



# PARENT PERMISSION & EMERGENCY MEDICAL INFORMATION AGREEMENT FOR CO-CURRICULAR ACTIVITIES

**THIS SHEET NEEDS TO BE FILLED OUT ONLY ONCE EACH YEAR (COVERS ALL CO-CURRICULAR ACTIVITIES/SPORTS)**

STUDENT'S NAME \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ 9 10 11 12  
 YEAR IN SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE # \_\_\_\_\_ WORK PHONE # \_\_\_\_\_

PARENT(S) NAME \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ EMERGENCY PERSON'S PHONE NUMBER \_\_\_\_\_

Before a student practices for or competes in a co-curricular activity – to include travel to or from the activity – the student must have the permission of his/her parent/guardian **and** be covered by medical insurance for specified activities. If a student is not covered by private insurance through his/her parents/guardian, school insurance must be purchased. School insurance may be purchased at the Activities Office. Parents/guardians have the obligation to notify school administration if insurance is cancelled or terminated. Note: Football (school) insurance which only covers the sport of football is available.

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

Specific Medical Conditions: \_\_\_\_\_

Prescription Medications Currently Taking: \_\_\_\_\_

Comments: \_\_\_\_\_

\* Participation in athletics and certain activities has inherent risks which could cause serious injury, or in rare cases, fatal injuries.

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

**\* THIS IS TO CERTIFY** that we, the undersigned, give our son/daughter permission to participate in co-curricular activities in the West De Pere School District, have attended a parent meeting and have read and understand the West De Pere School District Activities Code of Conduct and the WIAA Athletic Eligibility Information, and hereby agree to abide by the rules and regulations set forth therein. Furthermore, we understand that participation in activities is a privilege, not a right. Selection to an activity does not guarantee a set amount of participation. We agree that this code is important in helping our students become good citizens with a high sense of moral integrity, competitive spirit, and the ability to become forthright and honest in all endeavors. We understand that sportsmanship is paramount to our student's continued participation. Sportsmanship is also expected from parents. Poor sportsmanship on a parent's part may negatively impact a student's participation in any activity. Parents determined to be unsportsmanlike by officials, advisors, coaches, or school officials will be warned once and then escorted from the contest or premises. Admission to future activities may occur only after a meeting between the parent, head coach, advisor, and Student Activities Director/designee.

\* I give permission to the West De Pere School District to use my student's name and pertinent information regarding this activity on official rosters/programs.

**\* THIS IS TO FURTHER CERTIFY** that we, the undersigned, understand that practice sessions for some sports are held off campus. We give permission for our child to walk or drive to these practices as necessary. **ALSO:** Parents' contact information may be shared with both the coaching staff and the Phantom Booster Club.

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN** Date \_\_\_\_\_

**\* THIS IS TO CERTIFY** that I have read and understand the West De Pere School District's High School Co-Curricular Code of Conduct and WIAA High School Athletic Eligibility Information Bulletin.

\_\_\_\_\_  
**SIGNATURE OF STUDENT/ATHLETE** Date \_\_\_\_\_

**Return this form to your coach/advisor, or the West De Pere Activities Office.**

# WEST DE PERE SCHOOL DISTRICT HIGH SCHOOL ACTIVITY CODE OF CONDUCT

This Code of Conduct is for all students participating in co-curricular activities that represent the West De Pere School District at any interscholastic contests or events, at home or away from the school district.

## To Join a West De Pere School District Activity

1. A copy of this Code of Conduct contract must be signed by the student participant and a parent/guardian, and be returned to the coach, advisor, or the Activity Office. The code of conduct can be viewed online.
2. Procure the WIAA examination and permit card from the coach or Activities Director office (athletics only).
3. Have the physical examination completed and signed by the physician and your parent(s) or guardian(s). Complete all blanks (athletics only).
4. Return the physical form to the Activities Director's office. If you desire, you may take the WIAA benefit plan for football only. Specific activities may require that you sign an insurance waiver form that indicates you have your own insurance.
5. All student fees must be paid or a payment plan set up in order to participate in athletics.

