

# **WEBSTER MIDDLE SCHOOL/HIGH SCHOOL CO-CURRICULAR POLICY**

## **INTRODUCTION**

Webster Middle School/High School is happy to have you participate in its co-curricular programs. As an integrated part of the total school effort and experience, the program is designed to help our students become better citizens of our school and our community. As representatives, they should serve as role models of the ideals of good sportsmanship and respectable behavior which the school system and community seeks to promote.

The purpose of this co-curricular policy is to provide parents/legal guardians and student participants a reference of responsibilities and expectations for those participating in the co-curricular program.

## **CODE VIOLATIONS**

- 1) Purchase, possession or use of alcohol and/or controlled substances. (According to Wisconsin State Statutes)
- 2) Purchase, possession or use of tobacco. (According to Wisconsin State Statutes)
- 3) Engaging in illegal activities such as theft, vandalism, assault, battery and/or other destructive behaviors, which are harmful to themselves or others.

## **I. APPLICATION OF THE CODE**

- A. This policy applies to all Webster students involved in co-curricular activities.
- B. The Advisory Council will consist of a student, parent, teacher, coach/advisor, Administrator, school board member and Athletic Director.
- C. The rules of this policy are in effect for twelve (12) months of the year. Code violations will be accumulative.
- D. Students who are involved in both the athletic and non-athletic activities will be subject to the options of both the athletic and non-athletic portions of this policy, but will only complete the community service and written paper portion of the athletic or the non-athletic section, not both.
- E. Those students in athletics will be required to have a physical or alternate year card as required by the WIAA. A signed copy of these cards by parent/legal guardian must be kept on file at school before participation, including practice.
- F. The events to be missed will begin with the first possible event following the meeting with the Athletic Director and/or an Administrator. If the offense occurs late in the season so that more events must be missed than are left in the season, the surplus is to be subtracted from the next season the student participates in. Carryover does not affect Article II (B) (except for the fourth (4<sup>th</sup>) term portion). For non-athletic offenses (Article V), the nine (9) week suspension will carry over to the beginning of the next school year, if no events occur during the summer. Students must complete the season to have the suspension count.
- G. The suspended student shall participate in practice and/or meetings and must attend the event with the team and/or activity while not participating.
- H. The suspended student must complete all requirements prior to participation in a competitive event.
- I. The student must ride the bus to and from the event with the team or organization, unless the parents/legal guardians provide a written request. Upon approval by the Athletic Director and/or coach/advisor, the student may ride home with said parent and/or legal guardian. No student will be given permission to ride home with another student, boy/girl friend, etc. (even if they are legal adults).
- J. Any student athlete in ISS or OSS must miss the next scheduled event. Students must practice the day(s) that they are in ISS or OSS.

- K. Each coach will conduct a preseason meeting to go over the handbook for that sport. Parents/legal guardians and students are expected to attend these meetings.
- L. It is understood that the regulations in this policy are not all inclusive. Coaches or advisors may take additional action that is necessary to insure the orderly operation of their teams or clubs. Violations of team rules, depending on their severity, may be subject to the penalty provisions of this code.

## **II. GRADES**

- A. The student, in order to participate, must maintain an overall "C-" (1.67) average and must have earned the appropriate number of credits to graduate with their class, as defined by the Middle School/ High School Administration.
- B. Based on the grades of the previous nine (9) week grading period, any student who does not carry an overall "C-" (1.67) average will be suspended from competition until the student is doing "C-" (1.67) average work. A student must be suspended a minimum of the 25% rate or three weeks (whichever occurs first). It is the responsibility of the student to gather their class averages from teachers on Thursday and submit them to the Athletic Director on Friday morning for determination of reinstatement. Grades handed in on Friday will determine the student's eligibility for the next week. If a student is ineligible for three (3) consecutive weeks, they will be declared ineligible for the remainder of the sports season. Students not carrying the "C-" (1.67) average at the fourth (4<sup>th</sup>) term will be suspended at the 25% rate for the next sports season they compete in and complete (summer or fall following that 4<sup>th</sup> term only).

## **III. ATTENDANCE**

- A. A student, to participate in an athletic or non-athletic event, must attend school ½ day, a.m. or p.m., of the day during which the event is to take place. This same rule applies to practice, as well.
- B. Practices or rehearsals are essential in assisting the student in acquiring the skills to enhance their performance in that activity. Students who are participating in an activity are expected to attend scheduled practices and events. If the student's parents/legal guardians make **prior** arrangements with the Administrator or Athletic Director to excuse the student from school attendance during the day of the event or practice, the student's absence would be excused if the request is deemed valid. Among the valid excuses for missing school, events or scheduled practices are: family emergencies, religious activities, medical appointments or other pressing matters. It is the responsibility of the student to consult with the coach or advisor on their absence from practices or an event. For those students without valid excuses for missing practices or events, coaches and advisors have, at their discretion, the options of: limiting event participation, withholding recognition and awards, or other punitive disciplinary measures.

## **IV. DISCIPLINARY MEASURES RELATED TO VIOLATORS (ATHLETIC)**

Activities including, but not limited to: baseball, basketball, cross country, football, volleyball, softball, track, golf, cheerleading, managers and statisticians.

### **First Offense**

A conference will be held with the student about the offense. The Athletic Director or Administrator will notify parents/legal guardians of the offense.

