

**WINNECONNE**

**MIDDLE SCHOOL**

**EXTRA-CURRICULAR**

**ACTIVITIES CODE**

**2016-2017**

INCLUDING:  
**BASKETBALL**  
**FOOTBALL**  
**FORENSICS**  
**VOLLEYBALL**  
**TRAP TEAM**  
**WRESTLING**  
**CROSS COUNTRY**  
**SPIRIT SQUAD**  
**TRACK**

Non Discrimination Policy

**No person may be denied admission to The Winneconne Community School District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or any other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by 118.13, Wis. Statutes.**

# **WINNECONNE MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES CODE**

## **INTRODUCTION**

The following information has been prepared for the benefit of the participants and parents in an effort to keep the extra-curricular program a contributing and worthwhile part of the total school program. All advisors of the extra-curricular desire that participation be an enriching and healthful experience in which physical, mental and social growth shall be stimulated through interscholastic competition. Careful reading and discussion of this material will realize a better understanding of the aims, objectives and educational values of the program and of the training rules by the student and parent.

## **INSURANCE**

Winneconne Community Schools does not underwrite the cost of an accident insurance for participation in middle school (interscholastic) extra-curricular/athletic activity programs. Parents are encouraged to review their present levels of health and accident insurance to determine if their coverage is adequate should their child become injured or need medical assistance while participating in a school sponsored activity.

## **GENERAL INFORMATION**

- A. The middle school principal, along with the Athletic Director, are responsible for the extra-curricular program.
- B. The extra-curricular code pertains to all students involved in interscholastic sports, cheer team, and forensics.
- C. This code applies during participants' middle school career. Infractions/violations are cumulative over a participant's middle school career. 8<sup>th</sup> graders please note: You are under the middle school extra curricular code until you have signed and participated in the necessary high school extra curricular code procedures (parent/guardian meeting or test) as established by the high school administration.
- D. Each head coach/advisor shall discuss the extra-curricular code with all participants at the beginning of each season.
- E. Respect, courtesy, manners, and good sportsmanship are basic to good citizenship and shall form the basis for all behaviors. Since extra-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and the individuals within the school. Therefore, participants have the responsibility to maintain high standards of personal conduct in and out of the extra-curricular situation.
- F. Participants must be in attendance at school by noon on the day of competition unless the principal has "cleared" the situation. Any school suspension on the day of the activity will result in non-participation in an extracurricular event.
- G. A student becomes a participant when the physical, proof of insurance, code agreement and fee, if appropriate, are taken care of.
- H. The extra-curricular code is in effect for 365 days of the year (366 days on a leap year).
- I. The parent and participant agreement form needs to be signed one time per year.
- J. Participants are financially responsible for school equipment. Any equipment lost or destroyed must be replaced in value to the Winneconne School District before further competition is allowed.
- K. All injuries must be reported to the supervising coach/advisor.

- L. All participants will go to and return from an activity on the team bus or designated team vehicle. The participant may leave **with their parent** if the coach/advisor is given a written note from that parent.
- M. Participants are expected to follow rules and guidelines established by their coaches/advisors.

## **Athletic/Extracurricular Registration Now Online**

In an effort to streamline, save time and a lot of paper, registration will now take place online at the Winneconne School District website. The process is very easy and all forms, codes, signatures and physical/alternate year cards can be easily uploaded eliminating the needless waste of paper and data entry by office staff.

Here are the directions to register your Middle School Athlete. If you have questions or need help please e-mail me at [whitfort@w-csd.org](mailto:whitfort@w-csd.org) and I will help you with your questions.

- 1.) Log on to <http://www.winneconne.k12.wi.us>
- 2.) Click on the school that your athlete will be participating in extracurriculars. It will be the high school or middle school, or both if you have children in both schools.
- 3.) In drop down select "Athletics, and Activities"
- 4.) **On the center of the page look for 'REGISTER FOR ATHLETICS', CLICK ON THAT LINK.**
- 5.) That will take you to the registration page at the bottom you will see a green box that says register now. Click on that box.
- 6.) Then you just need to enter all the information that is asked for. You will then be allowed access to all the forms that need to be read by both parents and student. At the end you be allowed the opportunity to e-sign all documents and upload your child's physical or alternate year card depending on what they need for the upcoming school year.
- 7.) To avoid delays in eligibility, you **MUST** upload a copy or an image of your physical form/alternate year card with the dates clearly visible. Dates entered without the forms will not be accepted.
- 8.) The \$25 (per activity in the MS) activity fee may be payable online (using a credit or debit card) once the student is on the active roster for that sport/activity. If you choose to pay by cash or check, the payment may be made in the middle school office.
- 9.) Your student will NOT be eligible to play or practice with the team unless all paperwork has been completed, properly uploaded, and the fee has been paid.

