



Kettle Moraine School District
Learning Without Boundaries

CO-CURRICULAR ACTIVITY AND ATHLETIC CODE OF CONDUCT HANDBOOK

The attendance policy in this document will supersede the student handbook.

KETTLE MORAINÉ CODE OF CONDUCT HANDBOOK

This handbook has been prepared for the benefit of the students, the parents, and the coaches in an effort to make co-curricular activities and athletics a vital district program and an enriching experience for all participants. The students, the parents, and coaches must have a clear understanding of the co-curricular activities, athletic programs, and training rules in order to develop and sustain a successful program.

STATEMENT OF PHILOSOPHY

This philosophy represents a point of view that the administration and the athletic department of the Kettle Moraine district support. It has been included in the handbook because it summarizes the attitude toward co-curricular activities and interscholastic events that those who are responsible for in this community strive to achieve.

The co-curricular activities and interscholastic athletic programs at Kettle Moraine are an integral part of the educational curriculum. They provide opportunities for learning experiences inherent in activities and athletics that are difficult to duplicate in other school activities. They should teach attitudes of responsible team play and cooperation. They provide a vehicle for learning mental and physical self-discipline, loyalty, personal pride, pride in the school, respect for the rights of others, and the will to win. They teach that hard work and dedication produce results. A good program can unite students and the community.

Participation in co-curricular and athletic programs of the Kettle Moraine School District is entirely voluntary. No student is obligated to take part in any co-curricular activity and certainly not in interscholastic athletics. Participation is not required for graduation, nor must the student have co-curricular activity or interscholastic credits for college entrance. Those who participate must give extra time and extra effort. The opportunity to participate is extended to all students who are willing to assume the responsibilities outlined in this handbook.

Selection of candidates must not be based upon performance alone, but also upon attitude, personal conduct, cooperation, and an earnest and sincere desire to represent their school in a positive manner. Students who are selected to participate have an obligation to themselves, their school, their teammates, and their community. It is a privilege for students to represent his or her school in a program of this nature, just as it is a privilege for anyone to participate in and represent a credible organization. As a result, there are special standards for those who represent schools as members of co-curricular activities and interscholastic teams. If a student who takes advantage of this privilege finds it impossible to maintain high standards and good citizenship, then it is much better that he or she chooses not to participate.

Because it is a privilege to represent a school in co-curricular activities and interscholastic athletics, it follows logically that the school must have the authority to revoke the privilege when students do not conduct themselves in an acceptable manner. This responsibility does not exist merely while the student is participating in a co-curricular activity or interscholastic event; this responsibility for good conduct also exists at all other times and most certainly while at school. As a member of a co-curricular activity and/or interscholastic program, the student brings additional attention to his/herself and to the school.

The need for high standards of conduct is strongly defended. Any lowering of standards for a “successful” season will ultimately cause the overall program to suffer. The privilege of representing the school should be extended to

those who have given evidence they are good school citizens and those who have earned the right to be part of a co-curricular activity and/or interscholastic program.

Modified from: "Participation is a Privilege", by Clifford B. Fagan, Executive Secretary, and National Federation of State High School Athletic Associations (Retired).

BELIEFS

We define winning as "maximizing of a student's effort" and participation as "maximizing of a student's involvement." While winning and participation are desirable at all levels of co-curricular activities and interscholastic athletics, they may not serve each other well at all times. In this case:

- *Non-varsity athletic programs* should emphasize **participation**, and continue to teach physical conditioning and knowledge of fundamentals. Competition and winning attitudes are an integral part of their training, but participation is to be the emphasis at this level.
- *Varsity athletic programs* recognize the value of **winning**, or "maximizing effort." Those who desire this level of achievement do so with the understanding that it is a privilege that must be earned. Winning as an individual and as a team is recognized as a means of achieving pride and support of both the school and community.
- Coaching is an essential component of all levels of the interscholastic athletic program. Because the emphases of the various levels differ, coaches should be recruited and evaluated based on their goals and objectives.

INTERSCHOLASTIC PROGRAMS OFFERED AT KETTLE MORAINÉ HIGH SCHOOL

FALL SEASON

Boys Cross Country	Varsity / JV
Girls Cross Country.....	Varsity / JV
Cheerleading	Varsity / JV
Dance Team	Varsity / JV
Football	Varsity / JV / Freshmen
Girls Golf	Varsity / JV
Boys Soccer	Varsity / JV / Freshmen
Girls Swimming / Diving (Co-op w/ Waukesha North) ..	Varsity / JV
Girls Tennis	Varsity / JV
Boys Volleyball	Varsity / JV / Freshmen
Girls Volleyball.....	Varsity / JV / Freshmen

WINTER SEASON

Boys Basketball	Varsity / JV / Freshmen
Girls Basketball	Varsity / JV / Freshmen
Girls Gymnastics (Co-op w/ Mukwonago)	Varsity / JV
Boys Hockey (Co-op w/ Oconomowoc & Mukwonago).....	Varsity / JV
Girls Hockey (10-Team Co-op)	Varsity
Boys Swimming / Diving (Co-op w/ Waukesha North) ..	Varsity / JV
Wrestling	Varsity / JV

SPRING SEASON

Boys Golf	Varsity / JV
Girls Soccer	Varsity / JV / Freshmen
Girls Softball	Varsity / JV / Freshmen
Boys Tennis	Varsity / JV
Boys Track	Varsity / JV
Girls Track	Varsity / JV

