

Germantown Warhawks Co-Curricular Handbook



2011-2012

**“GOOD, BETTER, BEST;
NEVER REST TILL GOOD BE BETTER,
AND BETTER, BEST.”**

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Please visit our website for further information at www.germantown.k12.wi.us or wiaawi.org
For game schedules and schedule changes visit: www.northshoreconference.org

The co-curricular council meets two times a year to review the handbook. (Mid-March, Mid-November)

GERMANTOWN HIGH SCHOOL CO-CURRICULAR ACTIVITIES CODE

A. Purpose:

The main purpose of the Co-Curricular Activities Code is to establish a uniform code of conduct for Germantown High School students involved in school co-curricular activities. Any co-curricular activity in which the school district of Germantown is represented will be considered an activity under this code.

B. To the student:

The activities program is an important part of your high school years. Co-curricular activities provide new opportunities and experiences, and help you develop your interests and skills. When you decide to participate in any co-curricular activity, you agree to meet certain responsibilities. Your greatest responsibility is to be a credit to yourself, your parents, school and community. Therefore, it is required that you:

- 1) **Display proper respect for fellow students, support staff, teachers, and officials.**
- 2) **Display outstanding sportsmanship/behavior.**

Participation in co-curricular activities is a privilege extended to all students in the Germantown School District. This Co-curricular Code will be in effect all year long. We strive to be known for our school spirit and sportsmanship. The way to reach this status is to act with integrity. We hope you find that your best efforts and your self-discipline reward you with a feeling of pride in yourself and your school.

C. Activities offered at Germantown High School

1. **WIAA Sanctioned Athletic Sports:** Football, Volleyball, Tennis, Golf, Cross Country, Swimming & Diving, Soccer, Basketball, Wrestling, Track & Field, Softball, Baseball, Gymnastics, Hockey.
2. **Non-WIAA Sanctioned Athletic Activities:** Cheerleading, Pon Pons
3. **Non-WIAA Sanctioned Activities:** Band, DECA, Destination Imagination, Drama Club, Foreign Language Clubs, Forensics, French Honor Society, Spanish Honor Society, FBLA, Choir, Key Club, Math Club, National Honor Society, Peer Listeners, Varsity Singers, Strategist's Club, Student Council, Varsity Club, VICA, Weightlifting Club, Yearbook Staff.

PHILOSOPHY

The School District of Germantown is committed to providing a comprehensive educational program which includes interscholastic athletics and co-curricular activities. Interscholastic athletics and all other co-curricular activities should be considered a supplemental part of the total education program of the Germantown School District to assist in the achievement of mental, physical, and social growth and to develop personal responsibilities and standards. Values of self-discipline, fair play, sportsmanship, an appreciation of teamwork and integrity are fostered through a quality activity program. Because some students choose to take part in these programs, are using facilities provided for that purpose by the community, and are benefiting from tax funds expressly set aside for these programs, more is expected of those students. Because of the voluntary nature of these programs, all students desiring to take part in these programs and share the advantages participation offers, should be prepared to follow the rules. The Germantown School District will not discriminate against any student in any co-curricular program or activity because of the student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

ELIGIBILITY REQUIREMENTS FOR WIAA SANCTIONED ATHLETICS

- A. To participate in WIAA athletics, you must be in compliance with the WIAA standards. (for more details go to WIAA Handbook at wiaawi.org)
- B. An Athlete:
 - 1. Must be a full time student (minimum of 5 credits at all times).
 - 2. Must be under nineteen (19) years of age prior to August 1.
 - 3. Must not be in attendance at any high school for more than eight (8) semesters.
 - 4. Must complete eligibility is four consecutive (4) school years starting with 9th grade.
 - 5. Must have on file in your school evidence of both having passed a physical examination administered by a licensed physician or Advanced Practice Nurse Prescriber and having received parental permission to participate in sports.
During the year that the physical is not required, athletes must have one of his/her parents/ guardians sign the Alternate Year Card. The Alternate Year Card must be on file in the Athletic Director's office. All prospective athletes must document insurance coverage on our "Statement of Insurance Coverage" card. This is on the physical and alternate year card.