\*\*Our athletic registration must be done online. If you do not have access to do this online, we will be able to help you in our middle school office.

### **REQUIRED BEFORE ATHLETIC PARTICIPATION:**

1. Physical Examination uploaded and Parent Permission submitted via the online registration process.
2. Concussion Parent / Student information form acknowledged via the online registration process.
3. Participation Fee paid online or submitted to the middle school office.
4. Extra-Curricular Activity/ Athletic Code acknowledged via the online registration process.

**PHYSICAL EXAMINATION and PARENT'S PERMISSION:** A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics and he/she must have a physical examination (signed by a licensed physician or advanced nurse practitioner) every other school year.

### **CONCUSSION PROTOCOL:**

This protocol was designed to return athletes and students to their activities as quickly and safely as possible following a concussion. If it is suspected that an athlete sustained a concussion they should immediately be pulled from all physical activity until a trained health-care provider rules out a concussion. An appropriate medical professional is either a licensed athletic trainer or a physician who is a concussion specialist. If the athletic trainer available, the athlete should be sent immediately to the athletic training room for an evaluation. If the athletic trainer is not present, then the coach and parents should monitor the athlete's signs and symptoms. If the signs or symptoms listed below under emergency are seen or reported by the athlete, the athlete should be taken to the emergency room immediately. If the athlete shows signs or symptoms under the normal concussion section the athlete should be removed from all activity and monitored for the rest of the night. As long as no symptoms drastically worsen the athlete should follow up with the athletic trainer or a physician who specializes in concussions.

### **SIGNS AND SYMPTOMS**

#### **Emergency**

- Fluid leaking from the nasal passage or the ears
- Extreme headache progressively getting worse
- Repeated vomiting
- Decrease in vision or poor eye tracking
- Difficulty breathing
- Decrease in alertness
- Seizure
- Loss of consciousness
- Difficulty speaking or understanding speech
- Decrease in coordination
- Unequal, dilated, or unreactive pupils
- Any other signs or symptoms that continue to worsen

#### **Normal Concussion Signs and Symptoms**

- Headache
- Confusion
- Fatigue or drowsiness
- Nausea
- Memory loss
- Dazed feeling or 'not feeling right'
- Poor balance
- Poor coordination
- Mood changes
- Dizziness or 'seeing stars'
- Ringing in the ears
- Sensitivity to light or sound
- Sleep disturbances

- Changes to smell and taste
- Changes to personality or mood (depression, nervousness, irritability)

### **RETURN TO PLAY AFTER A CONCUSSION**

After being evaluated by a physician/concussion specialist (whose scope of practice includes management and evaluation of concussions), any student/athlete that is diagnosed with a concussion must complete a stepwise return to play protocol. The student/athlete must meet all the following criteria in order to begin the return to play process:

- Be asymptomatic at rest with no medication for at least 24 hours. Once completely asymptomatic, the student/athlete can contact treating physician to determine if he or she is ready to take post-concussion ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) test. ImPACT is a research-based software tool utilized to evaluate recovery after concussion. ImPACT evaluates multiple aspects of neurocognitive function, including memory, attention, brain processing speed, reaction time, and post-concussion symptoms. All athletes in a contact sport will be required to take the baseline ImPACT test every two years, usually their freshman year. \* **NOTE:** Only post-concussion ImPACT tests ordered by a CIC (Credentialed ImPACT Consultant) can be administered at school.

The following are approved concussion specialists who can order post-concussion ImPACT testing to be done at the school:

- Dr. Chris Birn (Affinity Health System)
- Dr. Willa Fornetti (The Kennedy Center/Affinity Health System)
- Dr. Alex Garcia (Affinity Health System)
- Dr. Cheryl Pitre (Affinity Health System)
- Amy Poliak, APNP (Affinity Health System)
- Dr. Wendy Schroeder (Affinity Health System)
  
- Dr. Richard Canlas (ThedaCare)
- Dr. Douglas Connor (ThedaCare)
- Dr. Erica Kroncke (ThedaCare)
  
