

# Marshall Middle School 2023-2024 Co-Curricular Handbook



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# Introduction

The Marshall Middle School coaches/advisors encourage all students to take advantage of the valuable educational experiences offered through participation in co-curricular activities. It is the desire of all coaches/advisors that participation be an enriching and healthful experience in which physical, mental, and social growth shall be stimulated. This booklet has been prepared for the benefit of the students, parents, and the staff, in an effort to make all co-curricular activities a contributing and worthwhile part of the overall school program.

The Marshall Middle School Co-Curricular Handbook includes the following activities and any other activities the Board of Education and Administration classify as Co-Curricular:

## **Athletics:**

Boys and Girls Cross Country

Girls Volleyball

Boys and Girls Basketball

Boys and Girls Wrestling (open to 6th graders per conference bylaws)

Boys and Girls Track and Field

Some of the co-curriculars that have been offered in the past include those listed below. Depending on available adult advisors and student interest, these and/or other opportunities will be communicated with students and families.

Drama

F.F.A.

Science Olympiad

Student Council

Math 24

Show Choir

Musical

Geography Bee

The Co-Curricular Policies are relevant to all students, grades 6-8, who participate in any of the above listed activities and represent Marshall Middle School in any kind of school-sponsored competition.

## **Co-Curricular Handbook**

All participants will be given a copy and/or email link of the Co-Curricular Handbook during their first practice/meeting by their coach or advisor. The coach/advisor will discuss the Co-Curricular Handbook with students and answer any questions students have. Parent questions can be directed to the coach, advisor, Athletic Director or Principal. Additional copies of the Co-Curricular Handbook are available in the office or on the middle school website.

## Co-Curricular Eligibility Rules

Students interested in participating in any co-curricular activity must fulfill the following requirements:

### Academic Requirements

In order to be academically eligible to compete students will have no more than two 1's and no zeros on their standards based report card. Each sport/activity will have 1 grading period expectation. The grading period expectations are as follows:

Boys/Girls Cross Country and Volleyball: 1<sup>st</sup> quarter progress reports

Boys Basketball: 1<sup>st</sup> quarter report cards

Girls Basketball: 2<sup>nd</sup> quarter report cards

Wrestling: 3<sup>rd</sup> quarter progress reports

Track: 3<sup>rd</sup> quarter report cards

Students who do not meet this requirement will be ineligible to participate in any competitions or contests for 20% of the season's competitions. After 20% of the season's competitions have passed, the student must be meeting the same criteria listed above in all of their classes in order to regain their eligibility. The student will be responsible for having all of their teachers sign the academic reinstatement form after 20% of the season's competitions have passed. If the student is receiving any "no's" on this form from any of their teachers, they will be ineligible for another 20% of the season's competitions. The student should continue to practice during their ineligibility.

A coach/advisor may implement higher academic standards than those listed above. The coach will communicate these expectations to the students and parent(s)/guardian(s) prior to the start of the season.

**\*\*Note:** It is the student's responsibility to initiate a grade check by completing a Co-Curricular academic reinstatement sheet that can be found in the middle school office and submitting it to the Principal or Athletic Director.

### Attendance Requirements

No student shall practice or participate in any co-curricular activity on a school day if the student was not in school and attending (attendance in Physical Education means participation) all classes the day of the activity.

A student who has an unexcused absence may not participate in an event until they have attended all classes on the next regularly scheduled school day.

If a student misses a class on the day of a co-curricular event and proceeds to take part in the event, the Principal or Athletic Director, the coach/advisor and the student will meet to decide on appropriate consequences for this violation.

Students may receive permission to practice or compete without being in school for the entire day with cause (e.g. family funeral, medical appointment, etc.). Parent(s) must notify the office **PRIOR** to the absence in order to be eligible to participate. Along with office notification, if the student is attending a medical appointment, the student must bring with a medical excuse from the health care institution in which they had the appointment. A student will be ineligible on that day until the office receives documentation from the medical institution of the appointment.

