

# **WATERLOO SCHOOL DISTRICT**

**2023-2024**

## **CO-CURRICULAR HANDBOOK**

**Pirates**



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## **I. GOALS OF THE CO-CURRICULAR PROGRAM**

The co-curricular program provides students with valuable experiences that are difficult to replicate in the classroom. The co-curricular program provides students with opportunities to develop:

- A. Responsibility and cooperation;
- B. Self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others and the desire to strive for excellence;
- C. Teamwork and commitment.

## **II. RESPONSIBILITIES OF PARTICIPANTS**

The opportunity to participate in the co-curricular program of the Waterloo School District is extended to all students who are willing to assume the responsibilities associated with participation. ***However, participation in any co-curricular activity is a privilege and is at the discretion of the Waterloo School District Administration.*** Participants must be a credit to themselves, their family and their school. Participants must display the highest standards of behavior at all times, exemplify good sportsmanship, show respect for others, dress appropriately and meet all of the school and WIAA eligibility requirements. The Waterloo School District has established standards of “Academic Eligibility” and a “Code of Conduct” to clearly communicate participant expectations for co-curricular activities.

**Students participating in any activity listed must follow the rules of Academic Eligibility and the Code of Conduct in order to participate. In addition, students participating in athletics must meet the WIAA Athletic Rules of Eligibility and the Waterloo Student Eligibility for Athletics rules.**

## **III. ACTIVITIES COVERED BY THESE RULES**

Football	Badger Boys State	NAHS
Girls Volleyball	Badger Girls State	Patriots Club
Boys/Girls Cross Country	NHS	Forensics
Boys/Girls Basketball	FFA	Jazz Ensemble
Wrestling	Homecoming & Prom Court	Solo & Ensemble
Boys/Girls Track	Drama & Musical Productions	GSA
Softball	Art Club & Visual Arts Classic	Show Choir
Baseball	Student Council & Class Officers	
Cheerleading	Capitol Conference Academic Bowl	
Math League	Future Business Leaders of America	

## **IV. WIAA ATHLETIC RULES OF ELIGIBILITY**

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a summary of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing. Reading and signing this form is a condition of participating in interscholastic athletics at WIAA member schools. It does not guarantee a student-athlete's athletic eligibility nor does it give rise to any contractual rights, direct or indirect, to student-athletes or their parents.

These are WIAA eligibility rules, which are current for the 2023-2024 school year:

### **AGE**

A student shall be ineligible for interscholastic competition if they reach their 19th birthday before August 1 of any given school year.

### **ACADEMICS**

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

### **ATTENDANCE**

A student-athlete is eligible for interscholastic competition at a member school if they are carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

A. A student must complete eligibility in the four consecutive years starting with Grade 9, unless there are documented extenuating circumstances and a waiver has been provided.

B. A student is ineligible if they have graduated from a school offering studies through Grade 12 or its equivalent.

C. A student who graduated in May or June retains eligibility for any portion of a spring athletic schedule not completed by the end of the academic year. Mid-year graduation ends athletic eligibility on the last day of attendance.

D. A student is ineligible if they have not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.

E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

### **DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries their parents reside, within a given school district, with these additional provisions:

A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.

B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.

C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.

E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at their school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, they shall be subject to transfer provisions as outlined in the transfer Section of this document.

F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).

G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, they become eligible.

H. A student-athlete will not be eligible if their attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.

I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if they transfer to another school.

J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

#### **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or

attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.

B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.

C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.

E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.

F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

## **TRANSFERS**

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

A. A student who transfers from any school into a member school will be subject to the transfer rules for one calendar year, unless the transfer is made necessary by a total and complete change in residence by parent(s). [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.]

B. Students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.

C. Students entering 11th and 12th grade are restricted to nonvarsity opportunities for one calendar year. [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.]

D. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.

E. 10th, 11th or 12th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).

F. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade.

G. District policies with respect to intra-district transfer do not supersede WIAA transfer rules.

H. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at their new school until the fifth calendar day of such transfer.

I. A student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.]

J. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.

K. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at their new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education. Note: A student who does not serve a penalty for violation by leaving the state and competing in another state, will be ineligible for the balance of the suspension upon return to the state.

L. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

### **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, an emergency information form, and they must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

### **TRAINING and CONDUCT**

A student-athlete must follow their school's code of conduct (training rules) on a year-round basis.

A. A student-athlete who violates their school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).

B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.



C. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid their debt to society and the courts consider the sentence served (including probation, community service, etc.).

D. A student-athlete who violates their school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.

E. 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.

F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.

G. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.

H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

### **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash (including gift cards) or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.

B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.

C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.

D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.

E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.

F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than their own name.

### **SPORTS ACTIVITIES OUTSIDE OF SCHOOL**

Athletes may compete in not more than two non-school competitions with prior school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including “banditing”) in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).

(1) This restriction applies to normal nonschool games as well as “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.

(2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.

(3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school’s official opening day of practice in order to continue nonschool training and/or competition.

B. During the school year before and/or after the school season of a sport and in the summertime, members of a school’s team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.

C. A student-athlete or their parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.

D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be their coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.

E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

## **USE OF STUDENT IMAGE**

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.

### **V. WATERLOO STUDENT ELIGIBILITY FOR ATHLETICS**

Eligibility requirements for all co-curricular participants in athletics include:

1. All student athletes must have a current WIAA physical card or alternate year athletic permit/parent permission card on file prior to practice and competition. New cards can be obtained at the appropriate school building office.
2. A signed Co-Curricular Code and Concussion/Sudden Cardiac Arrest Parent & Athlete Agreement form on file for the current school year. The forms must be signed by both the participant and parent/guardian and on file in the school office before the first date of any participation/practice.
3. An athletic participation fee is charged for participation in district athletic programs. Participants must pay the appropriate fee prior to the first practice. A record of the fee collected is kept by the office.
4. All students must have a current year student registration/emergency form on file with the school.
5. All incoming freshmen have full eligibility status and do not fall under the High School Co-Curricular handbook until August 1<sup>st</sup> of the current year.

### **VI. ATHLETIC/ACTIVITY PARTICIPATION FEES**

Middle School - MS athletic co-curricular fees are \$30.00 per sport; \$60 student maximum per year for grades 7-8.

High School – HS athletic co-curricular fees are \$50.00 per sport; \$100 student maximum per year for grades 9-12.

Activity Participation Fees: There is a \$5.00 fee for MS Solo & Ensemble participants and a \$10.00 fee for HS Solo & Ensemble participants.

Senior students, who have graduated and are selected to participate in a summer All-Star competition, will have the option of using their school uniform (not equipment) for that respective sport. The student will be required to place a fifty dollar (\$50.00) deposit with the district to check out the uniform. The district expectation is that upon completion of the competition, the uniform will be returned in the condition received and that the deposit will be returned to the student.

#### **A. Cooperative Programs**

Waterloo High School will allow any student-athlete who has an interest in a sport that is not offered by WHS to compete in a cooperative program with another school, or schools. This includes all male and female athletes as mandated by Title IX. Title IX legal issues will always be examined on a case-by-case basis, and each request must be approved by the board of education.

If a student-athlete chooses to participate in a cooperative program, the student and/or family will be responsible for 80% of the financial obligation that goes with being a part of a co-op. The Waterloo School District will be responsible for 20% of the financial obligation that goes with being a part of

a co-op. The student and/or their family will be responsible for all of the transportation to the host school facility for practice and games.

Students who participate in a cooperative program that is sponsored by another school will still fall under the eligibility standards and policies of Waterloo High School.