- Dr. Jennifer Weibel (Osteopathic Medicine & Physical Therapy Group - partners with OSI & Advanced PT)
- Once the post-concussion ImPACT test is completed, the student/athlete must be within normal range of baseline on post-concussion ImPACT. Results of the test must be interpreted by the treating physician.
- Upon passing post-concussion ImPACT, the student/athlete must have written clearance from treating physician or specialist, who has personally evaluated the athlete, as well as been given access to the athlete's ImPACT test results (athlete must be cleared for progression to activity by a physician other than an **Emergency Room Physician**).
- Once the athlete has met all of the above he/she will be progressed back to full activity following a stepwise process, under the supervision of the Athletic Trainer. The progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly. The following is the progressive return to play protocol:

**1. Light aerobic exercise** - walking, swimming, or stationary cycling keeping intensity <70% maximum heart rate (220 minus the student-athlete's age) with no resistance training or weight-lifting. Objective at this stage is to increase heart rate. Limit of 15 minutes.

**2. Non-contact sport-specific exercise** – individualized sport specific drills that require motion - for example: skating drills in ice hockey, running drills in soccer. No head impact activities or resistance training. Objective at this stage is to add movement. Limit of 30 min.

**3. Non-contact practice** – progression to more complex training drills, like passing drills in football and ice hockey. May start progressive resistance training. Objective is to add coordination with more aggressive exercise.

**4. Full contact practice.** Objective is to restore confidence and assess functional skills by coaching staff.

**5. Full return to play without restrictions** (including games)

**\*NOTE** – Only one step of the return to play progression is to be completed every 24 hours. If at any time during the protocol a student/athlete's begin to experience concussive symptoms, the student/athlete is to cease activity. Once he or she is once again asymptomatic, the student/athlete can resume the step he or she was on in the return to play protocol (i.e. if student/athlete was performing Step 2 and becomes symptomatic, he or she will stop activity. Once asymptomatic, he or she may return to performing Step 2).

## **SCHOLASTIC ELIGIBILITY**

A participant must obtain passing grades in all courses at the completion of each grading period (progress reports, quarter and semester). Any participant receiving a failing grade will be ineligible to participate for 5 consecutive school days and a minimum of one contest. Practice may be allowed at the discretion of the advisor/coach.

- A. To regain scholastic eligibility, an eligibility form must be signed by the teacher(s) indicating passing grades or improving effort.
- B. Incompletes must be made up in a reasonable amount of time and the participant may not compete while an incomplete is still registered.
- C. A student who is enrolled in any state-approved EEN program and receives no usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- D. Conduct Eligibility – General conduct in school shall be such as to bring no discredit to the participant, his/her parents/guardian, school or team. Students and parent/guardian are

encouraged to carefully read and become familiar with the Honor Level System of Discipline (HLSD) which has a direct impact on athletic participation (see HLSD handbook).

### **TRAINING RULES: MIDDLE SCHOOL**

Training rules are a matter of self-discipline. The best performance individuals are capable of producing comes only after the body and the mind have been conditioned through a regular training routine.

All students must refrain from any conduct at any time that would reflect unfavorably upon himself/herself or the school. Conduct which reflects unfavorably on a student or on the school includes, but is not limited to, the following:

- A. No participant shall be permitted to be in possession of, or use, intend to use, nor be involved in the buying or selling of tobacco, alcohol, illegal drugs, or drug-related paraphernalia.
- B. Student participants shall follow all training rules set down by the individual head coach/advisor. Each coach/advisor is responsible for enforcing their set of rules.
- C. A criminal misdemeanor or felony. (Conduct which reflects unfavorably upon the student.)
- D. A student facing expulsion. (Conduct which reflects unfavorably upon the student.)
- E. Acts of vandalism. (Conduct which reflects unfavorably upon the student.)
- F. Any other conduct unbecoming of a participant as determined by the administration.
- G. E- Cigarettes- May or may not contain nicotine and are designed to look and feel like a conventional cigarette. It is a violation of the extra-curricular code for an athlete to use or possess and e-cigarette (nicotine or non-nicotine) or any tobacco-like cigarette. Use or possession of any e-cigarette is considered conduct unbecoming under the extra-curricular code, whether or not the e-cigarette or tobacco-like cigarette contains nicotine, to avoid the appearance of smoking by student-athletes.

### **REPORTING A VIOLATION OF THE TRAINING RULES**

Violations of the Winneconne Middle School Extra-Curricular Activities Code will be reported as follows:

Any person reporting a violation will be asked to give a statement within a reasonable amount of time. The administration will investigate the alleged violation within a reasonable amount of time.

