.I.A.A. regulations have been met. Examples are: foster home students, legal custody, etc.

### UNACCEPTABLE GATHERINGS

#### Categories I and II,

#### Grades 6-12

Participants charged with attendance at an unacceptable gathering of secondary school students or recently graduated students which is not chaperoned by a parent(s) where alcohol, tobacco, or controlled substances are present and being consumed shall be held accountable as follows:

**First Violation:** Suspension from one extracurricular event/contest. If the student is participating in more than one co-curricular they would be suspended from one contest / event from each. Following the infraction(s) the student will be required to continue practicing.

**Second Violation:** The participant shall be suspended from playing in a game or contest for a minimum period of 50% of the season. Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the violation will be reduced to 40% of the season.

**Third Violation:** Suspension from all participation in Category I and Category II activities for one (1) calendar year from the date of the

rule infraction.

Examples of acceptable gatherings are those with adult family members or close parental family friends, anniversaries, etc. which have parental permission and are well publicized community related affairs. The intent is to discourage participants: a) Attending peer group parties where there is known use of alcohol or controlled substances, b )After arrival at a party the student finds illegal use of alcohol or controlled substances to be a fact and fails to depart the premises immediately.

### **WIAA Tournaments**

If a student/athlete violates any of the violations stated in Category I or Category II during a WIAA tournament series, the student will be suspended from the remainder of the tournament.

### **Appeal Process Related to the Co-Curricular Guidelines**

When a report of a violation of the co-curricular code is made, an investigation will be made by the athletic director and/or the principal or designee. The student involved will be questioned at this time regarding the alleged incident. After the investigation, the principal / advisor and/or athletic director or designee will notify the student involved about the penalties for the violation. The parent(s) of the student will be notified by letter regarding their child's violation and the penalties associated with the infraction(s). If the parent(s) of the student do not agree with the decision, they have the right to appeal to the Co-curricular Board. This panel will consist of the principal, athletic director, advisor, and two faculty members uninvolved with the activity. The parental appeal must be in writing and to the athletic director and/or principal within three school days of receipt of notification. The Co-curricular Board will hear any relevant and pertinent information regarding the violation at this appeal. After hearing all information, the Co-Curricular board will render a decision on the violation. The Co-Curricular Board will act on the appeal within three (3) school days. Written notification of the

decision of the Athletic Board will be made to the student and their parent(s). All decisions of the Co-Curricular Board are final. Revisions on penalties may be made at the discretion of the Co Curricular Board according to the circumstances of the violation. Minimum requirements of the WIAA must be followed.

**The following paper work must be completed before a student can participate in the Kickapoo Athletic Program.**

**Please return the following pages to your coach (page 16 to the end).**

**This includes:**

**The “Parent-Student Participation and Acknowledgement Agreement”**

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**Permission for Licensed Athletic Trainer to treat an injured Athlete.**

**The “Parental Insurance Waiver”**

Note: Before a student can participate he/she must give to the coach:

A PHYSICAL CARD, dated, signed by a parent, signed by a doctor (usually grades 6,8,10,12) or a ALTERNATE YEAR CARD dated and signed by a parent. (usually grades 7,9,11)

A SCHOOL EMERGENCY CARD. Coaches are required to carry this card to games for emergency use.

Kickapoo Area School District

INTERSCHOLASTIC INSURANCE/INSURANCE  
WAIVER FORM

Dear Parents:

The Kickapoo Area School District does not provide any type of health or accident insurance for injuries incurred by your child while participating in school interscholastic sports. Since children are susceptible to injuries, please review your present health and/or accident insurance policies to determine if your coverage is adequate. If you do not feel your insurance is adequate or if you do not have insurance, we encourage you to consider the First Agency, Inc. insurance program.

**Do not send either the application and/or your payment for insurance to school.**

To enroll your child in this accident plan, it is necessary to proceed as follows:

1. Request one application for each student from Melissa Powell, Asst. Bookkeeper, 627-0104, or Kent Petersen, Athletic Director, 627-0142.
2. Complete the form(s) and enclose one form per envelope provided, the correct premium(s) (check or money order only), seal and return to First Agency, Inc. Coverage becomes effective as soon as the application and premium(s) are received by First Agency, Inc.
3. Premium cannot be accepted unless received in envelope provided. You must complete the waiver form

below and return it to the coach prior to the first day of practice.

Thank you,

Kim Johnson  
Superintendent

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