

West Salem Middle School

2018-2019

Co-Curricular Handbook

The West Salem School District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the Pupil Services Director at (608)786-0700. To file a complaint of discrimination write to: Pupil Services Director at 405 East Hamlin Street, West Salem, WI 54669 or call 608-786-0700. The West Salem School District is an equal opportunity provider and employer.

Policies Relating to Co-Curricular Activities

SECTION VII

Article 1. Philosophy

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and happy life. The co-curricular program is an integral part of this process as it provides certain opportunities and emphasizes definite aims difficult to duplicate in other school activities.

It is the desire of the West Salem School District to generate a program of co-curricular activities that will provide opportunities for the youth of West Salem Schools to develop the proper ideals of sportsmanship, ethical conduct, judgement, leadership skills, self-esteem, problem solving, physical and mental skills. Participation in this program is a PRIVILEGE for which every participant should be willing to make sacrifices deemed necessary to fulfill these ideals. It is with this in mind that a West Salem School District Co-curricular Code has been enacted by the Board of Education.

The school district shall not discriminate in admission to any program or activity, application of standards, rules of behavior and disciplinary actions or use of facilities on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical or mental capability, economic status, emotional or leaning disability.

Middle School Athletic Participation Philosophy

It is the philosophy of the middle school to encourage participation and skill development in all co-curricular activities. Consequently, sport seasons are shortened to allow exploration in all sports.

Article 2. Objectives

- A. To develop within the student the determination and dedication necessary to complete his/her chosen goals.
- B. To develop the self-discipline necessary for a successful life.
- C. To develop a willingness to place the good of the Group before the desires of the individual.
- D. To teach that a penalty follows the violation of a rule.
- E. To provide a “whole school” interest and activity that will develop school pride in all students.
- F. To provide opportunities to exemplify and observe good sportsmanship.
- G. To develop within the students a personal pride which will enable them to do whatever they choose to the best of their ability.
- H. To meet the urge for competition, which is a basic American tradition.
- I. To provide opportunities for lasting friendships, both with fellow students and opponents.

Article 3. Definition of Co-curricular Activities

Co-curricular activities in Group I are events that are not graded, occur outside of the academic day, and are beyond the scope of the academic day.

Co-curricular activities in Group II, occur outside of the academic day. However, some portions of these programs are graded and some portions are not graded.

A complete listing of Group I and Group II activities, which have been approved by the Board, will be published in the student handbook at the beginning of each school year.

Middle School Co-Curricular Activities

Group I:

Athletics
Forensics
Jazz Band
Show Choir
Odyssey of the Mind
Student Council
Math Counts
Summer Musical
5th Grade Choir

Group II:

Color Guard

Article 4. Responsibilities

The privilege of participating in the co-curricular program is extended to all students provided they are willing to assume the identified responsibilities, conduct, and academic requirements. The greatest responsibility is to be a credit to oneself, parents, school and community. Therefore, it is required that participants:

- A. Meet the academic requirements as set forth in the academic policy.
- B. Display high standards of social behavior.
- C. Display proper respect for opponents and those in authority: administration, teachers, coaches, advisors, officials and other school personnel.
- D. Display a genuine spirit of cooperation.
- E. Use language which is socially acceptable; profanity will not be tolerated.
- F. Return a co-curricular pledge/emergency sheet that is signed by both student and parent/guardian to the middle school office before participating in co-curricular activities.
- G. Return an athletic permit card that is signed by both a licensed physician and parent/guardian to the middle school office before participating in co-curricular activities.

Article 5. Co-Curricular Code of Conduct

This code is to be followed by all participating in Group I co-curricular activities and Group II non-graded portions of activities. The code is in effect the full calendar year.

The West Salem School District has zero tolerance for the use of drugs, alcohol, and tobacco. When students in the Middle School are found in possession of drugs, alcohol, or tobacco, counseling will be provided for the student. The following steps will also be taken:

A. First Offense

1. The student will be suspended for two activities and will be required to practice during this time.
2. The student will be required to participate in the following counseling program directed by the middle school counselor:
 - a. All students involved in the same violation (minimum one group session).
 - b. Individual counseling sessions (minimum two sessions)
 - c. Counseling with the parent(s) and student (minimum one session).
 - d. Regularly scheduled individual counseling sessions for the balance of the middle school year as determined by the counselor.

