

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION CO-CURRICULAR COMMITTEE MEETING**

Thursday, June 5, 2025

7:30 AM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE THE AGENDA

IV. PUBLIC COMMENTS

V. CO-CURRICULAR REPORT **3**

Attached please find the Winter Co-Curricular Report. Athletic Director, Nick Conrad, will be present at the Co-Curricular Committee to share this report and answer any questions.

VI. HANDBOOK UPDATES **16**

The following handbooks related to co-curriculars are up for approval. Any changes are in green and pink text.

- | | |
|---|----|
| A. 2025-26 Booster Club Handbook | 17 |
| B. 2025-26 High School Co-Curricular Code | 52 |
| C. 2025-26 Middle School Co-Curricular Code | 85 |

VII. **FUTURE MEETINGS**

VIII. **ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”



WAUNAKEE

COMMUNITY HIGH SCHOOL

3

Spring Athletic Summary

2024-25

Spring 2024-25 Badger Conference Champions

Boys Lacrosse



Spring 2024-25 Badger Conference Champions

Girls Track & Field





Highlights

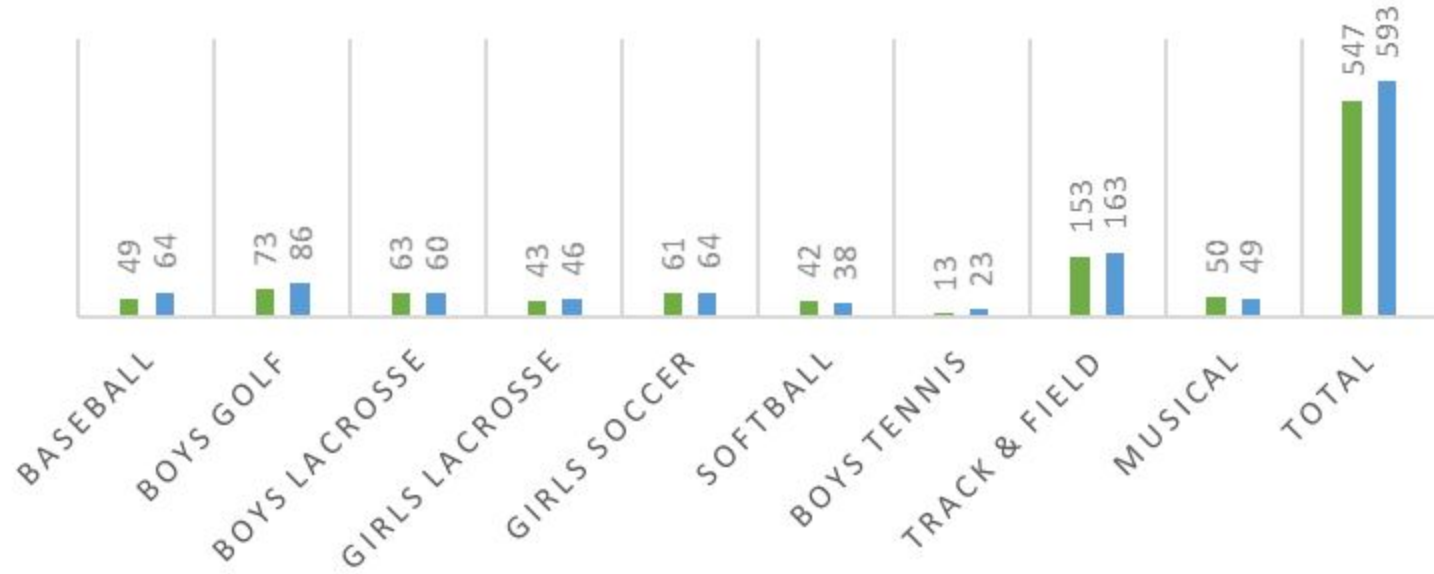
**PRESENTED AT THE NEXT
CO-CURRICULAR MEETING**



By The Numbers

SPRING PARTICIPATION COMPARISON

■ 2024-25 ■ 2023-24



Top Three Spring Team GPAs



Boys Tennis

3.87

Girls Soccer

3.81

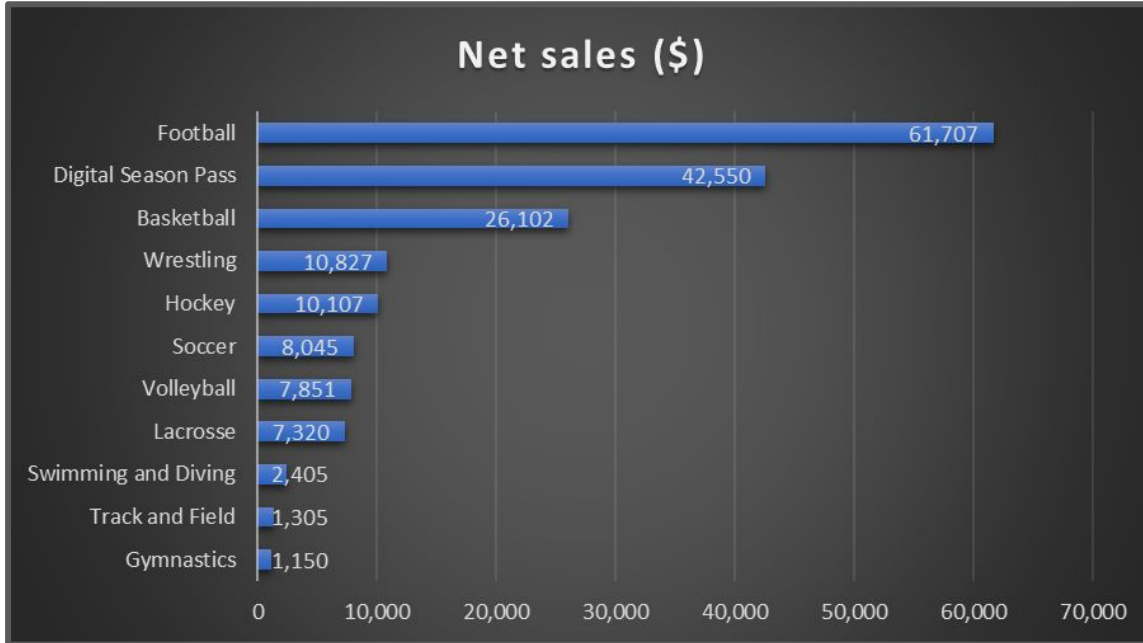
Softball

3.78





Gate Receipts



- More people took advantage of the digital passes
- These figures are being presented earlier than last year
- Less home events overall 10
- WIAA Tournament Series inflates the amount that was actually earned
- Importance of these sales
 - Supply budget (subsidize)

**Name,
Image,
Likeness**

✓ YES ✓	✗ NO ✗
<p>✓ Engage in NIL activities unrelated to your school team, school, conference, or the WIAA</p>	<p>✗ Appear in NIL endorsements wearing your school uniform or using school logos, marks, or branding</p>
<p>✓ Receive compensation unrelated to athletic performance</p>	<p>✗ Accept performance-based compensation</p>
<p>✓ Participate in camps and clinics as a paid instructor or participant</p>	<p>✗ Receive NIL deals facilitated by your school or individuals associated with your school</p>
<p>✓ Partner with a company to sell your branded merchandise</p>	<p>✗ Host and run your own camp or clinic</p>
<p>✓ Create personal social media accounts and websites to promote your personal brand</p>	<p>✗ Sign contracts with a sports agent or representative to find and negotiate your NIL deals</p>
<p>✓ Endorse legal products or services not prohibited by WIAA rules</p>	<p>✗ Be recruited or induced to attend or remain at a school in exchange for NIL compensation</p>
<p>✓ Appear in NIL endorsements wearing non-school-affiliated clothing or gear</p>	<p>✗ Skip academic classes or athletic team obligations for NIL activities</p>



NIL Update

- This is not the same as college NIL
- The athletic department has partnered with *Influential Athlete* for education for families interested in this and helping to answer questions
 - First workshop was on June 4th
 - Second workshop will be during the 2025-26 school year
 - Monthly Zoom webinars starting again in September
- We will have a resource page for families that are interested in pursuing an NIL opportunity on our athletic webpage
- Families are not required to disclose an NIL agreement with the athletic office, but it is strongly encourage in order to avoid a possibly violation



WAUNAKEE
COMMUNITY HIGH SCHOOL



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

Athletics Office

Athletic Department Updates - June 2025

- **Appreciation:**
 - We have numerous booster club members and volunteers that work varsity and non-varsity contests (scoreboard, penalty box, announcer, etc.) throughout the school year. The athletic department and district is extremely thankful to the many individuals who give up their time to do this. Not every district is lucky enough to have so many people stepping in to make sure the students have a quality experience.

- **Upcoming Projects:**
 - Name, Image, and Likeness (NIL) is here. Our first workshop was held on June 4th and hosted by *Influential Athlete*. 40-plus families signed up. This will continue to be new territory for everyone. The athletic department appreciates the assistance of the business and communication offices in making sure we are keeping families informed that want to sign an NIL deal.
 - Continued planning of a long-range athletic facility plan in conjunction with a possible future referendum.

- **Announcements:**
 - We have continued to try and reduce the amount of forms and paperwork needed as part of our registration process, in an effort to make this a smoother process. Families will notice one less for needing a signature for athletic registration starting in July and a better way for our office to track student participation.
 - The new *Family Guide to Waunakee Athletics* will be available to families, starting in July. This guide is meant to assist with opponent ticketing information, streaming links, NCAA information, and more.



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

Athletics Office

Agenda Item: High School Co-Curricular Handbook, Middle School Co-Curricular Handbook, Booster Club Handbook.

Background Information: Changes to the handbooks are noted in green and pinon the handbooks themselves. A summary of the changes are listed below:

- High School Co-Curricular Handbook
 - Participation fees updated (page 10).
 - Clarification on what activities need a physical (page 14).
 - Removal of language about amateur status. This is annually disclosed and signed off in the required WIAA bulletin as part of the athletic registration process (page 15).
 - Signing days information updated, due to the abolishment of the National Letter of Intent (page 29).

- Middle School Co-Curricular Handbook
 - Participation fees updated (page 7).

- Booster Club Handbook
 - Editorial changes only.

- Coaches Handbook
 - Addition of safety/weather-related resources.

Administrative Recommendation: To approve the handbook updates as presented.

Board Action Requested: The following motion would be in order: “Move to approve the High School Co-Curricular, Middle School Co-Curricular, and Booster Club handbooks as presented.”

Fiscal Note: There are no financial impacts related to this requested action.

2025-2026

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WAUNAKEE
COMMUNITY HIGH SCHOOL

**BOOSTER CLUB
HANDBOOK**



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Dear Waunakee Community High School Supporter:

Welcome to an exciting year of being a Waunakee Warrior! We are thrilled you have chosen to participate in athletics and our programming.

Waunakee Community School District provides a great learning environment for each and every student-athlete. As a member of the Badger Conference, we face and welcome great competition and high expectations of effort, achievement, and sportsmanship.

We hope this Booster Club handbook will provide you with guidance as you devote your time and resources to improving the experience for student-athletes, staff, and families involved in our programs. This handbook was designed to inform, educate, and guide you as a Booster Club, by addressing the rules, regulations, and information for participation in our Waunakee Community School District programming.

We partner with you and thank you for your dedication to our students, staff, and community.

Go Warriors!

Dr. Monica Kelsey-Brown, Superintendent
Mr. Brian Borowski, High School Principal
Mr. Nick Conrad, Athletic Director



SCHOOL DISTRICT MISSION AND VISION STATEMENT

MISSION STATEMENT

“Committed to Children...Committed to Community...Committed to Excellence”

VISION STATEMENT

The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research based best practices, and engagement with students to be active partners in their learning.

EQUITY STATEMENT

The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society.

High School

Waunakee Community High School (9-12)
301 Community Drive
Waunakee, WI 53597
Phone: (608) 849-2100

Bethel Administration Office

905 Bethel Circle
Waunakee, WI 53597
Phone: (608) 849-2000



BOOSTER CLUB ORGANIZATIONS AND WAUNAKEE COMMUNITY SCHOOL DISTRICT

Booster Clubs are organizations of parents, family members, caregivers, staff, and community members working together for the purpose of supporting our students and coaches of our programs/teams.

Booster Clubs are valued partners in supporting the co-curricular activities of our students. While the school district welcomes and encourages the interest, participation, and support of Booster Clubs, the District maintains control and management of the activities and athletics, including all rules, policies, and procedures.

The partnership, transparency and accountability between the school district and Booster Clubs is critical to maintaining thriving relationships while also adhering to local, state, and national requirements including District policy, WIAA requirements, Title IX compliance, and Internal Revenue Service (IRS) laws.

For all these reasons, Booster Clubs private management is adapted to District concerns and compliance requirements. We each have responsibilities to our students and our programs, but we share the same common purpose.

There will be **TWO** meetings annually of Booster Club members, coaches, and the Waunakee Community School District to strengthen our partnership, give ample time to answer questions, and provide opportunities for consistency and unity in our work. **Those dates are below and are held as virtual meetings.**

~~The 2024-2025 Booster Club meeting dates will be held in July 2024 and February 2025.~~

DATES TO REMEMBER	
Booster Meeting #1	July 23, 2025 July 25, 2024
Booster Meeting #2	February 4, 2025 February 5, 2025
Financial Report Form Due (FRF)	July 15, 2026 July 15, 2025



SCHOOL BOARD POLICIES

School Board Policies are set for the educational goals of the entire school system and provide directives for administrators and other staff members and volunteers to follow while working towards the district's goals. The policies outline business procedures to allow for efficient operations of student activities and school operations.

It is expected that High School Booster Clubs follow all district purchasing and fiscal policies and procedures.

- A. General Booster Club - [881.1](#)
The General Booster Club School Board policy includes information about gifts to the district, fundraising, and staff relations.
- B. Expense Reimbursement - [671.2](#)
The Expense Reimbursement School Board policy includes information about the different rules and regulations of expense reimbursement, including meals, housing, parking, transportation, etc.
**If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*
- C. Purchasing - [672](#)
The Purchasing School Board policy includes information about general guidelines of district purchasing.
**If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*
- D. Purchasing Approval - [672.1](#)
The Purchasing School Board policy includes information about the bid process when making purchases based on purchase price.
**If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*
- E. Bidding/Cooperative Purchasing - [Rule 672.1](#) and [672.3](#)
The Bidding/Cooperative Purchasing School Board policy includes information about the procedures when obtaining formal bids and quotes and making sure we use cooperative purchasing, when available.
**If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*



FINANCIALS

The Waunakee Community School District Business Office is committed to supporting High School Booster Clubs. We strive to be as efficient as possible while maintaining consistency and transparency across all our programming.

Business Office Directory and Contact Information

Steve Summers Executive Director of Operations	stevesummers@waunakee.k12.wi.us
Allie Newton Dye Director of Business Services	alexandraneaton@waunakee.k12.wi.us ndradye@waunakee.k12.wi.us

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Financials - School District Business Office

Managing of Finances of Community Partners, including Booster Clubs (two options)

1. Manage Finances Through the School District¹
 - Funds are accounted for in Fund 21, which is the gifts/donation fund for the school district.
 - Booster Clubs must follow all Waunakee Community School District School Board policies.
 - Fund 21 policies have more flexibility when it comes to topics like bidding requirements for purchases and gift card purchases.
 - Deposits, accounts payable, and payroll transactions are all processed by the school district.
 - There are no requirements of additional reporting to the IRS for the community organizations/Booster Club.
 - There is tax exempt status for all purchases and transactions.

2. Manage Finances Privately
 - Booster Clubs should be able to identify the Taxpayer Identification Number (TIN) connected to the bank account.
 - The bank account TIN should NOT be the Waunakee Community School District federal identification number or the social security number of a Booster Club member (former or present). The bank account TIN will have to be corrected if either scenario exists.
 - The Booster Club should have copies of the organizational paperwork that was filed originally to receive the Taxpayer Identification Number. If not, you can search for the document through the [Internal Revenue Services](#) (IRS).
 - The Booster Club should be aware of the specific type of organization that your Booster Club is.
 - An example includes IRS 501(c)(3) organization
 - The type of organization matters for compliance with state and federal regulations.
 - An example of annual reporting to the IRS is linked [here](#).
 - **Booster Club By-Laws**
If your organization is opting to become a 501(c)(3), you will be required to submit Booster Club By-Laws to the Athletic Department. If you are in need of examples, please reach out to the Waunakee Community School District Business Office.

¹ District management of Booster Club finances refers to serving as a repository of funds and performance of ministerial functions, as necessary. The District does not exercise discretion or judgment with respect to such funds apart from compliance with applicable laws and regulation.



Financials - Reporting Transparency and Accountability

At the end of each fiscal year, Booster Club organizations are required to submit a copy of the Financial Reporting Form (FRF) (section 2 - template provided) to the Athletic Director. The Athletic Director will forward this information to the Business Office for the School District.

