

SOUTHWESTERN WILDCATS



EXTRA-CURRICULAR HANDBOOK 2021-2022

Table of Contents

Introduction & ECA Philosophy	3
Southwestern Extracurricular Activities List	4
Eligibility Requirements	5-6
Sunday, Wednesday, & Non-School Day Restrictions	7
Rules of Conduct & Code Violations	8-11
Amateur Status & Non-School Participation	12
Attendance, Transportation & Injuries	13
Awards & Ineligibility Dates	14
Preseason Required Paperwork, Etc.	15-20

SOUTHWESTERN SCHOOLS EXTRA-CURRICULAR HANDBOOK

PHILOSOPHY

Southwestern Schools K-12 prides itself on the many extra-curricular activities which it offers to its students. It is our belief that all students are to have an equal opportunity to participate in these activities. They are viewed as a privilege and not a right for each student. With this privilege come the responsibilities of developing the leadership within our school as well as representing the school itself. The greatest responsibility for the student is that of being a credit to oneself, to parents, to school and community. In order to achieve quality leadership it is necessary to:

1. Display high standards of social behavior.
2. Display proper respect for those in authority.
3. Display outstanding sportsmanship.
4. Display a real spirit of cooperation.
5. Dress with special care when attending an activity.
6. Use language which is socially acceptable.
7. Profanity will not be tolerated.

OBJECTIVES OF THE EXTRA-CURRICULAR ACTIVITIES (ECA) PROGRAM

1. To meet the urge of competition, which is a basic American tradition.
2. To provide a "whole school" interest & activities that enlists many student organizations.
3. To teach new skills and offer opportunities to improve those we have.
4. To teach students habits of health, friendships, sanitation & safety.
5. To provide opportunities for lasting friendships, both with teammates & opponents.
6. To provide opportunities to exemplify & observe aspects of good sportsmanship, which may also build skills for good citizenship.
7. To give students the opportunity to play and compete.
8. To give students an early understanding that participation in any activity is a privilege that also carries responsibility.
9. To consider E.C.A. (Extra-curricular activities) squads "advanced" classes for teaching special skills to the student participants.

ECA HANDBOOK MEETING

There will be only one Extra-Curricular Activities Handbook Meeting for parents and participants (grades 6-12) at the beginning of each school year (to be announced annually). Emphasis for the meeting will be on rules and qualifications, and any changes and clarifications. If you do not attend this meeting you and your son(s)/daughter(s) are responsible for reading and understanding this handbook, watching a video of the meeting, and signing and returning the Participation Pledge before actual participation will be allowed.

EXTRA-CURRICULAR ACTIVITIES

Southwestern Schools K-12 offers a wide variety of extra-curricular activities for students. The Board Of Education approves all of the student activities before they may begin at Southwestern Schools K-12. For the purpose of the Extra-Curricular Activities Code, the extra-curricular activities shall be formed into three groups.

1. Category I extra-curricular activities
2. Category II extra-curricular activities
3. Category III extra-curricular activities

Category I activities that ARE subject to the ECA Code are:

- | | |
|------------------|--------------|
| 1. Football | 6. Wrestling |
| 2. Volleyball | 7. Track |
| 3. Cross Country | 8. Golf |
| 4. Basketball | 9. Baseball |
| 5. Gymnastics | 10. Softball |

Category II activities that ARE subject to the ECA Code are:

- | | |
|----------------------|--------------------------------------|
| 1. Forensics | 8. LEO Club |
| 2. Musical | 9. Student Government/Class Officers |
| 3. School Plays | 10. Prom Court |
| 4. Band Sub Groups | 11. Homecoming Court |
| 5. Chorus Sub Groups | 12. Senior Class Trips |
| 6. FFA | 13. Student Council |
| 7. Trap Shooting | |

Category III extra-curricular activities that ARE NOT subject to the ECA Code are:

- | | |
|--------------------|---|
| Technology Ed Club | Letter Winners Club |
| Class Activities | National Honor Society (*subject to NHS ByLaws) |
| Art Club | |

***Administration reserves the right to classify any new club or organization as a category II or III upon its creation.**

ECA STUDENT PARTICIPANT ELIGIBILITY

1. Full-Time Students

In order to participate in any of the extracurricular activities offered at Southwestern School K-12, a student must be a full-time member of our student body.

2. Academic Requirements

In order to be eligible for participation in extracurricular activities, a student must fulfill the scholarship requirements of the Wisconsin Interscholastic Athletic Association (WIAA) and Southwestern Schools K-12. The current WIAA requirement states that you are not eligible if “you failed more than one class in the most recent grade-reporting period (or failed to meet your school’s academic standard if that standard is stricter than the WIAA’s)”

The current academic high school requirements approved by the Southwestern Wisconsin Community Board of Education state:

- a. Grades to determine ineligibility will be calculated at the end of each quarter (every 9 weeks) throughout the school year. 1st quarter, 1st semester, 3rd quarter, and 2nd semester grades will be used for ineligibility. Any student with **one (1) or more F’s** at the end of the quarter will be considered ineligible for the following 3 week period (middle school will only be 1 week since grade checks are weekly). Also, three (3) D’s will be the equivalent of one (1) F.
- b. **High School:** An additional *grade check* will also be made at each mid-quarter (after week 5) at the high school level. If a student athlete has either one “F” or three or more “D”s at the time of the grade check, that student will be considered ineligible for the following 1 week period.