B. Second Offense

When a Middle School participant violates the drug, alcohol, and tobacco policy the second time:

1. The student will be suspended for four activities, and will be required to practice during this time.
2. The student will be required to participate in the counseling program, which will be established by the middle school counselor and the drug and alcohol district coordinator to meet the needs of the individual.

C. Third Offense

When a Middle School participant violates the drug, alcohol, and tobacco policy the third time:

1. The Co-Curricular Council will convene to determine consequences. The minimum suspension would be six activities. The council consists of the principal, counselor, advisor, and two designees. The student also has the opportunity to select one staff person for the Council.

D. Violations Carry-Over

Consequences not satisfied within the season of infraction will continue into the next season. Punitive measures will not carry into the High School.

In activities, which have a number of limited performances, the principal may reduce the number of required suspended activities.

Article 6. Enforcement of the Co-Curricular Code of Conduct Middle School

A. If the violation occurred during a school sponsored function:

1. A written report of any violation must be filed with the building principal or delegate.
2. If the participant is not satisfied with the decision rendered by the building principal or his/her designee, he/she may appeal as outlined by Section VI, Article 3, Parts A and B.

B. If the violation did not occur during a school sponsored function:

1. A written report must be filed with the principal or delegate.
2. If the participant is not satisfied with the decision rendered by the principal or delegate, then he/she may appeal to the co-curricular council. If the participant is not satisfied with the decision of the co-curricular

council, then he/she may appeal to the next level of authority as outlined in Section VI, Article 3, Part B.

2. The co-curricular council will consist of five voting members. The council will include three head athletic coaches, one faculty member from the music department and one other co-curricular advisor assigned by the building principal.
- C. Students who are serving co-curricular code of conduct suspension will not receive awards during the period of suspension. Awards will be presented to the student upon completion of their suspension or upon 8th grade promotion.

Article 7. Academic Policy for Middle School

Co-curricular Group I participants will be required to meet academic eligibility requirements. Students who are serving academic co-curricular code suspension will not receive awards during the period of suspension. Awards will be presented to the student upon the completion of their suspension or upon graduation.

- A. Student shall be ineligible to participate if he/she receives a failure. Eligibility shall be determined at mid-trimester and at the end of each trimester.
1. Based on mid-trimester grades – If a student receives one or two failures, the student shall not be eligible to participate in co-curricular activities until the teacher indicates a passing grade. As soon as the student is passing he/she will be eligible to participate in activities.
A student who receives three or more failures shall not be eligible to participate until: (a) the teachers of those classes indicate a passing grade and, (b) two events or 15 school days have passed, whichever is a shorter period of time. As minimum time has passed, the student will be eligible to participate in activities.
 2. Based on trimester grades – If a student receives one or more failing grades, the student will not be eligible to participate in co-curricular activities until: (a) the teachers of those classes indicate a passing grade and, (b) two events or 15 school days have passed, whichever is a shorter period of time. As soon as the student is passing and the minimum time has passed, the student will be eligible to participate in activities. .
 3. During the period of ineligibility, the student will attend the Extended Day Program (EDP) until 4 p.m. each day Monday through Thursday and then report to practice.
 4. Academic restrictions do not carry over from 5th to 6th, 6th to 7th, 7th to 8th, or 8th to 9th grade.
- B. A student will be ineligible to participate for fifteen (15) days, or two (2) activities, if he/she fails a course as a result of an incomplete grade becoming a failure.
- C. A student who is ineligible to participate may not suit up for games/events with the group at away events.
- D. Middle School Grades and Attendance Eligibility.
If a participant has an incomplete grade, the grade must be made up in ten school days or the student will be declared ineligible for participation.
A student who has an unexcused absence for any part of the school day will be ineligible to practice and ineligible to compete or participate for that school

day. An unexcused absence on the last day of the school week will cause the student to be ineligible for the entire weekend. Any participant that is absent from school more than one hour on the day of an activity will be ineligible to compete/participate unless:

1. Absence was due to a school function or a medical appointment. Verification from physician must be provided upon student's return to school.
 2. Permission for the absence had been granted by the administration.
 3. Extenuating circumstances were involved. The building principal or designee will determine the enforcement of the rule.
- E. Students will become eligible to participate 24 hours after coach receives a signed slip.

Article 8. Athletic Participation – Middle School

A student may participate in one athletic activity at a time. In order to change from one athletic activity to another, he/she must have permission of both coaches involved. When overlapping seasons occur, students may participate in practice of a second activity only if and when released by the director of the original activity.