1. **Booster Club Guidelines**

This guideline document is School Board policy 881.1 regarding parent organization and Booster Clubs. The Booster Club must sign and return these guidelines to the Athletic Director's Office by July 30 of the District fiscal year (July 1 through the following June 30).

2. **[Financial Reporting Form \(FRF\)](#)**

Each Booster Club must submit their completed Financial Reporting Tool (FRF) to the school district Athletic Director's Office by July 15 of the District fiscal year.

The Business Office will provide the [Financial Reporting Form \(FRF\)](#) for each Booster Club for the upcoming school year. This will be emailed by the Athletics Office to the Head Coach/Booster Club representatives by September 1 of that respective year.

*Please note. Booster Clubs may submit their own spreadsheets as long as all the information is included in the provided template above from the school district.

All financial records will be presented to the Board of Education (BOE) in August of the District fiscal year.

3. **Retention of Records**

In an effort to keep financial transparency, records are required to be kept for a set amount of time, per [Board of Education Policy 773-Exhibit](#), Records Retention Schedule.

- If the Booster Club manages their finances with the Waunakee Community School District, it is required to keep the current fiscal year + 6 years of documentation.
- If the Booster Club manages their finances privately, please refer to the guidelines required for your type of organization.
 - Organizations registered as a 501(c)(3) must maintain records and keep books to show that it complies with tax rules. Please reference this [website](#) for more information.



Financials - Fundraising

Fundraisers must be approved and added to the document in the Athletics Office.

[Here is a link to the reporting and approval form.](#)

This document will be a resource each school year to have as a reference for programs to know what has been done regarding fundraising, what companies utilized, and offer suggestions and ideas on what has worked well for Booster Clubs/programs. We ask that similar fundraising efforts are not completed during the same season (for example: pizza products are not sold for two respective Booster Clubs during the same spring season). No fundraising is permitted without prior consent and clearance of the Athletics Office. All policies, procedures and local and state laws need to be followed regarding fundraising.

*Please note! These fundraisers are not mandatory, but suggestions for the sport/Booster Club to raise monies for their programming.

1. 50/50 raffles
 - a. 50/50 raffles are a fundraising type activity.
 - b. All state laws must be followed.
 - c. [Raffle license](#) must be secured.
 - d. All raffles must be approved by the Athletics Office.
2. Raffles
 - a. All raffles are a fundraising type activity.
 - b. All state laws must be followed.
 - c. [Raffle license](#) must be secured.
 - d. Examples: [Girls Soccer](#) and [Boys Soccer](#)

3. Concessions

Booster Clubs must comply with the school district policy on the sale of food on school premises. There are no product restrictions or limitations on brands.

School Board Policy - [763](#)

Booster Clubs are one of the organizations that the District can authorize to operate the concession stands at sporting events in order to raise funds for their organization/Club.

4. Product Sales

School Board Policy- [374](#)

All product sales for fundraising must be a 50% profit margin for the organization, per School Board policy.

**The Business Office plans to review this policy with the School Board.*



5. Classmunity

Classmunity program is available to both Waunakee Community School District managed and privately managed organizations.

Classmunity website:

<https://www.classmunity.com/waunakeewi/view-fundraisers.php>

[School Board policy 881](#) defines the fundraising process.

6. Sponsorship

Sponsorships are a viable form of fundraising for Booster Clubs. All sponsorship requests must follow the [Board of Education Policy 851](#), Advertising in the School and [Board of Education Policy Exhibit 881.1](#), Parent Organization/Booster Club Relations and Information Guidelines.

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Financials - Fees

1. Athletic/Co-Curricular Fees

Each student will be responsible for an Athletic/Co-Curricular Fee of ~~\$85~~^{\$75} for participation in the programming. These fees are billed in Infinite Campus by the school district during athletic registration each season. These funds are managed and used by the Athletics Office.

~~These athletic fees will be posted by the Athletic Department to all students registered for the program.~~

2. Booster Club Fees

Booster Club Fees are separate from the school fees. These fees are set by the Booster Club and are billed independently from the school district. These funds are managed and used by the Booster Club. In no capacity should these fees take the place of fundraising and they should not be used to offset expenses related to facility improvements.

*The [Student Financial Assistance Fund](#) will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment. Please reference the Student Financial Assistance Fund resources (Booster Club Handbook, page 26).

It is very important that Booster Clubs communicate to their families that the Student Financial Assistance Fund is available for assistance, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for a program.



Financials - District Financial Support

1. All coaches' salary and benefits are paid for by the school district, per [Board of Education 370 Rule \(1\)](#), Co-Curricular Activity Size Limitations Coach/Player Ratios.
2. Supply Expense Budget
Each sport will be allotted a minimum of \$1,500 of supply and expense budget per season. The Coach and the Booster Club will work together to decide what items will be purchased with this allotment. **A final list of supplies will be submitted by the head coach to the athletic department.**
3. Transportation
The district shall fund the cost of school bus transportation to and from events. Booster Clubs may fund the difference between school bus transportation and Coach transportation, if approved by the Athletic Director.
4. Uniform Budget
Each sport is included in a rotation for funds for new uniforms from the school district.

Please review the [following spreadsheet](#) to view the year that your program is eligible for funding from the school district. This allotment can be used for home/away uniforms, pinnies, etc. and is allocated every four years.

- Any cost above and beyond the dollars allotted would be the responsibility of the Booster Club.
- Booster Clubs wishing to purchase new uniforms in an off-year of when the school district allotment is offered would be at the expense of the Booster Club.
- All uniform purchases must be approved by the Athletic Department/Communications Office to follow the school district branding guidelines.



Financials - District Provided Insurance

The district provided liability policy provides coverage for the following:

Your past or present employees or elected or appointed officials while acting within the scope of their employment or authority, authorized volunteers while acting for you or on your behalf, including your students, and all commissions, agencies, boards, districts, authorities, PTAs, PTOs, Booster Clubs or similar entities when you retain the right to control the details of the work of these individuals or entities, except this insurance shall be excess of any insurance maintained by your past or present employees or elected or appointed officials, or authorized volunteers, including students for the ownership, maintenance, or use of any automobiles owned by the employee, official, volunteer, or student, regardless of whether such automobiles are also hired or borrowed by you.

- This also applies to Family Teacher Organizations (FTO).

An example of an event outside of the control of the Waunakee Community School District is a clinic hosted by an athletic program in another venue/location offered to student-athletes on a regional/statewide basis.

Booster Club board members/leadership liability policies are not necessary if all activities of the organization are under the control of the Waunakee Community School District. Booster Club officers/directors liability policies should be considered if the organization conducts activities outside of the control of the Waunakee Community School District.

Booster Club Provided Insurance ²

Booster Clubs engaging in activity outside of the control of the Waunakee Community School District should purchase a liability policy for your organization through an insurance company. The school district purchases their insurance policies through Hub International in Waunakee.

² The District encourages Booster Clubs to secure separate coverage, as well. Although the District does direct Booster Clubs on, e.g., compliance issues, the District does not generally retain control over the work of Booster Clubs or their individual members.



TITLE IX REQUIREMENTS

The Waunakee Community School District is required to adhere to the Title IX requirements. These requirements are the basis behind many of the requirements the District has for the Booster Club organizations.

Please review [this document](#) that summarizes the requirements.

TITLE IX NOTICE

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



SCHOOL DISTRICT BRANDING GUIDELINES

Waunakee Community School District plays an integral role and is a staple in our Waunakee community. During the 2021-2022 school year, the Board of Education approved a year-long process to create a district visual brand. This process included a wide selection of community stakeholders, including students, staff, Board of Education members, parents, community members, etc. to gather input.

Visual branding is an important facet of an organization's communication plan. To keep the integrity of the Waunakee Community School District and the district/high school visual brand, it is crucial to follow these guidelines when using visual elements. This will help strengthen our image, promote trust, and will allow us to represent ourselves as one team.

A brand includes our name, logo, and identifying elements including fonts, colors, and graphics. The logo is a visual representation that represents our brand.

The visual branding results enclosed in these district branding guidelines packages are relevant for the Waunakee Community High School brand and the spirit/athletic/co-curricular programs of our school district. The correct guidelines should be followed with what you are producing or sharing with the community to represent our brand. Certain criteria must be met, and any and all entities that use the logo are subject to review and approval by the Waunakee Community School District.

With our high school brand, it is important that the district communicates to the community with a consistent, solid, and professional manner.

If you are seeking the Waunakee Community School District and its logo or the Waunakee Community High Schools and its logo, please contact the Communications Department via email at wcsd_communications@waunakee.k12.wi.us.

[Waunakee Community School District Branding Guidelines](#)

[Waunakee Community High School Branding Guidelines](#)

[Color Reference Quick Sheet](#)



School District Branding Guidelines - Additional Resources

[Waunakee Community High School Google Slides Presentation](#)

The Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically add to your Google drive.

Under layout in Google Slides Presentation, there are many different options for layouts of your slides. You can select the option that you'd like.

[Waunakee Community School District Google Slides Presentation](#)

This Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically save to your Google drive. This presentation is the Waunakee Community School District logo/brand.

[Logos](#)

It is very important when downloading our school district logos, you follow the branding guidelines. The rules help maintain the integrity of the brand.

[WCHS Spirit/Shield Logo](#)

[WCHS Logo with Text \(Vertical\)](#)

[WCHS Logo with Text \(Horizontal\)](#)

[Waunakee Warriors \(Vertical\)](#)

[Waunakee Warriors \(Horizontal\)](#)

[Waunakee Warriors \(Text\)](#)

*There are several versions of each logo, including file types. If you are in need of a specific file type for a vendor, social media, etc. please reach out to the Communications Department via email at wcsd_communications@waunakee.k12.wi.us.





FACILITIES

1. Facility Use by Community Organizations

Facilities within the Waunakee Community School District are available for Booster Clubs that are managed both by the school district and privately managed organizations.

Please visit our facility usage guidelines and procedures to reserve space or inquire about using our Waunakee Community School District facilities.

[School Board policy 830](#) defines the use of School Facilities.

Fees (if applicable) are approved each year in May by the School Board.

2. Scheduling Facility Use

Effective September of 2023, the Waunakee Community School District implemented a public-facing community scheduling software program. This software will allow community members, internal staff, etc. to schedule facility use within the school district. All requests for facility use will be inputted within this new system.

- If you have an event that you would like to reserve space for outside of the normal school day (Monday-Sunday), we ask that you complete a facility reservation.
- Once a request has been made, the Athletic Department will review the request and approve it, unless additional information is needed or a conflict occurs.

Reservations can be made here:

<http://events.dudesolutions.com/waunakeecsd/page/quickform>

3. Facility Enhancements

If your organization is interested in completing a facility enhancement, please reach out to the Business Office prior to the start of the discussions. School Board policy requires review and approval for any facility enhancements before a capital campaign or fundraising begins.



CAMPS/CLINICS

Waunakee Community School District supports Booster Clubs and athletic programs offering opportunities for community youth camps and clinics to support our student athletes and their programs.

Effective for camps beginning in the 2023-2024 school year, all registrations and payment will be processed through the Waunakee Community School District via GoFan. All camp expenditures will be accounted for in the District's accounting system.

Facility use and fees may apply, depending on the nature of the camp.

Camp offerings for each summer are listed on the [District Athletics website](#). The website is updated in the spring of the year for all the offerings/registrations for the respective summer camps that year/summer.

Questions regarding camps/clinics, please contact the Athletics Office at (608) 849-2103.

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COMMUNICATION

It is very important that Booster Clubs keep open communication with the school district and the Athletics Office, as well as with school district employees (coaches, volunteers, etc.)

- Communication with the Athletic Office
 - a. The head coach and Athletic Department are always the first points of contact with Booster Clubs, regardless of the request. If the request needs to be routed to a different department, the Athletic Office will route the request to the specific person.
- Communication with Coaches
 - a. All communication with a Booster Club and coach **must use** the school district provided email for a coach.
- Communication with Students
 - a. The Athletics Office has organized the program HUDL App for use for communication with coaches and student-athletes. The HUDL App will be required, and purchased by the Athletics Office. All athletic programs will have access to the basic package from the school district. Because the HUDL messaging app has changed in the past year, other apps may be more useful for communication. Examples of these apps include but are not limited to:
 - i. SportsYou
 - ii. BAND
 - iii. Remind
 - b. There are a variety of functions that organizations/sporting programs can utilize in addition to the basic package of communication with this tool. Any other or additional add-on features within HUDL is the responsibility of the Booster Club.
- Communication with Booster Clubs within our School District
 - a. Information must be updated yearly to reflect contact information of Booster Clubs. Document contains names, email addresses, social media accounts, etc. for each Booster Club.
[Booster Club Database](#)
- Advertising Events Protocols
 - a. Listed on our [Community Events](#) page on the district website are guidelines for organizations wishing to distribute information through schools. Please follow the procedures carefully when submitting information.



-
- b. All requests follow the [Board of Education Policy 851](#), Advertising in the School.
- c. Organizations wishing to advertise or distribute information on this community webpage need to follow these steps:
- Send your request along with a flier to district_administrator@waunakee.k12.wi.us.
 - PDF format clearly includes the start and end date of the event, as well as contact information for individuals with questions.
 - Once the request is reviewed by the District Administrator's office, the requestor will be notified if/how the submission will be posted.
 - If posted, the District Administrator's office will share the information with the Waunakee Community School District building offices.
- School District Communications Office
 - As a resource, the Communications office can be a tool that can help you with operations, communication, and advertising. Please reach out to the Communications Office (905 Bethel Circle, Waunakee) at 849.2000, ext. 8005.

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STATE TOURNAMENT GUIDELINES

The Athletics Office has the following guidelines to share the expectations and support that the Waunakee Community School District provides to athletes and teams when they perform/compete at the state level.

[Athletic Department Guidelines](#)

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SPECIAL EVENTS

The Athletics Office will have a sign-up each season for special event nights. Each Booster Club/Head Coach will be responsible for inputting the dates of all nights they will celebrate during their respective season.

[Sign-Up Document](#) (Fall, Winter, and Spring sports)

*Please note! These special nights are not mandatory, but suggestions for the sport/Booster Club to honor and celebrate during their season.

1. Youth Night
2. Senior Night
 - Banners: Banner hanging and the take-down are the responsibility of the senior parents and Booster Club members. Please contact Jen Lockman (jenlockman@waunakee.k12.wi.us) to schedule when you can hang the banners in the commons. You will need to provide your own zip ties.
 - For banners that will hang in the Fieldhouse for the Senior Night game, we ask that the Booster Club members use Gaffer's tape to protect the walls.
 - If you do not schedule with Jen before the season, the Athletics Office can't guarantee you will be able to display the banners in the commons.
 - Senior Programs
 - [Collecting Senior Information from Athletes](#)
3. Parents Night
4. Teacher Appreciation Night
 - Form Templates
 - [Collecting Teacher Choices from Athletes](#)
 - [Collecting RSVP from Staff Members](#)
5. End of the Year Banquet
 - End of the year banquets are planned and held by the Head Coach/Advisor in honor of the team's season. Many times, a Booster Club committee will help the coach with this process. It is recommended that all banquets are held on-site at the High School, but special permission will be granted if a program would like to hold the event off-site. This must be approved by the Athletic Director or High School Principal.
 - School Board Policy - [522.1](#)



All functions involving our students of the school district should be completely alcohol-free and drug-free.

- Awards

All awards will be ordered from the Athletics Office. Each sport will receive 3 awards, including small (5x7) plaques and the American Legion award.

Any additional awards beyond these will be at the expense of the Booster Club.

6. Additional Booster Club Activities and Resources

- Rosters

- [Rosters - Printable Template](#)
- [Roster Card Template](#)

- Away Game Food: Away game food is not required by the Booster Club program. Please note that when weather poses the threat of postponing a game, that decision may not come from the school(s) until 2:00pm on the day of a competition.

- Photography

- A yearbook photo must be submitted for each athletic program. In order for the yearbook to meet their deadlines, team photos of each level must be completed and uploaded in a timely manner.
- Please see the [team photo submission policy document](#) for complete information. The athletic department can also take care of photo uploading by emailing us the name of the team and including the photo.
- If you need assistance in setting up a team photo day, please contact the athletic office

- Volunteers

Volunteers are the heart of our programs.

- [Committee Chair Sign-Up Template](#)

- Websites

At this time, Booster Club websites will not be linked off the district website. Our offerings at the high school level will be listed, as well as an email address contact for each sport.

- Websites maintained by teams and/or Booster Clubs must:

- Follow district branding guidelines
- Be kept up-to-date



SOCIAL MEDIA GUIDELINES

The Waunakee Community School District social media accounts are maintained by the Communications & Engagement Specialist to inform and engage the Waunakee Community School District and Community.