ELIGIBILITY REQUIREMENTS FOR WIAA SANCTIONED ATHLETICS

(Continued)

6. Must follow the code of conduct established by school, and have a signed *Abide by Co-Curricular Code Form* on file.
7. Must not violate your status as an amateur athlete by: (a) accepting any amount of money or any kind of merchandise, (b) signing a contract for your services as an athlete, (c) receiving any benefit for the use of your name, picture, and/or personal appearance as an athlete, (d) providing any endorsement, as an athlete, in promoting a profit-making event or (e) playing under another name.
8. Must not at any time have received an award of merchandise of value, such as a jacket, sweater, watch, billfold, etc. in recognition of your talent or accomplishment as an athlete.
9. Must not participate in a contest or event other than for your official interscholastic school team while you are a member of that school team and during the entire school season (start of practice to end of season) of that sport or play in an all-star contest.
10. Must not let anyone besides your parents/legal guardian pay a fee for specialized training, such as summer camps, or if you are instructed by your school coach outside the season of a sport (unless the contact is in the summertime and takes place during an approved contact period).

This list is not all inclusive; please check with the WIAA or the Activities Department for all the requirements.

CO-CURRICULAR CODE COMPLIANCE

- A. The criteria used in making this code for all co-curricular activities meets or exceeds WIAA standards.
1. If you are found guilty of, or admit to, consumption, possession, delivery, or transportation of alcoholic beverages or drugs on school property, at a school-sponsored activity, or if you cause damage to our or to another school's buildings, buses or grounds, you may be suspended from school in accordance with the Germantown High School Handbook.
 2. If you are found guilty or admit in a court of law to consumption, possession, acquisition, delivery, or transportation of alcoholic beverages, drugs, or theft, you will not be allowed to participate in events until the school administration reinstates you to eligibility as prescribed by the penalties listed in this code.
 3. If your habits and/or conduct in and out of school during the school year or summer months are in violation of the code, you will be ineligible, and it will be the duty of the Activities Director or Coach to exclude you from participating in any events until you are reinstated to eligibility by the school administration as prescribed by the code.
 4. If you are found guilty, or admit to breaking the law (not including minor traffic offenses) or if you are placed on probation status, you will be ineligible to participate in any events as prescribed by the penalties listed in this code.
 5. If you have violated the rules and regulations of this code, you will be disciplined according to the provision and guidelines of this code.
 6. A student who participates in a violation of citizenship, which includes violating any criminal law or local ordinance may be suspended or dismissed from the activity. If a student is found guilty of a felony, that student will be prohibited from participation in co-curricular school activities/athletics for a minimum of one calendar year from the date of the conviction.
 7. All participants must follow the General School Rules and Regulations. Any suspensions, disciplinary actions imposed by the school will eliminate that individual from practice, competition or performance for the period of time imposed by the school administration.

REGULATIONS FOR CO-CURRICULAR ACTIVITY PARTICIPATION

A. Academic Standards

1. Students in all co-curricular activities must either pass all courses they are enrolled in, or have a 2.00 grade point average during every marking period. Marking period means first quarter, first semester, third quarter second semester.
2. If a student is ineligible at the end of a nine week grading period, he/she will be ineligible for a minimum of 15 consecutive school days. (Fall sports 21 calendar days from their first contest) He/she will be able to regain eligibility on the school day following the fifteenth day of suspension, provided he/she has made sufficient progress to comply with paragraph 1 above.
3. A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided the course(s) made up are equivalent to the one(s) that caused ineligibility.