## **VII. ACADEMIC ELIGIBILITY FOR ALL CO-CURRICULAR ACTIVITIES**

**Rule 1(a): Middle school (7-8) students must earn passing term and mid-term grades in all courses to be academically eligible to participate in co-curricular activities without condition.**

- A. For the purpose of determining academic eligibility, term and mid-term grades become official when report cards are issued and/or grades are posted. Grades will be posted or report cards will be issued on the fifth school day following the end of the mid-term or term.
1. Middle school students who receive one failing term or mid-term grade will be required to submit a favorable Academic Status Report to the office of the Athletic Director or Principal by Friday at 3:15 p.m. until the mid-term. It is the student's responsibility to turn in the Academic Status Report and it must document that the student is presently passing all courses, include the signature of each of the student's teachers and include the signature of the student's parent or guardian. These students are required to participate in practices. They are not able to participate in games/events, but are required to attend under the direct supervision from the coach.
  2. Middle school students who receive two or more failing term or mid-term grades will be required to submit a favorable Academic Status Report to the office of the Athletic Director or Principal by Friday at 3:15 p.m. until the next grading period. It is the student's responsibility to turn in the Academic Status Report and it must document the student is presently passing all courses, include the signature of each of the student's teachers and include the signature of the student's parent or guardian. These students are required to work with a teacher and complete homework for 30 minutes after school prior to going to practice. After completing the 30 minutes of homework these students are required to participate in practice. They are not able to participate in the games/events, but are required to attend under the direct supervision of the coach.

**Rule 1(b): High school (9-12) students must earn passing term grades in all courses to be academically eligible to participate in co-curricular activities without condition.**

For the purpose of determining academic eligibility, term and mid-term grades become official when report cards are issued and/or grades are posted. The eligibility and ineligibility list will be posted on the **third school day following the end of the term**. Summer school grades will be used to determine eligibility. A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided the student successfully completes not less than the same number of courses which caused the ineligibility. The Waterloo School district cannot guarantee that each core academic course will be offered in its summer school program. A student who repeats academic courses, with the High School Principal's approval, in another district's summer school program, a correspondence program or an Internet program shall do so at his/her own expense.

1. High School students who receive one failing term grade will be ineligible for co-curricular activities (**competitions and performances**) until mid-term. If an ineligible student receives passing mid-term grades in all subjects, the student will regain eligibility for the remainder of the term.
2. High School students who receive two or more failing term grades will be ineligible for co-curricular activities (**practice, participation and contests**) until the next term.
3. High school students who receive one or more failing midterm grades will be placed on academic probation. Students on academic probation will have to turn in an academic probation report to the athletic director by 3:30 p.m. on Fridays to determine

eligibility. If a student is still failing a class or classes, they will become ineligible to participate in competitions until the student-athlete has submitted a report with all passing grades. Academic probation reports are only turned in and collected on Fridays. Students will have to submit a report every Friday until the student has all passing grades to compete in competitions.

## **FALL SPORTS – ACADEMIC INELGIIBILITY**

**A reminder: When the earliest allowed WIAA game/meet takes place before the first day of classes at a member school, “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).”**

In those instances where a member school has begun fall classes on or before the date of the earliest allowed WIAA game/meet in a sport, ineligible students in these situations are subject to the standard rule applied when school is in session (15 scheduled school days and nights). In this situation, eligibility is regained **on the school day following the period of ineligibility (16<sup>th</sup> school day)**. Note 1: An interschool scrimmage does NOT count as a game or meet for purposes of this rule. Note 2: If a multi-school meet is counted on your schedule as one meet, it also counts as one meet as it applies to the number of meets an ineligible student must sit out. Note 3: Games/meets at different levels of competition (varsity, JV, freshmen) may not be combined to reach the number of meets an athlete must sit out.

## **VIII. CODE OF CONDUCT FOR ALL CO-CURRICULAR ACTIVITIES**

- A. In order to provide students and parents/guardians with fair notice of these rules, any student in grades 7 through 12, and grade 6 for wrestling, who intends to participate in any co-curricular activity covered by this Code of Conduct shall attend a pre-season informational meeting, or watch the online informational video with his/her parent/guardian.
- B. Students are expected to comply with the provisions of the Code of Conduct at all times, including vacation periods and during suspensions from participation. Penalties for violating the Code of Conduct are **cumulative** over a student's high school career. Any suspended student who will be returning to his/her team prior to the end of the current season will be required to practice except in cases involving two or more failing term grades (see 1. and 2. above). Any student who transfers from any school, whether or not a WIAA school, with a status of ineligibility for disciplinary and/or academic reasons retains such status at his/her new school for the same period as decreed by the former school.
- C. In both activities and athletics, misconduct deemed serious by the school administration will subject the student to school disciplinary action and/or athletic/activity suspension. Any student suspended from school for a violation of school rules will not be allowed to participate in school activities during the period of suspension.

**Rule 1: Students may not use or possess tobacco. This also prohibits the use or possession of electronic, vapor, or other substitute forms of cigarettes, hookah pens, clove cigarettes and other smoking devices for burning/heating tobacco, nicotine, or any other substances.**

**Rule 2: Students may not use, possess, buy or sell alcoholic beverages or unauthorized drugs or attend in gatherings where alcohol or unauthorized drugs are being used. Unauthorized drugs include street drugs, controlled substances or any substance which can or does alter the behavior of students. Unauthorized drugs also include anabolic – androgenic steroids and other performance enhancing substances (PES).**

Students will not be considered to have violated the Code of Conduct when patronizing an establishment licensed to sell alcoholic beverages in addition to food or recreational

services (restaurants, bowling alley, etc.) or when attending family gatherings where alcoholic beverages are available to adults only.

**Rule 3:** Student conduct in and out of school shall not discredit the student, his/her school or team/activity or cause a substantial and/or material disruption at school, that interfered with the rights of others to be secure at school or that advocated the violation of a specific school policy such as those governing drug use, alcohol use, or similar banned student behaviors. This also includes any criminal activity or participation in any activity where a felony has occurred.

Below are examples of conduct that fall under this rule. These examples do not include all the possibilities. Any school disciplinary matter or legal matter may trigger this rule.

- Disrespect to others based upon race, color, national origin, sex, age, religion, handicap, etc.
- Theft, vandalism, or fighting.
- Verbal/Physical abuse of teachers or other school personnel.
- Repeated refusal to follow school rules.
- Cyberbullying
- Harassment/bullying

**Rule 4:** In order to participate in a competition, performance or activity, a student must be in school by 8:30 a.m. and attend school the remainder of that day.

Exceptions must be approved by the Athletic Director, or the Principal in the absence of the Athletic Director, after a parental request. Immediate family emergencies, funerals, and emergency visits to the doctor may be granted as exceptions. Routine doctor/dental appointments, driver's tests, court ordered appearances and college placement testing (for which a Pre-arranged absence has been approved in advance) may be granted as exceptions.

**Rule 5:** Students are required to travel to and from contests/activities on school sponsored transportation.

If a parent/guardian requests, an exception may be made concerning traveling home after a contest/activity. Exceptions are also available for gifted and talented participants, ACT testing or students participating in more than one district sponsored school activity on a given day. A written request card from the parent/guardian must be completed and given to the coach/advisor **prior to** the bus departing from the event. This policy does not apply to the FFA Trap Team. Per Board Policy 754, 754.10, 754.11 and 754.12.

**Rule 6:** It is expected that each co-curricular participant will cooperate honestly and fully with the Athletic Director or Principal in any investigation regarding any possible code violation(s).

**Rule 7:** Bullying / harassment that is related to or discriminatory in nature based on a protected class (sex, race, religion, creed, age, national origin, ancestry, pregnancy, marital status, parental status, sexual orientation, disability) is not acceptable.

## **IX. REPORTING AND ENFORCEMENT OF CODE OF CONDUCT VIOLATIONS**

- A. *Violations are considered to have occurred when the Athletic Director or Principal finds out about the violation.* Any information considered being relevant, valid, and accurate by anyone observing or reviewing a particular alleged violation shall be considered by the school when reviewing an alleged Code of Conduct violation. Persons who provide information will be asked to provide specific names, dates, times, and infractions in a signed statement. If the information cannot be substantiated on the basis of subsequent investigation, it will not be pursued further.