Social media posts occur at a minimum of once per day. Social media posts include, but are not limited to:

- Highlighted accomplishments of anyone within the Waunakee Community School District
- Relevant district information
- Emergency and non-emergency school closures, early dismissals, delayed openings
- Employment opportunities

District administrators, principals, department supervisors, teachers, coaches, booster club representatives, and club advisors are encouraged to submit pictures/text monthly to provide transparency and engagement for our school community.

All district-related social media accounts must comply with FERPA, Copyright Laws, uphold the safety and security of all students, staff, and focus on branding while maintaining a positive image for Waunakee Community School District.

We do not promote fundraisers on our district social media channels.

1. We ask that all athletic programs/Booster Clubs submit their social media pages to the Athletics Office. This helps us help you celebrate our student-athletes. Our main district social media accounts can reshare, like, comment, and engage with your programs.
[Booster Club Contact Database + Social Media Pages](#)
2. We ask that all Booster Clubs/athletic programs submit stories, pictures, text, etc. to our district social media email address to promote on our district level social channels.
You can email social_media@waunakee.k12.wi.us.
 - [Facebook](#)
 - [Instagram](#)
 - [Twitter](#)
 - [YouTube](#)
3. Social Media Best Practices for Booster Clubs
 - It is important to select the right avenue of social media account for your Booster Club. It is not possible and manageable to use every platform for your organization, but it is important to know what the Booster Club would like to get out of the social media presence and how you can use social media to benefit



your Booster Club. Choosing the right social media platform to reach your different audiences is very important, but taking the time to understand your target audience and where they prefer to spend their social media time is crucial for the success of your channels.

- Posts to social media should focus on promoting the team and it's players and coaches in a positive manner. Examples of posts that would be anticipated include, but are not limited to:
 - Photos, videos, posts of team events, games, activities, tournaments, camps, etc.
 - Game scores and highlights.
 - Upcoming team games and events.
 - Team and individual accomplishments, including awards, special recognition, etc.
 - Reposts or retweets mentioning the team in the media.
 - Posts should be objective
- Only positive and appropriate facts are to be posted. Perceptions and opinions should be avoided. Facts are to be simple, clear, and concise. Spelling, grammar, and punctuation should be correct.
- Branding and school district guidelines must be followed and used on all social media channels and communications.
- The following text needs to be included in the notes/About Me (Facebook) or BIO (Instagram and Twitter) section of the Booster Club social media accounts.
 - This account is run by the "Waunakee Booster Club", volunteer members of the Booster Club. It is **not** an official account of the Waunakee Community School District.
 - Commenting Guidelines are required/posted on all social media channels.
 - Account is not managed or created by a school district employee, coach, etc.
 - Account is managed by a Booster Club volunteer.
 - [Example](#)
- The standard is to avoid using names unless necessary on social media posts. If there is special recognition, then it may be appropriate to include the athlete's name. You do not need to worry about including names with your pictures, but you should always include a short description of what is happening in the photo.



- Additional Resources
[Best Social Media Practices for Schools](#)

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WARRIOR MEDIA

Warrior Media students create and produce livestream broadcasts for many of the home Waunakee Athletics events, as well as game-day photography, play-by-play, video board content, and social media updates (gameday and final score graphics).

Website: <https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/>

Photography Website: <https://photos.warriormedia.org/>

Social Media Channels

- Instagram: https://www.instagram.com/wm_whs/
- X (Twitter): https://twitter.com/wm_whs

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PUBLIC RECORDS

Public Records Law - Wis. Stat. §§ 19.31 to 19.39

School Board Policies

Policy 823 - Access to Public Records

Policy 823 Exhibit - Public Records Notice and Fee Schedule

Policy 823 Rule - Procedures for Handling Public Records Requests

The public records law “shall be construed in every instance with a presumption of complete public access, consistent with the conduct of government business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.”

The school district, as a governmental entity, has a legal responsibility to maintain records. Those records are the responsibility of the Records Custodian – in WCSD the superintendent is the custodian of records.

View [informational presentation](#) regarding Public Records and Requests.



STUDENT FINANCIAL ASSISTANCE FUND

The Student Financial Assistance Fund is committed to ensuring that all Waunakee Community School District students and families can participate in school activities and programs regardless of their ability to pay.

If you have questions regarding the Student Financial Assistance Fund or to learn more about the Fund, please contact Teri Reible at the district office via phone (608) 849-2000. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

- The Student Financial Assistance Fund statement should be included in all written communication shared with families. **It is very important that the text is copied and pasted into emails, texts, messages, etc. when sending emails to your families, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for the program.**

Text to be included in your communications:

The Waunakee Community School District is committed to ensuring that all students and families can participate in their school communities regardless of a family's financial situation and ability to pay. Scholarships or payment plans are available to any student who has been approved for the free/reduced meal program, and may be available to any student whose families have a financial need due to unique circumstances. Please contact your school building social worker to learn more about these opportunities. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

- The Student Financial Assistance Fund will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment.

Text to be included in your communications, as well:

If you are approved with the Waunakee Community School District Free and Reduced Lunch program, your Booster Club Fees and Athletic Fees will be waived. You do NOT need to disclose this information to the Booster Club members. The Student Financial Assistance Fund will take care of this.



- Additional Student Financial Assistance Fund Resources
 - [Presentation](#)
 - [Website](#)
 - [Classmunity Website](#) of the Student Financial Assistance Fund

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BOOSTER CLUB BEST PRACTICES

The following best practices are highly recommended to minimize legal liability for any Booster Club organization:

- All Booster Club members must be made aware that no individual should personally benefit from the organization's activities, but be focused on the benefit of the students and the programming.
- Individual Booster Club members are not employed by the District and are not representatives of the District for purposes of this Policy. Consequently, Booster Clubs must be careful to avoid giving the imprimatur of the District.
- To avoid the appearance of an actual conflict of interest, a coach/advisor should not be part of any decision making/approvals that result in any financial benefit to the coach.
- All Booster Club members are expected to follow the same standards of conduct as District employees when chaperoning, sponsoring, or attending student activities.
- Use a general email (like Gmail) for all communication within the Booster Club organization. This way, when there is a change in leadership, the Booster Club will just need to update passwords and document access.
- The treasurer of the Booster Club should be working with the school district to keep the financial reporting tool up-to-date. Please reach out if you have questions or concerns. The Financial Reporting Form (FRF) will be submitted to the Athletic Office by July 15 of the District fiscal year.
- All meetings should be properly communicated and posted for all members of the organization. The notice should clearly state the date, time, and location of the meeting and items to be discussed. The Booster Club organization may use the school facilities for their meetings with proper prior approval through the Facilities Rental Process.
- No coercion (actual or implied) may be exercised in fundraising activities and no student or teacher is required to raise any particular minimum money or sell any minimum number of tickets, etc. There can be a recommended amount per athlete/student/family.



ADDITIONAL RESOURCES FOR BOOSTER CLUBS

[Waunakee Community School District website](#)

Waunakee Community School District - [Athletics website](#)

[Internal Revenue Services](#)

[Waunakee Booster Club Contact List](#)

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SIGNATURE OF ACKNOWLEDGE FOR BOOSTER CLUBS

Each Booster Club must acknowledge the Booster Club Handbook and submit in writing the action of reading/receiving the document. Failure to abide by this document may result in the ability to attend in future athletic events and participate as a Booster Club member.

This document must be submitted to the Athletics Office. This acknowledgement should be completed by digitally signing this Google Form: <https://forms.gle/9Fbv2bsJifusaXoAA>

DISCLAIMER

This handbook serves as a resource for Booster Club volunteers, members, coaches, students, and families in partnership with the Waunakee Community School District. It is meant to provide guidance and information related to supporting our student athletes within our athletic programs, but should not be viewed as a legally binding document.

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2025-2026



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WAUNAKEE
COMMUNITY HIGH SCHOOL

**CO-CURRICULAR
HANDBOOK - (HS)**



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STATEMENT OF PHILOSOPHY

Co-curricular activities are an integral and valuable part of a student's high school experience, and Waunakee High School is committed to sponsoring a wide variety of such activities. Waunakee High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult life.

All organized activities in life – be they work, play, or school-related – place expectations upon participants. This handbook details these expectations as they pertain to all co-curricular participation at Waunakee High School. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in this co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. This policy will be enforced all twelve months of the year.

HANDBOOK PURPOSE

The purpose of this handbook is to acquaint students and parents of students in co-curricular programs at Waunakee High School with the regulations and procedures of the WIAA and the Waunakee Community School District. It is very important that both the student and parent/guardian read and understand this handbook before signing the student pledge and parent/guardian permission section of the handbook.



TITLE IX NOTICE

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



DEFINITION - CO-CURRICULAR ACTIVITIES

Co-curricular activities at Waunakee Community High School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee High School. All students who participate in the various categories of activities or any additions are required to abide by this co-curricular handbook.

GOALS OF PROGRAM

Mere participation in co-curricular programs does not guarantee the following goals will be achieved. Students must participate in a manner so as to make the activity a beneficial influence in their lives. What the participant realizes from the activity depends on the positive effort s/he puts into it.

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate in order to meet the healthy need for competition, which is a basic American tradition.
- To encourage all students who participate in co-curricular activities to reach new potential(s).
- To provide a “whole school” interest and activities for which all students may rally around to develop school spirit and commitment.
- To place the unit, team, class, squad, and school above personal desires.



PARTICIPANT RESPONSIBILITIES

Participation in co-curricular activities is a privilege. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. This privilege is extended to all students who meet school requirements and are willing to assume the following responsibilities:

- Be a credit to yourself, your parents/guardians, your school, and community.
- Demonstrate high standards of social behavior.
- Demonstrate respect for, and acceptance of the rules of competition.
- Demonstrate respect for those in authority, including advisors, coaches, teachers, and officials.
- Display a strong spirit of cooperation.
- Use language that is socially acceptable and not offensive to others.
- Be considerate of all others you interact with.
- All members of co-curricular activities will be neatly dressed and well-groomed while representing Waunakee Community Middle School.
- Student-athletes have a responsibility to be role models to other students and younger Children.
- All members of co-curricular groups are expected to display high standards of social behavior, (IE: Lawful Behavior), outstanding sportsmanship and proper respect for those in authority in school and within the community as a participant or spectator.



DISCRIMINATION

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see contact information above located under ADA Accommodations.

STATEMENT OF NON-DISCRIMINATION

The Waunakee Community School District is committed to a policy of non-discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or nonuse of lawful products off the employer's premises during non-working hours or any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business. In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials. WCS D has designated Lisa Jondle, Director of Student Services and Brian Grabarski, Director of Human Resources as Title IX Coordinators for the District. Staff related concerns should be directed to Brian Grabarski, Director of Human Resources. Student related concerns should be directed to Lisa Jondle, Director of Student Services. Please see contact information above located under ADA Accommodations.



GENERAL PROGRAM INFORMATION

Co-Curricular Consent Form and Consent for Emergency Medical Treatment Form
Students and parents are required to read, sign, and submit the Co-Curricular Consent Form and the Consent for Emergency Medical Treatment Form prior to participating in co-curricular events. Prior to each season, both athletes and parents must be provided with the Wisconsin Fact Sheet on Concussions and sign the agreement form. These forms will be kept within the Infinite Campus Athletic Registration servers. Athletic registration will be completed each season (fall, winter, spring) in order to have the most up-to-date concussion and health information for students.

JOINING OR RE-JOINING A TEAM

After tryouts and team rosters are submitted to the Athletic Office students will not be allowed to join a team. Generally speaking this is the first Friday of the sports season. Accommodations may be made for students who are new to the district or have moved to the district after sport season has started. Also, a student-athlete that does NOT finish a sports season “in good standing with the team” (see definition on page 24) must meet with the head coach prior to the start of the next season to receive permission to rejoin the team in the following season.

WIAA IN-SEASON NON-COMPETITION RULES

During their particular high school season Waunakee Student-Athletes are not allowed to compete in non-school sponsored competitions in that same sport (i.e.: Wrestler competing in a tournament that is not part of the high school’s schedule) Waunakee Activities Department will consider exemptions on a case- by-case basis for exceptional athletes.

The Activities Department reserves the right to deny a request if nature or timing of the event would cause an undue burden on the high school team, such as but not limited to conflicting with conference events, playoffs, and/or granting the exemption would violate WIAA Bylaws regulating participation and competition.



PARTICIPATION CATEGORIES

There are three categories for co-curricular participation: A, B, & C. Each category is outlined below. The various sections identified under each category outline specific expectations for each category and are described in detail after this listing.

Category A - Competes

Follows Sections 1, 2, 3, 4 of the Co-Curricular Code

All WIAA Athletics, Dance, Equestrian, Cheer, Mountain Bike, Ski, Snowboard, Forensics, One-Act, Musical, & School Play

Category B - Performs

Follows Sections 1, 2, 3 of the Co-Curricular Code

Jazz Ensemble/Combo, Pep Band, Special Music Groups, A Capella Singers, Fiddle Band, Chamber Orchestra, Vocal Jazz, Madrigal, Solo-Ensemble, Men's Choir, Math Team, Mock Trial, & NACL

Category C - Service

Follows Sections 1 & 2 of the Co-Curricular Code

Above the Influence (ATI) Art Club Aviation Club Badminton Club Best Buddies Black Student Union (BSU) Bowling Club Chess Club Chinese Club Class Officers Computer Science Club Debate Team DECA Drama Club/Thespians Dreamers/Soñadores ECO (Environmentally Compassionate Organization)	Law Club Leo Club Manga and Anime Club Math Team Mindfulness Club Mock Trial Model UN Mountain Biking Team National Alliance on Mental Illness (NAMI): National Art Honor Society (NAHS) National Honor Society (NHS) Non-Athletic Competition League (NACL or "Salt") Pay It Forward (PIF) Poetry Club Principal's Council Purple Sage
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<p>E-Sports FFA Organization (FFA) Family, Career, and Community Leaders of America (FCCLA) Fellowship of Christian Athletes (FCA) Fishing Club Forensics French Club Friends of Schmidt's Woods Future Business Leaders of America (FBLA) Future Educators Club Future Problem Solvers (FPS) Genders and Sexualities Alliance (GSA) Global Dance and Fitness GROW (formerly Garden of Dreams) HOSA Future Health Professionals: Insight into Science, Engineering, and Medical Professions: Justice League Knitting Klub</p>	<p>Relay for Life Science Club Science Olympiad Sheepshead Club SkillsUSA Organization Spanish Club Spanish Honor Society (Sociedad Honoraria Hispánica) Student Book Club Student Council Students Modeling A Research Topic (SMART): Table Tennis Club Thespian Troupe Wisconsin Civics Games Yearbook Yosemite National Park Trip Young Conservatives Yoga and Meditation Young Progressive</p>
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PARTICIPATION FEES

Paid by participants in Category A only. These fees are paid when completing the activity selection process on Infinite Campus for each sport/activity in which a student participates. ~~\$8575~~/Activity with a maximum of ~~\$255225~~ per student. Football will have an additional ~~\$5035~~ equipment fee. ~~Golf participants have a \$20 course fee.~~ Refunds will only be provided if a student has been cut during the tryout process. Refunds will be placed in the student's lunch account or a request for a refund can be made to the athletic office.

Note: Students eligible for free/reduced priced meals are not charged any school district fees.

PARTICIPATION INSURANCE

Waunakee Community School District provides accident coverage for all students. Only accidents that occur in school sponsored and supervised activities EXCLUDING participants in interscholastic sports are covered. A voluntary, parent paid insurance program is available that INCLUDES participants in interscholastic sports. If interested, please contact the WCSD Athletic Office at (608) 849-2103.



EXPECTATIONS

Section 1 – School Behavior

Applies to ALL Categories (A, B, & C)

Student participants are expected to meet the expectation for school behavior described in the Waunakee High School Student Handbook and Board of Education Policies.

All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.

Out of school suspensions that end on Friday, the student will be eligible to play on Saturday. If the out of school suspension is carried over until Monday, the student will be ineligible to participate on Saturday.

Participants are urged to do their best in the classroom. Strive to get the highest grades possible and display a common service attitude in their conduct throughout the school and community.

Section 2 – Attendance (School, Practices, and Events)

Applies to ALL Categories (A, B, C)

When Waunakee Schools are closed due to inclement weather or other emergency, all co-curricular practices and contests are also canceled or postponed to a later date. Saturday events will be determined by the Principal, Activities Director and the Transportation Supervisor with input from the other school(s) involved.

All practice sessions will be made on time unless there is some valid reasonable excuse for missing. For unexcused absences disciplinary action will be administered by the coach/director. Students who need academic help after school WILL NOT be penalized if they contact the coach beforehand or present a pass from the instructor when arriving late to practice.

In order to practice or participate, a participant must be in attendance at school by 11:55 am and maintain attendance in all of their scheduled classes through the remainder of the school day at the high school. If a participant cannot be in school for reasons other than illness, the absence must be pre-planned and approved by the principal, athletic director, or assistant principal at least one day prior for the participant to practice or participate that day. We ask the cooperation of parents to see that students miss as little as possible.