Middle School: Grades will be checked at the start of every school week.

- In the event a student has one F or three or more Ds at the time of check the following will occur:
 - The student will be given a warning and a notice will be sent home to the parent or guardian. The student will be placed on “grade watch”
 - “Grade Watch” The student will have one week to improve the grades to meet eligibility. Grades will be monitored.
 - If the Student does not make satisfactory progress for eligibility requirements by the following grade check the student will then be placed in Academic Assistance. The student will attend Academic Assistance during their RTI/Homeroom time. The student will be required to practice but will NOT be allowed to play or participate in scheduled events until the grade or grades are brought to passing.

*During any period of extracurricular ineligibility, the student must practice athletics, but is not allowed to participate in contests/events. (If a teacher needs to meet with a student, the student will be excused from extra-curricular practices/events to attend the meeting.)

- c. If, at the end of the school year, a student-participant has **one (1) or more F's or three (3) or more D's**, the consequences will be carried over into the fall season the following school year. Summer School can be used to regain credit but **NOT** to cancel out ineligibility. It should be noted that there is some difference, but no conflict, between the periods of ineligibility required by the WIAA and the Southwestern Board of Education.

3. Age

Age shall be considered a factor of eligibility in the areas where appropriate. As of this writing, the only area which age is appropriate is athletics. The WIAA outlines that students shall be ineligible for interscholastic athletic competition if he/she reaches his/her 19th birthday before August 1st of any given school year.

4. Physical Examinations

Physical examinations for student athletes are required. Examinations taken after April 1st are good for the following 2 school years. Examinations taken before April 1st are good for the remainder of that school year and the following school year. A student may not participate in interscholastic athletics (practice or competition) until the school has a WIAA examination card on file in the athletic office attesting to parental permission and to physical fitness as determined by a licensed physician (Physicals performed by a Chiropractor are not accepted). Examination cards may be obtained from your coach or from your school office. They must be completely filled out and signed by the doctor and the parent/guardian.

5. Insurance

Southwestern Wisconsin Community School District does not provide student accident insurance. Therefore, it is the responsibility of each student athlete to complete and return to the coach or school office a proof of insurance. If a student athlete is not covered by insurance through his/her parent/guardian, he/she will be required to purchase insurance. Arrangements for this can be made through the coach or the athletic director. No student athlete may participate unless covered by accident insurance.

6. Suspensions and Expulsions

An out-of-school suspension or expulsion from school for any student participant will be considered a major violation of the Extra-Curricular Activities Code.

EXTRA-CURRICULAR EVENTS

Sunday Activities

There will be no extra-curricular activities carried on by any organization or group affiliated with the school district on Sunday, except as deemed proper by the Administration and/or the Board of Education.

Wednesday Activities

All **high school** extra-curricular activities will end in time for students to be out of the building by **6:00 p.m.** on Wednesday evenings during the school year. **Middle school** extra-curricular activities will end in time for students to be out of the building by **5:00** on Wednesdays... if practices must be held at all on Wednesdays. This has been deemed "Family Night" by the Board of Education.

"No School, No Play"

The Southwestern Wisconsin School District shall follow a "No School, No Play" policy in regard to inclement weather causing canceling school. This will result in the immediate cancellation of all practices and scheduled events. Open Gym will NOT be allowed. This shall also apply to any time that school is canceled during the school day due to inclement weather. Late starts due to inclement weather will not come under this policy. In the event that school is canceled for the entire day or canceled after students have been in session, the Athletic Director shall, as quickly as possible, contact schools, non-teaching coaches, transportation personnel and officials that have been scheduled for events on that day or evening and inform them of the cancellation. In addition, the Athletic Director and administration shall contact area radio/TV stations regarding the cancellation.

In the event that inclement weather occurs after the school day has ended or on a weekend, the Athletic Director shall confer with the principal or district administrator as to whether any scheduled practice or event shall be held. If a cancellation is determined to be necessary, the Athletic Director and administration shall make contacts similar to the above.

For School Sponsored WIAA Tournament series events, the Athletic Director and administration do have the ability to allow a game or event to continue even if school has been cancelled, delayed, or dismissed early.

YOUTH GANG POLICY

Philosophy:

- The Southwestern WI Community School District recognizes that a school must create and maintain a safe and orderly environment in which teaching can take place. The presence of gangs, gang affiliations and gang-related activities within a school disrupts that learning environment by threatening the safety of the students, staff and parents in the school building and causing disruption to and interference with the academic process.
- As a result of those beliefs, the Southwestern WI Community School District bars all gangs, gang affiliations and gang-related activities from school buildings, school-related activities and school property at all times.

Definition:

- A gang is any identifiable group or club that exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and that engages in antisocial or criminal behavior or activity.

Insignia:

- No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any students on school grounds or at school-related activities at any time. This includes:
 1. hats, caps, jackets, headbands, shirts or other clothes that have come to be identified with a gang.
 2. tattoos or other material imprinted on the body, either intended to be permanent or are easily removed.