If a student or parent feels that there are extenuating circumstances which caused the academic ineligibility, then they may appeal to the Academic Eligibility Review Board to be placed on academic probation. During the academic probationary period, which will last 15 school days, the student may participate in all practices and events. At the end of each week the student will be required to have his/her teachers sign a progress report. If the student is passing all of his/her classes at that time they will remain eligible. By WIAA rule a student may not appeal for academic probation if they have received two or more failing grades. (Academic Review Board has five members: Principal, Activities Director, a coach or advisor not of that activity, teacher, guidance counselor and student representative.)

B. School Attendance

Regular attendance is an important factor in academic achievement.

1. A student must be in attendance in at least half of his/her scheduled classes in order to be eligible to participate in a practice, contest, or performance that day. Example exceptions to this rule include the following: absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual circumstances as cleared in advance with the coach or advisor.
2. Any student who is truant for a class or study hall will be ineligible for their next scheduled contest, game, or performance.

REGULATIONS FOR CO-CURRICULAR ACTIVITIES PARTICIPATION

(Continued)

C. Equipment

1. One of the values of co-curricular activities is to teach responsibility and this should apply to the care of all equipment as well as other school property. Each participant is expected to take care of his/her equipment. In most activities, Germantown High School will loan every student the equipment necessary to compete in the activity. The original equipment issued to you must be returned at the close of the activity season.
2. To help with the athletic budget, we are asking the parents of athletes to launder all school uniforms and equipment issued to them, and to maintain them in a good state of repair. Athletes will be held financially responsible for the replacement cost of lost, stolen or misplaced equipment. Deliberate damage of school property will also be charged to the student.
3. All equipment brought home by athletes should be returned to school. In most cases, these items whether they are from Germantown High School or other schools, are not given to the students, but are taken.

D. Transportation

All students will use school-sponsored transportation to and from school-sponsored trips. Any exceptions are to be submitted in writing from a parent or legal guardian and must be approved for each school event.

E. Discipline

Due to the differences in the nature of activities offered, the same disciplinary measures are not always appropriate for all activities. For this reason, the code may have two sections, one for athletics and one for non-athletic activities. Students who participate in both areas should understand that in the event of a violation, they are subject to discipline in both areas.

VIOLATIONS OF THE CO-CURRICULAR CODE

A. A.O.D.A:

The use or possession of alcohol, any tobacco product, illegal drugs, mood altering substance (as defined in school board policy) **or performance enhancing substances (PES, as defined by the WIAA)** is prohibited for any Germantown High School co-curricular participants. In addition, attendance at a function where alcohol and/or drugs are present and being illegally consumed will be considered a violation of the Code of Conduct. This standard shall be in effect and enforced twelve months of the year.

B. ASSAULT and/or HAZING:

The physical or verbal assault of any adult or student will not be tolerated, in or out of school. Hazing as defined by Wisconsin Statute 948.51.

C. THEFT:

Theft, in or out of school, will not be tolerated.

D. VANDALISM:

Vandalism, which is the damage of any property, is prohibited.

E. UNBECOMING CONDUCT (see conduct penalties on page 10)

Unbecoming conduct by a participant may include, but is not limited to, one or more of the following and will **not** be tolerated:

1. Flagrant misbehavior in class and/or at an activity. Including, but not limited to:
 - a) Being removed from class.
 - b) Academic dishonesty
2. Disorderly conduct, as defined by State of Wisconsin law, in or out of school.
3. Flagrant disrespect of other students or school personnel, in or out of school.

F. OTHER: Activity Code violations may also occur through the use of social networking and, but not limited to, electronic communications. Potential violations are subject to review.

COACH/ADVISOR'S RULES

Coaches/advisors may have rules in addition to these. Additional rules must be approved by the administration and a parent meeting must be held informing parents of these rules. Parents will be asked to sign a form showing that they are aware and agree to these rules.