## **INVESTIGATING A VIOLATION OF THE TRAINING RULES**

- A. The administrator and/or the Athletic Director, will conduct an appropriate investigation any time a student is reported. Reasonable attempts to contact parents will be made prior to the investigation of the alleged violation.
- B. The administration and/or the Athletic Director, shall notify the student, parents, and appropriate head coach/advisor of the violation and proceed in reasonable and appropriate fashion according to the listed penalties contained within the code of conduct.
- C. Head coaches/advisors will report satisfactory or unsatisfactory involvement of the suspended student during their sport season to the administrator.

## **DISCIPLINARY ACTION FOR CODE VIOLATION**

- 1. First Offense – Suspension from competition for 5 consecutive school days and a minimum of one contest while the activity is in session. The participant must become involved in an appropriate school counseling program. Practice may be allowed at the discretion of the advisor/coach.
- 2. Second Offense – Suspension from competition for 10 consecutive school days and a minimum of two contests while the activity is in season. The participant must become involved in an appropriate school counseling program. Practice may be allowed at the discretion of the advisor/coach.
- 3. Third Offense – Suspension from all competition for 20 consecutive school days and a minimum of three contests while the activity is in season. The participant must become involved in an appropriate school counseling program. Practice may be allowed at the discretion of the advisor/coach.
- 4. Additional Offenses – Participation and consequences for additional offenses will be determined pending a meeting with student, parent/guardian, school counselor(s) and principal. Serious consideration will be given to the severity of the violation and previous interventions.

## AODA Assessment

First offense: The student-athlete will be required to meet with a guidance counselor.

On second offense: If any violation is consumption or possession of alcohol or other drug(s) the athlete must complete an assessment, at their own expense, by a certified AOD counseling specialist and follow through on the recommendations of that assessment. Documentation must be given to the athletic director that this has taken place. The athlete is not eligible to participate until this assessment is completed.

A participant serving a suspension during any extra-curricular season must complete that season in good standing or the suspension will not be considered served.

If a student is charged with a felony, an administrative review of the situation will be conducted. A conduct suspension may be enforced until any and all charges are cleared. In the event a student is found guilty of a crime and sentenced to court ordered confinement, the student will be ineligible to compete or practice for the entire length of the confinement. A student who is convicted of a felony or a Class A misdemeanor will not be permitted to participate in any activity for a minimum of one calendar year from the date of conviction.

An expulsion renders the student ineligible to participate in any extra curricular activity during the term of expulsion and upon return from expulsion unless otherwise agreed to in writing by the student, parent(s)/guardian(s), and district administrator at the time of the student's return.

The Winneconne School District expressly reserves the right to impose a penalty for a student who is charged with a criminal act as it deems appropriate for each individual situation and/or case regardless of whether it is the first, second or third offense.

## **APPEAL PROCEDURE**

- A. After a ruling of ineligibility resulting in suspension from extra-curricular activities has been made, a participant and/or his/her parent(s)/guardian(s) may formally appeal the decision in writing to the middle school principal provided an appeal is received within five days from the first day such ineligibility shall take effect.
- B. The principal, within five days of receipt of such written appeal, shall formalize the ineligibility decision in writing. A letter will be sent to the parent(s)/guardian(s) outlining the specific details relating to: a) violation or infraction, b) date of violation or infraction, c) period of suspension, and d) any other pertinent information.
- C. After an appeal has been received and the school's formal reply mailed to the parent(s)/guardian(s), a date for a meeting will be established by the principal, such date no later than five days after receipt of the written appeal of the participant and his/her parent(s)/guardian(s). Present at the meeting, will be the administrator, the student, parent(s)/guardian(s).

- D. The appeal board will consist of the principal or designee (non-voting member), coach/advisor (preferably from an activity that the participant is not involved in), and three faculty representatives.
- E. The appeals committee is designed to review procedures. While the appeal process is occurring the penalty for the violation will remain in effect.
- E. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the meeting.
- F. Proceedings of the meeting, including the decision, will be put in writing (within five days of the decision); and a copy of these proceedings will be mailed to the student and his/her parent(s). A phone message and/or parent contact will be provided the following day if possible.

### **PARENT/PARTICIPANT CONCERNS**

Parents/participants who have concerns about a coach or advisor are to perform the following procedures:

1. Participant meets with coach/advisor.
2. Participant and parent(s) meets with coach/advisor.
3. Participant and parent(s) meets with administrator.
4. Participant and parent(s) meets with coach/advisor and administrator.
5. Coach/Advisor meets with school administrator.