SUMMER SEASON

Baseball	Varsity / JV / Freshmen
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**Please note that in all boys' and girls' sports where freshmen teams are not listed separately, they are included in junior varsity competition.*

INTERSCHOLASTIC SPORTS OFFERED AT KETTLE MORAINÉ MIDDLE SCHOOL

FALL SEASON

Girls Basketball.....	Grade 7 / Grade 8
Boys Volleyball.....	Grade 7 / Grade 8

WINTER SEASON

Boys Basketball	Grade 7 / Grade 8
Girls Volleyball.....	Grade 7 / Grade 8
Wrestling	Grade 7 / Grade 8

SPRING SEASON

Boys & Girls Track..... Grade 7 / Grade 8

CO-CURRICULAR CLUBS & ACTIVITIES OFFERED AT KETTLE MORAINÉ HIGH SCHOOL

Clubs/Activities	Contact Person	Email
HS Academic Decathlon	Andrea Kornowski	kornowsa@kmsd.edu
HS Aikido Club	Mike Weber	weberm@kmsd.edu
HS Athletic Training, Student Assistant	Carlee Vetrone	Carlee-jo.liss@phci.org
HS Best Buddies Advisor	Jennifer Vodenlich	vodenlij@kmsd.edu
HS Best Buddies Assistant Advisor	Kevin Marks	marksk@kmsd.edu
HS Bookstore Advisor	Joe Dellis	dellisj@kmsd.edu
HS Boys Lacrosse	Jason Pereles	jlpereles@gmail.com
HS Boys Rugby		
HS Business Publications and Yearbook	Erica Bardon	bardone@kmsd.edu
HS Caretakers of The Environment	Kelly Beck,	beckk@kmsd.edu
	Angela Nieth-Piccione	nietha@kmsd.edu
HS Chamber Singers	Susan Krechel	krechels@kmsd.edu
HS Cheerleading	Angela Cmelak	cmelaka@kmsd.edu
HS Color Guard	Judy Matsudaria	mats@wi.rr.com-Judy
HS Concert/Productions	Teresa Catania	cataniat@kmsd.edu
HS Concert/Productions	Susan Krechel	krechels@kmsd.edu
HS Concert/Productions	Todd Jaeger	jaegert@kmsd.edu
HS Concert/Productions	Lauren Roznowski	roznowl@kmsd.edu
HS Curling Club	Helen Bera	mnbera@wauknet.com
HS Dance Team	Tara Pack	kmhspomcoach@hotmail.com
HS DECA Advisor	Joe Dellis	dellij@kmsd.edu
HS DECA Assistant	Erica Bardon	Bardone@kmsd.edu
HS Downhill Ski/Snowboard Club	Joe Washcovick	hannahride@msn.com
HS Downhill Ski Race Team/Club	Mark Wallat	mwallat@wi.rr.com
HS Drama Club Advisor	Abigail Kean	keana@kmsd.edu
HS Drama Coach Spring	Abigail Kean	keana@kmsd.edu
HS Assistant Drama Coach Fall	Abigail Kean	keana@kmsd.edu
HS Drama Coach Fall	Don Korte III	korted@kmsd.edu
HS Assistant Drama Coach Spring	Don Korte III	korted@kmsd.edu
HS Drum line/Percussion Director	Eric Wallat	
Field Hockey Girls	Barbara Cancalosi	Barbalosi@aol.com
HS Foreign Exchange Host Advisor	Erika Chow	chowe@kmsd.edu
HS French Club Advisor	Nicole Snorek	snorekn@kmsd.edu
HS Freshman Class Advisor	Judith Kos	kosj@kmsd.edu
HS Friends Helping Friends	Jane Matter	clarkj@kmsd.edu
HS Gay Straight Alliance	Judith Kos	kosl@kmsd.edu
HS German Club Advisor	Erika Chow	chowe@kmsd.edu
HS Girls Lacrosse		
HS Girls Rugby	Jeff Noe	Jeff.No@constellation.com
HS Habitat for Humanity	Jane Matter	clarkj@kmsd.edu
HS History Club	Mike Vuolo	vuolom@kmsd.edu
HS Interact Club (Little Sister of The Rotary)	Michelle Weber	weberms@kmsd.edu
HS Intramural Basketball	Jennifer Vodenlich	vodenlij@kmsd.edu
HS Intramural Pickleball	Linda Plante	