PENALTIES FOR CO-CURRICULAR ACTIVITIES (A-D,F page 9)

A. First Violation:

Loss of participation for 1/4 of regular season contests, games or performances. (may attend all practices) AND may be required to be evaluated by the guidance department or receive an A.O.D.A assessment from outside the district. Failure to take part and follow the assessment recommendations will result in the student missing an entire season or semester. Any student receiving an AODA Co-curricular Code Violation will no longer be eligible to be elected and/or serve on a dance "court".

B. Second Violation:

Loss of eligibility for the equivalent of 1/2 season contests, games or performances. (he/she may practice with the coach's/advisor's permission) AND will be required to take part in the appropriate guidance department program or go for an A.O.D.A assessment. Refusal or failure to take part and follow the assessment recommendations will result in the student being suspended from activities for a calendar year.

For those students who are suspended because of a second offense related to the use or possession of drugs or alcohol, it is required that prior to further participation, they have a chemical assessment and be involved in an A.O.D.A. treatment program as deemed appropriate by the professionals conducting that assessment at the parents expense.

C. Third Violation:

Loss of eligibility for one year (12 months) from the date that the decision is rendered AND must take part in A.O.D.A. assessment and/or treatment by a bona fide AODA treatment center at the parents expense or appropriate guidance program. Refusal or failure to take part and follow the assessment recommendations will result in the student being suspended from all athletic competition for an indefinite period of time.

D. Fourth Violation:

A student will no longer be able to participate in any co-curricular activities/athletics.

E. Multiple Violations: One incident may include more than one violation.

Hosting a Party

Any participant who has a gathering at his/her home/property where alcohol or illegal drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a participant hosts a party and it was his/her first violation, since the party was at the participant's home/property, the participant would be given a violation as his/her second offense. A participant who hosts a party may not use the honesty clause reduction.

When a student is charged with a violation out of season, or too near the end of a season to carry out a penalty which has been imposed, the suspension requirements may be satisfied in a subsequent sport.

WIAA Tournament Suspension – Suspensions occurring during the post-season WIAA Tournament shall result in disqualification from the entire tournament series in that sport as required by Article VII, Section 2B in the WIAA Constitution.

In the event that a student who has an unfulfilled penalty pending chooses to try out for a co-curricular activity in which he/she has not previously participated, the student must meet with the activities director and coach/advisor to review the rules for the program. In order to satisfy the remaining penalty, the student must win a spot on the team/activity (if there are cuts) and then sit out the events to finish the penalty. Meanwhile, the student must contribute positively to the team and complete the season in good standing. If the applicant does not qualify for the new activity/sport or otherwise fails to meet the requirements of the program, all penalties will remain in effect.

Games	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
¼season	2	2	2	2	3	3	3	3	3	4	4	4	4	5	5	5	5	6
½season	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12

PENALTIES FOR CONDUCT VIOLATIONS

Conduct violations will have the following penalties: (Violation E&F, page 9, unbecoming conduct)

1. First Violation:
 - a.) WIAA Sanctioned Activities – Suspension from one (1) regularly scheduled contest. One date counts as one event. WIAA Tournament Suspension may apply.
 - b.) Non-WIAA Sanctioned Activities – Suspension from the activities for seven (7) days or one event or performance. The participant will be allowed to practice with the advisor’s permission.

2. Subsequent and all Severe Violations:

Suspension will be determined by the administration and coach/advisor but must be equal to or greater then the first violation penalty. The participant will be allowed to practice with the coach’s/advisor’s permission.

HONESTY CLAUSE/SELF REFERRALS

Participants in activities who turn themselves in to school authorities and/or their head coach or advisor, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, may receive a reduction in suspension. Any participant involved in a code of conduct violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction.

APPEAL PROCESS

After an allegation of a violation of the Co-Curricular Activities Code, a student may appeal the charges (or the penalty) to a Board of Review, which will be composed of the building principal or designee, the Activities Director, a team coach or advisor, a faculty member, and a student council representative. The student will be given an opportunity to be heard prior to any penalty being enforced. If the Board of Review affirms the complaint, the offender may choose to appeal to the Superintendent of schools.