### WE MUST HAVE ALL FORMS TURNED IN BEFORE YOU MAY PARTICIPATE IN DESIGNATED ACTIVITIES.

- I. All Wisconsin Interscholastic Athletic Association rules and regulations as published will apply.**
- II. All Code of Conduct violations will be cumulative throughout the high school career of a student athlete.**
- III. Acknowledgement of Code of Conduct:** All participants and parents and/or guardians must acknowledge the Code of Conduct with completion of signing the code of conduct form. A student will be ineligible to participate in activities until the form is completed and accepted at the activities office.
- IV. The following standards will apply in addition to the WIAA regulations and serve as general regulations for secondary school participants in all co-curricular activities.**
  - A. Sportsmanship**

Each participant shall exhibit positive behavior to officials, competitors, coaches, fellow team members and themselves. Coaches/Advisors shall define the consequences for sportsmanship violations.
  - B. Equipment**
    1. Each student must be in good financial standing with the school. A student may not participate if they have outstanding debts with the school, or has not turned in all previously issued equipment.
    2. Each student athlete is responsible for the school equipment issued to them. The student must pay for all lost or damaged equipment, which is due to student negligence.
  - C. Travel**
    1. All students will travel to and from out-of city meets and events via transportation arranged by the Activities Department.
    2. Any participant who misses the transportation and travels to and from an out-of-city meet via other than school approved transportation will not participate in that event.
    3. Exceptions may be made in advance of an event with written permission of the parents/guardians, the coach, and a school administrator.
  - D. Activity Awards**
    1. Activity awards are earned according to criteria established by each coach/advisor and are presented to participants at appropriate public occasions.
    2. No activity award will be given out until all equipment has been returned to the coach/advisor.
    3. Any student that serves a code violation during the season is ineligible for post season awards.
  - E. In-School Conduct**
    1. A teacher may refer a student participant to the appropriate coach/advisor when the teacher believes the participant's class and school conduct is disruptive or undesirable.
    2. If a conduct problem persists, the teacher after informing the coach/advisor may refer the participant to the Activities Director for further consultation and possible disciplinary action.
    3. Each student will be responsible for their actions and choices in three basic areas;
      - a. Show respect for self. Violations would include; inappropriate dress, grooming, language, violence, poor attendance, or gang activities,
      - b. Show respect for others. Violations would include: insubordination, class disruptions, endangering others, hazing intimidation, harassment, inappropriate use of a vehicle, or initiation type activities.

c. Be a law-abiding citizen. Violations include: fighting, extortion, vandalism, forgery, theft, and the use/possession of drugs or alcohol.

4. In-School conduct violations can result in discipline, including but not limited to suspension from activity.

#### **F. Publication of Standards**

1. These general standards for activity participants will be published and a copy distributed to each participant on or before the first day they report for the activity.

2. Additional standards peculiar to the activity and the setting of hours will be determined by each coach/advisor, approved by the Activities Director, published and distributed to each participant on the first day he/she reports for the activity.

3. The student, upon receipt of these general and specific standards, should read all items and ask for clarification by the coach/advisor of any items not understood. Receipt of these standards and continued practice for an activity means that the participant understands and will comply with the standards set forth and published.

4. Students who wish to appeal actions taken under this code should follow the Student Grievance Policy.

5. In-season athletes are expected to devote 100% effort toward the sport in which they are involved. Off season sports activity should be limited to drills and fundamentals, NOT full contact games/matches. Students missing contests due to involvement will be suspended from their in season activity immediately.

6. Each coach/advisor of a school related activity shall be responsible for determining the training and behavioral standards for the activity which he/she supervises, except as specified below:

#### **G. Attendance:**

1. A participant must be in school the entire day of a practice or contest. The participant must be in class within the first ten minutes of their school day. Any exception must be cleared through the Student Activities Director or Principal. Excusable exceptions would include a funeral, court appearance, jury duty, school approved trips, medical or dental appointments, or other pre-excused absences. All professional appointments, including medical or dental, will require documentation from the office of the appointment to be accepted as excused. Violations of this practice will result in withholding the students from future practices or competitions.

#### **H. Academics:**

1. Students must be enrolled as full time students and must be making satisfactory progress in all classes. Satisfactory progress will be defined on a case by case basis by the West De Pere High School Administration.

2. Participants cannot receive more than one failing grade to include incompletes at the end of the most recent grading period, per WIAA rules.