HS Japanese Club	Mike Weber	weberm@kmsd.edu
HS Jazz Band I Director	Kevin Erickson	ericksok@kmsd.edu
HS Jazz Band II Director	Nathaniel Weiss	weissn@kmsd.edu
HS Jazz Choir Advisor	Todd Jaeger	jagert@kmsd.edu
HS Junior Class Advisor	Cindy Zuelke	zuelkec@kmsd.edu
HS Key Club Advisor	Jeremy Struss	strussj@kmsd.edu
HS Key Club Assistant Advisor	Rose Bellefeuil	bellefer@kmsd.edu
HS Knitting For Charity	Nancee Beal	bealn@kmsd.edu
HS Laser Strings Director	Lauren Roznowski	roznowsl@kmsd.edu
HS L.E.A.G.U.E.	Eric Anderson	andersoe@kmsd.edu
HS Link Advisor	Bill Barder,	barderb@kmsd.edu
	Brady Ramseier,	ramseieb@kmsd.edu
	Angela Cmelak,	cmelaka@kmsd.edu
	Sabrina Massey	masseys@kmsd.edu
HS Assistant Marching Band Director	Teresa Catania	cataniat@kmsd.edu
HS Marching Band	Nathan Weiss	weissn@kmsd.edu
HS Mock Trial Assistant Director		
HS Mock Trial Advisor	Michael McIntyre	mcintyrm@kmsd.edu
HS Model UN/Global Action Advisor	Michele Koper	koperm@kmsd.edu
HS National Honor Society Advisor	Sabrina Massey,	masseys@kmsd.edu
	Andrea Kornowski	kornowsa@kmsd.edu
HS N.I.N.J.A (Not Invisible Now Jesus Alliance)	Chris LeDuc	leducc@kmsd.edu
HS Robotics Club Advisor	Sabrina Massey	masseys@kmsd.edu
HS S.A.D.D. (Students Against Destructive Decisions)	Alissa Darin	darina@kmsd.edu
HS Sailing Team	Rebecca Schmidt	schmidtr@kmsd.edu
HS Senior Class Advisor	Matthew Forbes	forbesm@kmsd.edu
HS Smart Team Advisor	Steve Plum	plums@kmsd.edu
HS Social Studies Club Advisor – Econ.	Daniel Simonson	simonsod@kmsd.edu
HS Sophomore Class Advisor	Leah Cuda	cudal@kmsd.edu
HS Spanish Club Advisor	Michelle Weber	weberms@kmsd.edu
HS Speak for the Mouse	Bill Barder	barderb@kmsd.edu
HS Special Olympics	Kim Schooley	kschooley@oconymca.org
	Oconomowoc YMCA	
HS Student Senate Advisor	Nicole Kind	kindn@kmsd.edu
HS Weightlifting	David Pfeiffer	coachpfeif@yahoo.com
HS Woodwind Ensemble Director	Teresa Catania	cataniat@kmsd.edu

SECTION I: Wisconsin Interscholastic Athletic Association (WIAA) Regulations

The Kettle Moraine School District is a member of the Wisconsin Interscholastic Athletic Association (WIAA), and therefore, shall uphold and enforce the Constitution, By-laws, Rules of Eligibility and Sports Regulations of the WIAA. The following selected by-laws and regulations are stated for clarification purposes of issues that directly affect an athlete. They include but are not limited to the following:

A. ATHLETES, GUARD YOUR ELIGIBILITY (For High School Athletes Only):

1. **YOU ARE NOT ELIGIBLE:** If you reach nineteen (19) years of age prior to August 1. (WIAA Article XXIII)
2. **YOU ARE NOT ELIGIBLE:** Effective immediately, you are not eligible if you receive one failing grade (F). A student must meet school and DPI (Department of Public Instruction) requirements defining a full-time student. The criteria for co-curricular and athletic academic eligibility shall be defined by performance on quarterly progress updates during the first and third nine weeks and on report cards at the end of each semester. The student becomes eligible after fifteen (15) school days providing they show passing grades.
3. **YOU ARE NOT ELIGIBLE:** If you have attended more than eight (8) semesters after entering Grade 9, or if your seventh and eighth semesters do not follow consecutively. (WIAA Article XXV)
4. **YOU ARE NOT ELIGIBLE:** If you have participated in any sport for all, or part of four (4) seasons. (WIAA Article XXV)
5. **YOU ARE NOT ELIGIBLE:** If you and your parents do not live in the school district in which you attend school unless you have served one year of ineligibility, or been accepted through open enrollment, or unless your residence situation has been approved by the WIAA office. (WIAA Article XXII)
6. **YOU ARE NOT ELIGIBLE:** If you have violated your status as an amateur athlete by (a) accepting any amount of money or any kind of usable merchandise, (b) signing a contract for your services as an athlete, (c) permitting your name, picture or personal appearance to be used for promoting anything or (d) playing under another name. (WIAA Article XXIV)
7. **YOU ARE NOT ELIGIBLE:** If you at any time have received an award of merchandise value such as a jacket, sweater, watch, billfold, etc., in recognition of your talent or accomplishment as an athlete. (WIAA Article XXIV)
8. **YOU ARE NOT ELIGIBLE:** If you participate in a contest 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. (WIAA Article XXVI)
9. **YOU ARE NOT ELIGIBLE:** If you have played in an all-star contest or similar activity involving participants from more than a given league. (WIAA Article XXVI)
10. **YOU ARE NOT ELIGIBLE:** If you participate in any program outside of your school which can be considered by anyone as resembling a school team practicing or competing outside of the designated school season for that sport.
11. **YOU ARE NOT ELIGIBLE:** If you let anyone besides your parent pay a fee for specialized training, like a summer camp, or if you are instructed by your school coach outside the season of a sport (except

baseball, track, swimming, golf and tennis in the summer), or if you are on the same non-school team in a team sport with more than one other athlete who likely will be on the same school team as you are in the following season. (WIAA Article XXVI)

12. **YOU ARE NOT ELIGIBLE:** If you are a student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9. Unless the transfer was made necessary by a total change in residence by parent(s) or a waiver has been provided, you shall be ineligible for practice and competition for one calendar year. The calendar year suspension will be determined from the latest date among the following: a student's last day of attendance at school, last day of attendance at athletic practice, or last day of competition.