Seniors with 18 year old sign-out privileges must be in attendance at school by 11:55 am to practice or participate in a game, match or meet.

There will be no practices held at the high school on Wednesdays after 6:30pm. Special practice needs shall be given consideration by the Activities Director and/or Superintendent.

No practice will be started or held without a qualified coach/director being present. No school facilities and/or equipment will be used by group members without a coach/director being present.

SKIPPING A CLASS, STUDY HALL OR SCHOOL DURING A SEASON OF ACTIVITY WILL CAUSE THE STUDENT/ATHLETE TO MISS THE NEXT SCHEDULED CO-CURRICULAR EVENT (ONE CONTEST) THAT HE/SHE WOULD PARTICIPATE IN.

Transportation

Each student must ride and return from practices, contests, performances, events with their team/group unless proper arrangements are made before leaving on the trip.

Such excuses can only be obtained by providing the following:

1. Completion of the WCS D Student Transportation Agreement must be completed during the registration process on Infinite Campus. This allows a student to transport themselves to a practice/contest.
2. An online submission request to the coach/advisor using the Alternate Transportation Google Form should be submitted if the student is not traveling to/from a contest with the team. Preferable, at least one day in advance.
3. The parents must pick up the student in the presence of the coach/advisor.



Section 3 – Academic Eligibility Applies to Categories A & B

By WIAA Rule, 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 requirements prevail and must be applied as written.

A student who is carrying six academic subjects may receive an “F” grade and will still be eligible if he/she has a “C” grade to compensate for the failure. However, if a student with six academic subjects receives two or more failures, he/she will be ruled ineligible for competition for the next nine-week grade reporting period.

- A student who is declared scholastically ineligible for co- curricular participation may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. Passing academic achievement will be determined by individual classroom teachers through reports filed with the high school athletic director the week prior to the student becoming eligible. A week of eligibility will be lost by the student/athlete if any of his/her teachers report failing grades. The student must have each of his/her teachers check and sign the form and the student must return the form to the athletic director’s office. The student may practice during the ineligibility period with the approval of his/her parents and coach/director.
- The student must have each of his/her teachers check and sign the form and the student must return the form to the activities director’s office.
- The student may practice during the ineligibility period. Eligibility will be determined by the FIRST and THIRD quarter 9 week progress reports. Semester grades will be used during the SECOND and FOURTH grading periods to determine eligibility.
- Summer school can be used to make-up eligibility.
- An Incomplete “I” is considered a failing mark until all work is completed and a grade is issued to replace the “I”.

Note: Incoming Freshman who received a failing grade during the fourth quarter are ineligible for the first three weeks of any fall co- curricular activity in 9th grade.



Section 4 – Conduct Code Applies to Category A

Physical Exam Requirement

A student may not participate in interscholastic athletics (practice or competition) until the school has a W.I.A.A. Examination or Alternate Year Permit Card that attests to the student's physical fitness (as determined by a licensed physician). **Forensics, One-Act, Musical, and the School Play participants are exempt from the physical requirement.**

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

The student may get a W.I.A.A. Physical Examination Permit card from a coach or the activity director's office.

Complete the physical exam and return the card to the athletic office with all of the information properly filled in and signed by your parent or guardian.



ATHLETIC CODE REQUIREMENTS

A student may not participate (Practice or competition) until a signed co-curricular code is on file in the office every school year. *NOTE: Once a code has been signed it is enforceable and valid until the student graduates.

CONCUSSION AGREEMENT

Students & parents must, on an annual basis, receive the Wisconsin Fact Sheet on Concussions and sign the Parent & Athlete Agreement form.

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

EARLY GRADUATION

Any student that graduates early is NOT eligible to participate in Category A activities that begin after the student has graduated. Students who graduate at the end of the 1st semester of a school year will be permitted to complete their season with the team, except when the rules of the governing body prohibit such participation. For example: Per WIAA regulations a student that graduates at the end of 1st semester is ineligible to participate in WIAA sponsored sports after the last bell of the last day of the 1st semester. (WIAA Rules of Eligibility Art V, Section 1, A8, A9)

~~AMATEUR STATUS ¶~~

~~¶~~

~~WIAA RULE: A student athlete must be an amateur in all recognized sports of his association in order to compete in any WIAA sport.¶~~

~~¶~~

~~A student athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffle bags, backpacks, watches, rings, billfolds, coupons, gift certificates, regardless of their value 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.¶~~

~~¶~~



¶

~~A student athlete may receive awards for school achievement which are symbolic (non-utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event t-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, e.g.~~¶

¶

~~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. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.~~¶

¶

~~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.~~¶

¶

~~A student athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.~~¶

¶

¶

USE OF STUDENT NAME & IMAGE

¶

~~The participation of students in extracurricular activities will result in the use of students' image, name, likeness, in programs, news releases, posters, and promotions. By participating in high school activities you agree to allow WCSD, WIAA, and any other governing bodies to use your image, name, and likeness in programs, broadcasts, and any and all promotion of events and programs.~~¶



WAUNAKEE COMMUNITY HIGH SCHOOL CODE OF CONDUCT

Top performances come from those individuals who prepare themselves mentally and physically to the best of their ability. It is reasonable to assume that each student should take care of his/her body in such a manner that would enhance peak performance at all times. It has been substantially documented medically that certain substances (i.e. Alcohol, tobacco, controlled substances, street drugs, and performance enhancing substances) can be detrimental to your health and performance. Abstinence from these substances along with proper rest, diet and the observance of good health practices can enhance the mental and physical performance of all individuals.

Adherence to this code of conduct is a matter of self-discipline and is the responsibility of the students and their parent(s)/guardian(s) on a **year-round (12 month) basis**. Students are required to follow this code while enrolled at Waunakee Community High School whether in-season or out-of-season.

The Athletic Director will determine all alleged conduct code violations. A penalty is not considered served if a student does not complete the season in good standing. A student may serve their penalty while injured as long as they finish the season in good standing. Removal from or quitting the team is not considered in good standing. The Athletic Director will use all available sources for evidence including social networks (i.e., internet) to determine a code violation. Anonymous letters will not be a source of evidence when considering a code of conduct violation. If a code violation occurs during a WIAA tournament, the athlete will be disqualified from participation for the remainder of the total tournament series in that sport.

During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

Examples of code violations include but are not limited to:

- Substance Abuse
- Expulsions
- Suspensions
- Incarceration & Legal Sanction
- Conduct - Public & Online Representation



Student Code Violations include all of the following, but are not limited to:

- Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs, and performance enhancing substances).
- Any student who provides, buys or sells either alcohol, non-alcohol “look alike” or malt beverages, and/or a controlled substance including “look alike” drugs, tobacco products. This will include any chemicals ingested to produce an altered state of mind (including but not limited to: Delta 8). This shall include e- cigarettes, vaporizers, juuls, or any other products containing or products used to deliver nicotine, tobacco, or other chemicals.
- Participating in hazing activities.
- Conduct themselves in a manner in and/or out of school, which brings discredit to themselves, the parents, and the school or to the team or athletic/activity group.
 - Examples of this may include, but are not limited to: Shoplifting, inappropriate use of social media, theft, lewd and/or explicit photographs or images, harassment, etc.

Substance Abuse

Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs, and performance enhancing substances) shall be suspended from participation in co-curricular activities. Any student, unsupervised by their parent or legal guardian, present where alcohol and/or drugs are being served/consumed to underage individuals, that does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-curricular Code violations.

*This rule is to be in effect and enforced for twelve months of the year.

First Violation

Restriction from co-curricular participation (competition) for a period of 33.3% of the participating student’s co-curricular contests which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation.

Note: WIAA regulations require a minimum penalty in the next WIAA sport if a student is not involved in a WIAA sport at the time of the violation. A student could not serve the entire penalty in a non-athletic activity or a non-WIAA sport/activity during one season and participate in a WIAA sport another season without a one game/event penalty being imposed in



the next WIAA sport season.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

Second Violation

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment, and to follow through with the assessment recommendations, his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

Third Violation

If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career. However, after one full calendar year from the date the penalty for the co-curricular code violation was implemented by administrative action the student may appeal to the high school principal for reinstatement of their co-curricular eligibility. The request for reinstatement will be considered if the student can provide evidence that he/she followed the co-curricular code guidelines during the year they were suspended from co-curricular participation. The Principal will make the determination of reinstatement after a third violation.

A violation of the co-curricular code after reinstatement will result in permanent suspension of participation in co-curricular activities.



**Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code*

(NOTE: Nothing in this policy shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

LOOK-ALIKE SUBSTANCES, PRODUCTS & OTHER ITEMS

Any student who provides, buys or sells either alcohol, non-alcohol "look alike" or malt beverages, and/or a controlled substance including "look alike" drugs, tobacco products, will be subject to the sanctions stipulated in the violation sections of the co-curricular code. This will include any chemicals ingested to produce an altered state of mind (including but not limited to: Delta 8). This shall include e- cigarettes, vaporizers, juuls, or any other products containing or products used to deliver nicotine, tobacco, or other chemicals.

EXPULSIONS

Any student expelled by the school is ineligible to practice or compete in co-curricular activities during the period of expulsion.

SUSPENSION

Any student suspended in or out of school is ineligible to participate during the suspended time. All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.

INCARCERATION & LEGAL SANCTION

A student who is charged/cited for serious unlawful activities (felonies) will be suspended indefinitely until such time that the outcome of the case is decided. For the purposes of the Co-curricular handbook a student will be considered 'charged' when law enforcement has made their recommendation to the district/county attorney.

A student who is released from incarceration (under the Huber Law or through an electronic monitoring program or any other legally related program that releases a student from incarceration to attend school) may not participate in co-curricular activities.



When a student is released from his/her incarceration, he/she will not be eligible to participate in co-curricular activity for a full calendar year from the date of their conviction.

A student who is charged/sited for unlawful activities of a less serious nature (misdemeanors) will be, in each individual case, subject to the sanctions stipulated in the 1st violations section of the co-curricular code. (This excludes traffic violations). If a student participates in an educational program with a police liaison officer, the penalty will be reduced according to the 1st violation section of the co-curricular code.

Waunakee Community School District reserves the right to random drug test.

CONDUCT - PUBLIC AND ONLINE REPRESENTATION

The District reminds students that participation in sports/activities covered by this Code is a privilege, not a right. Consequently, the District reserves the right to require compliance with this Code and to expect appropriate behavior on the part of its student-athletes at all times. However, the District recognizes that student-athletes retain certain rights to speech and expression and, accordingly, will interpret and apply this rule so as not to interfere with conduct that is protected by law.

The same rules of appropriate, respectful behavior which apply to Waunakee High School Student-athletes, also applies to online environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media sites. WHS student-athletes are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online.

Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, trash talking, and criticism of opponents, coaches, teammates, or game officials. Student-athletes who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Student-athletes who fail to meet this expectation and who violate the code of conduct online are subject to the same consequences as if they did them in person.



DRUG TESTS

The Waunakee Community School District has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The School District recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population. Students, by virtue of their voluntary decision to pursue co/extracurricular opportunities, and because of their position as leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. Consistent with these principles and in accordance with the guidance of the United States Supreme Court, it is the policy of the Waunakee Board of Education to help “prevent students involved in co- curricular activities from using drugs, to protect their health and safety, and to provide drug users with assistance programs.” See Verona School Dist.47 Jv Acton, 115 S.Ct.2386 (1995). Accordingly, the board directs the District Administrator to implement and conduct a program of random drug testing of student “participants” meaning those involved in co/extracurricular activities.

Guidelines for random drug testing of student “participants” are set forth in administrative rule. More specific procedures, necessary to implement these Guidelines, may be developed by the District Administrator or designee. This Policy and Procedures shall be overseen and implemented by the District Administrator or designee.

Adopted: June 2000 Waunakee Community School District

Random Drug Test Definitions

Student Participant: Any student who is trying out for or participating in any school-sponsored co or extracurricular activity, as outlined in the student handbook.

Alcohol: Any liquor, wine, beer, or other drink containing alcohol.

Drugs: Phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, morphine, alcohol, nicotine, and anabolic steroids, except when taken pursuant to a legal prescription issued and any other substance determined by the United States Department of Transportation to be a controlled substance.

Positive Results: A test result which indicates the presence of illegal drugs or alcohol.

Administrative Failure: Is a failure to follow the drug testing procedures in an effort to deceive or pass the random drug test. This would include all/any attempts to provide a false sample, assist in providing a false sample, or in any other manner refuse to or not comply with the testing



procedures. An administrative failure will be treated the same as a failed drug test and the appropriate co-curricular penalties will be applied.

ADMINISTRATIVE FAILURE EXAMPLES

- A student who is present at school and has been selected for the random drug test but refuses to provide a sample.
- A student provides a false and/or diluted sample.
- A student requests/attempts to pass off someone else's urine as his/her own.
- A student attempts or provides a clean sample to a student that has not been selected for the random drug test.
-

*This list should not be construed to be a complete list and if events or circumstances indicate that a test has been falsified or that an attempt to falsify a test has occurred. School administration will apply co-curricular penalties in the same manner as a failed test.

CONSENT FORM

Students signing up for co/extracurricular activities shall be given a consent form, the execution of which by the student and, if the student is a minor, his/her parents/guardians, constitutes express permission and agreement that the student will submit to periodic random drug testing. Signing the consent form, and adherence to its conditions thereafter, shall be a condition of participation in the co/extracurricular activity.

RANDOM SELECTION OF STUDENTS FOR DRUG TESTING

Each student participant shall be assigned a number by the District Administrator or his or her designee.

Random draws will be done by the drug screen technician. Random selection of numbers will not occur on the same day each week. A designated number of participants will be determined at the beginning of each quarter.

NOTIFICATIONS OF STUDENTS COLLECTED

Students selected to be tested will be called to the office. If a student participant has not been tested by the end of the test day, the District Administrator or designee will determine if the participant is absent from school. If the absence is due to truancy, the student participant will be ineligible for participation, practice, or competition/performance until the next testing date and then will automatically be tested on that date. If the absence is excused, the student participant will remain eligible for participation, practice, and competition/performance but will automatically



be tested the next date. If a student participant has a second excused absence, he or she will then be declared ineligible until the next test date at which time the student participant will be tested. Ineligibility may be waived upon review by the building and/or district administrator.

TESTING PROCEDURES

A licensed medical facility selected by the District Administrator shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen. Student participants submitting an adulterated specimen will be re-tested, at the expense of the student or his/her parents or legal guardians, in an observed setting.

TESTING NEGATIVE

The medical review officer will contact the District Administrator or designee within two (2) days of the testing date if results are negative. The parents or legal guardians of a student participant who tests negative will be notified by mail within three (3) days of the district's receipt of the information.

TESTING POSITIVE

The medical review officer will contact the District Administrator or designee within four (4) days of the testing date if the results are positive. The parents or legal guardians of a student participant who tests positive will be notified within twenty-four (24) hours of the district's receipt of the information. The student/athlete immediately becomes ineligible for participation in the student activity.

RE-TESTING

The student participant will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to have the specimen re-tested in the certified facility of the family's choice and at its expense. The District Administrator or his or her designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all conditions set forth in Section VIII and XI will apply.

CONSEQUENCES

In the event of a positive test...

First Violation



Restriction from co-curricular participation (competition/performance) for a period of 33.3% of the participating student's co-curricular competitions/performances which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation. Note: WIAA regulations require a minimum penalty in the next sport if a student is not involved in a sport at the time of the violation. A student could not serve a penalty in a non-athletic event in the fall and participate in a winter athletic activity without the penalty being imposed in that winter sport.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

A second confirmed positive test will result in...

Second Violation

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment and to follow through with the assessment recommendations his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

A third confirmed positive test will result in...

Third Violation

If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career.



(NOTE: Nothing in this policy shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

REGAINING ELIGIBILITY

After the conclusion of the period of exclusion from participation in the co/extracurricular activity the student participant will again be eligible to participate.

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the District Administrator. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in this policy, the District's or the WIAA rules and regulations. The test results will not be part of the student's permanent record but will be kept in a secure file in the Activities Director's Office.

Adopted: June 2000 Waunakee Community School District

*In order for the suspension to be considered served the Athlete must finish the season 'In good standing' with the team. For the purposes of the code suspension, the Athlete must be actively meeting the attendance, participation, and behavior expectations of the sport coach. If an Athlete fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.