#### **I. Participation in Multiple Sports in the Same Season:**

The WIAA and the Bay Conference allow student athletes the opportunity to participate in more than one sport in a given sport season. This WIAA and conference policy does have inherent risk of problems within individual school districts and individual athletic programs. Thus, the following guidelines must be met for a student athlete to be allowed to participate in more than one sport at West De Pere High School:

1. The District Activity Director and the head coaches of the respective athletic programs must be made aware of a student athlete's intent to participate in more than one sport at a time and agree that it is in the best interest of the programs.

2. The student athlete must indicate which sport is their primary sport in case of conflicts with the schedule. Example: If a student is participating in both Cross Country and Soccer, and a meet and match are scheduled for the same date and time, the student will attend their previously selected primary sport event.

3. A student who is dismissed from an activity for disciplinary reasons cannot participate in any other activities during that particular season.

4. A student may drop one sport, and transfer to another sport only after the agreement by the losing and gaining coaches, and permission of the Student Activities Director. This may only occur in individual sports, or during the first three days of team sports.

#### **J. Use of Illegal and Controlled Substances:**

1. Students must, throughout the entire calendar year, abstain from the use of tobacco, vaping of any kind (tobacco or nontobacco), alcohol and/or illegal drugs. A student shall not have in their possession, buy, sell, or give away marijuana, or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

2. The suspension of the student will be administered based upon the calendar period of time the violation occurred. The three calendar periods are:

a. summer vacation – out of season.

b. out-of-season – during school year.

c. in season – The in season period of time will start the first day the activity begins and ends when that activity participates in or plays its final game, match, meet or competition.

3. An alleged violator's case will be brought before the Activities Director. If the charges are proven to the satisfaction of the Activities Director, disciplinary action will follow.

## **VIOLATIONS:**

A. Per WIAA policy, a student who is suspended for any portion of WIAA tournament competition shall be deemed ineligible for the remainder of the WIAA series.

B. All code of conduct violations and subsequent penalties are superseded by West De Pere School District policies which specify penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol, tobacco, or drugs on school premises or at any school related activity.

C. A student who chooses to remain at an unacceptable social gathering where alcoholic beverages or illegal drugs are present and/or are being consumed by under-aged students will be considered in violation of the co-curricular code of conduct. Students are expected to depart these types of functions in the most expeditious manner possible once they determine that these illegal products are present.

a. A co-curricular student who is determined to have hosted an unacceptable social gathering where alcoholic beverages or illegal drugs are present and/or are being consumed by under-aged students will immediately be suspended for the remainder of the activity/season or for twenty percent (20%) of the next activity/season if the function is hosted when not participating.

D. **Honesty Clause:** A student can reduce the penalty for a code violation by fifty percent (50%) for the first violation, if they report their violation to their coach, activity director or principal within three (3) days of the occurrence.

E. **Dishonesty Clause:** A student who intentionally misleads his or her coach, activities director or principal by giving inaccurate information during an activity code violation investigation loses all rights to a possible reduction in the penalty for such violations, AND the student may be subject to additional sanctions due to the improper conduct of insubordination toward an authority figure of the school district.

**Special Note:** During a period of suspension, the student athlete must attend all practices, team functions, etc., in order to maintain his/her status in an activity, except in the case of a third violation. Suspensions for activity code violations are rounded up to the next higher number of contests/performances. Scrimmages and other "in-house performances" do not count against the number of suspended contests/performances.

### **F. First violation during:**

1. Summer vacation or out-of-season: The student will be suspended from participating in 10% of the scheduled games, matches or meets of the next activity to which he/she reports.

2. In-season: The student will be suspended from participation in 20% of the scheduled games, matches or meets of the present activity in which he/she is participating. However, if the violation occurs with less than 20% of the current activity remaining, the suspension will carry over into the student's next activity. In order to fulfill a carry-over penalty, a student must complete the activity.

### **Second violation during:**

1. Summer vacation or out-of-season: A student will be suspended from participating in 20% of the scheduled games, matches or meets of the next activity to which he/she reports.

2. In-season: A second violation will result in suspension from the activity for the remainder of the season/year.

### **Third violation:**

A third violation will result in suspension from all activities for one calendar year from the date of infraction.

## **FOOTNOTES:**

1. Suspensions due to violations that occurred during the last two weeks of the activity may be carried over to the next activity the student participates in. The student must complete said activity to fulfill the suspension.