SOURCE: Wisconsin Interscholastic Athletic Association, 5516 Vern Holmes Drive, Stevens Point, WI 54481-0267. Dave Anderson, Director. Phone (715) 344-8580.

B. CO-CURRICULAR AND ATHLETIC CODE (For High School and Middle School Students):

The district code of conduct was developed with the involvement of students, coaches, and administration and adopted by the Board of Education.

1. Students are required to follow the district's code of conduct on a year-round (12 month) basis.
2. Violations of the district's code shall result in suspension of the student from co-curricular activities and interscholastic competition for no less than one contest for acts (a) involving use of alcohol, (b) use, including chewing of tobacco and (c) use, possession, buying or selling of controlled substances (d) and/or other behaviors unbecoming an athlete as outlined herein or determined by the athletic director.

***NOTE:** If a student denies violating the co-curricular activity and athletic rights and responsibilities code of conduct, the district shall provide an opportunity for the student to be heard prior to the next interscholastic competition.*

3. The minimum penalty for acts outlined above which occur in WIAA sponsored tournaments shall be an immediate disqualification of an athlete for the remainder of the total tournament series in that sport.

C. WIAA HANDBOOK:

A complete copy of the WIAA Constitution and Regulations can be obtained and reviewed on the WIAA website, wiaawi.org.

SECTION II: Basic Requirements of Kettle Moraine

The Board of Education, in keeping with the regulations of the WIAA, has established the following policies that shall be uniformly maintained and enforced by all participants in co-curricular activities and interscholastic athletics – including students, managers and statisticians, found within the Kettle Moraine School District.

A. PHYSICAL EXAM AND PERMIT CARD: All high school and middle school students participating in interscholastic sports, including cheerleading and dance team, (excluding managers and statisticians), shall file a physical examination and permit card properly signed by the parent/guardian and physician before taking part in tryouts or practices for the sport.

1. The actual physical examination is required every two years unless the athlete had a significant operation, serious illness or injury. In such cases a more frequent exam will be required. This examination may be obtained as early as April 1 of the preceding year.

- a. First year of examination year, both the physician and the parent must sign.
 - b. Second year or alternate year, only the parent must sign.
2. The card is valid for one school year once properly signed and filed in the Athletic Director's office.
 3. Signed copy of concussion paper work for every sport and/or activity the student participates in.
 4. An annual dental examination is recommended but not required.

B. INSURANCE WAIVER FORM: As the school district does not furnish insurance coverage, all high school and middle school students participating in interscholastic sports, including cheerleading and dance team, shall file an Insurance Waiver Form before taking part in tryouts or practices in that activity. This form, once properly signed and filed in the Athletic Director's office, is valid for one school year. **NOTE:** *Low cost insurance is available to all students. The school district has no liability in paying any accounts in connection therewith.*

C. PARTICIPATION FEE: A participation fee will be charged to all high school and middle school students who choose to participate in a co-curricular activity and or interscholastic events including cheerleading and dance team.

1. Currently (2013 - 2014), athletic fees are \$150 per athlete. The fee covers the entire school year and is NOT per sport. Fees are subject to change. The middle school fee is \$80. Payment must be made in the Athletic Director's or middle school's administrative office prior to the athlete being allowed to actively participate. A coach or advisor is required to submit a roster of participants to the Athletic Director as soon as it can be completed. Any athlete who does not pay the fee will be ineligible to take part in any practice or event until the fee is paid.
2. Currently (2013 – 2014), co-curricular activities fees are \$40 per student.
3. No refunds shall be granted except where cuts are made or injury or extended illness occurs which prevents continued participation. In case of a cut, the fee would be refunded in full. In the case of injury or illness, 50% would be refunded provided the injury or illness occurred during the first half of the season. No refunds would be given thereafter. No refunds will be given for suspension resulting from attendance, academic or training regulations.
4. No student shall be denied an opportunity to participate because of the inability to pay the fee. The determination will be at the discretion of the principals.

D. MULTIPLE PARTICIPATION

1. A student may participate in both interscholastic sports and other co-curricular activities at the same time, provided there is agreement with both of the affected coaches and/or advisors.
2. No student who is dropped from one squad for disciplinary reasons, or who quit without mutual agreement of both coaches and athletic director shall be eligible to compete in another sport during that season. Any student who is "cut" from a squad may try out for another sport during that season.

3. In sports that overlap, such as baseball and track, a student may practice with both teams provided the head coaches mutually agree, and with the approval of the Athletic Director. (*For High School Athletes Only*)

E. ATTENDANCE: Students have an obligation to be at school and in all classes.

1. A student who has any unexcused absences the day of a contest is ineligible for participation that day. Students must be in school for one-half day of the day of classes and have an excused absence for the remainder of the day, or be granted an excused absence by the administration, in order to participate in after-school co-curricular activities and/or interscholastic events.

2. A student who is ill on Friday and is absent the whole day shall be withheld from competition on Saturday unless the student brings a written statement from his/her parent(s) giving their permission for the student to compete and the coach feels in his/her best judgment that the student is well enough to compete.