**During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance.

However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

***Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code



APPEAL PROCEDURE FOR CODE VIOLATIONS

If a student and/or parent(s) or guardian(s) wishes to appeal a decision regarding a Co-Curricular code violation sanction, the following appeal procedure must be followed. Appeals must be based upon two criteria:

1. The alleged code violation should not have been considered a code violation, and/or
 2. The athletic director was incorrect in finding that the student violated the code.
-
1. After a ruling resulting in a suspension from co-curricular eligibility, the student and/or his/her parent(s) or guardian(s) may formally appeal the decision by submitting an [appeal request form](#) for a hearing and stating the reasons why they believe a hearing is warranted. This request must be received by the Athletic Director/Administrator within seven school days of the date on the suspension letter.
-
1. After the appeal has been received, a hearing date will be set by the Athletic Director/Administrator within seven calendar days of receipt of the appeal letter. First violations may be appealed to the principal with their decision final.
-
3. Appeals of second and third violations will be heard by the Principal's Council. Present at the hearing with the council will be the student and his/her parent(s) or guardian(s).
 - The student will be provided with an opportunity to testify and present other evidence on his/her behalf.
 - The Principal's Council members will have an opportunity to question the student before the student and parents/guardians leave the meeting. The council will discuss the situation and end with a ballot vote to uphold or reverse the decision being appealed. Penalties may not be modified or reduced upon appeal.
 - The decision will be put in writing and mailed to the appealing party (ies) within five school days after the closing of the hearing. The student will remain on suspension during the appeal process.

The Principal's Council will be selected by the Principal as follows:

- Chairperson: Principal or designee (votes only to break a tie)
- Athletic Director (non-voting)



- One Guidance Counselor or faculty member
- Two persons representing advisors/coaches/director (If the student involved is part of the group controlled by the above council member, an alternate will be selected by the Principal)
- One Student Council member (The President or a designee – must be a junior or senior)
- Two student representatives involved in co-curricular activities.
- One parent representative.
- Three parents will be appointed to serve in this capacity at the beginning of the school year. One parent will be chosen to serve on the Principal's Council when an appeal is heard.

The purpose of the Principal's Council is to hear and consider all appeals by a suspended participant. Members of the council shall be appointed by the Principal or designee at the beginning of the school year and will serve on the council for one school year. The Principal or designee will appoint alternates for members unable to attend or serve. The council can act when a majority of its members are present.

If the student and his/her parent(s) or guardian(s) are not satisfied with the council's decision, a second hearing may be requested before the district Superintendent. The Superintendent must receive, in writing, a request for such a hearing within seven calendar days of the date the decision by the council was mailed. The procedures outlined in #3 above, including items (A) through (C) will be applicable relating to the second hearing. This appeal will be heard by two district office administrators appointed by the Superintendent and the Superintendent.

This appeal procedure shall be the sole and exclusive means for appealing co-curricular eligibility decisions. (Within the School District). For any appeal, the power of the appeal is to uphold or reverse the decision regarding if a code violation occurred. Penalties for code violations as outlined in the code of conduct cannot be modified or reduced as a result of an appeal.



REQUIREMENTS FOR A VARSITY LETTER

The head coach of each sport determines the requirements for an athletic letter. Requirements are based on a student athlete's value to the team, honors won, time played, and performance, loyalty to the team, dedication and commitment to the goals of the co-curricular program. The student must be in good standing at the end of the season.

Criteria for lettering for music and forensics will be established by the advisors and reviewed with the participants at the start of their activities.

“IN GOOD STANDING AT THE END OF THE SEASON”

For purposes of the co-curricular code, awarding letters, etc...: The athlete is eligible to participate in the final regular season contest (team or individual) and retains his/her eligibility throughout the state tournament series as long as the team or any team member continues in the series.

LETTER OF INTENT AND SIGNING DAY

The Athletic Department will sponsor signing days for Category A student-athletes that are committing to participate in college athletics. Waunakee's signing ceremonies will be held on ~~the dates that previously were identified by the National Letter of Intent Program and will occur three times per school year.~~ ~~the~~ ~~dates selected by the NCAA National Letter of Intent program. Those dates can be found at:~~ ~~nationalletter.org~~. Waunakee student-athletes that do not participate on a WHS sponsored Category A team their senior year will NOT be allowed to participate in the Athletic Department signing ceremony or use school facilities for their signing ceremony.



SPORTSMANSHIP

The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people have not had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.

The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uninformed, refrain from expressing your opinions to or about coaches and officials.

Recognize and appreciate skilled performances regardless of officiating. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.

Opponents are guests and should be treated cordially, provided with the best accommodations possible and with accorded tolerance at all times. Be a positive representative for your community, school, team and family. This fundamental is the Golden Rule in action.

The officials of any contest are impartial arbitrators who are trained and perform to the best of their abilities. They should be shown respect at all times. Mistakes by all those involved in the contest are a part of that contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Never allow your ego to interfere with good judgment and your responsibility as an adult or a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive.



COACH/PARENT COMMUNICATION

COACH TO PARENT

Waunakee coaches should maintain an open line of communication with all parents. Parents should expect coaches to articulate expectations the coach shall have for their child. Times and locations of practices should be given. Requirements for special equipment, shoes, etc. should be explained. Coaches should spell out any policies and procedures athletes are expected to follow during the season beyond those held by the athletic department or school. This especially should include their policy for dealing with missed practices or contests (excused or unexcused), tardiness to practices, and tolerated family obligations.

Coaches should make parents aware of off-season expectations and opportunities.

COACH TO ATHLETE

Athletes should be able to talk with or discuss team issues or personal issues with their coach. Coaches should be open to communicate with athletes about playing time, role on team, or conduct of the team. Coaches should be sure athletes understand team rules and policies and consequences for not following the rules or policies.

Athletes should expect their coaches to be a role model for good sportsmanship, personal conduct, and use of language. Coaches should conduct organized and safe practices.

PARENT TO COACH

Parents should keep coaches abreast of conflicts that may arise during the season concerning missed practices due to illness, injury, family obligations, or any other reason an athlete might not be at a practice or competition. This should be done before practice. Parents should encourage their son/daughter to communicate these things with their coach and continue communications with coaches throughout the school year, not just during the season.

Acceptable parent to coach communication:

- Concerns about athlete's general welfare.
- Concerns about treatment of athlete.
- Request for ideas on how to help the athlete improve skills or performance.
- Concerns about athlete's behavior.

Unacceptable parent to coach communications:

- Discussions with a coach immediately after a contest or practice. Parents should wait 24 hours before contacting the coach.
- Athlete's playing time.



- Team strategy.
- Play calling.
- Other athletes on the team.
- Player/roster spots or positions.

Any unacceptable communication made the same night after a game will not be responded to by the coach or athletic director.

ADDRESSING CONCERNS

If you have a concern with a coach, the following procedure should be followed to address the concern:

1. Have your child schedule a time to sit down and talk to the coach face to face.
2. Schedule a face to face meeting with your child and the coach. If a coach is not available or does not return calls or emails, contact the Athletic Director.
3. Schedule a meeting with the Athletic Director, coach, child and parent. This meeting shall be facilitated by the Athletic Director where both sides shall be allowed to present their side.
4. Schedule meeting with the building principal, Athletic Director, coach, child and parent. The decision of the building principal as a result of this meeting is final.

2025-2026



DRAFT



WAUNAKEE
COMMUNITY HIGH SCHOOL

**CO-CURRICULAR
HANDBOOK - (MS)**



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STATEMENT OF PHILOSOPHY

Age appropriate co-curricular activities are an integral and valuable part of a student's middle school experience and the Waunakee Community School District is committed to sponsoring a wide variety of opportunities for student participation. The district is committed to supporting the cognitive, social, and emotional growth of students through participation in co-curricular activities. Students will develop a variety of skills through participation in co-curricular activities including activity specific skills, teamwork, positive social values, and behaviors they can transfer to their lives now and in the future. The focus of co-curricular activities at Waunakee Community Middle School is focused on maximizing participation for all students in support of developing the skills outlined above.

All activities in life place expectations upon participants. This handbook details these expectations as they pertain to all co-curricular participation at Waunakee Community Middle School. Participation in activities is a privilege, earned in part, by accepting and following the regulations contained in this co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. This policy will be enforced all twelve months of the year.



TITLE IX NOTICE

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



DEFINITION - CO-CURRICULAR ACTIVITIES

Co-curricular activities at Waunakee Community Middle School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee Community Middle School. All students who participate in the various categories of activities or any additions are required to abide by this co-curricular handbook.

GOALS OF PROGRAM

Mere participation in co-curricular programs does not guarantee the following goals will be achieved. Students must participate in a manner so as to make the activity a beneficial influence in their lives. What the participant realizes from the activity depends on the positive effort s/he puts into it.

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate in order to meet the healthy need for competition, which is a basic American tradition.
- To encourage all students who participate in co-curricular activities to reach new potential(s).
- To provide a “whole school” interest and activities for which all students may rally around to develop school spirit and commitment.
- To place the unit, team, class, squad, and school above personal desires.



PARTICIPANT RESPONSIBILITIES

Participation in co-curricular activities is a privilege. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. This privilege is extended to all students who meet school requirements and are willing to assume the following responsibilities:

- Be a credit to yourself, your parents/guardians, your school, and community.
- Demonstrate high standards of social behavior.
- Demonstrate respect for, and acceptance of the rules of competition.
- Demonstrate respect for those in authority, including advisors, coaches, teachers, and officials.
- Display a strong spirit of cooperation.
- Use language that is socially acceptable and not offensive to others.
- Be considerate of all others you interact with.
- All members of co-curricular activities will be neatly dressed and well-groomed while representing Waunakee Community Middle School.
- Student-athletes have a responsibility to be role models to other students and younger children.



HANDBOOK PURPOSE

The purpose of this handbook is to acquaint students and parents/guardians of students in co-curricular programs at Waunakee Community Middle School with the expectations, regulations, and procedures of the school district and, when applicable, the Wisconsin Association of Interscholastic Athletics (WIAA). It is very important that both the students and parents/guardians read and understand this handbook before signing the student pledge and parent/guardian permission section of the handbook.

DISCRIMINATION

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see contact information above located under ADA Accommodations.

STATEMENT OF NON-DISCRIMINATION

The Waunakee Community School District is committed to a policy of non-discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or nonuse of lawful products off the employer's premises during non-working hours or any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business. In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials. WCSD has designated Chris Mand, Director of Student Services and Brian Grabarski, Director of Human Resources as Title IX Coordinators for the District. Staff related concerns should be directed to Brian Grabarski, Director of Human Resources. Student related concerns should be directed to Chris Mand, Director of Student Services. Please see contact information above located under ADA Accommodations.



GENERAL PROGRAM INFORMATION

Co-Curricular Consent Form and Consent for Emergency Medical Treatment Form

Students and parents are required to read, sign, and submit the Co-Curricular Consent Form and the Consent for Emergency Medical Treatment Form prior to participating in co-curricular events. Prior to each season, both athletes and parents must be provided with the Wisconsin Fact Sheet on Concussions and sign the agreement form. These forms will be kept within the Infinite Campus Athletic Registration servers.

STARTING TIMES

Most middle school athletic competitions are scheduled to start at 4:15 p.m., unless otherwise stated on the schedule. Please check the schedules provided by advisors, coaches, and directors for all activities.

PRACTICE DURING SCHOOL CLOSINGS

When Waunakee Schools are closed due to inclement weather or other emergency, all co-curricular practices and contests are also canceled or postponed to a later date. The Activities director, Principal, Director of the event, and the Transportation Supervisor (with input from the other school(s) involved) will determine if Saturday events will be held during inclement weather.

TRAVEL TO EVENTS

Each student must ride and return from practices, contests, performances, and events with their club, group, or team, unless proper arrangements are made before leaving on the trip.

Arrangements are as follows:

1. The coach will share a google form for parents to complete for each instance.
2. The parents must pick up the student in the presence of the coach/advisor.

CO-CURRICULAR PARTICIPATION FEES

Students participating in co-curricular activities pay ~~one~~ \$40 fee prior to participating in **each season of** co-curricular activities regardless of the number of activities they participate in. Football players will be assessed a ~~\$50~~25 equipment fee. Families who have difficulty paying the fees should contact the Middle School guidance counselor at 849-2070 or the Middle School social worker at 849-2071.



PARTICIPATION CATEGORIES

There are three categories for co-curricular participation: A, B, and C. Each category is outlined below. The various sections identified under each category outline the specific expectations for each category. The sections will be described in detail after the listing of categories.

Category A (Competes)

Mountain Biking Football Football Cheer Cross Country Volleyball	July - October August-October August-October September-October September - October	Boys/Girls Boys/ Girls Boys/ Girls Boys/Girls Girls
Wrestling (includes sixth grade) Dance Basketball Basketball	October – December October-January October-December January-March	Boys/Girls Boys/girls Boys Girls
Track and Field	April-May	Boys/Girls

Follow sections 1, 2, 3, and 4

Category B (Performs)

Jazz Ensemble MS Jazz Choir	Entire Year Winter/Spring
Future Problem Solvers Drama	Entire Year Fall
Musical	Spring



Solo & Ensemble	Spring
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Follow Sections 1, 2, and 3

Category C (Serves)

Student Council	Entire Year
Yearbook	Entire Year
Science Olympiad	Entire Year
Skills USA	Entire Year
Creative Coders	Entire Year
GSA	Entire Year
Art Club	Entire Year

Follow Sections 1 and 2



PARTICIPATION INSURANCE

Our school provides accident coverage for all students. Only accidents that occur in school sponsored and supervised activities EXCLUDING participants in interscholastic sports are covered. A voluntary, parent paid insurance program is available that INCLUDES participants in interscholastic sports. If interested, please contact the WCS District Athletic Office at (608) 849-2100x2053

ATHLETIC INSURANCE

Any student participating in interscholastic sports will be afforded the opportunity for insurance coverage. The premium required will be paid by the individual participant (participant's parent/guardian). All students who wish to participate in interscholastic athletics must obtain insurance or be covered under their family insurance plan prior to participation.

The information in this handbook is not all-inclusive. Additional information is available in the Board of Education Policies available on the district's website. All material in this handbook is subject to change based on changes in board of education policy, state and local laws, and individual circumstances. If you have questions that remain unanswered after reviewing this handbook, please contact the Activities Director's office at 849-2100x2053 for clarification or additional information.



EXPECTATIONS

Section 1 – School Behavior

Applies to ALL Categories (A, B, & C)

Student participants are expected to meet the expectations for school behavior described in the student handbook and Board of Education Policies.

- Students suspended out of school during a season or activity will be ineligible to participate in practices, performances, competitions, or activities during the period of Suspension.
- Participants are encouraged to do their best in the classroom, strive to get the highest grades possible, and display a service attitude in their conduct throughout the school and community.
- If a student misbehaves in a class or general school area, the student will make up time at the teachers or principal's convenience (this may be before the school day, during noon, or after school) before they may participate in co-curricular activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.
- Students removed from a class or general school area for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.
- Any student dropped from a co-curricular activity for disciplinary reasons, is ineligible for any sport/activity during the current season, or may be ineligible for the entire school year.
- Any student, who wishes to quit a school activity before the end of the activity season, should, out of courtesy, notify the advisor/coach.

BEHAVIOR AT SCHOOL EVENTS

Attending co-curricular events at the middle or high school is a privilege. Community members, parents/guardians, and students attend co-curricular events for fun and entertainment. Audience members need to be respectful of each other and of the event participants. Abiding by the following rules will help to ensure everyone has a safe, enjoyable time at the event. Appropriate behavior is expected for students and parents in the Waunakee Community Middle School and



High School, and at all locations, our students travel to visit. We expect our middle-level students to set the standard for other grade levels and for visitors by following these guidelines:

- Follow student rules for appropriate behavior.
- Follow all instructions for behavior that are posted or given.
- Be courteous and kind.
- Respect performers and other audience members.
- Respect the property where the event is held.
- Have your picture identification card with you and present it when asked.
- Arrive at the event on time (if you arrive late, do not disrupt when entering).
- If doors are closed to the event, wait until they are opened to enter, or wait until a break in the activities (Intermission, between musical performances).
- Go to your seat when you enter and remain in that seat until intermission.
- Sit only in the area designated for you (e.g., in MS area at HS football games).
- If you are a participant, you will be seated with your group/team prior to your activity. If you remain after your performance has concluded, you will be seated with your group/team.
- Do not leave the activity or event during the action (restroom breaks should be taken before entering or during intermission).
- Never go onto the performing area if you are an audience member (basketball court, stage, orchestra pit, etc.).
- When you leave, do not go into any other areas of the building. Exit directly after the activity/event ends.
- Do not bring food or drinks into the event (unless food is being served as part of the performance).
- Food or drinks should be consumed in the designated areas. If you are a participant in the event, your advisor/coach should accompany you to the designated area. Dispose of all trash in the appropriate places.
- Support the performers in an appropriate way (clapping at concerts at appropriate times, cheering for good athletic performances).
- Do NOT make inappropriate comments or gestures to/about participants or spectators.
- Leave immediately if you are told to do so.
- Respect the supervisors and follow their directions.
- Do not be under the influence, consume or possess tobacco products, alcohol, controlled substances, or substances used to alter an individual's state of mind at school or school events.