### **2. Criminal Acts**

a. Any student who commits or is charged by the district attorney with committing a criminal act shall be suspended from practices and meets and referred to the Activities Director for a hearing with the administration.

b. If, after a student is charged with a criminal act and subsequent investigation or court action determines the participant innocent, all action by the Activities Department shall be negated, the student returned to his/her activity as a member in good standing, and any award or recognition earned by the participant shall be given to him/her.

3. Violations of these rules will result in suspension for a period of time consistent with the seriousness of the infraction.

4. Any misconduct issues not covered by this code of conduct will be resolved by the Student Activities Director.

5. Any student accused of a violation is entitled to due process and fair treatment. The student once notified of a violation, will be given an opportunity to respond. A student may appeal any disciplinary action utilizing the following chain of responsibility: Coach, Student Activities Director, Principal, and Superintendent.

## **CO-CURRICULAR PARENT/STUDENT COMPLAINT PROCEDURE:**

In a situation that involves a disagreement with a co-curricular activity, the West De Pere Board of Education endorses the following procedure:

Step 1 - The student will meet and discuss the situation with the coach/advisor.

Step 2 - If not satisfied, the student's parent/guardian will arrange for a meeting with the student and the coach/advisor.

Step 3 - If not satisfied, the parent/guardian may request a meeting with the Student Activities Director. The student and coach/advisor must be present.

Step 4 - If not satisfied, the parent/guardian may request a meeting with a member of the school's administration. At this meeting the coach/advisor, and Director of Activities must be present.

Step 5 - If not satisfied, the parent/guardian may request a meeting with the Superintendent. At this meeting, the Student Activities Director will be present to lend continuity to the discussion from past meetings/discussions.

Step 6 - If not satisfied, the parent/guardian may request a meeting with a representative of the school board. At this meeting the Superintendent will be present to represent the school district, and decisions rendered thus far.

\* Parents/Guardians should not approach coaches or advisors during a practice/contest, or immediately following these activities. An appointment should be established that is mutually convenient to both the parent/guardian and the coach. It is recommended that these meetings occur face to face at the school, not via the telephone or e-mail.

#### **PARTICIPATION:**

A student may not participate in any activities unless all fees and fines are paid, and must have returned all equipment to coaches in previous activities.

Students missing a scheduled meet, match, or game to practice or compete in an out-of-season sport will be suspended indefinitely until a meeting between the student, parents, coach and activities director occurs.

#### **WEST DE PERE HIGH SCHOOL COURT SELECTION CRITERIA:**

West De Pere High School has definitive criteria for Court Selection (Homecoming, Senior Ball, Junior Prom, and Mr. West De Pere). the criterion is as follows:

1. Once selected to a Court, the student is ineligible for selection to any other Court.
2. Students nominated for Court ballots must be in good academic standing to include:
  - They cannot fail more than one (1) class in the previous trimester.
  - They cannot be failing more than one (1) class in the trimester when the selection occurs.
3. Students nominated for Court ballots must have exhibited good citizenship. Students will be eliminated from consideration for;
  - Any out of school suspension during the past one (1) calendar year.
  - A second out of school suspension during the high school career of a student eliminates that student from any possible nomination.
  - A student who has completed an Abeyance order may be eligible for nomination.
  - An expulsion during the high school career of a student eliminates that student from any possible nomination.
4. Students exhibiting chronic, unexcused absenteeism as defined by the high school administration will be eliminated from any possible nomination.
5. A student may only be nominated for Court ballots if the student has not had a co-curricular violation in the past 365 days. In addition, students with two or more co-curricular violations during their high school career are ineligible for nomination to any Court.

#### **TRANSFER RULE (WIAA)**

After the fourth semester (end of sophomore year) a student may not transfer without the forfeiture of one calendar year of participation. This includes open enrollment transfers. **CHECK WITH THE ACTIVITIES OFFICE BEFORE FINALIZING ANY TRANSFER TO MAKE SURE YOU UNDERSTAND THE RAMIFICATIONS.**

\*\*the administration of West De Pere High School reserves the right to make changes or corrections in any school policy or rule addressed in this agenda. In addition, items not addressed in this agenda book left up to the discretion of the administration.