3. All students are expected to be in school the day following a contest unless injured, excused for medical appointment, or granted an excused absence by the administration. **Interpretation:** *One-half day means the athlete must be in attendance by 10:30 a.m.*

4. **NEW as of Fall 2013:**

In-season policy: If a student reaches 7 unexcused tardies and/or absences across all class periods per quarter, he or she is ineligible to compete for a two week period of time. During these two weeks, the student is required to practice. If during the two week period, the student is unexcused tardy and/or unexcused absent, the two weeks of ineligibility starts over.

Out-of season policy: Per student handbook, any 7 tardies or unexcused absences in any given period may result in student ineligibility for the first two weeks of that activity. During these two weeks, the student is required to practice. If during the two week period, student is unexcused tardy and/or unexcused absent, the two weeks of ineligibility starts over.

5. While under an in-school or out-of-school suspension, the student will not be allowed to participate in practices, games or any co-curricular activity for the length of the suspension.

6. During the season, if a student commits a violation of school rules resulting in suspension from school, the student must be withheld from the contest or any co-curricular activities. The student will not be permitted to practice during the suspension. If a contest falls during his/her suspension, it will constitute the one game withholding. If the contest does not fall during the suspension the student must be withheld from the next scheduled contest.

F. TRAVEL REGULATIONS:

1. All students must use the mode of transportation provided by Kettle Moraine School District.

2. The parent may make prior arrangements with the Athletic Director or middle school administration in advance of the trip. Details of these arrangements will be forwarded to the coach

and the student may be released to the designated adult, provided a travel release form has been filled out prior to the day of competition.

3. If a parent is present at an out-of-town site, the parent may request that their child return with them. This request must be made in person by the parents to the coach in charge.

G. EQUIPMENT:

1. One of the values of athletics is to teach responsibility and this should apply to the care of athletic equipment as well as other school property. Equipment is a very costly item in the athletic budget. The Kettle Moraine School District prides itself in furnishing good quality, safe athletic equipment. It is expected that athletes will take excellent care of their equipment.

2. The athletic department has the right to require a \$100 deposit for all equipment/uniforms.

3. The athlete has the responsibility for the care and keeping of all athletic equipment issued by the school and for the return of same at the request of the Athletic Department. It is understood that this equipment is worn for practices or games only and nowhere else unless specifically requested to do so. If the equipment is lost, the athlete shall reimburse the replacement cost for the lost equipment.

H. ATHLETIC INJURIES:

1. Any student who is injured during a co-curricular activity or interscholastic practice or contest should report the injury to the coach and trainer at once. The coach will handle minor emergency treatment.

2. In the event of any serious injury, the nearest emergency medical service will be obtained and parents will be notified.

3. Should an injury be discovered after the student has returned home, the coach and trainer should be contacted at once.

I. COACHES EXPECTATIONS:

1. Each head coach or advisor of co-curricular activities and interscholastic athletics shall read and review expectations pertaining to the Kettle Moraine Co-Curricular Activities and Athletic Rights Code of Conduct Handbook..

2. Penalties established by the coach or advisor may not exceed penalties established in this Handbook.

3. The following items are specific topics which each head coach or advisor shall include in their expectations for their athletes:

- The student is expected to exhibit good citizenship and responsible behavior in and out of school and during any co-curricular activity or interscholastic practices and competitions.
- The use of profane, abusive, or discriminating language or pattern of behavior, which is used to taunt or demean another individual, and the use of inappropriate gestures, is

unacceptable and will not be tolerated.

- The tardiness to practice or a contest, and the absence from a practice or contest, both with approval or non-approval interferes with the development of the team. The coach specifies consequences.
- The proper appearance and grooming, and the proper dress or attire for travel is expected.
- The practice schedules for vacations and Saturdays and the training hours will be specified.
- The holding of a job during the sports season will be discussed.
- The requirements for earning a letter will be specified by the coach.

4. The student shall have the opportunity to present his/her position to the coach prior to the imposition of any penalty.

SECTION III: Co-Curricular Activities & Interscholastic Athletic Code of Conduct

We recognize that young students are frequently influenced by the behavior of adults. There is a wide gap between standards of amateur and professional athletics and between middle or high school students and college students. Middle and high school students should recognize this difference and not accept standards known to exist outside of middle and high school. Every high school must meet WIAA standards as established for high school sports and athletes.

Respect, courtesy, honesty, good sportsmanship are basic to good citizenship and should form the basis for all behavior. Since students represent the school, their behavior and appearance frequently determine the opinion others have of the school and the individuals within the school.

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and the mind have been conditioned through a regular training routine. Smoking, drinking of alcoholic beverages, and consumption of illegal drugs is prohibited for any middle or high school student.

One of the primary purposes of education is to provide each individual with a good background of health and physical fitness. Co-curricular activities and interscholastic athletics should be considered as an integral part of the health and physical fitness objectives.

Further, co-curricular activities and interscholastic athletics are an achievement of physical skills and a desire to participate in competitive activities. All such participation should be conducted in a manner to make the activity beneficial to a student's development.

To be beneficial, students should develop motor skills, aid physical development and health, and afford profitable use of leisure time. It should also provide an interest around which one may talk, plan, and work, and should be a learning experience for teaching courage, leadership, loyalty, sportsmanship, cooperation and discipline.