3. medallions or other jewelry that identify gang members or gang affiliation or that have come to represent a gang.
- Students are not permitted to send gang signs either through body language or in the manner in which they wear their clothing. Students in violation of this regulation may be subject to immediate suspension from school for up to three (3) school days until such times as the offensive insignia are either disposed of or removed. If suspended, a student must return to school accompanied by a parent/guardian for a conference with the school principal.
- Students who refuse to remove or dispose of insignia will be suspended for up to three (3) school days. A repetition of this offense may result in a recommendation for expulsion.

Graffiti:

- Any student discovered to have been responsible for gang graffiti on school buildings or property will be suspended from school for up to three (3) school days. A student must return to school accompanied by a parent/guardian for a conference with the school principal.
- Any student discovered to be with another student at the time the graffiti is applied may also be suspended from school for up to three (3) school days.

RULES OF CONDUCT

Rules are a matter of self-discipline. The best performance the individual is capable of producing comes after the body and mind have been conditioned through the regular training routine.

1. A student shall be denied participation in recognized extracurricular activities for acts at any time involving the use/possession/consumption of alcohol, tobacco and/or controlled substances, or any other immoral or unacceptable conduct contrary to the ideals, principles and standards of the school. This code is in effect at all times, 12 months a year, 24 hours per day, 7 days per week, in season and off season, on or off campus, from the first day a student becomes involved in the Southwestern Extra-Curricular Activity Program until such time that the student graduates from Southwestern High School and has completed all school-sponsored activities (including spring sports that extend beyond graduation).
2. Proper food and regularity in sleeping habits are essential to all students during their formative years. It seems reasonable that during the school year ECA members should be home on a school night no later than 10:30 p.m. During periods of the season in which regular school is not in session, the curfew will be left to the discretion of the coaches or advisors in charge of the activity.
3. All students are expected to attend all practice sessions. All absences from practice must be excused by the coach or advisor of the activity prior to the practice session. Students who are injured or otherwise incapacitated are expected to attend practices if it is possible for them to do so.
4. Students who are removed from a class as part of a disciplinary action are expected to notify the coach or advisor of that fact. The student will not be allowed to participate in any activities that day. These activities can include (but are not limited to) practice, competition, concert, and/or performance.
5. Should any student action that does not readily fall into a violation of the Extra-curricular Handbook occur, the judgment of the administrative team shall prevail as to the course of action to follow. The violation may result in a lesser or greater penalty than what the Extra-curricular Handbook addresses. An effort will be made in all cases to follow the recommendations in the Extra-curricular Handbook.

EXTRA-CURRICULAR EVENT BEHAVIOR

Southwestern WI Community Schools are a member of the WIAA and strive to exemplify the standards set forth by the WIAA and our own community. One of the main areas of emphasis by the WIAA is sportsmanship. We expect sportsmanship to be displayed by all attendees; including athletes, coaches, parents and fans at all school sponsored events and functions.

Unfortunately, there are times when individuals feel that they are more important than the event and say or do things that are unacceptable. Examples of these actions include, but are not limited to: Vulgar or obscene language; physically or verbally threatening a participant, coach, official or spectator; or cheering in a negative manner towards either team involved in a contest. In these cases, violators are asked to leave the event either by the event supervisor or by the game official. If such an incident occurs, the following action(s) will be followed:

Violators being asked to leave by Game Supervisor and/or Game Official will need to completely leave the event premises or school grounds. Persons removed from any Southwestern event will be banned from attending their child's next event, home or away. Any subsequent removal will result in a ban from attending all Southwestern events, home or away for 60 calendar days. In any violation that warrants removal, the offender(s) must meet with Southwestern administrators - any combination of Superintendent, Principal, and/or Athletic Director - before any ban is considered satisfactorily served. Actions of the violator could result in a police citation being issued.

We hope to gain the respect of our opponents and have all game administrators and officials who work events involving Southwestern hold us in high esteem. In order to do so, we must ask for cooperation from all aspects of our athletics programs. Our coaches and athletes are held to certain standards by the WIAA and the school. We are now holding all attendees accountable.

CODE VIOLATIONS

There are two types of violations:

Minor Violations & Major Violations

Minor Violations are any acts that involve violations of curfew, dress, grooming, travel on team bus, personal conduct in school with regard to those in authority and other students, being removed from class, and attendance at practice sessions. Cheating on school work deemed to be of a "lower percentage value" by administration will also be considered a minor violation.

****Penalty:** The student will not be allowed to participate in any activities that day. These activities can include (but are not limited to) practice, competition, concert, and/or performance. Coaches may also levy sport/team-specific punishments for minor violations if approved by the Athletic Director.

Major Violations involve:

1. The possession or use of tobacco, nicotine, non-prescription inhalant/vaping device(s), or any related products – regardless of the substance/content, alcohol, drugs, drug paraphernalia, controlled or illegal substances, performance enhancing substitutes (PES), or the improper use of legal substances.
2. Any act of association with any of the above substances: The Principal and/or AD will have the discretion to determine whether association has occurred following the investigation of the incident in question. Association will be determined by the building principal.
3. Any act/action that is considered unacceptable or contrary to the principles and ideals of the school. This may include but is not limited to "serious" cheating incidents, inappropriate social media posts, stealing, and other events one might be ticketed for by law enforcement.
4. Out-of-school suspension or expulsion.