This appeal must be submitted to the Superintendent of schools within five (5) calendar days of the date the building principal sends notification of the determination of the initial appeal. The appeal must be submitted in writing. The determination by the Superintendent shall be sent in writing within ten (10) calendar days from the date the appeal is received. If the person or persons appealing the first step wish to appeal the determination of the Superintendent of Schools, they shall follow the procedure set forth in the next step.

The next appeal must be submitted in writing to the Board of Education within five (5) calendar days of the date of the determination of the Superintendent of schools. The Board of Education shall consider the appeal in Closed Session within ten (10) calendar days of receipt of the appeal. The decision of the Board of Education shall be final. Notification of the Board's decision will be in writing within five (5) calendar days of the Closed Session.

PARENT/COACH/ADVISOR COMMUNICATION

- A. Parent/Coach/Advisor Relationship**
Both parenting, coaching and advising are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.
- B. Communication you should expect from you son/daughter's coach/advisor.**
1. Philosophy of the coach/advisor.
 2. Expectations the coach/advisor has for your child as well as all the participants.
 3. Locations and times of all practices and contests.
 4. Team requirements, i.e. fees, special equipment, off-season conditioning.
 5. Procedure should your child be injured during participation.
 6. Discipline that could result in the denial of your child's participation.
- C. Communication coaches/advisors expect from parents.**
1. Concerns expressed directly to the coach/advisors.
 2. Notification of any schedule conflicts well in advance.
 3. Specific concern in regard to a coach's/advisor's philosophy and/or expectations.
As your children become involved in the programs at Germantown High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach/advisor is encouraged.
- D. Appropriate concerns to discuss with coaches/advisors.**
1. The treatment of your child, mentally and physically.
 2. Ways to help your child improve.
 3. Concerns about your child's behavior. It is difficult to accept your child not playing as much as you may hope. Coaches/advisors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach/advisor. Other things should be left to the discretion of the coach/advisor.
- E. There are situations that may require a conference between the coach/advisor and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure would be followed to help promote a resolution to the issue of concern.**

1. Call to set up an appointment. The GHS phone number is 253-3400.
2. If the coach/advisor cannot be reached, call the Activities Director at 253-3415; he will set up the meeting for you.
3. **Please do not attempt to confront the coach/advisor before or after a contest or practice. These can be emotional times for both parents and coaches/advisors. Meetings of this nature do not promote resolution.**

F. The next step...what can a parent do if the meeting with the coach/advisor did not provide a satisfactory resolution?

1. Call and set up an appointment with the Activities Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope that the information provided within this handbook makes both your child's and your experience with the Germantown High School Athletic program less stressful and more enjoyable.

LEVELS OF COMPETITION IN EACH SPORT AREA

Baseball - Boys

Varsity
J.V.
9th Grade

Basketball – Boys & Girls

Varsity
J.V.
9th Grade

Cross Country – Boys & Girls

Varsity
J.V.

Football – Boys

Varsity - VR
J.V.
9th Grade – Blue & Gold

Golf – Boys & Girls

Varsity
J.V.
9th Grade (Boys Only)

Gymnastics - Girls

Varsity (Co-op with Meno. Falls)
J.V.

Hockey – Co-ed

Varsity (Co-op with M.F.)
J.V.

Soccer – Boys & Girls

Varsity
J.V.
9th Grade

Softball - Girls

Varsity
J.V.
9th Grade

Swimming- Boys & Girls

Varsity
J.V.

Tennis – Boys & Girls

Varsity
J.V.

Track/Field – Boys & Girls

Varsity
J.V.
9th Grade

Volleyball - Girls & Boys

Varsity
J.V.
9th Grade (Girls Only)

Wrestling - Boys

Varsity
J.V.
Frosh

Bowling – Boys & Girls

Varsity
J.V.

Cheerleading

Varsity & J.V.