In order to maintain the highest level of training in all co-curricular activities/interscholastic sports, students are encouraged to assist their teammates in complying with training rules. Any student who is aware that a team member is about to violate training rules should immediately remind the student of the seriousness of his/her action in an attempt to dissuade them from further error.

Proper food and regular sleeping habits are important to growing young people. Medical authorities recommend eight to nine hours of sleep for middle and high school students.

The following are established policies of the athletic program. Deviation from these standards will mean suspension from part or the entire program. Unless otherwise described the term “violation” in this code means a confirmed or admitted violation. In an attempt to encourage individuals to be accountable for their behavior and to seek help early on if a violation occurs, all participants have a one-time option to self-refer themselves to the athletic director before a discipline report is made. By doing so, the student’s penalty will be 25% of a given activity or season. This one-time self referral may only be used with a first time offense.

A. PERSONAL CONDUCT RULES

The following actions and behavior are unacceptable for high school and middle school students:

- Commits any acts of willful, persistent, disruptive behavior, or any act that violated or is subject to penalty under Wisconsin State Statutes, Kettle Moraine School District Policies, or any location ordinances.
- Commits or participates in acts of vandalism at any local school, a school function, or at schools with whom we compete
- Commits or participates in acts of theft.

B. PENALTY

The principal or his/her designee reserves the right to impose a penalty as deemed appropriate by the severity of the infraction(s). (WIAA Article XXVII, Item B.3)

C. TRAINING RULES (For High School and Middle School Students)

Any student found to be possessing, attempting to possess, using, manufacturing, distributing, dispensing, or being under the influence of illegal drugs, abusive use of inhalants, legal drugs, other controlled substances, look-a-like drugs, drug paraphernalia, alcohol, and/or tobacco products shall be suspended from participation in any co-curricular activity and interscholastic activities.

1. This rule is to be in effect immediately and enforced for twelve months of the year. These expectations begin when a student participates in any co-curricular activities or any interscholastic activity for the first time, and remain continuously in effect until the student graduates or completes competition of the co-curricular activity or interscholastic activity season in the school in which they are enrolled.
2. Students are expected to leave safely and immediately any situation where alcohol and or/other drugs are illegally possessed or consumed by underage persons. Students who choose to remain will be considered guilty by association.

D. DISCIPLINARY ACTION

Any reasonable suspicion of violating any of the co-curricular activity and athletic rights responsibilities code of training rules may be presented to the administration, athletic director or middle school administration by a parent, coach, teacher, administrator, law enforcement officer, or students. Once obtaining the complaint, the athletic director, administrator or middle school administrator will determine if the complaint is credible. If deemed credible the complaint will be investigated. In order to be valid, the complaint must be reported within 30 days of the violation.

E. PENALTIES

The following penalties pertain no matter if the student is in season or not when a violation occurs. The training rules are to be upheld 12 months of the year and begin once a student first enters the KM co-curricular activity and or

interscholastic program and ends with graduation from the school in which he or she is enrolled (i.e., every student enters high school with a “clean record”).

1. **First Violation:** The student will be immediately ineligible to compete in 50% of the competitive contest season schedule in which the student is competing. Any remaining percentage of the suspension not served shall be recalculated and applied toward the next sport in which the student participates. Any student on suspension must continue to practice and complete the season with the team if the coach and Athletic Director so desire. The suspended student must follow all training rules and requirements of the activity or sport team.

NOTE: *Students who self-refer (one time only) are ineligible for 25% of a given season.*

Expectations: It is the intention of the School Board that the Kettle Moraine be free of alcohol, drugs and other controlled substances, as well as the abuse of prescribed medicine and other mood altering chemicals. Therefore, it is the policy of the District that possessing, attempting to possess, using, manufacturing, distributing, dispensing or in any other manner transferring, having possession of or being under the influence of illegal drugs and other controlled substances, real or counterfeit/look-a-like drugs, drug paraphernalia, alcohol or other intoxicants, or mood-altering substances, including but not limited to over-the-counter drugs such as diet pills, caffeine pills, cold remedy medicine, etc. shall not be permitted on the premises of any District owned property or at any school sponsored activity, event or function.

2. **Second Violation:** The student will be immediately ineligible to compete in 75% of the competitive contest season schedule in which the student is competing. Any remaining percentage of the suspension not served shall be recalculated and applied toward the next sport in which the student participates. Any student on suspension must continue to practice and complete the season with the team if the coach and Athletic Director so desire. The suspended student must follow all training rules and requirements of the activity or sport team. No self-referral rights are given.
3. **Third Violation:** The student will lose all ability to participate (practice and competition) in any co-curricular activities and or interscholastic events for the remainder of the student’s high school career. In addition, the School Board will be informed of any drug or alcohol infraction which occurred during school or at a school function for further discipline. No self-referral rights are given.
4. Interpretations of Violations
 - Multiple penalties will be served consecutively, not concurrently.
 - When applying the percentages to determine the number of events excluded, the Athletic Director will round off to the nearest whole number of contests (.50 or more going to the next highest number and .49 or less going to the next lowest number)

SECTION IV: Due Process

1. Each student participant in the Kettle Moraine High School shall receive a copy of the Co-Curricular Activity and Athletic Rights Responsibilities Handbook that contains all of the co-curricular activities and interscholastic policies and regulations. The student shall also receive a written copy of the coach's expectations. It shall be the student's responsibility to take the handbook and expectations home to review the content with parents or guardians. The student may not compete until requirements are met.