GENERAL PUBLIC CONDUCT, SOCIAL MEDIA AND ONLINE REPRESENTATION

The District reminds students that participation in sports/activities covered by this Code is a privilege, not a right. Consequently, the district reserves the right to require compliance with this Code and to expect appropriate behavior on the part of its student-athletes at all times. However, the district recognizes that student-athletes retain certain rights to speech and



expression and, accordingly, will interpret and apply this rule so as not to interfere with conduct that is protected by law.

The same rules of appropriate, respectful behavior which apply to Waunakee Middle School Student-athletes, also apply in online environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media sites. WMS student-athletes are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online. Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, trash talking, and criticism of opponents, coaches, teammates, or game officials. Student-athletes who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Student-athletes who fail to meet this expectation and who violate the code of conduct in-person or online are subject to the same consequences within the co-curricular handbook and/or the student handbook.

CONSEQUENCES FOR GENERAL PUBLIC CONDUCT AT SCHOOL EVENTS

First Violation:

The student will meet with the appropriate MS/IS Staff: Administration, Counselor, SRO, or another staff member. At that meeting the MS/IS Staff member will inform the student of the consequences for the violation. The range of consequences may include but are not limited to: writing a report, service hours, required meeting with ATODA Prevention Coordinator, and/or suspension from the activity. Before returning to the activity the student, parent or guardian, coach/advisor, & administrator will meet to discuss expectations for the student.

Second Violation:

A student in a Category B or C Activity that receives a 2nd violation will be suspended from that B or C activities until the following school year. Students in a Category A activity will be suspended for a minimum of 1 event. *Students participating in Category A activities found in possession or under the influence of tobacco, alcohol, controlled substances, or substances that cause an altered state will be subject to Section 4 of the Co-curricular Handbook.



EQUIPMENT

Each student is responsible for the proper care of all issued equipment, and for the school and community facilities where they practice/perform. The students and their parents/guardians will be held financially responsible for any lost, misplaced, or damaged items and for supplies or property that has been maliciously damaged.

LOSS OR DAMAGE TO PROPERTY

The District assumes no responsibility for such loss or damage, but will assist students and parents/guardians in recovering lost or damaged property, or the cost of replacement.

Section 2 – Attendance (School, Practices, and Events) Applies to All Categories of Participation

(Categories: A, B, and C)

- There will be no practices after 6:00 p.m. on Wednesday. Special practice needs will be given consideration by the principal and superintendent.
- No practice session will be started and/or held without a qualified director/advisor/coach present.
- No school facilities and/or equipment will be used without a director/advisor/coach present.
- Participants are expected to be at practice and performances on time unless there is a valid excuse for missing. Unexcused absences will be dealt with by the director/advisor/coach.
- Students who need academic help after school WILL NOT be penalized if they contact the advisor/coach/director before the practice or provide them with a pass from the instructor when arriving late for practice.
- Participants must be in attendance at school by 11:30 a.m. Students absent due to illness in the afternoon (after 11:35 a.m.) or absent for the full day of school, cannot participate without permission of the principal, or activities director or his/her designee. Students who have been absent (and excused) in the morning of an activity, but return prior to 11:30 a.m., may participate in the activity.
- Students that are absent after 11:30 a.m. with a pre-approved, pre-arranged absence (for example: orthodontist appointment) may still participate in the activity with the permission of Middle School Administration (Principal, Associate Principal, or Activities Director)
- Any student, who is unexcused (truant) and misses part or all of a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time due to truancy will be made



with the teacher, advisor, director, coach, and player. The student will make up time at the teachers' convenience (before school, during noon, or after school)

Section 3 - Academics

(Categories 1 & 2)

Academic Eligibility*

- 8th Grade Students - Fall Activities - 8th Grade Eligibility for Fall Activities will be based on a student's 4th quarter grades of 7th grade. Students with 1 or more F's will be ineligible for competition for 10 calendar days or a minimum of 1 contest/event. After 10 days or 1 contest/event the student will be reinstated. They will also have to complete the 14 day report to maintain their eligibility.
- 8th Grade Students - 14 day report- (Calendar days from the 1st day of school) - 8th grade students who are ineligible at the start of Fall Activities will be given a grade report sheet on the Monday of the week of the 14th day. Students must return the completed grade report sheet to their coach by that Friday. If the student has 1 or more F's they will again be ineligible for 10 calendar days or a minimum of 1 competition/event. *Failure to return a grade report sheet would result in the student-athlete being ineligible for 10 calendar days or a minimum of 1 competition/event.
- Incoming 7th Graders - Fall Activities - Incoming 7th graders participating in Fall Activities will be afforded initial academic eligibility. Eligibility will be evaluated when 1st quarter grades are submitted.
- All Students (6th, 7th, 8th grade) - Winter/Spring Activities - Based on the most recent grade report, quarter or semester: 1 or more F's will result in a 10-day ineligible period (minimum of 1 competition/event). After 10 days a grade report sheet will be submitted to their coach/advisor. All classes must be passing to regain eligibility.
- Regaining Eligibility - Any student serving an Academic Suspension must turn in a grade report sheet signed by all of their teachers attesting that the student is doing passing work.

*A student that is academically ineligible will meet the practice expectations set by their coach/advisor.



Section 4 – Co-Curricular Code and Policies

Applies to Category A

Conduct Code

A. Students participating in school activities shall at no time act in a manner detrimental to one's self or the image of Waunakee Community Middle School. Offenders shall be suspended from all co-curricular activities for 1-3 days and the next scheduled meet, match, game, event, or contest following the student hearing. Students repeatedly reported for misconduct may receive further suspensions or may be expelled from one or all school activities. An appeals process consistent with district policy will be followed if requested by either the student, parent, or guardian.

B. Students will make time at the teachers' convenience (this may be before the school day, during lunch, or after school) for misbehaving in a class or for classroom tardiness before they may participate in school activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.

C. Students removed from a class for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.

D. A student who is truant from a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time will be made by the teacher, coach, and player.

E. Students absent due to illness in the afternoon or the full day of a school athletic activity cannot participate without permission of the activities director, principal, or principal's designee.

F. The teacher of any student having academic problems should confer with the student's advisor/coach to ensure the best learning situation for the student. The satisfactory completion of classroom work is very important. Co-curricular activities are secondary to the completion of classroom work.

G. A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the advisor/coach.

H. For some activities, the coach/advisor may have necessary additional safety or health requirements that are unique to that activity.



I. If a student is having academic difficulties before the first grading period, the teacher and coach/advisor may take appropriate action to better monitor the student's classroom progress.

ELIGIBILITY

(Categories A & B)

1. The Waunakee Community Middle School Co-Curricular Handbook will be made available on the WCSD website.
2. A student may not participate in interscholastic athletics (practice or competition) until the school has a W.I.A.A. Examination or Alternate Year Permit Card that attests to the student's physical fitness (as determined by a licensed physician). **NO ATHLETE MAY PARTICIPATE IN ANY SPORT ACTIVITY UNTIL THE PHYSICAL EXAM PERMIT CARD, CONSENT FOR EMERGENCY MEDICAL TREATMENT FORM, AND THE SIGNED CO-CURRICULAR CONSENT FORM ARE PROPERLY COMPLETED AND ON FILE IN THE ACTIVITIES DIRECTOR'S OFFICE.**
3. Every participant must attend a meeting before each sport/activity season in which he/she plans to participate. The purpose of this meeting will be to review individual activity requirements, review changes in the co-curricular code, meet the coaches, and receive practice and game schedules and any other material pertinent to that activity.
4. A middle school student shall be ineligible for co-curricular/athletic competition while competing as a member of grade 7 & 8 team if he/she reaches his/her 16th birthday before August 1st of any given school year.
5. All restrictions from participation shall be effective from the date of the infraction.
6. Parents/guardians of each participant must complete and sign a CONSENT FOR EMERGENCY MEDICAL TREATMENT FORM. This form is good for the entire school year and will be kept with the coach/advisor during practices, games, and competitions.
7. Prior to each season, athletes & parents will be provided the Wisconsin Fact Sheet and concussions and both athlete & parent must sign an agreement form. This form will be available on the athletics website and the Infinite Campus registration process. The signed form will be housed in the Infinite Campus servers.

SUBSTANCE ABUSE



(Category A)

Any student using or possessing alcohol or tobacco products, or using, possessing, buying, or selling controlled substances, look-alikes (this includes but is not limited to legal substances taken to put the student into an altered state of mind), and performance enhancing substances shall be suspended from participation in interscholastic athletics. This rule is in effect and enforced for twelve (12) months of the year. Any student, unsupervised by their parent or legal guardian, present where alcohol is being served to underage individuals, who does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-Curricular Code violations.

This rule is in effect and enforced for twelve (12) months of the year.

First Violation:*

Restriction from co-curricular participation (competition) for 25% of the season. Any remaining contests of the suspension not served shall be applied to the next activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her group.

- a) If the student is found to be in violation and agrees to go through a student assessment and follow the assessment recommendations, there will be a one-contest reduction of the suspension.

Second Violation:*

Restriction from co-curricular participation (competition) for 50% of the contest based on the regular season of that activity.

- a) If a student is found to be in violation for the second time and agrees to an assessment and to follow through with its recommendations, there will be a one-contest reduction of the suspension.

Third Violation:

Restriction from co-curricular participation in Waunakee Community Middle School (practices and contests) for one full calendar year. There will be no carry over penalty from the middle school years to the high school.

Note: Restriction from participation shall be effective from the date determined by the infraction. *In order for the suspension to be considered served, the Athlete must finish the season 'In good standing' with the team. For the purposes of the code suspension, the Athlete must be actively meeting the attendance, participation, and behavior expectations of the sport's coach. If an Athlete fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.



**During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

***Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code

****Student-Athlete's code violation record will 'reset' at the end of their 8th grade year. For administrative purposes the end of a student's 8th grade year is the day of 8th grade graduation. Any code violation following that date will be applied to the student-athlete's freshman year.

(NOTE: Nothing in this policy shall prohibit or limit the application of the district's regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

PROCEDURE OF APPEAL PROCESS RELATED TO CO-CURRICULAR CODE

The appeals process procedure for a student and his/her parents/guardians to follow in appealing decisions relating to eligibility is outlined below. It should be understood that students and parents will be expected to follow the appeal process steps in the event legal action should be initiated at some later date.

1. The principal/assistant principal or activities director shall, within three (3) school days of notification of the infraction, formalize the consequences in writing and send a letter to the parents/guardians outlining the specific details relating to:

- a)** The violation or infraction.
- b)** The date of violation or infraction.
- c)** The period of the consequence.
- d)** Any other pertinent information.

2. After a ruling is made, which results in a suspension, the student and/or his/her parents/guardians may formally appeal the decision by phone. This must be followed by a written appeal to the principal. The appeal must be received within seven (7) calendar days of the date on the suspension letter. The principal will confer with the activities director on the events leading to the suspension.

3. After the appeal has been received, the principal will set a date for the hearing within seven (7) calendar days of receipt of the appeal letter. The case will be heard by the Co-curricular Review which consists of the following:



- a) Principal or designee
- b) Other advisor/coach out of season
- c) Faculty member at large

Also present will be the student, his/her parents/guardians, and the activities director. The decision of the hearing will be based on a majority vote of the Co-curricular Review Board.

- a) The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
- b) Proceedings of the hearing, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.

4. If the student and his/her parents/guardians are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The superintendent must receive in writing, a request from the parents/guardians of the student for such a hearing before the Board of Education within seven (7) days of the mailing of the outcome of the Board.

If a student is to be suspended or expelled from a school activity, the principal or activities director will inform the parents/guardians, in writing, stating the reason for such a dismissal within three (3) school days of the suspension or expulsion.



RISK AND INJURIES

With the increased demands of co-curricular activities comes an increased risk of injury. Parents are advised of the possibility that a child may suffer severe injury, including permanent paralysis or even death, as a result of participating in co-curricular activities.

INJURIES

1. All injuries must be reported to the advisor/coach/supervisor immediately.
2. Should an injury be discovered after the student has returned home, the advisor/coach/supervisor should be contacted as soon as possible.
3. Parents/guardians are encouraged to report any special medical problems or medical history to the school office and on the CONSENT TO TREATMENT form.

Middle school athletes have limited access to the athletic trainer stationed at the high school.



PARENTS/GUARDIANS - CODE OF ETHICS

I hereby pledge to provide positive support, care, and encouragement for my child participating in co-curricular activities by following this Parents' Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all participants, advisors, directors, coaches and officials at every event.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will insist that my child participate in a safe and healthy environment.
- I will require that my child's advisor, director, or coach be trained in the responsibilities of directing a middle level co-curricular activity.
- I will support advisors, directors, coaches, and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand an environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all co-curricular activities.
- I will remember that the activity is for youth—not adults.
- I will do my very best to make co-curricular activities fun for my child.
- I will ask my child to treat other participants, advisors, directors, coaches, audience members, and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the middle level co-curricular experience by doing whatever I can, such as being a respectful supporter.



PARENTS/GUARDIANS - SUPPORT

TIPS FOR PARENTS, GUARDIANS AND SUPPORTERS OF STUDENT EVENTS

(From the National Alliance for Youth Sports)

- Remember that the performing arena (field, court, and stage) where practices and performances take place like your child's classroom – RESPECT the classroom.
- Make only positive, encouraging comments to the participants and advisors, coaches, Directors.
- Support participants from all schools.
- Remember that making mistakes is part of the learning process – don't criticize mistakes.
- Discuss concerns with the adult in charge, at quiet time, in a quiet place away from the participants, and in particular, away from your child.
- RESPECT the adults in charge (advisors, directors, coaches, officials, judges, referees, etc.).
- Demonstrate interest in your child's chosen activity.
- Learn the expectations and rules related to the activity.
- Focus on FUN and PARTICIPATION, rather than on winning and losing.
- Always ask your child if s/he had FUN! Ask specifically what was fun and what wasn't.
- Always ask your child what s/he learned – about her/his own performance – during the activity.
- CONTROL your emotions. Set a GREAT EXAMPLE for others, particularly your child.
- BE PROUD OF YOUR CHILD AND ALL OF THE STUDENTS INVOLVED!



SPORTSMANSHIP

The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people have not had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.

The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uninformed, refrain from expressing your opinions to or about coaches and officials.

Recognize and appreciate skilled performances regardless of officiating. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.

Opponents are guests and should be treated cordially, provided with the best accommodations possible and with accorded tolerance at all times. Be a positive representative for your community, school, team and family. This fundamental is the Golden Rule in action.

The officials of any contest are impartial arbitrators who are trained and perform to the best of their abilities. They should be shown respect at all times. Mistakes by all those involved in the contest are a part of that contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Never allow your ego to interfere with good judgment and your responsibility as an adult or a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive.

2025-2026



WAUNAKEE
COMMUNITY HIGH SCHOOL

**COACHES
HANDBOOK**



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WAUNAKEE COMMUNITY SCHOOL DISTRICT ATHLETIC DEPARTMENT VISION AND EQUITY STATEMENT



VISION STATEMENT Waunakee Athletics is committed to building champions on the field, in the classroom, and in life through effort, respect, and teamwork. Our athletes represent Waunakee with pride, striving for excellence in all they do.

The teams and athletes competing for the WCSD Athletic Department are measured by the following vision:

I. SUCCESS

- On the field of competition in terms of wins and losses in relation to skills of our teams/players and that of the opponent.
- Players experience success in the classroom and the community as well as the field of competition.
- A positive atmosphere surrounds the program.

II. REPRESENT/RESPECT

- Players demonstrate respect for coaches, teammates, opponents, and officials.
- Waunakee athletes positively represent themselves, the team, the school, and the Community.

III. EFFORT

- Waunakee athletes give the maximum effort in games regardless of score.
- Waunakee athletes give maximum effort in practice and strive to improve throughout the season and between seasons.

EQUITY STATEMENT -

The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society. The Waunakee Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities.



CONTACT INFORMATION

High School

Waunakee Community High School (9-12)
301 Community Drive
Waunakee, WI 53597
Phone: (608) 849-2100

Middle School

Waunakee Community Middle School (7-8)
1001 South St.
Waunakee, WI 53597
Phone: (608) 849-2060

Bethel Administration Office

905 Bethel Circle
Waunakee, WI 53597
Phone: (608) 849-2000

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COACH STATEMENTS

WAUNAKEE COACHES' STATEMENT ON OUT OF SEASON CLINICS & COMPETITIONS

A student/athlete's academic performance is our primary concern. We encourage our student/athletes to perform at their highest academic level possible and to be excellent citizens. We encourage our student/athletes to be involved in more than one school sponsored co-curricular program.

We highly discourage a student/athlete's involvement in out of school athletic clubs or organizations while involved in school sports programs. The WIAA has rules limiting the participation of athletes on two teams during the same sport during the school season. A student/athlete is exposed to enough competition and stress in school programs without adding out of school practices and/or competitions which would take away study time and normal eating and sleeping times which are a necessity for competing at the interscholastic level.

