

ELMWOOD MIDDLE/HIGH SCHOOL



2016 - 2017

Parent-Athlete Handbook

Paul Blanford
Superintendent

Chris Segerstrom
MS/HS Principal

Mike Birtzer & Sue Thompson
Athletic Directors

OPPORTUNITIES FOR PARTICIPATION

In the School District of Elmwood, many opportunities for participation in athletics are made available to our students who maintain regular daily attendance, high academic standards, and exemplary behavior. We believe that involvement in athletics is an integral part of a child's overall educational experience and that it promotes physical, mental, emotional, social, and moral wellbeing. As such, we have designed our athletic programs to help students develop good character and a sense of responsibility. Participation in athletics is a great privilege that we extend to all of our students in grades 6-12 as a means of helping them become a credit to themselves, their parents, their school, and their community.

The following athletics are offered at the Elmwood Middle/High School:

- | | | |
|---------------|-----------------|--------------------|
| * Dance | * Cross Country | * Girls Basketball |
| * Equestrian | * Volleyball | * Boys Basketball |
| * Clay Target | * Football | * Track |
| * Wrestling | * Baseball | * Softball |

GOVERNING BODIES FOR ATHLETICS

Students who participate in and/or attend athletic events offered by the Elmwood Middle/High School must comply with all rules and regulations as established by the following governing bodies:

Wisconsin Interscholastic Athletic Association (WIAA)

The School District of Elmwood is a member of the WIAA. A copy of the 2016-17 WIAA Senior High School Handbook can be accessed via their website: www.wiaawi.org and through the Athletic Directors.

Dunn-St. Croix Conference (DSC)

The School District of Elmwood is a member of the DSC Conference for all of its athletic programs except football. A copy of the 2016-17 DSC Conference Constitution and Bylaws can be accessed through the Athletic Directors.

Lakeland Conference

The School District of Elmwood is a member of the Lakeland Conference for one of its athletic programs: football. A copy of the 2016-17 Lakeland Conference Constitution and Bylaws can be accessed through the Athletic Directors.

School District of Elmwood

Specific rules and regulations for students who participate in athletics at the Elmwood Middle/High School are included in this Parent-Athlete Handbook. Although there are a few differences in the athletics offered at the High School and Middle School levels, the Parent-Athlete Handbook is applicable year around to all students in grades 6 -12 who participate in our athletic programs. In addition, all students enrolled at the Elmwood Middle/High School are subject to general school rules as outlined in the Parent-Student Handbook.

Coach of an Athletic Program

In cooperation with the Athletic Directors, coaches at every level of play are responsible for establishing the expectations and guidelines specific to their athletic program. Copies of those in written form are given to the

students at the start of the season and may pertain to other areas not specifically addressed with this Parent-Athlete Handbook. Those areas may include, but are not limited to, sportsmanship, parent involvement, sport specific awards, lettering requirements, practice schedules, transportation schedules, appropriate team conduct and dress as well as procedures of absences and tardiness. A coach may chose to set their expectations and guidelines higher than what is outlined in this handbook.

ACADEMICS

The School District of Elmwood encourages all students to strive for excellence in their academics. Students participating in athletics **are expected to have passing grades in all classes**. Academic eligibility is based on the most current school issued grade reports from mid-quarter and end of the quarter/semester. Suspensions for academic violations carry over from sport to sport, season to season, year to year, and school to school.

1. Students with **one or more failing grades at mid-quarter** are suspended from participation/competition in athletic events **until they have passing grades in all classes**.
2. Students with **one or more failing grade at the end of a quarter** are suspended from participation/competition in athletic events **for 15 school days and nights** starting no less than two days after grades are due to the MS/HS office.
 - a. If the failing grade is from 4th quarter, **the length of the suspension is adjusted for any fall sports that have athletic competitions before the first day of school**. In the case, the suspension is **for 21 consecutive calendar days and nights** starting with the date of the earliest allowed competition for **1/3 of the maximum number of competitions allowed** for the sport, whichever is less (fractions round up).
 - b. In order for eligibility to be reinstated at the end of a suspension, students must prove that they have passing grades in all classes. To do so, students must get a **Passing Status Form** from the MS/HS office. A completed form with current grades, teacher signatures, and a parent/guardian signature must be turned in to the Athletic Directors for verification. At the time, if the students have passing grades in all classes, eligibility is reinstated on the next school day.
 - c. If students do not have passing grades in all classes at the end of a suspension, the next chance for them to regain eligibility is at **mid-quarter**. If students have passing grades in all classes at that time, eligibility is reinstated on the next school day. If not, students remain ineligible until **end of the quarter** grades in all classes are verified as passing.
 - d. During a suspension, students must **continue practicing and traveling** as members of the team(s), but they **cannot participate/compete** in any athletic events. Students must be dressed in street clothes during the competition while serving their suspension.
3. Students **cannot erase ineligibility** with passing grades earned during summer school classes or correspondence courses.
4. Students with **incomplete grades at the end of a quarter** are suspended from participation/competition in athletic events until incomplete grades in all classes are successfully made up. When incomplete grades are verified as passing grades in all classes, eligibility is reinstated on the next school day.