2. When an alleged violation of the Co-Curricular Activity and Athletic Code is reported to the administration, the principal or his/her designee shall arrange a conference with the student to take place as soon as possible, but no later than five (5) school days after the allegation has been made. (It is to be noted that preschool football, soccer, tennis, swimming, golf, cross country and volleyball practice days will be considered as school days for these purposes.) The student in question may continue to practice and compete until the initial conference is held.

3. In the event the student admits to the allegation of a violation at the conference, the principal or his/her designee shall impose the appropriate penalty for the violation as herein specified, which begins immediately.

4. In the event the student denies the alleged violation at the initial conference, the principal or his/her designee shall determine whether there is sufficient evidence to warrant further action.

- If there is not sufficient evidence, as determined by the principal or his/her designee, the allegation will be dropped.
- If there is sufficient evidence that the student has committed the alleged violation, the principal or his/her designee shall impose the penalty for the violation as herein specified, which begins immediately. The student and his/her parent or guardian shall be given written notice of the discipline imposed, the reason for it and shall be informed of the opportunity for appeal.

SECTION V: Appeal Procedure

This process recognizes the rights of the individual. It outlines a student's recourse in the event the student feels the alleged offense did not occur or the proper procedures were not followed. The appeal procedure outlined hereafter is the process a student and the student's parents are to follow in appealing decisions relating to the suspension.

- A student and/or the student's parents may formally appeal a suspension decision in writing to the principal or his/her designee within five (5) school days from the time of the suspension notification.
- The date for the appeal hearing shall be set by the principal or his/her designee to take place no sooner than two (2) school days or longer than five (5) school days from the date of the appeal request. At the written request of the athlete or his/her parents, the minimum time can be waived.
- The penalty already imposed shall remain in effect pending the decision of the Board of Review (per procedural counsel from the WIAA).
- A Board of Review consisting of one administrator, three coaches and one non-coaching teacher shall conduct the appeal hearing. The principal or his/her designee shall serve as a non-voting chair of the hearing.

- At the hearing, the principal or his/her designee will present evidence in support of the claim of violations set forth in the notice. The athlete will be provided the opportunity to present evidence favorable to his/her position and to cross-examine and rebut any advance testimony. Counsel of his/her choice may represent the student during the course of the hearing. The School District shall not be responsible to furnish legal council to the student.
- After the case has been presented and discussed by the involved parties, the Board of Review shall meet privately to decide the case. Any action taken by the Board shall be supported by a simple majority vote. All business conducted by the Board shall be considered confidential.
- The Board of Review shall render a written decision and mail that decision to the student and the student's parents within five (5) days following the close of the hearing.
- That decision may be appealed to the Superintendent of Schools by written request delivered within five (5) school days of receipt of the decision by the Board of Review. The Superintendent will review the record and conduct any other investigation that he/she deems necessary and notify the student and his/her parents of his/her disposition of the matter.
- Any additional appeal must be made to the WIAA.

SECTION VI: Reinstatement Procedures

The Principal or his/her designee must reinstate any student suspended from a co curricular activity or interscholastic competition for a code violation. A conference with the Principal or his/her designee will be conducted before the student returns to competition. A written notification of this conference will be sent to the parents and filed with the Athletic Director.

SECTION VII: Letters, Awards etc. for High School Athletes Only

All awards that are presented to the student shall be purchased from the athletic budget and must be earned from sanctioned activities, i.e. WIAA, the Athletic Conference or Kettle Moraine High School. Letters and awards will be given as specified by the school award program and at the appropriate recognition activity as determined by the school administration. All participants are expected at these programs as they would be expected at a practice or team meeting.

- A. Athletic Letters – An official athletic “KM” will be awarded to an athlete who meets the requirements for a particular sport. Only one chenille letter will be awarded during an athlete's high school career.
- B. Letter Requirements – The general requirements for earning a varsity letter are listed below. Specific requirements for each sport are available from the coach.
 - Compliance with the letter and spirit of athletic code (includes scholastic eligibility).
 - Regular attendance at team meetings, games, practices, and any other team obligations.
 - Recommendation of the coach.
 - Completion of the season in good standing.
 - Completion of four (4) years of participation as a member of the team in good standing.
 - A letter may be awarded to an athlete who is injured or becomes ill during the season and who

would normally have played as a member of the team and meets the other qualifications for this letter.

C. Certificates: Will be awarded to all athletes.

D. Athletic Numerals: Chenille numerals shall be awarded in all the sports in which an official "KM" letter is granted. Requirements for the awards shall be as follows

- Satisfactory completion of a complete season.
- Satisfactory completion in a responsible percentage of the scheduled contests in that sport.
- Recommendation of the coach.
- A numeral may be awarded to an athlete who is injured or becomes ill during the season that would normally have played as a member of the team and meets the other qualifications for a numeral.

SECTION VIII. Standards and Expectations for Advisors and Coaches

The function of a coach/advisor is to properly educate students through participation in co-curricular activities and interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated with respect and consideration. In recognition of this, the following guidelines for coaches have been adopted by the (NFICA) National Federation of Interscholastic Coaching Association Board of Directors.

The coach/advisor must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach/advisor must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach/advisor shall strive to set an example of the highest ethical and moral conduct.