Pom Pons (Dance) Team

Varsity

Athletic Program

A. Objectives

The athletic program is an integral part of our high school co-curriculum. As such, it provides certain opportunities and emphasizes definite aims difficult to duplicate in other school activities or in later life. A primary purpose of education is to provide each individual with a good background of health and physical fitness. Interscholastic athletics certainly assists in the achievement of these purposes.

Some objectives of the athletic program are:

1. To meet the urge for competition, this is a basic American tradition.
2. To provide a “whole school” interest and activity, to involve students other than athletes, and to enlist many student organizations.
3. To teach students habits of health, hygiene and safety.

4. To teach new skills and offer opportunities to improve existing skills.
5. To provide opportunities for lasting friendships, both with teammates and opponents.
6. To provide opportunity to exemplify and observe good sportsmanship.
7. To give students a chance to enjoy one of America's greatest heritage, the right to play and compete.
8. To teach that a penalty follows the violation of a rule.
9. To give the students an early understanding that participation in athletics is a privilege, this carries responsibilities with it.
10. To consider interscholastic athletic squads as "advanced" classes for teaching of special skills to the physically "gifted" student.

Mere participation in the athletic program does not guarantee all of these objectives being achieved. In fact, many students do not always participate in sports in a manner so as to make sports a beneficial influence on their lives. These students are interested only in crowd adoration, with school studies, policies and athletic training regulations something to be circumvented if possible. Every effort should be made to show students the real goals for which sports were established. Hopefully, parents, after reading the philosophy and objectives, will work with the high school and the athletic department to promote their realization and make athletics a positive influence on the lives of athletes.

B. Athletic Awards

Athletic awards are given based on participation, loyalty, cooperation and performance. At the varsity level, a student athlete may receive an athletic letter/certificate if he/she meets the criteria set down by his/her coach. All of our varsity coaches have established the criteria necessary for receiving an athletic award. Each sport has its own standards and each coach has the right to deviate from these standards in special cases. Athletes performing at the junior varsity and freshman levels will receive awards upon completion of their season. Freshman athletes will also receive numerals upon successful completion of their first season.

Athletic Injuries and Their Care

A. Injuries

1. All injuries must be reported to the supervising coach immediately.
2. In case of an emergency, athletes will be taken to Community Memorial Emergency Center, or at out of town events, to the nearest hospital.
3. Parents should make sure they have filled out and returned the Permission for Medical Treatment Page. Special medical problems should be listed on this sheet.
4. If an injury is discovered after an athlete has returned home, parents are requested to notify the coach or athletic director at once.
5. If an athlete consults a physician regarding an injury, a Doctor's Certificate should be signed and turned in before the athlete returns to competition.

B. Athletic Trainer Program

Jamie Pecha, GHS Athletic Trainer– 253-3400 ext. 4200 or 257-4730

Email jpecha@communitymemorial.com.

School year schedule: Jamie's daily schedule will be posted outside the training room door.

The athletic trainer program is provided for our athletes through the CMH Sports Medicine. The program provides our athletes contact with professional athletic trainers and are seen regularly during the school year if needed. It also provides an opportunity for students who wish to go into sports medicine with an educational experience in a practical school situation.

C. Potential Dangers in Athletic Participation

Parents and student athletes should fully understand and appreciate the risk or serious personal injury associated with participation in the educational sport's program provided by Germantown School District. Participation in school activities involves flying objects, swift movement of bodies which many times are airborne, and unavoidable collisions.

Athletic activities are hazardous and taking part in such activities is calculated risk-taking on the part of the student/athlete and parents. It is also understandable, that too many young adults, the potential benefits exceed the potential hazards. The very element of a calculated risk makes the participation a stimulating adventure and satisfies the student athlete's desires for competition, strenuous effort, and creative activity. Reducing injuries to a minimum without subtraction from this adventure is a continuous goal of our coaching staff and administration staff.