Reminder that students only have ten school days from the end of the quarter/semester to make up any incomplete grades, otherwise any incompletes become failing grades.

5. Students on an **Individualized Education Plan** including Section 504 Plans may be exempted from the regular academic requirements in this Parent-Athlete Handbook provided that adequate progress towards graduation is being made in an ongoing program of remediation or counseling. However, final decisions regarding such individualized cases will be based on the student's actual written plan as well as input from their entire educational team.

ATTENDANCE

The School District of Elmwood encourages all students to strive for excellence in their attendance. Students participating in athletics **are expected to be in school all day on the days of athletic events**. Suspension for attendance violations carry over from sport to sport, season to season, year to year, and school to school.

1. A school-related absence (like a field trip or college fair) is treated as in school for the full day. Absences for other reasons (like medical, dental, or DMV appointments) disqualifies students from participation/competition in athletic events **unless it was preapproved at least one day in advance by the school administration and upon returning to school, the parent/guardian or student provides verification of the absence with appropriate documentation signed by a professional**. Extenuating circumstances are reviewed and decided upon by the school administration on a case by case basis.
2. Students with any **unexcused absences** are not eligible to participate/compete in athletic events. This includes, but is not limited to, skipping, or not participating, in one or more classes or the entire school day as well as not bringing in a note from a parent within two days of an absence. Upon returning to class or school, students are immediately ineligible for as many athletic events as unexcused absences accrued.
3. Students who have been **removed from class for a period or more, receive an in-school suspension (ISS), receive an out-of-school suspension (OSS), or receive an expulsion** are not eligible to practice for or participate/compete in athletic events until they are reinstated to regular attendance as outlined in the Parent-Student Handbook.
4. Students with **outstanding detentions** (as assigned by a teacher or the office, either before/after school or during lunch) are not eligible to practice for or participate/compete in athletic events. This includes, but is not limited to, detentions assigned by the office for tardiness to or within the school day. Once all outstanding detentions have been served, eligibility is reinstated immediately.

CODE OF CONDUCT

The School District of Elmwood encourages all students to strive for excellence in their conduct. Students who participate in activities are expected **to conduct themselves in a manner which upholds the ideals, principles, and standards of the School District of Elmwood at all times**. Suspensions for conduct violations carry over from sport to sport, season to season, and year to year.

Unacceptable Conduct

1. Acts involving the possession and/or use of alcoholic beverages.
2. Acts involving the possession and/or use of tobacco products.
3. Acts involving the purchase, sale, possession and/or use of controlled substances, street drugs, and performance enhancing substances (PES).
4. Acts in violation of laws of any other jurisdiction for **criminal behavior** including but not limited to, vandalism and theft.
5. Being in the presence of illegal behavior as outlined in #1-4. (guilt by association)
6. Acts of willful, persistent, disruptive, immoral behavior including, but not limited to, harassment, bullying, hazing, cheating, lying, plagiarism, unsportsmanlike conduct, disrespect, and insubordination.
7. Any other unacceptable conduct contrary to the ideals, principles, and standards of the School District of Elmwood. (any behaviors deemed conduct unbecoming an Elmwood student including guilt by association for behavior as outlined in # 6 & 7)
8. Failing to meet the expectations of the Wisconsin Interscholastic Athletic Association's (WIAA) standards of athletic eligibility regarding attendance and academic eligibility, and the WIAA training and conduct guidelines **may result** in an infraction of Elmwood High School Athletic Code.