The coach/advisor shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize or condone their use. The coach/advisor must uphold the policies and rules of the school district.

The coach/advisor shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach/advisor shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach/advisor shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

The coach/advisor shall actively use his or her influence to enhance sportsmanship by their spectators, working closely and positively with cheerleaders, pep club sponsors, booster clubs, administrators and parents.

Contest officials shall have the respect and support of the coach. The coach/advisor shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is inappropriate and unethical.

Before and after contests, rival coaches/advisors should meet and exchange friendly greetings to set the correct tone for the event.

A coach/advisor shall not exert pressure on faculty members to give student athletes special consideration.

A coach/advisor shall promote good sportsmanship and good citizenship as well as promoting commitment to academics and athletics.

Coaches will miss a minimum of one (1) competition if they are ejected from a contest. This is left up to the discretion of the Administration and Athletic Director.

SECTION IX: Spectator Sportsmanship

The audience is an important part of the athletic program. Support from the audience can be a source of significant encouragement for the athletes. It is critical that Kettle Moraine fans exhibit high standards of sportsmanship and citizenship. Negative behaviors, which are divisive or disrespectful to referees, athletes, fans, students, parents or school staff, are inappropriate and will not be tolerated. Those who engage in such behaviors or who are in violation of school policies or local ordinances will be subject to removal from the athletic event and subject to referral to appropriate authorities.

Positive support from fans demonstrates enthusiasm for athletics and school spirit.

We are all representatives of the Kettle Moraine School District. We need to represent the school and ourselves in superior ways – as individuals and groups with much enthusiasm and great character.

The Kettle Moraine School District believes that good sportsmanship is essential to a successful extra curricular program. The elements of fairness, courteous behavior, and gracious acceptance of positive human relations, in both individual performance and team contests, must be incorporated into this program.

With these objectives in mind, the Kettle Moraine School District strongly supports the following fundamentals of sportsmanship:

1. Respect is to be shown to opponents at all times. The opponent should be treated as a guest greeted cordially on arriving, given the best accommodations, and accorded the tolerance, honesty and generosity that all human beings deserve.
2. Officials are to be accorded respect at all times. Officials should be recognized as impartial decision makers who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Self-control must always be maintained. A prerequisite of good sportsmanship requires one to understand his own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

- All spectators shall behave in a manner that respects others, regardless of gender, race, ethnicity, and place of origin, nationality, physical or mental disability.
- All spectators are to refrain from using tobacco on school property.
- Spectator language should be such that it will reflect favorably on the school and the students.
- Spectators under the influence of alcohol or drugs will be removed with parent and/or police notification.
- Common courtesy shall be shown to all visiting spectators and their cheers.
- Spectators shall respect all decisions of contest officials.
- Spectators are not allowed to sit in the first row of the east side bleachers.

5. Skill in performance regardless of affiliation is to be recognized and appreciated. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

Patricia Deklotz – Superintendent – 262-968-6300 x5301 – deklotzp@kmsd.edu

Jeff Walters – Principal – 262-968-6273 x 4001 – waltersj@kmsd.edu

Kettle Moraine School Board:

Gary Vose, President – 262-646-3468 – voseg@kmsd.edu

Dennis Krueger, Vice President – 262-719-6098 – kruegerd@kmsd.edu

David Zeier, Treasurer – 262-695-3272 – zeierd@kmsd.edu

Terri Phillips, Clerk – 262-442-0047 – phillipst@kmsd.edu

Colin Butler – 262-244-1228 – butlerc@kmsd.edu

Jay Crouse – 262-695-0510 – crousej@kmsd.edu

Kathy Kapsy – 262-695-9492 – kapsyk@kmsd.edu

Mike Fink – Athletic Director – 262-968-6273 x4066 – finkm@kmsd.edu

Mamie Bishop – Athletic Secretary – 262-968-6273 x4065 – bishopm@kmsd.edu

The School District of Kettle Moraine does not discriminate on the basis of religion, sex, race, color, national origin, age, ancestry, creed, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States Military or state military forces, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap or other basis prohibited under state or federal law.

I have received and read the Kettle Moraine Co-Curricular Activities and Interscholastic Code of Conduct.

PARENT PERMISSION AND ACKNOWLEDGEMENTS:

1. I, as a parent or legal guardian of the above student, have read, understand, and therefore agree to support the policies and rules set forth for athletes at Kettle Moraine High School and give my son/daughter permission to participate under those conditions.
2. I also give permission for school personnel, in an emergency situation at a school co-curricular activity and or athletic event; to make decisions on certified medical assistance, first aid and care to my child should he/she require such assistance or emergency first aid by the coach.
3. As the parent (or legal guardian) of the above named student, I agree to be financially responsible for the safe return of all athletic equipment issued to him/her. I further agree to hold my son/daughter financially accountable for any and all equipment, which he/she might lose, misplace, or damage.
4. I realize that there is an inherent risk of injury through participating in all activities. I realize this risk may be severe, including the risk of fractures, brain injuries, paralysis or even death. I have sufficient insurance and am willing to take full financial responsibility for any and all injuries sustained by my child while participating in the co-curricular activities and interscholastic athletic program under the direction of Kettle Moraine High School.
5. **I understand the attendance policy in this document will supersede the student handbook.**

Athlete: _____

Grade: _____

Parent: _____

Sport: _____

Date: _____