A student who is dropped from one activity by the coach for disciplinary reasons will be ineligible to participate in any other activity at that time.

No participant will be allowed to miss a practice or contest without the permission of the coach.

- A. Consequences will be left to the discretion of the coach in the case of a missed practice
- B. If a participant misses an event contest without permission, he/she will be suspended for a 15-day period. A second offense will result in suspension for the remainder of the season.
- C. The West Salem Middle School is a member of the WIAA and as such, functions under the guidelines of the district and the WIAA.
 1. A student may not participate in or practice for interscholastic athletics until the school has an Examination/Permit Card on file in its office attesting to (a) parental permission, and (b) physical fitness as determined by a licensed physician. NOTE: It is recommended that a student also have dental fitness as attested by a licensed dentist.
 2. Unacceptable conduct contrary to WIAA rules will result in the consequences paralleling the consequences outlined in the West Salem Code of Conduct (Section VI of the Board Policy).

Article 9. School Equipment

Learning responsibility is one of the values gained by participation in co-curricular activities. Care of school equipment and property is the responsibility of the student. The original equipment issued to a participant must be returned at the end of each season. The coach/advisor should be notified if equipment is in need of repair or if a change in size is required. Participants will be financially responsible for lost or damaged equipment.

Personal Property

It is the responsibility of parents and staff members to inquire from their insurance carrier as to the insurance coverage needed for personal property that is brought to and/or kept at the middle school. This includes clothing articles and musical instruments that may be lost, damaged, and/or stolen. The School District of West Salem will not be responsible for such items.

West Salem Middle School

Mid-trimester Academic Ineligibility Notice

Student Name: _____ Date: _____

Class(es): _____

Today your child received failing grade(s) on the mid-term progress report, which are enclosed.

1. If the student receives two or less failures on the mid-term reports, they are ineligible to participate in any game or contest until they are receiving a passing grade in all of the above subjects.
2. If the student receives more than two failures, they first must sit out of two contests or 15 school days (whatever comes first). The student must then complete all the requirements listed on this page.
3. During the ineligibility, the student must attend EDP, Monday through Friday. At 3:45 the student must report to practice. If the EDP supervisor releases the student early from EDP, he or she must report to practice immediately.
4. If a student is ineligible, he/she may not suit up for any game or may not travel with the team to any away contest.
5. **BEFORE A STUDENT MAY REGAIN ACADEMIC ELIGIBILITY, HE/SHE MUST OBTAIN THE FOLLOWING SIGNATURES BELOW AND RETURN THIS FORM TO EITHER THE COACH OR THE ATHLETIC DIRECTOR.**

Parents signature/date

Teacher signature

Subject

Teacher signature

Subject

Teacher signature

Subject

Parent signature indicates that they have read and understand the above material.

Teacher signature indicates that the student is now passing. Students will become eligible to participate 24 hours after coach receives this signed slip.

West Salem Middle School

End Of The Trimester Academic Ineligibility Notice

Student Name: _____ Date: _____

Today your child received failing grade(s) on the end of the quarter report card, in the following subject(s):

1. If the student receives one or more failures, they first must sit out of two contests or 15 school days (whatever comes first). The student must then complete all the requirements listed on this page.
2. Once the student has completed number one above, he/she must have a passing grade in all classes, including the class that he/she received a failing grade in.
6. During the ineligibility, the student must attend EDP, Monday through Friday. At 3:45 the student must report to practice. If the EDP supervisor releases the student early from EDP, he or she must report to practice immediately.
3. If a student is ineligible, he/she may not suit up for any game and may not travel with the team to any away contest.
4. BEFORE A STUDENT MAY REGAIN ACADEMIC ELIGIBILITY, HE/SHE MUST OBTAIN THE FOLLOWING SIGNATURES BELOW AND RETURN THIS FORM TO EITHER THE COACH OR THE ATHLETIC DIRECTOR.

Parents signature/date

1st hour A-day _____

1st hour B-day _____

2nd hour A-day _____

2nd hour B-day _____

3rd hour A-day _____

3rd hour B-day _____

4th hour A-day _____

4th hour B-day _____

5th hour A-day _____

5th hour B-day _____

6th hour A-day _____

6th hour B-day _____

Parent signature indicates that they have read and understand the above material.

Teacher signature indicates that the student is now passing. Students will become eligible to participate 24 hours after coach receives this signed slip.