Coaches are in agreement that a strength development, flexibility, endurance and agility program is essential for all of our student/athletes and should be available as a year-round program. All students/athletes can benefit from this program and need to feel comfortable and welcome regardless of gender, skill, and ability. ~~We do not agree with holding any out of season camps, clinics, or tournaments except during the summer.~~ WIAA rules ~~now~~ allow contact with players during the summer period, provided the program is not limited to students on the basis of a school affiliation, athletic experience, team status, is not required, and is ~~scheduled for and completed~~ by July 31st. ~~No contact is permitted from July 1 through July 6, per WIAA rules.~~

We need to consistently support all programs, as we are all Waunakee.



ELIGIBILITY

~~Academic Eligibility~~



~~First 9 Weeks: Follow WIAA guidelines (page 36, section 7a of WIAA Handbook)~~

~~Second 9 Weeks: 11/6/23-1/10/24 (May begin play on 12/2/23)~~

~~Third 9 Weeks: 1/23/24-3/21/24 (May begin play on 2/13/24)~~

~~Fourth 9 Weeks: 4/1/24-6/7/24 (May begin play on 4/22/24)~~

Academic Eligibility for all Co-Curricular Participants

Incoming freshmen who received a failing grade during the fourth quarter of 8th grade are ineligible for the first three weeks of any fall co-curricular activity.

A student who is carrying six academic subjects may receive an “F” grade and will still be eligible if he/she has a “C” grade to compensate for the failure. However, if a student with six academic subjects receive two or more failures, he/she will be ruled ineligible for competition for the next nine-week grade reporting period.

A student who is declared scholastically ineligible for co-curricular participation may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. Passing academic achievement will be determined by individual classroom teachers through reports filed with the high school athletic director ~~each week for the remainder of the grading period. A week of eligibility will be lost by the student/athlete if any of his/her teachers report failing grades.~~ The student must have each of his/ her teachers check and sign the form and the student must return the form to the athletic director’s office.

The student may practice during the ineligibility period. Eligibility will be determined by the FIRST and THIRD quarter 9 week progress reports. Semester grades will be used during the SECOND and FOURTH grading periods to determine eligibility. Summer school can be used to make-up eligibility. An Incomplete “I” is considered a failing mark until all work is completed and a grade is issued to replace the “I”.



JOB DESCRIPTIONS

MIDDLE AND HIGH HEAD COACH/ADVISORS

Responsibilities

The head coach/advisor for each activity has the responsibility of guiding the activity of the school district, by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the school administration. Each head coach/advisor should have a working knowledge of individual building practices, the District Coaches Handbook and the Wisconsin Interscholastic Athletic Association (WIAA) rules.

Reports To: Athletic Director

Qualifications

A. Professional preparation: either through employment as a teacher, college training, or previous experience.

B. Background experience: possess working knowledge of all aspects of the activity.

C. Personal: demonstrate interest in and an aptitude for performing tasks listed:

1. At every opportunity urge the participants to be polite, courteous, and fair to visiting groups and teams.
2. Display good conduct.
3. Model poise and self-control at all times.
4. Teach the participants to play fairly.
5. Be a good host to the visiting team, coach, participants, and spectators.
6. Educate the players/participants on the sidelines to the fact that is unsportsmanlike conduct to yell intimidating remarks at the visiting team, participants, or officials.
7. Respect the officials' judgment and the interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
8. Let the officials control the game and the coach control the team.
9. Publicly attempt to shake hands with the officials prior to the game and the opposing coach/advisor before and after the game.
10. Demonstrate a leadership style that communicates effectively with parents, players, and assistant coaches/advisors.
11. Enjoy working with middle and high school age students.

Program Responsibilities

The head coach:



1. Has full responsibility for the overall supervision and development of the program district wide.
2. Is in charge of assigning all duties of assistant coaches/advisors working under his/her Supervision.
3. Is responsible for keeping practice schedules for the activity within the confines of the times specified by the athletic director and with due consideration to the staff and welfare of participants.
4. Is responsible for the general upkeep and protection of supplies under the jurisdiction of the program.
5. Reports periodically while the activity is in season to the principal/athletic director with regard to developments in the program.
6. Is directly responsible for a complete inventory of any supplies used for the activity. (to be completed at the end of each season)
7. Provides an evaluation of the program including assistants and improvements at the high school level at the end of the season.
8. Is responsible for compiling and submitting records (participation and season results for high school and participation for the middle school) to the principal/athletic director at the conclusion of the season.
9. Is responsible for recommending purchase of equipment, supplies, and uniforms, as needed/demands.
10. Has a shared responsibility for striving to build positive attitudes and developing good public relations in the school and community and promotes the sport/activity.
11. Plans and schedules a regular program of practice and meetings in season.
12. Works closely with the principal/athletic director in scheduling any contests/performances. This includes filing completed facility usage forms and transportation forms.
13. Oversees the safety conditions of the facility or area in which assigned sport/activities are conducted at all times and participants are present.
14. Conducting a preseason parents' meeting and attending the WIAA and Badger Conference meetings. Complete WIAA and Badger Conference forms in a timely manner.
15. Makes recommendation to the athletic director in matters of scheduling.
16. Cooperates with all other staff in providing the optimum program possible under existing conditions.
17. Makes financial reports of all trips where money has been advanced and keeps receipts and accurate records when expenses are to be reimbursed. (Mainly at the high school level, for example; state tournament expenses.)
18. Submits the following to the athletic director or principal:
 - a. An alphabetical roster as soon as it is set.
 - b. A squad roster with all necessary personal data, at least one week before the first contest.



- c. An alphabetical list of award winners and score sheets immediately following the season.
19. Keeps abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
20. Performs other duties as related to his/her assignments as designated by the building principal or athletic director.

Personnel Responsibilities

The head coach:

1. Teaches individual participants the skills necessary for improvement in the activity.
2. Helps to establish performance criteria for eligibility in interscholastic competition in all activities.
3. Applies discipline in a firm and positive manner.
4. Determines the strategies for the program to be used.
5. Understands that he/she is continually on display and must exercise good judgment in portraying positive behavior. Be reminded of the fact that he/she is responsible for participants' conduct during practice and traveling, as well as when performing. All programs should be expected to project a professional image; coaches/advisors should lead by example.
6. Encourages good conduct and desirable pupil/teacher relationships.
7. Is certain that no participant is permitted to participate until all appropriate procedures have been completed to participate in activities.
8. Thoroughly explains eligibility requirements and participation rules to all members. If a violation occurs, it is to be discussed with the principal or athletic director and a family contact must be made. Due process must be utilized.
9. Is responsible for clearing with the principal, or athletic director, the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
10. Sees that all participants have made necessary arrangements for their own transportation home when returning from road trips in late evening hours.
11. Provide the athletic department with an accurate list of students to be released early for competition (when applicable).
12. Provides participants with an evaluation either through a meeting or written Communication.
13. Be an active leader in their sport's youth program.



EVALUATIONS - HEAD COACH

*Now done through an online form – <https://www.coachevaluator.com/>

This evaluation process is meant to assist coaches in setting goals for the programs they oversee, to maintain communication with regards to program with the Athletic Director, and to encourage and identify areas of professional growth. A major part of the process will consist of a yearly pre-season and post-season conference with the Athletic Director. A written evaluation will be done on a yearly basis.

The evaluation instrument will focus on:

- Short term goal setting (for upcoming season) Long term goal setting (for entire program)
 - Communication skills
 - Organizational skills
 - Knowledge of game (Individual skills and team strategies)
 - These areas are in the Head Coaches job description. The evaluation instrument will be signed by the coach and the Athletic Director. A signed copy will be kept by each as well as the High School Principal.
- I. Short term goals
 - A. Goals and expectations for the immediate season.
 - B. Team strengths/weaknesses to work on.
 - II. Long term goals
 - A. Areas the head coach wants to see improved in the overall programs.
 - B. Off-season expectations of players.
 - C. Development of feeder programs.
 - III. Communication skills
 - A. Demonstrates ability to effectively communicate with
 - B. Players
 - C. Assistant coaches
 - D. Support staff (managers, custodians, trainers, etc.)
 - E. Administration
 - F. Teaching staff
 - G. Parents
 - H. Media
 - IV. Organizational skills
 - A. Demonstrates effective organization of:



- B. Practice time
 - C. Program organization ie: (youth programs, off-season programs, etc.)
 - D. Program business ie: (Budget, bus and facility forms, pre-season parent meeting, post
 - E. season banquet, etc.)
- V. Knowledge of Game
- A. Understanding of individual skills
 - B. Understanding of team strategies
 - C. Player management
 - D. Application of knowledge in practice and game settings
- VI. Leadership Abilities

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RESPONSIBILITIES OF A COACH

Pre-Season:

- A. Check the previous year's inventory to make sure all equipment and supplies are available as indicated. If the inventory does not balance, notify the athletic director immediately.
- B. All ~~students must have a valid~~ ~~freshman and juniors must take a~~ WIAA Physical ~~Physical~~ ~~on file~~ ~~file~~. ~~Any new sophomores and seniors must have the proper physical on file,~~ ~~along with a tan alternate year card.~~ Under no circumstances is an athlete to practice or participate in a contest unless a valid ~~green~~ WIAA physical card is on file in the Athletic Director's office. A WIAA physical is good for two years ~~with an alternate year card~~ ~~signed by a parent for the second year~~. The physical must be taken after April 1 to be good for two school years.
- C. Discuss with your athletes at your first meeting, the purpose of the co-curricular code. If you want, discuss this with the Athletic Director for ideas on how to cover the code with your athletes. REVIEW THE CONTENTS OF OUR CODE WITH YOUR ATHLETES.
- D. Parents must complete the online registration form. It will be sent to parents in July and can be accessed through the parent portal of Infinite Campus. If parents have questions they should contact the Athletic Office.
- E. The Head Coach is responsible for getting the forms to the athlete in a timely manner. The Athletic Director's office will send out a list to the head coaches' mailboxes of all athletes who are ready to go with physicals completed or have their alternate year card completed. ONLY ATHLETES ON THE COMPLETED LIST MAY START PRACTICE. An updated list will be available everyday beginning on the first day of football practice and running through the school year. Remind your athletes well before the beginning of your season to get this taken care of. If you allow an athlete to practice without completion of the WIAA required physical/alternate year card, it will be documented and put into your file. This is extremely important for safety purposes. YOU WILL BE HELD ACCOUNTABLE IF AN ATHLETE IS INJURED WITHOUT PROPER PERMISSION TO PRACTICE. DISCIPLINARY ACTION SHALL BE TAKEN.
- F. Turn in a printed or typed list of all players by grade and in alphabetical order within three days of the start of your season.
- G. A complete roster of each of your teams must be turned in. List the players in numerical order. Be sure every player's dressing is listed. This means Varsity, JV and Frosh



rosters. List information in the following order: Jersey number, Name, Grade, Height, Weight (where applicable), and Position. This roster information is needed ASAP but no later than 1 ½ weeks before your first contest.

- H. Meet with assistant coaches before the beginning of the season to discuss – Expectations, Practice planning, Individual responsibilities, Skills to be taught and Methods used, Coaches conduct practice and contests. Make it very clear to all assistants and volunteer assistants that anything out of their normal responsibilities such as calling meetings with team members, sending notes home, making calls to parents, schools, referees, newspapers, etc. must be cleared with the head coach beforehand. If you would like, invite the Athletic Director to be present at this meeting.
- I. Each coach must attend required WIAA rules interpretations meetings or view online rules meetings. Assistant coaches must also attend meetings or view online. ALL coaches must complete the WIAA rules test.
- J. ALL coaches must receive the Wisconsin Fact sheet on concussions for coaches and sign the agreement form. ALL PAID COACHES: must submit proof of AED, CPR, & First Aid Certification.
- K. Each head coach will receive a copy of the confidential ineligibility list.
- L. Coaches will use a school-affiliated email account for all of the team related email communication.
- M. Volunteer coaches must follow all district guidelines outlined in [Board Policy 535.21](#).
- N. When students are cut from a team, coaches must follow procedures listed in school board policy [370.1 Rule 1 Co-Curricular Activity Size Limitations Coach/Player Ratios](#).
 - a. The middle school shall have a no-cut policy for its interscholastic program. Students shall receive the opportunity to play through a rotation system in basketball and volleyball if necessary.
 - b. Cutting is allowed at the high school. It is to be done tactfully and personally by coaches (no list posted, etc.). Cuts may be reviewed by the athletic director and principal.



CONTESTS - HOME and AWAY

AWAY CONTESTS

- A. Arrange for transportation with the athletic office via the provided Google Doc.
- B. Only high school approved managers, athletes and coaches are permitted to ride the player's bus and permitted to sit on the player's bench. Coaches' children are not to be at practice sessions or near the coach ~~before or~~ during the contest, unless they are of high school age and part of the team. ANY exception must be approved by the principal/athletic director beforehand.
- C. Each level coach is responsible for the conduct of student/athletes on buses. This shall include:
 - i. Proper behavior
 - ii. Windows shut when we return home
 - iii. All trash removed from the bus
 - iv. No students shall leave the bus through the emergency exit unless instructed to do so.
- D. Travel to events – each student must ride and return from practices, contests, performances, events with their team/group unless proper arrangements are made before leaving on the trip. The arrangements are as follows:
 - i. Completion of the WCSD ~~Alternate Athletic Transportation Form Agreement~~ must be completed via the Google Form provided to coaches at the start of the season. ~~given to the principal/athletic director prior to each date/event.~~ (no other notes, phone calls or emails will be accepted) A copy of the WCSD Student Transportation Agreement is on page 23 of this book. Feel free to make copies.
 - ii. ~~Students are allowed to transport themselves to practice within a 30 mile radius of WCHS.~~
 - iii. ~~Coaches will not provide rides to practice or competitions in their own vehicles unless previously approved to do so by following WCSD procedures.~~
 - iv. ~~Permission from the principal/activities director must be given to the coach/director.~~
 - v. The parents must pick up the student in the presence of a ~~paid~~ ~~the~~ coach/director.
 - vi. A copy of the "Consent to Treatment" form must be carried by each team's head coach to all contests. The best way to do this is to tape them into your first aid kit in a plastic container/ziploc bag.



- vii. The head coach or a designated coach is responsible to check locker rooms before we leave a visiting school. Do not allow our athletes to leave a mess or personal property. The condition we leave a locker room in will be equal to, or better than how we found it. It's called Warrior Pride.
- viii. SPORTSMANSHIP IS ESSENTIAL TO THE PRIDE OF OUR TOTAL ATHLETIC PROGRAM. The head coach is responsible for coach and player conduct. Coaches and players must display good sportsmanship as a participant or as a spectator. Stress this every chance you get. It will rub off. Take every opportunity to reinforce this.

HOME CONTESTS

- A. Arrange with the athletic director for someone to greet the opposing team and officials for your own non-conference invites and/or tournaments. See to it that they get into the proper locker rooms and have everything they need. This is not necessary for any WIAA Tournament Series contests or Badger Conference contests.
- B. For all home varsity contests that require the result to be posted to the WIAA website, the athletic director should be emailed ~~or texted with~~ the final score of that night's contest. This includes any multiteam invites.



MEDIA

The head coach of each level is responsible for meeting/talking to the Waunakee Tribune Sports Editor. ~~Sub-varsity level coaches will still need to submit articles to the Waunakee Tribune~~ (tribsports@hgnews.com). The weekly deadline is on Tuesday at 10:00 AM.

- The head coach or designated person to call home contest results to the Madison newspapers and TV stations. This is for varsity contests only.

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POST-SEASON INFORMATION

- A. Complete and turn in to the ~~Athletic Activities~~ Director the following forms:
- a. ~~Co-Curricular activity form along with Booster Club year-end report~~
 - b. ~~Equipment and supply inventory sheets~~
 - c. Major awards form
 - d. Coaches' performance review forms should be done at the end of the season – for each assistant coach in your program. You can ask your assistants to fill one out for you also.
 - e. Properly store all equipment and supplies in the assigned area, and complete inventory sheets.
 - f. The date of the awards banquet should be scheduled ASAP – a year in advance is not too early. Off-Site banquets must be pre-approved by the Athletic Director.