- Suspension for 25% of the season (minimum of one (1) event).
- Two (2) counseling sessions (parents must attend one (1) session).
- Student must write a paper on the detriments of the offense committed. The paper will be assigned and supervised by the Athletic Director or Administrator.

### **Second Offense**

A conference will be held with the student about the offense. The Athletic Director or Administrator will notify the parents/legal guardians.

- Suspension for 50% of the season (minimum of two (2) events).

- Student and parents/legal guardians must agree to meet with a chemical dependency agency (if applicable) for assessment and follow its recommendations. Parents/legal guardians will assume the cost of chemical dependency assessment for the drugs or alcohol.
- Complete ten (10) hours of community service, approved by the Athletic Director.

### **Third and Subsequent Offenses**

A conference will be held with the student about the offense. The Athletic Director or Administrator will notify the parents/legal guardians.

- Suspension for one (1) calendar year from the date of the meeting with the Athletic Director or Administrator.
- Assessment and treatment for chemical dependency (if applicable).
- Complete twenty (20) hours of community service, approved by the Athletic Director.

## **V. DISCIPLINARY MEASURES RELATED TO VIOLATORS (NON-ATHLETIC)**

### **ACTIVITIES GROUP 1:**

- Including, but not limited to: A.O.D.A., Art Club, FHA, FBLA, Forensics, Yearbook, Swing Choir, Solo-Ensemble, Pep Band, Jazz Band, Quiz Bowl, Prom Court, Homecoming Court and Snoball Court.

#### **First Offense**

- Nine (9) week suspension (minimum of one (1) event).
- Two (2) counseling sessions (parents must attend one (1) session).
- Student must write a paper on the detriments of the offense committed. The paper will be assigned and supervised by the Administrator.

#### **Second Offense**

- Eighteen (18) week suspension (minimum of two (2) events).
- Chemical dependency assessment (if applicable).
- Ten (10) hours of community service.

#### **Third Offense**

- Suspended from the activity or activities for one (1) calendar year, from the meeting date with the Administrator.
- Assessment and treatment for chemical dependency (if applicable).
- Twenty (20) hours of community service.

### **ACTIVITIES GROUP 2:**

- Class Officers and Student Council

Suspended from these elected positions for one (1) calendar year.

### **ACTIVITIES GROUP 3:**

- School Play

Miss one (1) performance.

## **VI. EARLY REINSTATEMENT**

- A. Students may seek early reinstatement from 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> violations by contacting the Athletic Director and meet the following conditions:
  - 1). Student must immediately admit to the violation when questioned by school personnel.
  - 2). Student will agree to appropriate counseling approved by the Athletic Director, Guidance Counselor and Principal.

3). Student completes a Community Service Plan approved by the Athletic Director and Principal.

- a. First Violation – 16 hours
- b. Second Violation – 40 hours
- c. Third Violation – 80 hours

4). During the reinstatement period, student must maintain a 2.0 GPA.

B By fulfilling the requirements of the reinstatement, the student may reduce the penalty as follows:

- a. First Violation – from 25% of the season to 10%
- b. Second Violation - from 50% of the season to 25%
- c. Third Violation – from one year to one season

C. Upon completion of the reinstatement requirements, the Student will remain at the appropriate step for that year. If a violation occurs during the reinstatement period, the process is terminated and the Student will serve all appropriate suspensions without the opportunity for early reinstatement.

## **VII. APPEALS PROCESS**

The Athletic Director and/or the Administrator will enforce the rules of this co-curricular policy. A student who desires to appeal a decision shall be assured due process through the following procedure:

### **Step A:**

If a student desires to appeal the Athletic Director's or the Administrator's decision, they may request a hearing before the Advisory Council. This shall be done in writing to the Athletic Director or Administrator within three (3) days of the initial decision. The hearing will be convened within five (5) days of said request. The findings and decision of the Advisory Council will be given to the complainant within three (3) days of the hearing.

### **Step B:**

If a student desires to appeal the Advisory Council's decision, they may request a meeting before the Administrator in writing within three (3) days of the Council's decision. This meeting will be convened within five (5) days of said request. The Administrator's decision will be given to the complainant within three (3) days of the meeting.

### **Step C:**

If a student desires to appeal the Administrator's decision, they may request a meeting before the District Administrator in writing within three (3) days of the Administrator's decision. This meeting will be convened within five (5) days of said request. The District Administrator's decision will be given to the complainant within three (3) days of the meeting.

### **Step D:**

If a student desires to appeal the District Administrator's decision, they may request a meeting before the School Board in writing within three (3) days of the District Administrator's decision. This meeting will be convened within five (5) days of said request. The School Board's decision will be given to the complainant within three (3) days of the meeting. The School Board's ruling is the last step provided by the School District of Webster.

After one (1) full year from the date of suspension, a student may appeal to the Advisory Council for reinstatement.

Such reinstatement may only be given if the student in question has complied with the co-curricular policy since his/her last offense and has demonstrated a willingness through his/her attitude and behavior to adhere to the code in the future. An appeal for reinstatement shall not be granted until the student has completed the disciplinary measures assigned by the Advisory Council.

We, the undersigned, state that we understand the provisions of this policy and the consequences of its violation and hereby agree to faithfully follow all of its provisions.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

Adopted by the School Board May, 2002  
Revised August, 2007