### **ANNUAL EVALUATION OF EXTRA-CURRICULAR ACTIVITIES CODE**

An annual evaluation of the code will take place during spring. The evaluation will be conducted in the following manner:

- A. Students and parents will be able to express opinions on these regulations at an open forum conducted in the Spring of each year.
- B. A review of these regulations will be conducted with the coaching staff during the month of March.
- C. The building administrators will consolidate the input from the evaluation and pass on recommendations to the school board for the appropriate action.

*Agreeing to and signing this athletic code (next page is the signature page) validates and makes a student responsible to follow the code throughout the remainder of their middle school career. Yearly re-signing of the code is a local rule that is enforced and allows the student to participate on a yearly basis.*

**EMERGENCY INFORMATION/AGREEMENT OF PARENTS AND STUDENT**

STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ HOME PHONE NUMBER \_\_\_\_\_ PARENT/GUARDIAN WORK NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PARENT(S) NAME \_\_\_\_\_ EMERGENCY CONTACT PERSON \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

INSURANCE CARRIER \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_ GROUP NUMBER (IF ANY) \_\_\_\_\_

SPECIFIC MEDICAL CONDITIONS: \_\_\_\_\_

PRESCRIPTION MEDICATIONS CURRENTLY TAKING: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

IN CASE OF MEDICAL EMERGENCY, we understand every effort will be made to contact the parent(s) or guardian(s) of the extra-curricular/athletic participant. In the event a parent/guardian cannot be reached, we hereby give permission to the physician selected by the coach/advisor to hospitalize and secure proper treatment for the participant as named below.

**WINNECONNE EXTRA-CURRICULAR ACTIVITY/ATHLETIC CODE SIGN-OFF**

This is to certify that WE, the undersigned, have attended an activity code meeting, read and understand the WINNECONNE EXTRA-CURRICULAR ACTIVITY/ATHLETIC CODE, and do hereby agree to abide by these rules and regulations or forfeit all privileges granted to the participant. Agreeing to and signing this athletic code validates and makes a student responsible to follow the code throughout the remainder of their middle school career. Yearly athletic code meetings and re-signing the code is a local rule that is enforced and allows the student to participate on a yearly basis.

(Signature of Participant)

\_\_\_\_\_  
(Date)

(Signature of Parent or Guardian)

\_\_\_\_\_  
(Date)

**PARENT-ATHLETE RULES OF ELIGIBILITY WIAA SIGN-OFF**

I certify that I have read, understand, and agree to abide by all of the information contained in this document. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student-Athlete's Signature

\_\_\_\_\_  
Date

**PLEASE SIGN NAMES LEGIBLY OR PRINT NAME AND THEN INITIAL AFTER IT  
TURN THIS SIGNED SHEET IN AFTER THE CODE MEETING. KEEP THE BOOKLET.**

This page of the Athletic Handbook will be kept in the student's file in the office of Winneconne Middle School. You should keep the rest of the booklet for a reference. This form must be completed and submitted to the Athletic Director prior to a student being declared eligible to practice and compete.

## Winneconne Trap Team Addendum:

In an effort to mitigate as much risk as possible to the Winneconne Community School District, I would like to summarize what we have done with respect to the creation of the Trap Team/Club.

- The coach/advisor will be selected by the District. This coach/advisor will not only have a background check but he/she must also ensure that all safety measures are being followed by all members of the team.
- Safety measures will be developed by the coach/advisor and the District.
- The District will be the supervisor of this coach/advisor. If the coach/advisor is not properly training/working with the participants or not enforcing safety protocol, the District has the ability to discipline or discharge the coach/advisor.
- Student participants must follow all safety measure at all times. Failure to do so shall result in in discipline/removal from the Trap Team/Club. There will be no tolerance for violation(s) of safety measures.
- Participants will be required to sign a document indicating that they understand the safety measures, have been trained in the proper use of a weapon, and the coach/advisor has inspected the equipment to be used.
- Participants are limited to member of the Trap Team/Club. No other student should be allowed to participate in practice or competition under any circumstance.
- Participants understand that at no time may firearms be on the school premises. If violated, serious consequences, not only for the participant but the team as well, will be issued. This could be discipline which may include termination of the club/team.
- Transportation waiver must be signed and on file if going directly from school to practice. It should be made clear if there is practice immediately following school, and the participant must stop at home to pick up their gun, a transportation waive still must be signed and on file.
- Extra Curricular Code of Conduct will be signed by all participants and the standard fee will be assessed.
- A written agreement with the Gun Club shall be established that states they will abide by all District policies, rules, regulations with respect to training, safety, and use of facilities.

Respectfully,  
Peggy Larson, District Administrator WCSD