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ATHLETIC POLICIES

- A. The head coach is in charge of the entire program, including the middle school program.
- B. Winning is not the most important phase of coaching at Waunakee. Athletes should be prepared to win but we are more concerned that students learn about life through athletics and to become good people and citizens. We expect Waunakee athletes to have respect for school, coaches, opponents, team members and themselves. Coaches must show respect for athletes, fellow coaches, officials and themselves.
- C. Profanity is not to be used by athletes or coaches at any time.
- D. If a coach is aware of an athlete that has broken co-curricular code rules, the Athletic Director and Principal must be notified as soon as possible.
- E. Call Coaches and all fellow teachers by their title "Coach" or Mr., Miss, Mrs., or Ms.
- F. Do not air any petty grievances where students or others can overhear you. Talk to the person who can do something about your problem.
- G. Dress-up on days of interscholastic contests by squad members will be up to the discretion of the head coach.
- H. Managers are not to be allowed in the coaches' office. Do not allow any student or athlete to hang around the coaches' office.
- I. No athlete should be allowed in the training room unless a coach or the trainer is present.
- J. The training room is to remain locked unless a coach or trainer is present.
- K. The weight room is off limits for all unless a qualified instructor or coach is present.
- L. In the Badger Conference, visiting teams must supply their own towels. It is important that non-conference teams be made aware of this rule. It is the responsibility of the head coach to ensure all towels taken on any trip are returned.
- M. In the past, some coaches have attended or held team parties at their home or at a player's home. This practice is not ~~permitted~~ ~~condoned~~ by the school and/or athletic department. Coaches' liability is too great in these situations.



- N. Our athletes need and deserve recognition for their efforts. The Waunakee Tribune does employ a full-time sports reporter so each coach is responsible for supplying the newspaper with contest information.
- O. Some athletes have special medical problems and/or medical history. You will receive a copy of the Confidential Medical list from the school nurse. Please review it carefully and make a point with the athletes that you and our trainer need to be made aware of this.
- P. ~~It is recommended that all participants in sports be inoculated against tetanus. You should discuss this with their parents.~~
- Q. Under WIAA regulations, an athlete must be an amateur in all sports in order to participate in any sport. They can violate their amateur standing if they:
- Accept any amount of money or merchandise connected with sports
 - Sign a contract for athletic services
 - Permit their name, picture or personal appearance to be used for
 - promoting anything.
 - Play under another name.
- R. An athlete cannot attend a specialized game, clinic or school unless the program is approved by WIAA Rules. Expenses of any clinic, camp, etc. must be paid by the athletes' family or he/she will be declared ineligible.
- S. A coach cannot provide transportation for an athlete to any camp, clinic, workshop, etc.
- T. An athlete may participate in only one sport per season.
- U. All summer camp/clinics held here must be discussed with the Athletic Director
- V. SUMMER CAMPS AND CLINICS - Youth camps (8th grade and below) can be run through the school by setting up an activity account through the **Athletic Department Activities Director** or your Booster Club. If you do not handle your youth camp through the **Athletic Department Activities Director** or Booster Club, you will need to rent the facilities and purchase your own insurance program. High School aged camps can be run through the school. Those camps need to be **concluded by held between the end of the school year and July 31st** and must comply with contact rules.

CIVIL LIABILITY FOR ETHICS VIOLATIONS – STATE OF WISCONSIN

- A. Sale of goods and Services at Schools #118.12
- Prohibits all school employees from receiving a fee or anything of value for promoting sales to a pupil while on the employing school district's property or at an activity of the district. (This would include the promotion of camps for which



you work for a salary. All local camps should be handled through the community education program. Also, resale items should be handled through the school store or booster clubs. Do Not Handle Directly).

B. Penalties

- a. Fine of not more than \$200.00 per offense
- b. Conduct violating #118.12 may also violate #946.13 (Misconduct in Public Office)

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ATHLETIC BOOSTER CLUB ORGANIZATIONS

Parent and community support of the Waunakee School District's athletic programs are essential to the success of those programs for the benefit of our student athletes. This support is often provided through the organization of athletic booster clubs. While these organizations can provide much needed support, such support must not compromise the integrity of the School District and its athletic programs. Therefore, coaches must be aware of, and strictly adhere to, the various state laws, WIAA regulations, and District policies governing the relationship between booster clubs and school districts. This section is intended to provide coaches with an overview of their responsibilities in this regard. However, should coaches have questions regarding issues not addressed in this section, those questions should be raised with the District's Athletic Director or other appropriate member of the District's administration.

Coaches shall determine how booster clubs shall best support their athletic program and booster clubs shall not provide support in any form without first consulting with the coach. If a coach becomes aware of an unauthorized activity, form of support, or violation of these rules by any booster club or individual, the coach shall immediately report such to the District's Athletic Director, or other appropriate District Administrator.

Please review the booster club handbook on the district website for complete guidelines related to booster clubs and WCSD.

Fundraising:¶¶



- ~~No fundraiser involving students shall take place without prior approval from the Board of Education.¶¶~~
- ~~All requests for fundraising should be submitted to the District Activities Director, who¶¶ shall then present it to the Board of Education for consideration.¶¶~~
- ~~Fundraising requests should include the following information: Purpose of the fundraiser. Type of fundraising activity (i.e., candy sale, carnival, etc.). Date, time, place, etc., of the activity. Name of the sponsoring organization. Name and phone number of the organization's representatives. Name and phone number of the person(s) in charge of the fundraiser.¶¶~~
- ~~Student athletes may not be required to participate in fundraisers or be required to raise a particular amount of money when participating in a fundraiser.¶¶~~
- ~~Prizes or incentives for individual student athletes to raise funds or sell products as part of a fundraiser are prohibited.¶¶~~
- ~~Revenues from fundraisers may not be selectively used for the benefit of particular¶¶ student athletes within an athletic program. Such funds must be used equally to the benefit of all student athletes who are members of the particular athletic program being¶¶ sponsored.¶¶~~



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Gifts and Donations:¶

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- ~~No student athlete may accept, receive and/or direct to another, reimbursement or award in any form including cash or merchandise of any kind or for any amount for achievement in athletics, or membership or status in an athletic program.¶~~
- ~~No student athlete may receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes but is not limited to receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.¶~~
- ~~No student athlete may make an 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.¶~~
- ~~While student athletes may receive symbolic awards such as trophies, medals, ribbons, event T-shirts, event hats, game balls, or other items of no intrinsic/utilitarian value, students may not receive such merchandise items as jackets, sweaters, sweatshirts, equipment, watches, rings, coupons, gift certificates, etc., regardless of their value.¶~~
- ~~All gifts or donations to an athletic program, including free or reduced cost services, must first be approved by the Board of Education, and once approved and bequeathed, become the sole property of the District.¶~~
- ~~Any banquet or similar event for student athletes sponsored by any person or organization other than the District shall first be approved by the District.¶~~
- ~~Group entertainment for student athletes sponsored by any person or organization other than the District, shall first be approved by the District. Such entertainment is only permissible if it is limited to transportation, admission to event, and necessary food and lodging.¶~~
- ~~No coach may accept any compensation, award or gift, other than those of no intrinsic value such as plaques, trophies, medals, etc., for his or her involvement with an athletic program, other than that provided for by the District.¶~~
- ~~No coach may, in recognition of school athletic achievement, present to his or her student athletes, or permit presentation by others to his or her student athletes, any award other than of a type falling under the category of badges, certificates, cups, trophies, medals, banners, ribbons, pictures, event T-shirts, event hats, game balls, unattached emblems, letters, or other items of symbolic, but no intrinsic, value.¶~~
- ~~No coach may receive for his or her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any student.¶~~

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References:¶



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~~Waunakee School Board Policies 374 and 881.1 WIAA Bylaws, Article XI~~¶
~~WIAA Eligibility Requirements, Article IV Wis. Stat. § 118.12 (2)(a)~~¶
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EMERGENCY PROCEDURES

- ~~A. Set up a plan for an emergency procedure from your area. This is a WIAA requirement.¶~~
- ~~B. Be sure to review plans prior to the start of each season with your assistants, Athletic Trainer, and Team.¶~~
- ~~C. Always have a first aid kit and ice on hand near your area.¶~~
- ~~D. Know where the nearest AED is located.¶~~
- ~~E. Be sure your staff is aware of all emergency procedures.¶~~
- ~~F. Be familiar with the After School Event Emergency Plan and any WIAA weather related policies.~~

Pre-Season Requirements

- Review emergency procedures with assistant coaches
- Review emergency procedures with Athletic Trainer
- Review emergency procedures with entire team
- AED is located and accessible: LOCATIONS

Chain of Command in an Emergency

- Lead Coach initiates and assesses emergency
- Athletic Trainer (if present) takes medical lead
- Assistant Coach calls 911 (EMS)
- Designated staff member meets EMS at entrance
- Lead Coach or AD contacts family/guardians/Principal/Superintendent

Emergency Contact & Medical Info

- Consent to treat forms (provided by athletic office)



- Known medical conditions/allergies documented

After-School Event Protocol

- Familiar with your site-specific EAP. This is required to be discussed prior to any WIAA contest. For non-WIAA activities, WCSD still requires an EAP to be created for your sport.
- Review procedures with all coaches on your staff and their roles during after-hours events

Weather-Related Protocols

- Follow [WIAA lightning policy](#) (30-minute rule)
- Follow [WIAA Model Policy](#) for heat and humidity
- Suspend activities per policy when conditions unsafe
- Assign a coaching staff member to monitor weather conditions

Accident Report

- For any injuries sustained on WCSD grounds, notify the AD and health office of the incident. An injury report will be completed.

Optional: Annual Emergency Drill

- Conduct annual drill or simulation (recommended)

Lightning Safety Guidelines

The safety of student-athletes, staff, and spectators is our top priority. These guidelines align with NFHS, NCAA, and WIAA Lightning Safety Guidelines to ensure a proactive approach to severe weather risks.

Weather Monitoring

- Assign staff to continuously monitor local weather conditions using weather apps, NOAA alerts, and local weather stations before and during practices and contests.



- For home events, coaches and staff are encouraged to sign up for Dane County Emergency Management's emergency alert system. This service provides real-time notifications via text and email about severe weather watches and warnings issued by the National Weather Service, as well as other public safety emergencies. Register at: <https://em.countyofdane.com/emergency-alerts>.

Evacuation Plan

- Identify designated safe areas such as schools, gymnasiums, and libraries—substantial buildings with plumbing and wiring.
- Alternate safe locations include fully enclosed metal vehicles or school buses (convertibles or soft-top vehicles are not acceptable).
- Determine the time required to evacuate everyone safely.

Criteria for Suspension and Resumption of Play

- Suspend play immediately when thunder is heard or lightning is seen. Seek shelter in a designated safe area.
- **Use the 30-Minute Rule:** Wait at least 30 minutes after the last thunder is heard or lightning is seen before resuming play.
- Each subsequent thunder or lightning occurrence resets the 30-minute clock.
- When available, use lightning detection devices or mobile apps to assist in decision-making. Suspend play if lightning is detected within 10 miles.
- However, hearing thunder or seeing lightning takes precedence over detection tools.
- NCAA Clarification: At night or under certain atmospheric conditions, distant lightning may be visible without thunder. If no thunder is heard and flashes are low on the horizon, it may not pose a threat. Independent verification from detection devices can help confirm safety.

Annual Policy Review and Training

- All administrators, coaches, and game personnel must review this procedure annually.
- Train all staff on evacuation procedures and proper response protocols.

Informing Student-Athletes and Parents

- Inform all student-athletes and parents of the lightning policy at the beginning of each season.

References

- National Federation of State High School Associations (NFHS) Rule Book
- NCAA Lightning Safety Guidelines
- Wisconsin Interscholastic Athletic Association (WIAA) Lightning Safety Guidelines
- Dane County Emergency Management Emergency Alerts (<https://em.countyofdane.com/emergency-alerts>)



FINANCIALS

Budgeting and Purchasing

- A. After checking allotted dollar amounts with the Athletic Director, the head coach shall submit a quote to obtain a purchase order from the Athletic Director's office for purchase. Coaches may not exceed approved expenditures unless it is first cleared through the principal/athletic director.
- B. The head coach is reminded that freight cost comes out of his/her budget also. Invoices should arrive shortly after orders are received. They must be checked for accuracy. If the invoice is accurate, sign and date it and turn it into the Athletic Director. If you do not turn in the signed invoice, the order will not be paid. You will become responsible for it.
- C. Items purchased without a purchase order and/or prior approval by the Athletic Director may be the financial responsibility of the coach making the purchase.

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WISCONSIN LAWS

A. Hazing

“No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, and branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.” [S.948.51 (2), Wisconsin Statutes] “In this section “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.” [S.948.51 (1), Wisconsin Statutes] S. 948, in Wisconsin’s criminal code, applies universally.

B. Harassment

“Pupil harassment” means behavior toward pupils based, in whole or in part, on sex, race religion national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability which substantially interferes with pupil’s school performance or creates an intimidating, hostile, or offensive school environment.” [P19.02 (9), Wis. Administrative Code]

C. Discrimination

“No person (meaning K-12 student) may be denied...the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.” [S 118.13 (1), Wisconsin Statutes] “Discrimination” means any action, policy, or practice, including bias, stereotyping, and pupil harassment...” [P19.02 (5), Wis. Administrative Code] S.118.13 and PI 9 apply to pupils in Wisconsin’s K-12 public schools.



CHECKLIST FOR COACHES

1. Know what is in the Coaches Manual. Be sure assistants do also.
2. Check the ineligibility list.
3. Attend/View the WIAA meeting and take WIAA rule exam
4. Review the coaches' section of the Badger Conference Constitution.
5. Turn in practice schedules to the Athletic Office. Be sure to include location, dates, and times. Also, inform the Athletic Office of any changes to the practice schedule.
6. Turn in all bus forms to the Athletic Office.
7. ~~Provide information to the Waunakee Tribune when requested for requested~~ ~~Write a newspaper article for the opening of your season. at least two weeks in advance.~~
8. Set a Parent/Athlete/Coach Meeting as early as possible so parents are well aware of how your program is run.
 - a. PLAN ahead for your portion of the meeting. Be prepared.
 - b. Introduce the entire coaching staff (including assistants/volunteers).
 - c. Explain the co-curricular code and emphasize areas of importance to you. Ask for questions during the meeting. Emphasize the need for parents/students to read and understand the co-curricular handbook. As well as concussion information.
 - d. Explain the JV2/JV/Varsity level coaching philosophy. Highlight participation, practices, playing time, excused and unexcused absences, and sportsmanship, academic and behavioral responsibilities.
 - e. Review rules that are new to the sport. High light rules that parents need to understand.
 - f. Explain procedures to students and parents if they have any questions/concerns:
 - i. Athlete discusses with parents
 - ii. Athlete discusses concern with Coach
 - iii. Player & Parent discuss concern with the coach
 - iv. Player & Parent discuss concern with the athletic director.
 - v. Review rules that are new to the sport. High light rules that parents need to understand.
 - vi. Emphasize the importance of good sportsmanship. We expect appropriate behavior from athletes, coaches, fans, and parents. We expect and appreciate adult role models.



- vii. Sign up volunteers that you must have for timers and scorers and game/meet workers.
 - viii. Give parents the time to ask questions at the meeting.
9. You and your staff are responsible for supervision of the locker room. Make sure your athletes clean it up and all athletes have a lock on their lockers to prevent theft.
 10. Be sure to make constructive suggestions known to the athletic director.
 11. Use discretion in discussing your program or our total athletic program. Loyalty to players, fellow coaches and the total Waunakee Community High School athletic program is essential to our success.
 12. All of our athletic policies are open for discussion, but once a decision is made, all coaches are expected to support and enforce it.
 13. Always be where the athletes are (field, court, locker room, etc.) both before and after practice, games and matches. You and your staff are responsible for their safety and conduct.
 14. Create and share a set of program rules and philosophy prior to your season beginning.
 15. ~~DO NOT ARGUE with fellow coaches in front of players... You can correct coaching mistakes, but not player confidence.¶~~
 16. ~~Cut the "hard" talk. You don't want your players to swear and they don't want you to swear.¶~~
 17. ~~Always be on time or early!!!¶~~
 18. ~~Teach athletes to WIN — Be Positive — Think Positive — it will rub off!!!¶~~
 19. ~~Be friendly, courteous, and helpful to all of your players, but remember you are not their buddy, you are their COACH!!!~~

~~An athlete belongs to a special group that is FOR something. They are willing to give more than lip service to ensure success. They give time, energy, talents, stamina, strength and skills to help your group achieve success. They are doers of deeds...Let's help them do it!!!~~



STATE TOURNAMENT

The Athletics Office has the following guidelines to share the expectations and support that the Waunakee Community School District provides to athletes and teams when they perform/compete at the state level.

[Athletic Department Guidelines](#)

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WARRIOR MEDIA

Warrior Media students create and produce livestream broadcasts for many of the home Waunakee Athletics events, as well as game-day photography, play-by-play, video board content, and social media updates (gameday and final score graphics).

Website: <https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/>

Photography Website: <https://photos.warriormedia.org/>

Social Media Channels

- Instagram: https://www.instagram.com/wm_whs/

X (Twitter): https://twitter.com/wm_whs

~~Website: <https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/>~~

~~Photography Website: coming soon!~~

~~Social Media Channels~~

- ~~• Instagram: https://www.instagram.com/wm_whs/~~

- ~~• Twitter: https://twitter.com/wm_whs~~