Student Assistance Program (SWAP) will only become involved in violations where the use of alcohol and controlled substances has been established by the building principal and/or the ECAB. A parent/guardian is required to attend 50% of the Student Assistance meetings with their student as designated by the instructor.

Self-Referral: When a student participant admits a problem or difficulty to a coach, teacher, guidance counselor, principal or contact person, there will NOT be a penalty for entering the Student Assistance Program. Such referral would be honored only if there was no formal complaint or evidence that an infraction had taken place. The student would be expected to follow the recommendations set forth by the Student Assistance Program personnel.

****Penalties**

If a student participant committed a major violation as defined by the ECA code, he/she has the following options:

Category I:

First Offense

- Substance Abuse Infractions:

- Denied participation for a maximum of 50% of the contests of a season if the student chooses to take part in the Student Assistance Program. The student **MUST** continue to practice during this time, but will not be allowed to wear his or her uniform while benched for the contest. **OR**
- Denied participation from 100% of the contests of a season if the student chooses **NOT** to take part in the Student Assistance Program or fails to follow its recommendation. The student must continue to practice during this time.
- Association: A student found guilty of association will be denied participation for 25% of the contests of a season. Association will be determined by the building principal.

- “Serious” Academic Dishonesty (As Determined by the High School Principal):

- Denied participation for a maximum of 15% of the contests of a season. **Note... suspensions round up (e.g. 3.2 games will round up to 4).*

- Other Infractions:

- Suspensions will be determined by consensus of the District Administrator, High School Principal, & Athletic Director on a case-by-case basis.

Second Offense:

- Substance Abuse Infractions:

- Denied participation from a maximum of 100% of the contests of a season if the student chooses to participate in the Student Assistance Program. The student **MUST** practice during this time, but will not be allowed to wear his/her uniform while benched for the contest. **OR**
- Permanent removal from all extra-curricular activities if the student chooses not to participate in the Student Assistance Program or fails to follow its recommendations.

- “Serious” Academic Dishonesty (As Determined by Administration):

- Denied participation for a maximum of 100% of the contests of a season.

- Other Infractions:

- Suspensions will be determined by consensus of the District Administrator, High School Principal, & Athletic Director on a case-by-case basis.

Third Offense:

-Any Major Infraction

- Permanent removal from all extra-curricular activities regardless of whether the student chooses to participate in the Student Assistance Program.

In addition, if a participant engages in or is charged with felonious criminal behavior including a single, first time event where the student has no previous extra-curricular violation, the issue may result in permanent suspension from all participation.

If the 25%, 50% or 100% penalties cannot be completed in the present season, the remaining percentage will be assessed during the next season of participation. Cancelled contests (for bad weather or any other reason) may not be used to fulfill a suspension.

Clean Slate: Any minor code violation before receiving their 8th grade promotion will be cleared upon receiving their 8th grade diploma. Any major code violation during 8th grade, where the extracurricular code punishment has not been served, will carry over to the high school after 8th grade promotion.

Category II:

First Offense:

The Participant will be prohibited from activity for a 9 (nine) week academic period.

Second Offense:

The participant will be prohibited from activity for an 18 (eighteen) week academic period.

Third Offense:

A third violation would result in participation being prohibited for the rest of the school career.

Good Behavior: If a student goes without an ECA code violation for 2 years after the last violation, one (1) violation will be eliminated from the student participant's record, the rationale being to reward responsible behavior.

REPORTING AND ADMINISTRATION OF ECA CODE VIOLATIONS

DUE PROCESS

Step 1:

When there is an allegation or suspicion of a code violation, the student-participant will initially meet with the building Principal. The student-participant will be asked to give a verbal and/or written account of the alleged violation. In order for a complaint to be investigated there must be the following qualifications:

- a. A signed, eye-witnessed, written account of the incident.

This written account will state the kind of suspected violation and the date, hour and place in which it took place. The building Principal and other appropriate school personnel (coach, advisor and/or athletic director) may investigate the suspected violation to substantiate facts.

OR

- b. A published account of the incident which includes social media sites.

OR

- c. Notification by law enforcement officials.

*It should be noted that confidentiality will be maintained throughout this process and that the student-participant is presumed innocent until proven guilty. Documentation within this process includes:

- . phone call to parent/guardian
- . certified letter sent home to parents/guardian
- . copy of letter to Student Discipline File
- . notification of coaches and advisors

Step 2:

If the matter is not resolved in Step 1, students/parents have 24 hours to request in writing that the matter be brought to the Superintendent.

Step 3:

If the student-participant disagrees with the decision of the superintendent, he/she has the right to request an appeal hearing with the Board of Education.

AMATEUR STATUS

Amateur status requirements will be followed by Southwestern Schools K-12 in compliance with the state level organizations of the activity involved. The amateur status comes into play most often in the case of inter-scholastic athletics. The WIAA has requirements concerning amateur status. You will violate your standing and shall be considered ineligible for further participation in the school's interscholastic athletic program if you:

- a. Accept reimbursement for participation in any form - cash, salary, or merchandise of any kind.
 - A student may receive: school mementos valued not more than \$200, an award valued no more than \$100 retail, and may retain non school competition apparel worn by the student as part of the team uniform.
- b. Sign a contract or agreement for services as a participating athlete.
- c. Permit your name, picture or personal appearance to be used promoting anything.
- d. Play in a contest under a name other than your own given name.

NON-SCHOOL PARTICIPATION

- A. WIAA rules do not prevent athletes from practicing with non school teams or from receiving private skills instruction during the school season.
- B. Rules indicate athletes may not participate in more than two non-school competitions during the school season, in the same respective sport with school approval.
 - a. Non School competitions include: races, scrimmages against other teams, normal non school games, "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, etc.), fun runs (including "banditing"), etc.
- C. During the season, athletes may participate in a skills contest with approval of the school.
 - a. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition.
 - b. Fun runs are not considered skills contests.
 - c. There can be no school coach involvement.
 - d. All other eligibility rules including amateur status apply.
- D. A student-participant will become ineligible in an activity for the remainder of the season for competing in unapproved non-school activities during the same season or time in which they are a member of a similar school activity.
- E. A student may not compete in any program which can be construed to be a school practice or competition out of season.
- F. A student must discontinue summertime participation in non-school programs as of the first day of school's official opening day of practice in the same activity.
- G. A student can't attend a specialized camp, clinic or school unless the program is approved by the state organization, as well as Southwestern Schools. The student and his/her parents must directly pay the fee or cost of any non-school activity involving specialized training or instruction.
- H. The Music Parents Association of the Southwestern Schools K-12 does offer scholarships for students attending summer camps. These may be applied to the fees for that camp and shall not be considered in violation of this section of the ECA Code.

ATTENDANCE

Students are expected to have good attendance records. If a student is not in school by the beginning of 2nd hour, and for the remainder of the school day, they will not participate unless their absence has been for a medical reason or a family emergency (doctor note required). Exceptions would have to be brought to the Administration for prior approval.

APPEARANCE

Appearance at any activity should bring credit to the student participant, the activity and the school district at all times. During Extra-Curricular Activities students are asked to dress so that they are a credit to themselves and their school. This shall be at the discretion of the coach or advisor.

SCHOOL EQUIPMENT

In most cases the school will furnish the necessary equipment for the extra-curricular activity. Student participants are expected to take the responsibility and care of the equipment that is given to them. The issued equipment must be returned at the close of the season. The student participant will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property will also be charged against the student participant. Parents are asked to see that the student participant returns equipment not purchased by that individual.

TRANSPORTATION

Extracurricular Transportation: Regular contracted school buses or school owned vehicles will be used to transport coaches and student participants to all regularly scheduled extracurricular events. The exception will be when a team makes it to a state tournament. At that time the Athletic Director shall determine what type of vehicle is needed and the school will cover the cost of that vehicle. If an extracurricular event requires a trip outside of a two hour travel area, the Athletic Director shall determine what type of vehicle is needed and the school will cover the cost of that vehicle.

INJURIES

All injuries are to be reported to the coach or advisor immediately. Injuries that are discovered after the student participant has returned home should be reported to the coach/advisor as soon as possible. In the case of an emergency, student participants will be sent to the nearest emergency center unless parents have indicated in writing to the coach or advisor that the student should be sent elsewhere.

ATHLETIC AWARDS

It should be understood by each student participant that when an award is given, it is given in trust. It may be reclaimed by the school at any time up until graduation if the student participant fails to live up to the standards set forth in this handbook.

A standard practice issued in the distribution of athletic awards is listed below:

1. A student athlete participating for the first time in any sport will receive a certificate of participation. The procedure of issuing participation certificates will continue in following grades if the participant does not letter.
2. Lettering Procedure
 - a. The first time a student athlete letters he/she will receive:
 - a chenille letter, insignia of the sport, & certificate of letter award
 - b. After a student athlete letters in a given sport, during the following years lettering in the same sport he/she will receive:
 - bar & certificate of letter award
 - c. After lettering in a sport, each succeeding sport the student athlete letters in, he/she will receive:
 - insignia of sport or bar & certificate of letter award
3. Only one chenille letter will ever be issued to a student athlete regardless of the number of times they may have lettered throughout their high school career.

POSSIBLE SPECIAL AWARDS

Each sport also selects special award-winners at the conclusion of the season. Such awards may include (but are not limited to) MVP, MIP, Captain, Defense Award, Gold Glove, etc.

OTHER SPECIAL AWARDS

- Homecoming and Prom King and Queen crowns
 - **Music Awards:**
 - National Choral Award-This award shall be presented to the outstanding senior choir member
 - John Philip Sousa Band Award-This award shall be presented to the outstanding senior band member.
- *Letter criteria and other music awards fully described in the music department handbook

3 WEEK INELIGIBILITY START DATES

End of Quarter 1
End of Semester 1
End of Quarter 3
End of Semester 2

ACTIVITIES PARTICIPATION CHECKLIST

REQUIRED FORMS TO BE COMPLETED **ONCE** FOR THE SCHOOL YEAR (WITH THE EXCEPTION OF THE EMERGENCY FORM AND PARTICIPATION FEE WHICH ARE SPORT SPECIFIC). DETAILED EXPLANATIONS OF EACH FORM ARE LISTED BELOW.

- PHYSICAL WITH CONCUSSION FORM (GREEN) **OR** ALTERNATE YEAR WITH CONCUSSION FORM (YELLOW)
- EXTRA-CURRICULAR ACTIVITIES PLEDGE (PINK)
- EMERGENCY INFORMATION FORM (**FOR EACH SPORT**) (IVORY)
- TRANSPORTATION GUIDELINES (COMPLETE FOR APPLICABLE SPORTS) (Blue)
- WIAA ELIGIBILITY SHEET (Orange)
- \$60 PARTICIPATION FEE **PER SPORT** (\$120 FAMILY CAP PER YEAR)

REQUIRED documents need to be completed, signed, dated, and returned to the high school office **BEFORE** the student's first day of practice. It is mandatory for all information and signatures on the forms to be filled in entirely. **You must have all paperwork submitted and your fees paid or you will not be allowed to participate in practices.** The coach will be notified of the eligibility of each athlete prior to the first day of practice.

ALL FORMS ARE AVAILABLE IN THE HIGH SCHOOL OFFICE.

1. PHYSICAL WITH CONCUSSION FORM **OR** ALTERNATE YEAR WITH CONCUSSION FORM:

A) WIAA PHYSICAL EXAM ATHLETIC PERMIT FORM AND CONCUSSION FORM - If a student desires to participate in the WIAA program, he/she must have a physical exam form on file at the school prior to the first day of practice. A licensed physician (no chiropractors) must sign the appropriate form. **Per WIAA rule: A physical examination taken April 1st and thereafter is valid for the following two school years. Physical exam taken BEFORE April 1st is valid only for the remainder of that current school year and the following school year.**

ACT 172 – CONCUSSION: Read the entire information contained on the reverse side of the physical form and acknowledge having received information about the signs, symptoms and the risks of sport-related concussion.

B) WIAA ALTERNATE YEAR ATHLETIC PERMIT FORM – An alternate year is the second year of a physical taken after April 1st. **If the physical exam was done from April 1, 2016 to March 31, 2017, an alternate year form is required (in addition to having the initial physical exam form on file at the school).**

ACT 172 – CONCUSSION: Read the entire information contained on the reverse side of the alternate year form & acknowledge having received information about the signs, symptoms and the risks of sport-related concussion.

2. **EXTRA-CURRICULAR ACTIVITIES PLEDGE FORM** - This document outlines the behavioral expectations for students participating in the extra-curricular program. **This form will cover ALL sports and ALL extra-curricular activities.** Only one form is required for the current school year regardless of how many sports or clubs/activities a student is involved in.
3. **EMERGENCY INFORMATION FORM** - This form is required **for each sport** a student is participating in and will be kept on site by the coach in the event of an emergency.
4. **TRANSPORTATION GUIDELINES (FOR APPLICABLE SPORTS)** - If a student is participating in golf, cross-country, gymnastics, wrestling, or softball, this form is REQUIRED.
5. **WIAA ELIGIBILITY FORM** - Detach and return the sign-off form at the bottom of the back page.
6. **PARTICIPATION FEES**
 - The participation fee for each sport is \$60.00. The family maximum for sports is \$120.00 per year.
 - Fees **MUST** be paid **BEFORE** the first day of practice or the student will **NOT** be allowed to participate. Please make checks payable to Southwestern Schools.

(PLEASE PRINT)

**SOUTHWESTERN SCHOOL DISTRICT
ATHLETIC EMERGENCY INFORMATION FORM**

SPORT _____

Participant's Last Name	First Name	MI	Sex	DOB	Age	Grade
Parent's Name	Home Address (include city/zip)		Home Phone	Cell Number		
Parent's Name	Home Address (include city/zip)		Home Phone	Cell Number		
Father's Place of Work	Phone	Mother's Place of Work	Phone			
Family Doctor	Phone	Family Dentist	Phone			

IF ATHLETE IS ILL/HURT AND PARENTS ARE NOT AVAILABLE CONTACT:

1. _____
Name Relationship Phone

2. _____
Name Relationship Phone

Do any of the following conditions apply: Heart Disease _____ Allergies _____ Asthma _____ Other _____

If so, give special instructions for care/medication: _____

We authorize the Southwestern School District representative, or Southwest Health Center representative to provide and secure any medical assistance on behalf of my son/daughter. We authorize these individuals to discuss my son/daughter's medical condition with other health care personnel, with whom we deem appropriate. We further authorize transportation by Emergency Medical Service Personnel to an Emergency Management Facility (hospital) and the EMF to treat the condition in the event that we are physically unable to give consent ourselves.

_____ Date Signature of Parent / Guardian

WHEN PLACING A 911 CALL, PLEASE BE PREPARED TO:

1. Give your name, location, and description of emergency;
2. Give detailed directions where ambulance should go including location of the easiest access to your emergency entrance;
3. DO NOT hang up until you are told to do so by person receiving your call.

BE CERTAIN YOU HAVE PERSONS DESIGNATED TO:

1. Contact trainer on site;
2. Stay with injured athlete;
3. Make phone call to EMS;
4. Make sure gates and doors for EMS access are unlocked;
5. Meet EMS;
6. Call parents;
7. Maintain supervision of the uninjured students;
8. Document incident.

SOUTHWESTERN HIGH SCHOOL

TRANSPORTATION GUIDELINES FOR GOLF, CROSS COUNTRY, GYMNASTICS, WRESTLING, & SOFTBALL

Students in Golf, Cross Country, Gymnastics, Wrestling, and Softball are responsible for transporting themselves to practices and/or home contests under the following conditions:

1. All drivers must possess a valid Wisconsin driver's license.
2. Transportation provided in private vehicles must be indemnified by the personal accident and injury insurance of the owner or the driver.
3. All drivers must exercise caution when driving and obey all traffic laws (including Graduated Driver License restrictions) and all in the car must wear seat belts.
4. The Southwestern School District is not liable for injury, loss, accident, illness or damage incurred by drivers or passengers in vehicles.

We have read and agree to abide by the conditions described above. **I give permission for my student to drive or be driven by a member of our team.** Furthermore, we release the Southwestern School District, the members of the Southwestern School Board and their respective employees, agents, and assigns from any claim of liability or negligence for injury, illness, or accident that may occur as a result of this practice.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please check all activities your student will be involved in that practice or compete off school property.

- Golf
- Cross Country
- Gymnastics
- Wrestling
- Softball

SOUTHWESTERN HIGH SCHOOL

EXTRACURRICULAR AND CO-CURRICULAR TRANSPORTATION PERMISSION FORM

PARENT'S NAME _____

PARENT'S SIGNATURE _____

STUDENT'S NAME _____

MY SON/DAUGHTER WILL BE RIDING HOME WITH ME FROM:

_____ ON _____
event date

This form should be given to the high school principal in advance of the event to be signed and copied for documentation. The original will be given back to the student to provide their head coach or advisor before the event. **It is always encouraged that athletes travel to and from events with their team. Please use this form only for rare/special circumstances. Thank you!**

PRINCIPAL'S SIGNATURE _____ DATE _____
(Cynthia A. Lacey)

SOUTHWESTERN SCHOOL DISTRICT
EXTRA-CURRICULAR PROGRAM CODE FORM SCHOOL YEAR _____

LAST NAME: _____ **FIRST NAME:** _____

GRADE: _____ **DATE OF BIRTH:** _____

ALL STUDENTS PARTICIPATING IN AN EXTRA-CURRICULAR ACTIVITY MUST HAVE THIS FORM FILLED OUT COMPLETELY AND IT MUST BE ON FILE IN THE HIGH SCHOOL OFFICE **PRIOR** TO PRACTICE OR PARTICIPATION.

EXTRA-CURRICULAR PHILOSOPHY: The Extra-Curricular Activity Program of the Southwestern School District is a vital part of the educational system. The primary purpose of this program is to assist students in growing and maturing into responsible members of our school and community. The extra-curricular program is and will continue to be an important part of school life.

Respect, integrity, responsibility, pride, humility, and good sportsmanship are basic to good citizenship and should form the basis for all behavior. Since students involved in extracurricular activities represent their school, their behavior frequently determines the opinion others have of their school and the individuals within that school community. As students experience the privilege of participating in an extra-curricular activity they also accept the responsibility of maintaining standards that will bring credit to themselves, their family, their school, and their activity.

This extra-curricular code outlines the standards for students participating in our activities program. These include standards of behavior in the areas of school attendance, academic achievement, and proper conduct. In addition, as we look at society, we see that the use of tobacco, alcohol, and other drugs is widespread in our culture; as that use may be habit forming and harmful to an individual and society and as it is the responsibility of the Southwestern school system to teach the dangers of usage and to discourage that use, it is logical to adopt a code that endorses that responsibility.

The following are established policies that support the standards and expectations of our extra-curricular program. Deviation from the standards will mean suspension from part or the entire program. Unless otherwise described, the term "violation" in this code means a confirmed or admitted act.

EXTRA-CURRICULAR CODE - This code has been endorsed and adopted by the Southwestern School Board. Every student who wishes to become involved in the district's Extra-Curricular Activity Program agrees to abide by the conditions outlined. **This code is in effect at all times, 12 months a year, 24 hours per day, 7 days per week, in season and off season, on or off campus, from the first day a student becomes involved in the Southwestern Extra-Curricular Activity Program until such time that the student graduates from Southwestern High School or has completed all school-sponsored activities.**

Additional guidelines and consequences may be created by an advisor or coach that are specific to a given activity. These guidelines may not reduce approved expectations/sanctions but may increase them.

VIOLATIONS: Major: 1) The possession or use of tobacco, nicotine, non-prescription inhalant/vaping device(s), or any related products – regardless of the substance/content, alcohol, drugs, drug paraphernalia, controlled or illegal substances, performance enhancing substitutes (PES), or the improper use of legal substances. 2) Any act of association with any of the previous-listed substances. 3) Any act/action that is considered unacceptable or contrary to the principles and ideals of the school. This may include but is not limited to cheating, stealing, vandalism, and other events one might be ticketed for by law enforcement. 4) Out-of-school suspension or expulsion.

Minor: Any acts that include but are not limited to violations of curfew, dress, grooming, travel on team bus, personal conduct in school with regard to those in authority and other students, being removed from class, and attendance at practice sessions.

PROBLEM SOLVING PROCEDURE - It has been stated that extra-curricular participation is a microcosm of society. These activities enhance the overall educational experience of the student. The development of lifetime skills like honesty, integrity, respect, dedication, commitment, and loyalty are all important qualities for students to learn. One of the most important lifetime skills that can be developed through participation is problem solving. If we indeed believe that extra-curricular programs mimic life, then the potential exists for conflict in interpersonal relationships. Conflict is an inevitable part of the human condition. Students should learn to embrace it as an educational opportunity. Although these skills are best developed in the home, Southwestern High School feels an obligation to reinforce their development and endorses the following guidelines for the benefit of healthy dialogue and resolution.

WHEN A PROBLEM EXISTS, FOLLOW THESE STEPS SEQUENTIALLY - The participant should reflect on program philosophy and goals as stated by the advisor/coach. Then take a personal inventory and an insightful look at your goals, desires and motivation. How do they match up with the program?

1. The participant should speak to their parent. The parent should avoid being the "middle man" and be a good listener. Discussion should focus on resolving the conflict. No resolution?
2. The participant should talk with the advisor/coach. The parent should avoid denying the participant this educational opportunity by meeting with the advisor/coach on behalf of the participant. Following this session, the parent and participant should talk. No resolution?

3. The parent should call the advisor/coach to arrange a meeting with the participant included. Please avoid approaching a coach after a game. Following this session, the parent and participant should talk. No resolution?
4. The parent should call the athletic director to arrange a meeting with advisor/coach and participant included. No resolution?
5. The parent should call the principal to arrange a meeting with the athletic director, coach and participant included.

HOW TO APPROACH YOUR ADVISOR OR COACH WITH A PROBLEM

1. The most opportune time to arrange a meeting is before or after practice. All successful problem solvers realize that effective communication only results when emotions are held in check. Therefore out of respect for all parties, attempting to resolve conflict on game day is not effective and must be avoided.
2. After a meeting is arranged, put your thoughts on paper. Rehearse. Take notes with you to the meeting. Use positive communication skills i.e. proper eye contact, respect, emotional control. The advisor/coach will seek to understand your position. Understanding does not necessarily imply agreement.
3. After making your case, become an active listener. Seek to understand the advisor/coach position before defending your own. Take notes. Avoid interrupting.
4. Remember that listening does not necessarily imply agreement for either party. Successful problem solvers understand the concept of “agreeing to disagree” and are respectful of others’ opinions.

IT IS THE STUDENT’S RESPONSIBILITY TO READ AND FOLLOW ALL RULES OF ELIGIBILITY. THESE RULES CAN BE FOUND IN THE EXTRA-CURRICULAR HANDBOOK

THE EXTRA-CURRICULAR PROGRAM OF THE SOUTHWESTERN SCHOOL DISTRICT RECOGNIZES THE NEED FOR MAXIMUM STUDENT AND PARENT COOPERATION TO MAKE STUDENTS A SUCCESS. YOUR SIGNATURES SIGNIFY THAT YOU HAVE READ AND UNDERSTAND THE EXTRA-CURRICULAR CODE AND THE WIAA RULES OF ELIGIBILITY AND AGREE TO ABIDE BY THE CONDITIONS SET FORTH. THE ABOVE INFORMATION IS A CONDENSED VERSION OF THE EXTRA-CURRICULAR CODE CONTAINED IN THE EXTRA-CURRICULAR HANDBOOK.

LEGAL WAIVER AND RELEASE

1. I give my permission for the above named student to practice, compete and represent the school in WIAA and/or approved interscholastic sports or SWSD clubs except those restricted and indicated here (if any): _____.
2. I grant permission for any medical records pertaining to the health of the above named student be made available as necessary to the proper school district personnel and appropriate health care providers, including emergency medical personnel.
3. It is recommended that information regarding your child’s allergies and prescribed medications be made available.
4. We authorize consent between the athlete, parents, Southwestern School District representative, Southwest Health Center representative or any healthcare provider to; discuss any pertinent information in regards to current or previous medical conditions, perform necessary evaluative procedures and secure treatment of injuries or medical conditions sustained through participation.
5. We further authorize the Southwestern School District representative, or Southwest Health Center representative to take any necessary action in the case of an emergency. We further authorize transportation by Emergency Medical Service Personnel to an Emergency Management Facility and the EMF to treat the condition in the event that we are physically unable to give consent ourselves.
6. We understand that participation in extra-curricular activities provided by the Southwestern School District may result in injury, some of which could result in catastrophic outcomes including, but not limited to; concussion, permanent, paraplegia, and death. Participants hold the responsibility to perform only approved safe techniques in practices and games or events.
7. Participants/Parents/Guardians have been educated on the signs, symptoms and care of concussions and agree to abide by SWSD concussion protocols.
8. We accept all risks associated with participation while using our facilities or services.

Having been cautioned and warned, we sign this document voluntarily, intelligently and with full knowledge of its legal consequences. Furthermore, we release the Southwestern School District, the members of the Southwestern School Board, and their respective employees and agents and Southwest Health Center Representatives from any liability and or claims of negligence that may occur during participation in any practice and/or event which is in any way related to the extra-curricular activity. We further understand that the Southwestern School District does not provide accident insurance on behalf of participants in such extra-curricular activities, and that the responsibility for medical coverage for any injury or illness sustained as a result of participation does not lie with the District. We understand that this release will apply to myself, and personal representatives, heirs, and assigns.

_____(please initial) As parent/guardian I acknowledge that my child has accident insurance coverage through a private insurance carrier.

Signature of Parent//Guardian: _____

Date: _____

Signature of Athlete/Participant: _____

Date: _____