Penalties

The Elmwood School Board authorizes the school administration to impose a penalty consistent with the severity of the offence including, but not limited to, the following (For all sports that are not a part of the co-op with Plum City)

- **1st Offense:** Impose a suspension from competition for **1/3 of the season** for the current or next season (fractions round up). If the entire suspension cannot be served during the current season, the un-served portion carries over to the next season that a student successfully completes.
- **Self-Referral:** (1st Offense Only) - When a student confesses to violating the Code of Conduct, a lesser penalty will result. The penalty will only be ½ of the regularly imposed suspension (fractions round up). However, in order to receive the lesser penalty, a student must self-refer to the principal, the Athletic Directors, and the coach with 48 hours of the violation.
- **2nd Offense:** Impose a suspension from competition for **the equivalent of an entire season.**
- **3rd Offense:** Impose a suspension from competition for **an entire calendar year.**
- **4th Offense:** Impose a suspension from competition for **the rest of the student's high school career in activities.**

The following Code of Conduct will be followed for all co-op sports with Plum City:

First Infraction:

- 1) A three game suspension will be given to athletes involved in a sport season with nine or less contests.
- 2) A four game suspension will be given to athletes involved in all other sports.
- 3) A six game suspension will be given to athletes involved in co-op basketball.
- 4) Student must meet with school counselor, head coach, or athletic director to discuss incident.
- 5) Attendance at practice and competitions is expected throughout the suspension.
- 6) Must sit on the bench in street clothes during competitive contests

*Students involved in two sports during the same season, will be suspended the same number of games in each sport.

Second Infraction: All suspensions will be doubled for second infraction in same 12- month code year. Other consequences as listed above remain the same.

Third Infraction: An athlete will be suspended for 12 months from the date of the third infraction which occurs during the same 12 month code period.

The parent/guardian must meet with the Athletic Committee and/or administration to discuss the incident.

Any violations after a third infraction are unacceptable. The student will be suspended indefinitely and will not be eligible to participate in further athletics unless reinstated by the Athletic Committee.

During a suspension for a Code of Conduct violation, students may not participate/compete in events for all activities.

If a suspension disqualifies a student from one competition **during WIAA playoff or tournament time**, a student is disqualified for the entire series of competitions and the suspension during that time only counts as one competition.

If the Code of Conduct violation involves the use of alcoholic beverages, tobacco products, controlled substances, street drugs, or PES, students **must participate in a student assistance program for a nine-week period.**

The school administration reserves the right to impose a penalty as deemed appropriate to the severity of the infraction greater than what is outlined above.

Reinstatement

After completing a suspension for a Code of Conduct violation, students must seek reinstatement by **filing a letter** with the principal, athletic director, and the coach. The letter must be typed, signed, and include the following:

- Reasons why the student wishes to be reinstated.
- Explanations of his/her conduct before and during the suspension.
- His/her intentions regarding behavior modification after the suspension.

In addition to reviewing the letter from the student, the principal, athletic director, and the coaches will **meet with the parents and/or legal guardians**. At the meeting, those involved must be in agreement that the student warrants reinstatement to the activity. In addition, all parties involved will be made aware of future consequences in the event additional Code of Conduct violations occur.

Any student caught violating the Code of Conduct **shall forfeit any activity awards** earned during the season(s) in which the suspension for his/her violation is served. In addition, any student caught violating the Code of Conduct during their senior year or more than once during their high school career **will not be eligible for the outstanding senior activities award**.

A student who is released from incarceration to attend school (under Huber Law or an electronic monitoring program or any other program that releases a student from incarceration to school) cannot participate in activities that fall under the regulation of the Code of Conduct. When a student is permanently released from his/her incarceration, he/she will not be eligible to participate in activities until the next full season.

Code Enforcement

An investigation shall commence if notice of an alleged Code of Conduct violation is received by the school from an adult (not a student) who witnessed a violation, from a school employee who has reasonable suspicion that a violation occurred, from a police or court report that indicates a violation occurred.

Pictures, videos, and other sources posted on the internet can be used as incriminating evidence for suspension from activities.

Alleged Code of Conduct violations are investigated by the principal and the athletic director. At the request of the school administration, coaches and/or advisors of activities may participate in the investigation as well.

If a student admits to the violation or the investigating team determines that a violation occurred, the investigating team will accurately determine and implement a suspension consistent with the penalties outlined above.

The investigating team must notify students immediately of their suspension. In addition, the investigating team must notify the parents/guardians as soon as possible thereafter.

Athletic Code Violation Review Committee

Upon referral by the District Administrator or designee, the Athletic Code Violation Review Committee will review each case referred to make a determination on the level of a violation and provide a recommendation for the level of penalty to impose. This committee will also determine upon referral by administration if there will be any carry-over of penalties that were imposed at the Middle School level for individual athletes with multiple violations at the Middle School level. This determination if any will be made prior to the athlete entering high school.

Appeal Process

If a student contests an alleged Code of Conduct violation, the appeal is considered by an Athletic Council. The council consists of the principal, the athletic director, a coach/advisor of an activity other than the student's activity as well as a student letter writer and a student in an activity officer position. If the council determines that a Code of Conduct violation has in fact occurred, it will then impose the penalties as previously determined.