- B. A student will begin his/her suspension when he/she admits a violation or when the Athletic Director or Principal has met with the student, investigated the case, and determined that the student has committed a Code of Conduct violation.
- C. A student who fails to serve his/her full co-curricular suspension by the end of the season or activity must serve the remainder of the suspension during the next season or activity.
- D. Any student who is suspended for a Code of Conduct violation must serve his/her suspension and successfully complete the co-curricular activity for the penalty to be considered served. A student who fails to successfully complete the season or activity in which he/she serves a suspension must serve the full suspension in the next co-curricular activity that he/she participates in. Exceptions may be made for illness, injury or family emergencies.
- E. Students who participate in both athletics and activities will serve a full penalty for each Code of Conduct violation in athletics and activities.
- F. In calculating the number of games/matches/meets the number of contests suspended will be rounded up. (20 contests x 33% = 6.6 so would round up to 7.)

**X. PROCEDURES FOR INVESTIGATING AND PROCESSING CODE OF CONDUCT VIOLATIONS**

- A. The student will be notified of an alleged violation of the Code of Conduct and given a copy of these procedural guidelines by the Athletic Director or Principal as soon as the alleged violation becomes known. The student will then be given an opportunity to provide any pertinent information in his/her defense.
- B. The Athletic Director or Principal will then render a decision, which will result in one of two actions.
  - 1. The suspension begins immediately.
  - 2. The alleged charge is dropped due to insufficient evidence.

If a student is suspended, the Athletic Director or Principal will inform his/her parent/guardian by telephone and in writing.

**XI. PENALTIES FOR VIOLATION OF CODE OF CONDUCT RULES 1 & 2**

When the Athletic Director or Principal or Activity/Athletic Review Board, in appeal situations, have determined that a student has violated the Code of Conduct, the following disciplinary action will result:

- A. First Violation - Athletics
  - 1. Immediate suspension from 33% of the season's games/matches/meets for athletic participation. The athlete will serve the games/matches/meets consecutively. In calculating the number of games/matches/meets the student will be suspended, the number will be rounded up if one-third results in a fraction. If a game is canceled due to any reason the athlete will then serve the next game on the schedule.

**Self Report Clause**

If a student chooses to report their alcohol, tobacco, or illegal drug activity to a coach/advisor, Athletic Director, or Principal within 72 hours of occurrence, the first violation can be reduced to 20% of a season's competitions (Minimum of at least 1 game/contest). This only applies to the first violation. Students who discuss or brag to friends about their use of alcohol and drugs, or tell teachers about parties where drinking or drug use has occurred are not eligible for self-disclosure.

2. An athlete violating the Code of Conduct for the first time can earn a letter but is ineligible to receive any individual awards such as Captain, MVP, All-Conference, etc. If the suspension overlaps two sports, the loss of eligibility for individual awards will only apply to the sport in which the athlete is competing at the time of the violation. If not currently competing, the athlete will be ineligible for individual awards with the exception of a letter during the next season in which the athlete has participated.

B. Second Violation - Athletics

1. Immediate suspension for 100% of the season's total games/matches/meets. Suspension will carry over into the athlete's next season if not able to fulfill full suspension in their current season. The athlete is not eligible for any awards, including a letter. The student will be referred to student services.
2. Rule 1 and 2 - The suspension may be reduced to 50%, by registering for and successfully completing a formal Alcohol and Drug Assessment (paid for by the student/family) by an approved agency, and following through with the recommendations of the assessment.
3. Rule 3 - The suspension may be reduced to 50% by completing 20 hours of Community Service pre-approved by athletic director and or principal

C. Third and Subsequent Violations - Athletics

1. The athlete shall be suspended from all athletic participation for one calendar year. The athlete is not eligible for any awards, including a letter. If the athlete is not in violation during that year, he/she must apply in writing to the Athletic Director or Principal to be considered for reinstatement.

A. First Violation - Activities

The student is ineligible for participation in the next three activity-related field trips, conferences, performances and competitions in the three month period beginning with the date of the suspension but may continue to practice, attend rehearsals and attend regular in-school activity meetings. If the violation occurs during the summer, the student will be ineligible for participation in the first three activity related field trips, conferences, performances and competitions during the summer and/or in the three month period beginning with the first date of school.

B. Second Violation - Activities

The student is ineligible for the next four activity-related field trips, conferences, performances and competitions in the six month period beginning with the date of the suspension but may continue to practice, attend rehearsals and attend regular in-school activity meetings. If the violation occurs during the summer, the student will be ineligible for participation in the first four activity related field trips, conferences, performances and competitions during the summer and/or in the six month period beginning with the first date of school. The student will be referred to student services.

C. Third and Subsequent Violations - Activities

The student shall be suspended from all activities participation for one calendar year. The student is not eligible for any awards, including a letter. If no further violations occur during the calendar year suspension, the student may submit a written request for reinstatement to the Athletic Director.

**XII. PENALTY FOR VIOLATION OF RULE 3**

1. Since Rule 3 involves a wide range of behavior, it is difficult to specify ahead of time what the appropriate penalties for violating this rule should be. Therefore, the Athletic Director or Principal will handle the cases of students who violate this "general conduct" rule.



**XIII. PENALTY FOR VIOLATION OF RULE 4**

1. The student will not be allowed to participate.

**XIV. PENALTY FOR VIOLATION OF RULE 5**

1. Students will not be permitted to participate in that entire contest/activity for that day/days; or if traveling from a contest/activity, students will not be permitted to participate in the next contest/activity.

**XV. PENALTY FOR VIOLATION OF RULE 6**

1. A student who is found to not have cooperated fully in a Code of Conduct investigation will be considered to have violated the code and will be subject to a penalty of missing one activity and/or one athletic contest in addition to any previously imposed penalty. This violation will not move a student to the second violation status for an offense they were not honest about previously.

**XVI. PENALTY FOR VIOLATION OF RULE 7**

A. First Violation - Athletics

Immediate suspension from 20% of the season's games/matches/meets for athletic participation. The athlete will serve the games/matches/meets consecutively. In calculating the number of games/matches/meets the student will be suspended, the number will be rounded up if one-third results in a fraction. If a game is canceled due to any reason the athlete will then serve the next game on the schedule.

B. Second Violation - Athletics

Immediate suspension from 50% of the season's games/matches/meets for athletic participation. The athlete will serve the games/matches/meets consecutively. In calculating the number of games/matches/meets the student will be suspended, the number will be rounded up if it results in a fraction. If a game is canceled due to any reason the athlete will then serve the next game on the schedule. The athlete will also be connected with school counselors for further assessment and education.

C. Third and Subsequent Violations - Athletics

The athlete shall be suspended from all athletic participation for one calendar year. The athlete is not eligible for any awards, including a letter. If the athlete is not in violation during that year, he/she must apply in writing to the Athletic Director or Principal to be considered for reinstatement.

A. First Violation - Activities

The student is ineligible for participation in the next three activity-related field trips, conferences, performances and competitions in the three month period beginning with the date of the suspension but may continue to practice, attend rehearsals and attend regular in-school activity meetings. If the violation occurs during the summer, the student will be ineligible for participation in the first three activity related field trips, conferences, performances and competitions during the summer and/or in the three month period beginning with the first date of school.

B. Second Violation - Activities

The student is ineligible for the next four activity-related field trips, conferences, performances and competitions in the six month period beginning with the date of the suspension but may continue to practice, attend rehearsals and attend regular in-school activity meetings. If the violation occurs during the summer, the student will be ineligible for participation in the first four activity related field trips, conferences, performances and competitions during the summer and/or in the six month period beginning with the first date of school. The student will be referred to student services.

C. Third and Subsequent Violations - Activities

The student shall be suspended from all activities participation for one calendar year. The student is not eligible for any awards, including a letter. If no further violations occur

during the calendar year suspension, the student may submit a written request for reinstatement to the Athletic Director.

**XVII. DETERMINATION OF LENGTH OF CONTEST SUSPENSIONS**

- A. Because of questions related to doubleheaders, postponed games/meets and contests, the following examples are provided to define one (1) contest:
1. Miss both games of a baseball doubleheader and all three games of a one-day softball tournament to count as one contest.
  2. Miss all three legs of a wrestling quadrangular scheduled for one day to qualify as one contest.
  3. Miss one day of a two-day volleyball tournament to count as one contest.

**XVIII. THE APPEAL PROCESS**

- A. When the Athletic Director or Principal determines that a student has violated the Activity/Athletic Code of Conduct, the student or his/her parent/guardian may appeal the decision. If the student denies the violation and the student or his/her parent/guardian submit a written appeal to the District Administrator, within five (5) school days after receiving notification of the decision.
- B. Any student who submits an appeal in accordance with the aforementioned guidelines may continue to practice in athletics, attend rehearsals and attend regular in-school activity meetings but will remain ineligible for conferences, performances and competitions during the appeal process.
- C. **Activity/Athletic Review Board:**
1. Appeals regarding violations of the Activity/Athletic Code of Conduct shall be presented to an Activity/Athletic Review Board comprised of five (5) middle and/or high school staff members who are coaches, activity advisors or teachers in the Waterloo School District.
  2. The District Administrator shall select the staff members who will comprise the Activity/Athletic Review Board, excluding staff members who coach the sports or advise the activities in which the student participates.
  3. The function of the Activity/Athletic Review Board shall be to hear evidence from the Athletic Director and/or Principal and the student, including his/her representatives and witnesses and to sustain or overturn the decision of the Athletic Director or Principal.
  4. The Activity/Athletic Review Board may overturn the decision of the Athletic Directors or Principal if the student shows by credible, clear and convincing evidence that the decision of the Athletic Director or Principal was arbitrary and not founded in fact.
  5. The District Administrator shall schedule and facilitate the appeal process with the Activity/Athletic Review Board in accordance with the following guidelines:
    - a. The Athletic Director or Principal shall present evidence, including written statements of testimony or witnesses to support his/her decision that the student violated the Activity/Athletic Code of Conduct.
    - b. The student or his/her representative shall be given an opportunity to ask questions related to the evidence presented by the Athletic Director or Principal or witnesses.
    - c. Members of the Activity/Athletic Review Board shall be given an opportunity to ask questions related to the evidence presented by the Athletic Director or Principal or witnesses.

- d. The student or his/her representative shall present evidence, including written statements of testimony or witnesses to support his/her position that he/she did not violate the Activity/Athletic Code of Conduct.
  - e. The Athletic Director or Principal shall be given an opportunity to ask questions related to the evidence presented by the student or his/her representative or witnesses.
  - f. Members of the Activity/Athletic Review Board shall be given an opportunity to ask questions related to the evidence presented by the student or his/her representative or witnesses.
  - g. The Athletic Director or Principal may make a statement summarizing the evidence upon which he/she determined that the student violated the Activity/Athletic Code of Conduct.
  - h. The student or his/her representative may make a statement summarizing the evidence that supports the student's position that he/she did not violate the Activity/Athletic Code of Conduct.
  - i. Members of the Activity/Athletic Review Board may ask final questions of the Athletic Director or Principal and student or his/her representative.
  - j. The Activity/Athletic Review Board will deliberate and render a decision to sustain or overturn the decision of the Athletic Director or Principal.
  - k. The Activity/Athletic Review Board shall inform the District Administrator of its decision.
- D. The District Administrator shall provide the student with written notification of the Board's decision the next day that school is in session and shall mail a copy of the written notification to the student's parent/guardian.
- E. When the Activity/Athletic Review Board sustains the decision of the Athletic Director or Principal, the student may not participate in activities or interscholastic athletics governed by the Activity/Athletic Code of Conduct until the suspension is served.
- F. If the Activity/Athletic Review Board overturns the decision of the Athletic Director or Principal, the student may immediately resume participation in activities and interscholastic athletics and his/her record shall be expunged of the alleged violation of the Activity/Athletic Code of Conduct.
- G. The decision of the Activity/Athletic Review Board shall be final.

**XIX. FUNDRAISING**

- A. Non-compliant products or exempt fundraisers may not be sold in competition with reimbursable meals in the food service during meal service.

**XX. WATERLOO PIRATE "W" CLUB LETTER REQUIREMENTS**

The following letter requirements are standard for each activity at Waterloo High School. Coaches in all sports may use their discretion in lettering athletes who don't quite meet the requirements, and not letter athletes who do meet the requirements, but in some way have not represented Waterloo High School in a positive manner. Members of a conference championship or state tournament qualifying team may receive a letter; however, this is also left to the coach's discretion.

**BASKETBALL**

You will receive a letter in basketball by performing at one of the following levels (I, II):

- I.
  - A. Play in one-third of varsity quarters.
  - B. Complete the whole season in good standing.
  - C. Contribute positively to the basketball program in all aspects. (Attend all practices, good behavior on and off the court)

- II. A. Participate and positively contribute to the basketball program for four years.
- B. Also I.B. & I.C.

### **CHEERLEADING**

You will receive a letter in cheerleading by performing at the following levels (I, II):

- I. A. Attend every practice and cheer at every assigned game unless excused by the coach or the school.
- B. Complete the whole season in good standing.
- C. Contribute positively to the cheerleading program in all respects.  
(Good behavior on and off the court, cooperative attitude in working with the coach).
- II. A. Participate and positively contribute to the cheerleading program for four years.
- B. Also I.B. & I.C.

### **CROSS COUNTRY**

You will receive a letter in cross country by performing at one of the following levels (I, II):

- I. A. Participate in ½ of varsity meets.
- B. Complete the season in good standing.
- C. Contribute positively to the cross country program in all aspect (attend all practices, good behavior on and off the field)
- II. A. Participate and positively contribute to the cross country program for four years.
- B. Also I.B. & I.C.

### **FOOTBALL**

You will receive a letter in football by performing at one of the following levels (I, II):

- I. A. Play during 25% of all plays.
- B. Complete the whole season in good standing.
- C. Contribute positively to the football program in all aspects (attend all practices, good behavior on and off the field)
- II. A. Participate and positively contribute to the football program for four years.
- B. Also I.B. & I.C.

### **GIRL'S SOFTBALL AND BOY'S BASEBALL**

You will receive a letter in baseball/softball by performing at one of the following levels (I, II):

- I. A. Play in 40 innings or start 4 games.
- B. Complete the season in good standing.
- C. Contribute positively to the baseball/softball program in all aspects (attend all practices, good behavior on and off the field).
- II. A. Participate and positively contribute to the softball/baseball program for four years.
- B. Also I.B. & I.C.

### **TRACK**

You will receive a letter in track by performing at one of the following levels (I, II, III):

- I. A. Participate in ½ of varsity meets.

- B. Complete the whole season in good standing.
- C. Contribute positively to the track program in all aspects (attend all practices, good behavior on and off the field).
- II. A. Score in the conference meet in an individual event.
- B. Also I.B. & I.C.
- III. A. Participate and positively contribute to the track program for four years.
- B. Also I.B. & I.C.

**VOLLEYBALL**

You will receive a letter in volleyball by performing at one of the following levels (I, II):

- I. A. Play in 8 varsity matches.
- B. Complete the whole season in good standing.
- C. Contribute positively to the volleyball program in all aspects (Attend all practices, good behavior on and off the court).
- II. A. Participate and positively contribute to the volleyball program for four years.
- B. Also I.B. & I.C.

**WRESTLING**

You will receive a letter in wrestling by performing at one of the following levels (I, II):

- I. A. Wrestle in ½ of the varsity matches.
- B. Complete the whole season in good standing.
- C. Contribute positively to the wrestling program in all aspects (attend all practices, good behavior on and off the mat.)
- II. A. Participate and positively contribute to the wrestling program for four years.
- B. Also I. B. & I.C.

**HIGH SCHOOL ATHLETIC MANAGERS**

Athletic managers may receive a varsity letter if they participate and positively contribute to the same athletic program for 4 years.

**CHOIR**

- 150 points earns Chenille Letter
- 150 additional points (300) earns Solid Bar Pin for letter
- 150 additional points (450) earns “CHOIR” Bar Pin for letter
- 150 additional points (600) earns the individual’s “Voice Part Pin” for letter
- 150 additional points (750) earns a personalized plaque

<u>Points</u>	
Fall Concert	20
Spring concert	20
Jazz Choir Performance	
(Auditioned group, mixed)	20
Madrigal Group Performance	
(Auditioned group, mixed)	20
Treble Choir Performance	
(Auditioned group, girls)	20
Barbershop Group Performance	
(Auditioned group, mixed)	20
Honors Choir (WMSA)	20
Solo Ensemble Prep Récital	
(any S/E participant)	10

Swing Choir		20 (per performance)					
Officer		10					
Librarian		10					
Music Camp		10					
Musical							
	Major Role	50					
	Minor Role	30					
	Chorus	25					
	Crew	20					
Choreography		10					
Accompanist		10 (per performance)					
Solo with Choir		10					
Solo/Ensemble							
			<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>
District	A	20	17	15			
	B	15	12	10			
	C	10	7	5			
State	A	10	8	6	4	2	

1. Students must be a member of Choir for one full academic year.
2. Students must perform in all concerts and performances as scheduled.
3. Students must regularly attend rehearsals – be absent no more than 10% of participation days.
4. Students must regularly attend *lessons or make them up on a timely basis.*
5. Student must show acceptable levels of effort in rehearsals and performances.

## **BAND**

100 points earns Chenille Band Letter

100 additional points (200) earns Solid Bar Pin for letter

100 additional points (300) earns “BAND” Bar Pin for letter

100 additional points (400) earns the individuals “Instrument Pin” for letter

100 additional points (500) earns a personalized plaque

Points are earned throughout the 4 years of high school band and are designed to encourage full participation at all school functions relating to band, solo & ensemble and many outside performance opportunities that help define and round out the students’ musical education and experience.

5 lessons per quarter (less than 5 earns 0 points)	5 points
Each lesson over 5 per quarter *	1 point
Additional lesson* on a second instrument (over required lessons)	1 point
Perform at both major school concerts w/ proper attire	8 points
Attend and perform at all scheduled pep band performances	10 points
Perform at all scheduled in-school programs throughout the year	6 points
Perform at Homecoming Parade, Skit & Halftime Show	10 points
Perform musically for community (as part of a school function)	4 points
Perform at any summer performance or parade (school function)	12 points
Perform in the school musical	5 points
Perform in parades (points per event)	5 points
Band Officer (elected)	10 points
Band Librarian (elected or appointed)	15 points
Drum Major for marching season	5 points
Invitation to and participation in Honors Band	6 points
Participation in Jazz Band	8 points
Participate in any public Jazz Band performance	5 points
Invitation to and participate in Honors Jazz project	6 points
Instrumental Solo Performance for community (proof required)	2 points
Participation in City Band (or any community band) per concert	2 points
Participation in District Solo & Ensemble (points per event)	8 points

Receive a starred 1 <sup>st</sup> Rating at District (points per event)	an additional 10 points
Receive a 1 <sup>st</sup> place Rating at State (points per event)	an additional 15 points

\* Required lessons take priority over additional or secondary instrument lessons if times conflict.

**FORENSICS**

To qualify for a letter, you must earn 200 points over the course of two seasons. Here’s how:

Material selected by December 15	10 points
Practice with coach (minimum of 5 times from December –March)	20 points
Conference Meet	*15-25 points
Top 3	Bonus 5 points
Subdistrict Meet	*15-25 Points
District Meet	*15-25 points

\*(Scores 1-15 = 15 points, 16-21= 20 points, 22-25 = 25 points for all meets)

State Meet (Gold 25, Silver 20, Bronze 15, Small Bronze 10)	10-25 points
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**XXI. TRANSPORTATION IN PRIVATE VEHICLES**

Waterloo School District students who participate in District-sponsored activities held outside the District shall be transported to and from these events in District-provided transportation with the exception of the specific circumstances listed below.

1. If a single participant advances in an activity facilitated through the Gifted and Talented Program, the principal may grant prior written permission for the student to be transported to and/or from the event by his/her parent(s)/guardian(s).
2. If a student is participating in more than one District-sponsored school activity on a given day, the principal may grant prior written permission for the student to be transported to and/or from the events by his/her parent(s)/guardian(s).
3. Although this practice is discouraged, a parent/guardian may obtain permission to transport his/her child(ren) home from a District-sponsored activity by completing a *Return Transportation Agreement*, Exhibit 754.10, in the presence of the coach or activity director.
4. If a District employee or parent/guardian wants to transport students other than his/her own children to and from a District-sponsored activity, the individual must complete a *Request for Authorization to Transport in Private Vehicle*, Exhibit 754.12, and provide the District with the following information:
  - a. A Certificate of Insurance naming the Waterloo School District as a co-insured when the vehicle is used to transport District students to and from District-sponsored activities.
  - b. A copy of the driver’s record, certified by the Department of Motor Vehicles, showing that the driver has not been convicted of reckless driving, operating a motor vehicle under the influence of an intoxicant or controlled substance, or any of the offenses enumerated under Wis. Stats. 343.03 Within the past two year.
  - c. A photocopy of the driver’s license, showing the driver to be at least 21 years of age.

This policy does not affect transportation to and from educational experiences, such as YOST, FFA Trap Team, Youth Options, Apprenticeship, Mentorship and Supervised Work Experience, for which the District assumes no transportation responsibilities.

## **XXII. LOCKER ROOM PRIVACY**

The Waterloo School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

## **XXIII. LEGAL NOTICES**

The following legal notices are posted for you to read. They address issues of non-discrimination, firearms and weapons, sexual harassment, privacy and smoking. If you have questions about them or complaints to file please write or call:

Mr. Brian Henning, District Administrator  
Waterloo School District  
813 North Monroe Street  
Waterloo, WI 53594  
920-478-3633

## **STUDENT NONDISCRIMINATION (EQUAL EDUCATIONAL OPPORTUNITIES – POLICY 411)**

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational or other program/activity;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in



whole or in part, on a legally-protected classification or characteristic.

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

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

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, including gifted and talented, special education, school-age parents, bilingual bicultural, at risk, and other special programs; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis and in a manner consistent with this policy.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with this policy.

By following required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

Designation of Compliance Officer. The administrator holding the following position is designated as the District's equal educational opportunities compliance officer ("Compliance Officer"):

*Pupil Services/Special Education Director, Waterloo School District  
813 N. Monroe Street, Waterloo, WI 53594 920-478-3633*

The Compliance Officer is authorized to receive complaints brought under this policy and its related complaint procedures. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters. The District Administrator shall perform the duties of the Compliance Officer if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Confidentiality of Reports and Complaints. Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about

confidentiality should arrange to discuss those concerns with the District as early as possible in the process. Retaliation Prohibited. No employee, officer, agent or representative the District shall unlawfully retaliate against, harass, intimidate or otherwise impose any improper consequence against any person who (1) pursues any complaint under this policy and its related complaint procedure; or (2) otherwise participates in the resolution of any report, complaint, or investigation involving an alleged violation of this policy. Further, any act of retaliation, harassment, or intimidation performed by a student against any such persons who are involved in the complaint process would itself constitute a violation of school rules and District policy, and subject the student to appropriate disciplinary action.

Abuse of Process Prohibited. Failure to act in good faith while participating in the resolution of any report, complaint, or investigation under this policy or its related complaint procedure constitutes an abuse of process and subjects an employee or student to potential discipline. Abuse of process includes the pursuit of a complaint that the complaining party knows to be false or wholly frivolous, the intentional provision of false or misleading information during the processing of a complaint or other investigation, and other actions that constitute a violation of any District policy or rules.

#### NONDISCRIMINATION STATEMENTS AND DISSEMINATION OF POLICY AND DISCRIMINATION COMPLAINT PROCEDURES

In addition to including express nondiscrimination statements in other Board policies where required by law:

1. A legal notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper.
2. A student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other similar published materials distributed to the public describing school activities and opportunities.
3. The student discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for submitting a complaint. The information shall be published in student, parent and staff handbooks, and the procedures or a reference to the procedures may be published or posted in other appropriate locations (e.g., the District website, guidance offices).

#### MAINTENANCE OF COMPLAINT RECORDS; REPORTS AND EVALUATIONS

The District's equal educational opportunities compliance officer shall be responsible for ensuring that the District maintains adequate records of complaints filed under the District's student discrimination complaint procedures and for directing the timely preparation of the annual or other reports and evaluations regarding nondiscrimination initiatives and compliance that the District is required to conduct and/or provide to the Department of Public Instruction. In addition, the District is required to formally evaluate the status of nondiscrimination and equality of educational opportunity in the District at least once every five years.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 118.13](#) [student nondiscrimination; policy/procedures required]

##### **Wisconsin Administrative Code**

[PI 9](#) [student nondiscrimination; policy/procedure/notice/report/evaluation required]

[PI 41](#) [accommodating student religious beliefs; policy required]

##### **Federal Laws**

[Title IX, Education Amendments of 1972](#) [sex discrimination]

[Title VI, Civil Rights Act of 1964](#) [race, color and national original discrimination]

[Section 504 of the Rehabilitation Act](#) [disability discrimination; free and appropriate public education (FAPE) and reasonable accommodations]

[Title II of the Americans with Disabilities Act](#) [disability discrimination; reasonable accommodations]  
[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities]

[McKinney-Vento Homeless Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Cross References: 411.05 Student Discrimination Complaint Procedures, 411.1 Student Harassment, 411.15 Reporting of Bullying or Harassment

Adoption Date: July 2018

## **PROHIBITION OF WORKPLACE HARASSMENT**

The Board acknowledges and complies with all state and federal laws and regulations, requirements and responsibilities prohibiting sexual and other unlawful harassment in the workplace.

Employees who initiate or engage in prohibited sexual or other unlawful harassment in the workplace are subject to appropriate disciplinary action including but not necessarily limited to, reprimand, suspension, demotion, and no retention (nonrenewal or discharge). Student violators of this prohibition shall also be subject to appropriate corrective action including but not necessarily limited to parental conference, detention, suspension or expulsion.

Sexual harassment is a form of misconduct which undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome, sexual overtures.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, verbal or graphic communication, or physical conduct of a sexual nature when:

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- b. Submission to or rejection of that conduct or communication is used as a factor in decisions affecting that individual's employment or education; or
- c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or education environment.

Generally the prohibition against sexual harassment does not prohibit occasional compliments made in good faith and under appropriate circumstances. However, a failure to honor a request to cease such compliments could constitute sexual harassment or retaliation.

It is possible for sexual harassment to occur within and between all levels of the organization. In fulfilling its obligation to maintain a positive and productive working and learning environment, the District will investigate any claim of harassment and will take appropriate corrective action to address any substantiated claim of harassment.

Individuals who believe they or another individual is or has been the target of, or victimized by, inappropriate or other harassment are encouraged to tell the alleged harasser at the time of such conduct that such behavior is unwelcome, offensive or otherwise inappropriate. If this is not feasible or would otherwise be uncomfortable to the victim, he/she is encouraged to discuss the situation with, make an informal complaint to, and/or file a formal complaint with a member of the administrative staff or the School Social Worker.

Retaliation in any form against any person for complaints or participation in any investigation of alleged harassment is prohibited. Any individual who believes he/she has been retaliated against in violation of this policy should report such conduct as soon as possible to the building principal or the District Administrator. Appropriate disciplinary action will be taken in the event of a substantiated complaint of retaliation.

A non-employee who engages in any prohibited harassment in the workplace will be advised of the District's policy. In addition, other appropriate actions may be taken.

Each employee and student shall have access to this policy and the procedure on prohibited harassment. It is each administrator's responsibility to see that all personnel are aware of this policy and understand that harassment in the workplace will not be tolerated. Administrators are also responsible for the dissemination of this policy to all employees and students.

The Waterloo School District is committed to a policy of nondiscrimination. Discrimination complaints shall be processed in accordance with established procedures. In keeping with state and federal law, the Waterloo School District shall not discriminate in the employment, assignment, promotion, transfer, layoff, termination or reinstatement of personnel.

The Board authorizes the District Administrator to develop procedures and forms related to this policy.

## Reporting Harassment

1. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under Board policy.
2. Harassment may include, but is not limited to:
  - a. Verbal harassment or abuse;
  - b. Subtle pressure for sexual activity;
  - c. Inappropriate patting or pinching;
  - d. Intentional brushing against a student's or an employee's body;
  - e. Demanding favors accompanied by implied or overt threats concerning an individual's employment or educational status;
  - f. Demanding favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - g. Any unwelcome sexually motivated touching; or
  - h. Repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials.

## Confidentiality

It is the policy of the District to keep the identity of the complainant confidential unless there are compelling reasons for disclosure. If there are compelling reasons for disclosure, the complainant shall be asked if identity can be disclosed. If the complainant wishes to keep identity confidential, and should it become impossible to process or investigate the complaint because of this, the complaint may be dismissed.

## Complaint Procedures

The district administrator is designated by the Board as the complaint officer and responsible for coordinating federal regulations concerning harassment. An informal or formal complaint may be filed with any administrator or the high school guidance counselor.

Retaliation in any form against any person filing an informal or formal complaint or towards persons participating in any investigation of alleged harassment is prohibited.

Informal Complaint Procedure. The District shall provide an opportunity for a resolution of the complaint on an informal basis. The complaint officer will discuss with the person alleged of harassment the type of behavior which has been offensive with the hope to sensitize the alleged offender to the affects of such behavior and to be constructive. If the offensive behavior ceases, no disciplinary action will be taken. A confidential record of the informal procedure will be maintained by the complaint officer. If the offensive behavior continues, the complainant is strongly encouraged to proceed with the formal complaint procedure.

Formal Complaint Procedure. Any written complaint shall be presented to the complaint officer (District Administrator). The written complaint should include the specific nature of the harassment and corresponding dates and also include the name, address and phone number of the complainant within 300 days after the alleged act(s) occurred or within 300 days of the last occurrence of an ongoing condition.

The complaint officer or person designated by the complaint officer shall thoroughly investigate the complaint. The investigating officer shall notify the person who has been accused of harassment, and permit a response to the allegation and arrange a private meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The complaint officer shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

Employees who are accused of harassment shall be informed that they have a right to representation if and when there is reason to believe that the nature and circumstances of the accusations could lead to disciplinary action.

If the complainant is not satisfied with the answer, a complaint with the Board may be filed within ten (10) working days after receipt of the Step II answer. The Board shall, within twenty (20) working days, conduct a hearing in executive session at which the complainant shall be given an opportunity to present the

complaint. The Board shall give a written answer to the complaint within ten (10) working days following completion of the hearing.

Employees who feel they have been harassed by another employee may file a complaint with 1) the Equal Employment Opportunity Commission (EEOC), 342 North Water Street, Milwaukee, WI 53202 or call 414-291-111 or 2) the Department of Industry, Labor and Human Relations, Equal Rights Division, 819 North Sixth Street, Milwaukee, WI 53203 or call 414-224-4384.

## **STUDENT RECORDS**

For educational purposes, the Waterloo School District shall collect and maintain information about students as students proceed through the elementary and secondary schools. This information shall be used by professional staff members solely in accordance with state and federal laws and regulations.

The Board shall establish and maintain procedures designed to bring into balance the privacy rights of students and parents/guardians and the District's need for relevant information. All pupil records maintained by the Waterloo School District shall be confidential except as provided in 118.125(2). Student records shall be collected, maintained and disseminated in accordance with the District's Board-approved policy, administrative procedure, and state and federal laws and regulations. Procedures will be published in faculty and parent/student handbooks.

Upon request, a list of the types and locations of student records collected, maintained or used by the District shall be made available.

## **RELEASE OF STUDENT RECORDS**

Except as provided in item (1) below, directory data (listed below) may be disclosed to any person, if the school has notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data with respect to each student and has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of any student to inform the school that all or any part of the directory data may not be released without their consent. For students enrolling in the district after this notice has been published, the categories of information designated as directory data shall be given to the student's parent, legal guardian or guardian ad litem at the time of enrollment. The parent, legal guardian or guardian ad litem shall have 14 days to send the district administrator a letter advising him of any or all items about the student that the parent, legal guardian or guardian ad litem refuses to permit the district to designate as directory data. At the end of the 14-day period, the items designated as directory data shall be indicated on the student's records. This designation shall remain in effect unless modified in writing by the student's parent, legal guardian or guardian ad litem.

- (1) If a school has notified the parent, legal guardian or guardian ad litem that a student's name and address has been designated as directory data, and has allowed 14 days thereafter for the parent, legal guardian or guardian ad litem of the student to inform the school that the student's name and address may not be released, the school district clerk, upon request, shall provide a Vocational, Technical, Adult Education (VTAE) district board with the name and address of each such student who is expected to graduate from high school in the current year and shall provide any representative of a law enforcement agency, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23 or a court of record or municipal court with such information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance or to respond to a health or safety emergency.

## **DIRECTORY DATA**

The School District of Waterloo designates the following personally identifiable information contained in a student's education record as "directory data". Parents, guardians or guardian ad litem have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent.

1. The student's name, address and telephone listing.
2. The student's date and place of birth.

3. The student's participation in officially recognized co-curricular activities.
4. The student's weight and height if a member of an athletic team.
5. The student's dates of school attendance.
6. The student's photograph and videotapes of students.
7. The student's degree and awards received.
8. The name of the school most recently attended by the student.

### **TOBACCO USE ON SCHOOL PREMISES**

The Waterloo School District Board of Education believes that it is the responsibility of public schools to provide a safe and healthy environment for all students, staff and the community and that all persons, while on school property or in school buildings, must act as positive influences for students.

It is the intention of the Board to provide a smoke and tobacco-free environment. Smoking or other use of any tobacco products, including electronic cigarettes, is prohibited at all times in or on the premises and vehicles owned by the Waterloo School District or located on school property in the Waterloo School District. This prohibition shall include other property rented, controlled or used during school sponsored/supported functions. It shall further include contracted transportation vehicles while traveling to and from school sponsored/supported functions.

This prohibition applies to all persons – students, employees, independent contractors, members of the general public and any other individual on school premises.

Building principals shall be responsible for disseminating information regarding this policy to students.

### **FIREARMS AND WEAPONS**

No person shall possess, use, or store firearms or weapons or any facsimile or look-alike firearms or weapons in school buildings, on school property, in District-owned or sanctioned vehicles, in school buses, or at any school-sponsored function or event. The FFA Trap Team may possess firearms at a school sponsored FFA Trap Team function or event. A firearm is defined as any device capable of firing a projectile able to produce physical injury. This includes, but is not limited to, BB guns, pellet guns, and slingshots. A weapon is defined as (1) any device which by its design can produce injury (including, but not limited to, knives, blades, martial arts devices, and metal knuckles) or (2) any device when used as a weapon (including, but not limited to, letter openers, hammers, chains, and wrenches). These definitions are in addition to those set forth in Section 921 of Title 18 of the U.S. Code.

Any student who is found in violation of this policy shall be referred immediately to the local and/or county criminal justice or juvenile delinquency system and shall be immediately suspended and then expelled from school, in accordance with state and federal laws and other Board policies, for a period of not less than one calendar year unless the District Administrator modifies the expulsion requirement, which may be considered on a case-by-case basis based upon state and federal laws.

Local and/or county law enforcement officers will be summoned to the schools in a situation involving a firearm or weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned. Any firearms or weapons confiscated as part of this policy shall be turned over to local, county and/or federal law enforcement.

The District Administrator and/or his/her designee shall collect and submit to the State Education Agency (SEA) a description of the circumstances surrounding the implementation of this policy and any actions and/or expulsions imposed.

Any employee or person visiting, attending school functions, or doing business with the schools shall be required to adhere to this policy. If violation is suspected or determined, school officials will intervene as appropriate and local and/or county law enforcement will be immediately summoned. Violators of this policy will be recommended for prosecution. Employees who violate this policy will also be subject to employment

disciplinary sanctions up to and including termination in accordance with the current employee agreement or other procedures established by the Board.

This policy does not apply to law enforcement officers discharging their official duties, persons using starter pistols or theatrical props which have been pre-approved by appropriate school personnel, and persons possessing, using, or storing firearms or weapons which are part of school-approved curricular or co-curricular activities.



PARENT-STUDENT CO-CURRICULAR CODE OF CONDUCT RULES OF  
ELIGIBILITY SIGN-OFF FORM 2023-2024

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please print)

**I certify that I have read, understand, and agree to abide by all of the information contained in the Co-Curricular Handbook. I further certify that if I have not understood any information contained in the Handbook, including the WIAA Athletic Rules of Eligibility, that I have sought and received an explanation of the information prior to signing this statement. These signatures also indicate that we attended or viewed the Co-Curricular Code of Conduct Meeting.**

**By signing this code, the student and parent/guardian understand and agree that the code is in effect at all times, including vacation periods, summer break and during suspensions from participation. Your signature initiates an understanding that the student agrees to abide by the rules of eligibility on a continuous basis throughout their high school or middle school career with a renewal by signature on an annual basis prior to current year participation.**

\_\_\_\_\_  
School Name

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

\_\_\_\_\_  
Please Print Name

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

**This form must be completed and submitted to the Athletic Director prior to a student being declared eligible to practice and compete.**

**XXIV. APPENDIX – CONCUSSION/SUDDEN CARDIAC ARREST INFORMATION**

1. *Waterloo School District Concussion Management Plan*..... 33  
2. *Concussion & Head Injury Information* ..... 34  
3. *Sudden Cardiac Arrest Information*..... 35  
4. *Parent & Athlete Agreement*..... 37  
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## **WATERLOO SCHOOL DISTRICT CONCUSSION MANAGEMENT PLAN**

This plan is in accordance to Wisconsin Concussion Law 172

1. Any athlete suspected of having a concussion should immediately be removed from participation. “When in doubt, sit them out.”
2. No athlete should return to play (RTP) or practice on the same day of a suspected concussion.
3. Any athlete with a suspected concussion must be evaluated and medically cleared by an appropriate health-care professional prior to resuming participation in any practice of competition.
4. Athletes should not be allowed to RTP while still having symptoms.
5. After medical clearance, athletes should follow an individualized, stepwise RTP protocol. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications, carrying a full academic load without any significant accommodations, and have clearance from an appropriate health care provider.

The following steps are a guideline for returning concussed athletes when they are symptom free and no individualized instructions were provided by the health care provider. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a health care professional with experience in treating concussions. The following program allows for no more than one step per 24 hours. If symptoms return, the athlete should stop the activity and notify their health care provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary bike or slow jog

STEP TWO: More strenuous running and sprinting in the gym or field – no equipment

STEP THREE: Begin non-contact drills in full uniform. May resume weight lifting

STEP FOUR: Full practice with contact

STEP FIVE: Full game clearance

## Concussion and Head Injury Information

[Wis. Stat. § 118.293 Concussion and Head Injury](#)

**What is a Concussion?** A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes.

**What are the signs and symptoms of a concussion?** You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling, if symptoms are getting worse, or if you/they just "don't feel right." Most concussions occur without loss of consciousness.

If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

**These are some SIGNS of concussion (what others can see in an injured athlete):**

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

**Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred.**

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

**These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):**

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering
- Irritable, sad, or feeling more emotional than usual
- Sleeps *more* or *less* than usual

**If you or your child or teen has signs or symptoms of a concussion**

Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration.

Information adapted from the [Centers for Disease Control and Prevention's \(CDC\) Heads Up, Safe Brain, Stronger Future](#).

For more information view the [CDC's Heads Up to Youth Sports webpages for athletes, parents, and coaches](#).



## Sudden Cardiac Arrest Information

[Wis. Stat. § 118.2935 Sudden cardiac arrest; youth athletic activities](#)

Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. **Athletes should inform the healthcare provider performing their physical examination about their family's heart history.**

**What is Sudden Cardiac Arrest?** Cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain, lungs, and other vital organs.

Cardiac arrest usually causes death if it is not treated with cardiopulmonary resuscitation (CPR) and an automated external defibrillator (AED) within minutes.

Cardiac arrest is not the same as a heart attack. A heart attack occurs if blood flow to part of the heart muscle is blocked. During a heart attack, the heart usually does not suddenly stop beating. In cardiac arrest the heart stops beating.

**What warning signs during exercise should athletes/coaches/parents watch out for?**

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain/tightness with exertion
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)

**Speak up and tell** a coach and parent/guardian if you notice problems when exercising.

If an athlete has any warning signs of SCA while exercising, they should **seek medical attention and evaluation from a healthcare provider before returning to a game or practice.**

The risk associated with continuing to participate in a youth activity after experiencing warning signs is that the athlete may experience SCA, which usually causes death if not treated with CPR and an AED within minutes.

***Stop activity/exercise immediately if you have any of the warning signs of Sudden Cardiac Arrest.***

**What are ways to screen for Sudden Cardiac Arrest (SCA)?**

[WIAA Pre-Participation Physical Evaluation](#) - the Medical History form includes important heart related questions and is required every other year. Additional screening using an electrocardiogram and/or an echocardiogram may be done if there are concerns in the history or physical examination but is not required (by WIAA). Parents/guardians/athletes should discuss the need for specific cardiac testing with the medical provider performing the review of family history and physical evaluation or after experiencing warning signs of sudden cardiac arrest while exercising. The cost of the pre-participation physical and any follow up examinations or recommended testing including an electrocardiogram is the responsibility of the athlete and their parents/guardians. **Not all cases or causes of SCA in young athletes are detected in the history, examination, or with testing.**

**What is an electrocardiogram, its risks, and benefits?** An electrocardiogram (ECG) is one of the simplest and fastest tests used to evaluate the heart. Electrodes (small, plastic patches that stick to the skin) are placed at specific spots on the chest, arms, and legs. The electrodes are connected to an ECG machine by wires. The electrical activity of the heart is then measured, interpreted, and printed out. No electricity is sent into the body. Risks associated with having an ECG are minimal and rare. The benefits include that it

is an easy procedure to do, can be performed in many health care offices and it may detect heart conditions in children with no symptoms. **ECGs are good at detecting certain heart conditions that may increase risk for SCA but may not detect all such conditions.** If not performed correctly the information is not valid and may lead to more (unnecessary) testing and further examinations. ECGs should be interpreted by experts in reading ECGs in children (i.e., pediatric cardiologists). For more information, [view the Johns Hopkins Medicine - Electrocardiogram website.](#)

**How may a student athlete and parent/guardian request the administration of an electrocardiogram and a comprehensive physical examination?** Athletes participating in WIAA sports are required to have a physical examination and review of family history every other year. Other youth sports have similar requirements. Although the cost of these medical examinations is the responsibility of the athlete's family many school districts can assist students to find low cost or no cost ways to obtain these examinations. Athletes should contact their school athletic director if they need assistance in getting an examination. If an athlete has risk factors, family history of heart disease, or has had warning signs associated with sudden cardiac arrest while exercising, they should tell the medical provider performing the history and physical examination and discuss the possible need for an electrocardiogram.

## **PARENT & ATHLETE AGREEMENT**

As a parent/guardian and as an athlete it is important to recognize the signs, symptoms, and behaviors of concussions and sudden cardiac arrest. By signing this form, you are stating that you have read the Department of Public Instruction's (DPI) and the Wisconsin Interscholastic Athletic Association (WIAA) Concussion and Head Injury information sheet and Sudden Cardiac Arrest Information sheet.

### **Parent Agreement:**

I, \_\_\_\_\_ have read the DPI's Concussion and Head Injury Information sheet. I have had the opportunity to read more information about concussions on the Centers for Disease Control and Prevention's (CDC) websites.

I understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected. I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me. I understand that my child cannot return to practice/play until they are evaluated by an appropriate health care provide and provide written clearance from the health care provider to their coach. I understand concussions can have a serious effect on a young, developing brain and need to be addressed correctly.

I have read the Sudden Cardiac Arrest information sheet. I understand that my child should stop activity/exercise immediately if they have any warning signs of sudden cardiac arrest. I understand it is recommended if my child has any warning signs of sudden cardiac arrest while exercising, they have a medical examination before exercising or returning to participation in their sport.

I understand that I or my child should report a family history of heart problems or warning signs of sudden cardiac arrest to the healthcare provider doing the medical examination. I understand how to request at my cost the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity. I understand the athletic director may be able to assist me.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Athlete Agreement:**

I, \_\_\_\_\_ have read the Concussion and Head Injury Information sheet. I have had the opportunity to read more information on concussions on the Centers for Disease Control and Prevention's (CDC) websites.

I understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian. I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must be evaluated by an appropriate health care provider and provide to my coach written clearance to participate in the activity from the health care provider before 5I may return to practice/play. I understand that after a head injury my brain needs time to heal and that it may not heal properly if I return to practice/play too soon.

I have read the Sudden Cardiac Arrest Information sheet. I understand that I should stop activity/exercise immediately if I have any warning signs of sudden cardiac arrest and report the symptoms to my coaches and my parents/guardians.

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

## Questions and Contact Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Age \_\_\_\_\_ School \_\_\_\_\_ School District \_\_\_\_\_

*Check all that apply*

I participate in:

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Football      | <input type="checkbox"/> Baseball/Softball | <input type="checkbox"/> Basketball      | <input type="checkbox"/> Hockey       |
| <input type="checkbox"/> Soccer        | <input type="checkbox"/> Golf              | <input type="checkbox"/> Volleyball      | <input type="checkbox"/> Wrestling    |
| <input type="checkbox"/> Track & Field | <input type="checkbox"/> Cross Country     | <input type="checkbox"/> Cheerleading    | <input type="checkbox"/> Skiing       |
| <input type="checkbox"/> Gymnastics    | <input type="checkbox"/> Tennis            | <input type="checkbox"/> Swimming/Diving | <input type="checkbox"/> Snowboarding |
| <input type="checkbox"/> Other:        |  |  |                                       |

Name of Current Team \_\_\_\_\_

1. Have you ever had a concussion? \_\_\_\_\_ If yes, how many? \_\_\_\_\_
2. Have you ever experienced concussion symptoms? \_\_\_\_\_ Did you report them? \_\_\_\_\_

### **Emergency Contacts**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

**Please complete this form and turn into the coach, athletic director, or office.**