Students serving an in or out of school suspension are ineligible to participate in all school activities until the suspension has been completely served.

**\*\*Note:** Students do not complete an out of school suspension until they are in attendance the following school day.

### **Attendance at Practices and Games**

Participants are expected to attend all practices. They may be excused from practice by the head coach/advisor only.

Penalties for unexcused absences and tardiness will be levied by the coach/advisor in charge.

Injury or illness will be the only legitimate excuses for missing a regularly scheduled game or activity. Other reasons for missing must be cleared by the coach/advisor before the absence.

### **Athletic Emergency Form/Co-Curricular Code Agreement Form**

All participants and their parents must read the co-curricular handbook. Through their Infinite Campus parent and/or student portal, students and parents can acknowledge receipt of this material. They will also be able to enter their emergency contact information.

### **Athletic-Specific Eligibility Rules**

Every student who desires to participate in our athletic program must fulfill the following requirements:

- Have a physical examination (on the Physical Exam Card available in the school office) on alternate school years. Note: Physical examinations taken after April 1st are good for the following two years. Examinations taken before April 1st are good for the remainder of that school year and the following school year.
- Students not needing a physical must still have an athletic emergency/co-curricular code agreement form signed/acknowledged by the student and their parents.
- Students and parents must read and acknowledge the concussion information available in Infinite Campus each year, per Wisconsin state law.
- Students must meet all sport-specific requirements as outlined in the Marshall

Middle School Co-Curricular Handbook.

- Students must participate in a minimum of 5 practices with the team to be eligible to compete

Note: All physical forms, emergency forms, and concussion forms must be signed by parents and students and returned to the middle school office or completed in Infinite Campus, before an athlete may practice in any sport.

Students will also adhere to all rules established by the Mauneshia League (Marshall, Deerfield, Waterloo, Columbus, Cambridge, Dodgeland, and Palmyra-Eagle Schools)

## **General Student Expectations**

### **Care of Equipment**

The various departments, in conjunction with the school, will provide safe equipment that meets NFHS standards.

The care and maintenance of equipment will be the co-responsibility of participants and the school district.

Participants are responsible for immediately turning in equipment at the end of the season.

Lost or damaged items must be paid for through the Middle School office.

### **Dressing for Practice or Competitions**

Students are expected to dress appropriately for practice or competitions, particularly away events. Students should be cognizant of weather conditions and the likelihood that they may change rapidly, and come prepared with additional clothing or supplies.

### **Injuries and Insurance**

The participant must report all injuries immediately to the coach/advisor. The coach/advisor shall report the injury to the Principal or Athletic Director as soon as possible. Parents should be notified prior to any medical treatment on the part of the student whenever possible.

Emergencies that result in injury should also be reported to the coach/advisor, the event coordinator, Principal, or Athletic Director immediately after rendering any necessary first aid or ensuring the safety of the injured party, other participants, or spectators.

Coaches are not trained as medical personnel, and should not be expected to make medical diagnosis beyond the level of basic first aid and safety. Parents are strongly encouraged to consult their family physician for all incidents of injury.

Insurance claims are filed with the injured participant's insurance company.

Information regarding voluntary student accident insurance can be inquired about at the district office.

### **Travel and Conduct on Trips**

All participants are expected to travel to and from the activities with the team. If a student wishes to ride home with their parent/guardian, they and their parent/guardian should see the coach following the competition to sign the sign-out form. Both the parent/guardian and the student must sign the sheet.

If there is an extenuating circumstance where a relative or family friend must provide transportation from an event, a parent must make contact with the Athletic Director or Principal and provide written documentation at least 24 hours in advance of the event.

### **Canceling Practices and Meets**

If a meet or practice is canceled prior to beginning, notice will be given to parents and students as time permits. In the event of a weather delay or cancellation, students will be allowed to call home and notify parents.

### **Weather-Related Emergencies During Practices or Competitions**

In the event that weather forces an emergency situation during practice or competition, first priority will be on relocating students to a safe area. All reasonable precautions for weather will be taken by the coach/advisor. If a practice or competition needs to be canceled once begun, students will be given access to phones to call home.

### **Conduct and Appearance**

Student activities at Marshall Middle School are organized to develop mental and physical health, as well as the social skills and standards of Marshall students. Students who participate in co-curricular activities carry a responsibility, not only for their own health, but also for the way Marshall Middle School is viewed by others. Students, both in uniform and in street clothes, represent Marshall Middle School. They should be clean, well groomed and neatly dressed. As school representatives, they are expected to abide by the rules and regulations established in this Marshall Co-Curricular Handbook.

### **Potential for Injury**

Parents and students should be aware that the possibility of injury is present when students participate in athletic events and/or practices. Even non-contact sports possess a certain level of potential for injury. Therefore, each participant is advised that there is a certain amount of risk involved and they (parent and student) should be prepared and forewarned in the event injury should occur while participating in the aforementioned activities.

Student participation in the athletic program is voluntary. Regardless, instruction by the coaches is expected to be proper, reasonable, and prudent for all athletic activities, not just the contact sports.

## **COVID-19 Procedures**

Please refer to the most recent procedures approved by Marshall Public Schools. Click [HERE](#) for the current procedures.

## **Co-Curricular Violations**

The following are other considerations and situations that may affect eligibility for participation beyond the already established academic, attendance, and other basic eligibility requirements:

### **Alcohol, Tobacco, and Other Illegal Drugs**

Use of, possession of, or being under the influence of alcoholic beverages, tobacco, or illegal drugs will not be allowed (see ATOD Violations in Parent-Student Handbook). Presence in bars or attendance at parties where these prohibited substances are available is prohibited. Every reasonable attempt should be made by the student to safely leave the premises if they are in a situation where illegal activity is taking place. "Holding" an alcoholic drink, tobacco product, or illegal drugs shall be considered a violation of this code. Participants should avoid acts of impropriety or the appearance of impropriety.

This rule is not meant to include presence in an establishment that is primarily a restaurant or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like a golf course clubhouse where alcoholic beverages are served, but a participant would have to have a legitimate reason to be there. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring will not be considered a violation. (This does not allow use of these products.) These exceptions would include such logical events as family weddings, graduation parties, and other similar occasions.

### **Alcohol, Tobacco, and Illegal Drug Violations**

Examples include, but are not limited to the following:

- The use or under the influence of an alcoholic or malt beverage.
- The use, buying, or selling of illegal drugs, alcohol or malt beverage.
- Possession of alcoholic or malt beverages.
- Possession of illegal drugs.
- Possession or use of tobacco products, tobacco-related devices, or electronic cigarettes.
- Possession or use of prescription medication not prescribed to the student by a physician.
- Attending a gathering where illegal activity is taking place.

Consequences for violating the alcohol, tobacco, and illegal drugs component of this handbook are listed below:

Violation 1: Suspension from all contests/activities from competition for 10



school days and must successfully sign up for a Student Assistance Program (SAP). The student will sit-out a minimum of 1 competition.

Violation 2: Suspension for a full season, reduced to 1/2 season by successfully participating in and completing a Drug Assistance Evaluation through UW Health (paid for by the student/family). Given the timing of the violation, this may occur over multiple co-curricular activities.

Violation 3: Suspension from all contests/activities for one calendar year. Request for a reduction in the penalty can be done through an appeal to the Co-Curricular Board of Control.

**\*\*Self Report Clause:** If a student chooses to self report his/her ATOD activity within 72 hours of its occurrence, the 1st violation can be reduced to 5 school days and the student still must complete the Student Assistance Program (SAP). The student will still be required to sit-out at least 1 competition.

On all offenses, the student will be referred to the school guidance counselor or school psychologist to discuss their use pattern and encourage the student to consider an assessment program and follow any recommendations from that assessment.

#### Responsibilities and Guidelines for Completing the SAP Programs

1. Principal/Athletic Director will call the school social worker and pupil services staff to request SAP
2. The school social worker will contact student to set up Initial Meeting
  - a. Initial Meeting must occur within 10 school days of contact.
3. Student must register and complete SAP (4-5 sessions.)
4. Student is responsible for scheduling and keeping SAP appointments. It is understood these appointments may occur outside of the school day.
5. Failure to maintain SAP appointments or complete SAP within stated guidelines will result in the student moving to violation 2 and serving that suspension.

**Note:** Suspension length is based on the season/activity the violation occurs in, or the upcoming season/activity if the student is not involved in an activity at the time of the violation. Suspensions are cumulative and carry over from one season to the next.

#### **Conduct Unbecoming an Athlete, or Violations Not Associated with Alcohol, Tobacco, or Other Illegal Drugs.**

A student may be suspended from co-curricular activities for violation of any rule or expectation listed in this handbook or the Marshall Middle School Student/Parent Handbook. Students shall refrain from any habits, behavior, and/or conduct that would reflect unfavorably on himself/herself, or their school. Examples of this include, but are not limited to: profanity, violation of local, county, state, or federal law, unsportsmanlike conduct, insubordination to any staff member, written or verbal forms of speech meant

to intimidate, harass, and/or degrade another person or team, or any violation of the student handbook.

Students engaging in or being an accomplice to any immoral or unacceptable conduct, contrary to the ideals, principles, and standards of our school are subject to disciplinary consequences. These consequences for conduct unbecoming an athlete/participant will be determined by the Principal and Athletic Director in consultation with the participant and the coach/advisor. Situations will be handled on a case-by-case basis consistent with past practice and district policies.

### **Special Note:**

Rules and expectations listed in this Handbook are in effect year round, including summertime.

### **Procedures for Processing Athletic Code Violations**

The Principal, along with the Athletic Director, will meet with the alleged offender, investigate the charge, and make a decision within a reasonable period of time.

The appropriate coaches/advisors may be consulted during the investigation.

The student will be notified in person, and their parent(s)/guardian(s) will receive written notice of the decision.

Dates of the suspension shall be clearly defined.

Students will be notified of the appeal procedure. The student shall have the right to petition in writing, within 72 hours of the verbal suspension notification to the appropriate administrator, for review of their case before the Co-Curricular Board of Control. The appeal will be considered if new or additional information becomes available since the initial investigation.

## **Co-Curricular Board of Control**

### **Membership**

Building Principal, Athletic Director, all Coaches and Advisors, and a student representative.

### **Function**

A student/parent/legal guardian may appeal the decision of the building Principal and Athletic Director related to a violation of the Code of Conduct. An appeal must be made in writing and be delivered to the Office of the Principal within seventy-two (72) hours following the original disposition. The written notice of appeal must include the reason(s) for the appeal as well as the additional new information that the appellant requests to be

considered.

The student/parent/legal guardian may request a conference with the building principal and Athletic Director in order to better understand the basis for the code violation as well as the consequences.

An appeal shall be considered if the student or their parents have new or additional facts that were not previously considered or brought to light when the initial investigation, finding, and disposition was made. If new information is brought to light, the building principal and Athletic Director will review the information and may reconsider the original disposition and any consequences that have been assigned.

The appeal process is not intended to create a venue in which consequences may be reduced, and an appeal that is centered on reducing the consequences of a violation, and one that does not introduce new facts, will not be considered.

The Board of Control does not have the authority to alter or reduce consequences under the Code of Conduct on appeal. The purpose of the Board of Control is to ensure that the building principal and Athletic Director have conducted a thorough investigation and have implemented the Code of Conduct as outlined above.

## **Notice of Non-Discrimination Policy**

It is the policy of the Marshall School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefit of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex (which includes gender identity, gender expression, transgender status, and gender non-conforming behaviors), race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (color), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The district encourages informal resolution of complaints under this policy. A formal

complaint resolution procedure is available, however, to address allegations of violations of the policy in the Marshall School District.

Any questions concerning this policy should be directed to:

District Administrator  
Marshall Public Schools  
P.O. Box 76  
Marshall, WI 53559  
(608) 655-3466