OTHER INFORMATION

Athletic Trainer

An athletic trainer is present at select athletic events to ensure the safety of the students. Depending on the athletic event, there may also be an ambulance present. It is important for parents/guardians to note that in case of injury during an athletic practice or at an athletic event, the school attempts to honor the parent/guardian's request regarding the choice of a family physician or designated hospital. However, the school reserves the right to secure the most available and qualified assistance in cases of injury to a student.

Electronic Transmissions

Students are responsible for pictures, videos, written messages, and other formats that are posted on the internet or communicated electronically through other current and evolving technologies. This includes, but is not limited to, Facebook, Twitter, My Space, You Tube, SnapChat, chat rooms, instant messaging, and text messaging. Students must understand that these sources may be used as incriminating evidence during the investigation of alleged conduct violation. As stated earlier in the Parent-Athlete Handbook, students must avoid situations or circumstances which cast doubt over their commitment to honor the intent of the athletic code of conduct.

Informed Consent

Prior to participating in athletics, it is important for the student and their parents/guardians to understand that injuries can occur. These injuries may be minor such as bruises or abrasions. However, on occasion, students incur more serious injuries such as muscle strains, sprains, or broken limbs. And, although the occurrence of catastrophic injuries is minimal, there is always the possibility that a catastrophic injury may render the student paralyzed in varying degrees. In addition, death may occur as a result of a catastrophic injury.

Injuries

Following an injury, students must immediately inform their coaches, who then must file an Injury Report with the Athletic Director. That report is shared with the athletic trainer. In the case of minor injuries not requiring the services of a physician, the athletic trainer and the coaching staff in cooperation with the parents/guardians and the athletic director may determine when the athlete is ready to safely return to participation in practice and/or competition in games. If a student is injured during the season and remains under a physician's care, the student must obtain a written clearance from their treating physician prior to resuming participation in practice and/or competing in games. If a student develops a medical condition or is injured outside the

season, whether a valid physical exam is on file at the school or not, and there is a chance that further participation/competition in athletic events could amplify the seriousness of the condition or render the athlete more prone to injury, the Athletic Director reserves the right to request a written clearance from the treating physician prior to declaring the student eligible.

Insurance

In cases of accident or injury, no cost of such medical conveyance or treatment is borne by School District of Elmwood or any of its employees or representatives. **The School District of Elmwood does not provide a limited accident or injury insurance plan to cover athletic injuries.** However, parents/guardians can elect to purchase such health coverage, which is secondary to their own insurance policy, from the Student Assurance Services, Inc. Details and paperwork regarding that policy is available in the school office. Parents/guardians must sign a waiver for health insurance coverage whether they elect to purchase this additional coverage or not.

Locker Room Privacy

The School District of Elmwood observes measures intended to protect the privacy rights of the individuals who use the school locker rooms. The following provisions outline the extent to which that protection is provided. Locker rooms are provided for use by physical education students, athletes, and other activity groups and individuals authorized by the school administration or by district policy. No one is permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interview must take place outside of the locker room consistent with applicable school district policies and/or school rules. No cameras, video recorders, or other devices that are used to record or transfer images should be used in the locker room at any time. No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room. Students and/or school staff violating this policy are subject to school disciplinary action and possible legal referral, if applicable. Other persons violating this policy are subject to penalties outlined by state law.

Search and Seizure

A student's athletic locker is the property of the School District of Elmwood. This locker may only be used for the purposes intended - storage of uniforms, athletic equipment, clothing, and other personal belongings during practices, performances, and competitions. The school administration reserves the right to search the locker with or without student's permission, knowledge, and/or consent.

Seasonal Dual Sport Participation

Any student participating in more than one sport during either the fall, winter, or spring seasons must complete a **Primary Sport Declaration Form prior to the first practices of each sport.** The student, the parents/guardians, the head coaches, and athletic director must sign the form. The intent of a dual-sport policy is to clearly outline to all parties involved that if/when conflicts occur in the scheduling of practices and/or competitions that the sport designated as primary sport is the one in which the student is expected to participate/compete.

Transportation

All students must travel to and from athletic events in a school vehicle supervised by a coach or a designated chaperone. "To and from" is defined from Elmwood to the event location and back. Students may return home from an away event with their parents/guardians provided that prior approval is obtained from the coach and the appropriate waiver is signed. In such cases, the coach is responsible for ensuring that a student leaves the away event with his/her parent/guardian. If parents/guardians provide transportation home from an away event or allow their child to transport themselves to and from practices and/or competitions, then, the parents/guardians of that student assume all resulting liability and the school assumes no liability.

Non-Discrimination Policy

The School District of Elmwood provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability.