

LENA PUBLIC SCHOOLS

ATHLETIC CODE



GO WILDCATS!

UPDATED AND SCHOOL BOARD APPROVED: February 2, 2015

LENA PUBLIC SCHOOLS ATHLETIC CODE

Article I: Objectives

This handbook has been prepared for the benefit of the athlete, the parents, and the coaches in an effort to make athletics a contributing and worthwhile part of the overall school program. It is the desire of all members of the athletic department that athletic participation be an enriching and healthful experience in which physical, mental, and social growth are stimulated through interscholastic competition. A genuine understanding of the goals and objectives of the school's sports program and of the training rules will be realized by careful reading and discussion of this handbook by the athlete and his/her parents. This code is in effect 24 hours per day, 365 days per year.

Article II: Eligibility Rules

To be eligible for Interscholastic Athletic Competition a student shall:

1. Be a full-time student, maintain a grade point average of 1.67 in all classes, and have no "F" grade in any class for the 1st quarter, 1st semester, 3rd quarter, or 2nd semester. A full-time student must have a minimum of 6.00 credits per year. Please read item number 5 below for the summer school credit recovery option.
2. The time period of academic ineligibility for a student with less than a 1.67 grade point average or with one or two "F" (and/or incomplete) grades shall be established on a fifteen (15) school day cycle from two (2) days after the quarter ends, or all grades are posted on Skyward and submitted by the coach with his/her signature. If needed eligibility will be reevaluated every five(5) school days to a total of three (3) additional five (5) day cycles or until the student is passing all classes and meeting the required grade point average. Tutoring is offered during these cycles. During the period of ineligibility, the student may practice, but not take part in competition. After reinstatement to competition, the student will be placed on probationary status. During this probationary period, if a student's grade in any class falls below acceptable level, as verified by a weekly check, the student shall be suspended for a period of at least one (1) competition or until the grade is again at a satisfactory level.
3. A student with three or more "F" grades in a nine-week grade period or for the previous semester grade shall be ineligible to participate (practice or play) in the interscholastic athletic program for a minimum of one grading period and until passing the required number of courses and earning the required 1.67 grade point average.
4. Academic Eligibility will be based on 1st quarter grades, 1st semester grades, 3rd quarter grades, and 2nd semester grades.
5. Students who choose to participate in summer school to retake classes for credit recovery, and pass such classes, will have any academic ineligibility removed to start the following school year for such classes.

Article III: Athletic Council

1. Membership

- A. Athletic Director
- b. A minimum of 5 head coaches
- c. Two non-coach faculty members (1 from the middle school and 1 from the high school)
- d. Any coach bringing charges before the council, or the coach of the student filing the grievance, may not sit as a member of the council while the charge is being considered.

2. Responsibilities:

- a. To prepare and submit athletic policy and philosophy for administrative and school board approval.
- b. To recommend changes in policies of behavior and general training rules.
- c. To discuss and recommend action to be taken for violations of rules and regulations outlined within this handbook.

Article IV: General Rules

1. Injuries: The students are reminded to report all accidental injuries as soon as they happen. The first report is made to the coach in charge of the activity wherein the accident took place. School officials will attempt to contact parents before sending students to a doctor or hospital. In case of emergency, or if the parents cannot be contacted, the information provided by parents that is on file in the school office will be used to help determine the action taken. The Lena Board of Education will not be responsible for any cost related to an athletic injury.

- a. The Lena School District has no liability in paying any accounts in connection with an injury.
- b. The physical examination form is valid for two calendar years. For approval for two years of competition, the examination cannot be taken before April 1st.
- c. A parental permission form is needed to supplement the second year of the physical examination.
- d. The athlete bears the cost of any medical or dental exam.
- f. All injuries must be reported immediately to the coach.

2. Care of Equipment:

- a. The Lena School Board will provide the athletic department with adequate and safe equipment.
- b. Each student is responsible for the proper care and cleanliness and safe keeping of the equipment issued to him/her. Lockers should be securely locked during and after each practice and game.
- c. Items that have been checked out from the athletic department and lost, must be paid for at the high school office prior to the commencement of any sport season in which the athlete is participating. No athlete may participate in a sport if he/she owes for equipment that has been lost in a prior sport without the consent of the athletic director.
- d. If the equipment is not returned, it will be considered lost. See Paragraph C.

3. Travel and Conduct on Trips:

- a. Team members must use the mode of transportation provided by our school. Exceptions can only be made for valid reasons. (Returning with parents or legal guardian, meeting the team after a dental or medical appointment, etc.) The athletic director or head coach of the team

should be given a signed travel release form from the player's parents or legal guardian in person. These forms are available from the athletic director or head coaches.

- b. Lena Public Schools will assume no responsibility for any boy or girl who misses his/her prescribed mode of transportation to a contest and attempts to travel to the contest site on his/her own without prior approval. The athlete will not be allowed to participate in the contest.
- c. An athletic participant is in the eyes of the public at all times and therefore is expected to conduct himself/herself in accordance with the rules outlined in this handbook.

Article V: General Training Rules

These training rules are established for the interests of the athletic participants and the Lena Public Schools. An athlete who complies with these rules demonstrates his/her desire to dedicate himself/herself to self-improvement as well as to enhance the best interest of his/her fellow teammates, coach, and the school. Therefore, the following training rules shall be observed by all athletic participants during the twelve (12) months of the year.

1. Conduct

- a. An athletic participant shall refrain from any habits and/or conduct that would reflect unfavorably on himself/herself or his/her school. (Example: use of tobacco, including e-cigarettes, personal vapors, and any other nicotine product, use of profanity, or insubordination to his/her teachers or coaches).
- b. Any athletic participant found guilty of possession or use of illegal drugs, tobacco, e-cigarettes, personal vapors, nicotine products, or alcohol will be considered in violation of these training rules.
- c. Any infraction of Lena Public Schools rules which results in suspension of that student from school will be a violation of these training rules.

2. Appearance:

- a. An athletic participant shall at all times be well groomed. Excessive hair styles or uncleanliness shall cause the athletic participant to be subject to such restrictions as the coach shall impose after a reasonable notice for change has been given.

3. Attendance:

- a. Players are required to attend all practices. They may be excused from practices by the head coach only.
- b. Penalties for unexcused absence and tardiness from a regular practice may result in dismissal from the squad.
- c. Injury or illness will be the only legitimate excuse for missing a regularly scheduled game. Other reasons for missing must be cleared by the coach.
- d. If an athletic participant is absent (either excused or unexcused) from school for **any part of the school day** and there is an athletic event, he/she will not be permitted to participate in the event as a contestant (manager, etc.) unless permission is granted by the principal or athletic director. Any absence must be approved by the principal or athletic director **24 hours in advance**.
- e. **If an athlete sees a medical doctor or dentist for any reason during his/her sport season, the athlete needs written permission from the doctor or dentist to return to practice or competition.**

Article VI: Violations of Athletic Training Rules

1. Training Violations: An athletic participant who violates training rules (Lena Public School's Athletic Code or the WIAA training rules) shall be suspended from competition.
 - a. Honesty Clause (Self Disclosure): If an athlete admits to a coach, athletic director, or principal that he/she has violated the athletic code, the disciplinary action issued to the athlete would be equal to half the normal sanctions for that offense, with the following provisions:
 - i. The athlete shall be suspended for a minimum of one (1) contest, game, or match.
 - ii. Such an admission shall take place before, up to, or including the first question of involvement. Self-disclosure must be made by 4:00 PM of the first school day following the violation. An admission will be formally stated in writing and given to the athletic director or principal. If the act occurred during the summer months, it must be self-disclosed in writing to the athletic director or principal within two (2) weeks of the date of the act. There will be no self-disclosure possibilities following an arrest or citation after these time lines. Example: If the infraction is detected by reading about the conviction in the newspaper after the fact, he/she will not be given the self-disclosure opportunity.
 - iii. If an athletic participant, after self-disclosure, is able to fulfill his/her penalty and return to competition, he/she will be eligible for any local awards provided all other criteria has been met.
 - iv. The honesty clause (self-disclosure) policy may be used by athletic participant once (1) during his/her middle school years and twice (2) during his/her high school years. One self-disclosure will be allowed in his/her first two years of eligibility and one self-disclosure will be allowed during the last two years of the athlete's eligibility.
 - b. First Alcohol/Drug Violation: An athletic participant shall be suspended from participation for 25% of the scheduled contests. The percentage shall be based on the total of regular season contests scheduled in that sport, if the penalty is determined to be a fraction of a contest, such as 5.1, it would be rounded upwards to an even six (6) contests. If the penalty cannot be applied fully due to there being not enough contests remaining in the season when the violation occurred, the remaining portion (Based on percentage) of the penalty shall be carried over to the next sport the student participates in. A violation involving a student not currently participating in a sport shall be applied to the next sport a student participates in and finishes.
 - c. Second Alcohol/Drug Violation: An athletic participant shall be suspended for 50% of the scheduled contests.
 - d. Third Alcohol/Drug Violation: An athletic participant shall be suspended from Lena's athletic programs for a period of one full calendar year.
 - e. Fourth Alcohol/Drug Violation: An athletic participant shall be prohibited from participating in Lena Public School's athletic programs.
 - f. If an athletic participant serves a contest suspension during a sport season and does not complete or finish that sport's season, the suspension served will become void. The full suspension will be carried over to the next sport the athletic participant joins and finishes.
 - g. An athlete may not participate at any level of competition until his/her full suspension is served at the highest level of competition. Example: If an athlete is participating on two levels (varsity and junior varsity), he/she will serve the suspension at the highest level.

- h. If an athletic participant is suspended from attendance at school for violation of school rules, the minimum penalty for the violation shall be suspension from one contest. The administration reserves the right to impose additional penalties as deemed appropriate by the severity of the infraction or by the repetition of an infraction.
 - i. A suspended athlete may attend practice and contests; however, the athlete may not participate in any way in the contest and not sit with the team, but may sit in close proximity to the team. The athlete shall not wear any team attire during the contests attended under suspension.
 - j. Coaches may prescribe more severe punishment for a documented violation.
 - k. If an athletic participant has a conduct unbecoming of an athlete violation, the minimum penalty for the violation shall be suspension from one contest. The Administration reserves the right to impose additional penalties as deemed appropriate by the severity of the infraction or by the repetition of the conduct.
2. Reports of a violation must be in written form, dated, and signed. The statute of limitation for a code violation will be one (1) calendar year from the date of the alleged violation. If the athlete considers the ruling to be unfair, he/she may request, by letter, to the athletic director a hearing before the athletic council to review the ruling. This shall be a closed meeting of the athletic council, parents, and athlete.
3. The athletic director will inform the athletic participant and parents/legal guardian of the violation by a letter.
4. Grievance Procedure:
- a. Definitions:
 - i. A "grievance" is a claim based on an event which affects the status of an athletic participant as to the interpretation, meaning, or application of this athletic code
 - ii. A grievant may be an athlete, trainer, cheerleader, or manager associated with any sport.
 - b. Purpose: The purpose of this procedure is to secure at the lowest level equitable solutions to affecting the welfare of a grievant. During this time, he/she is not eligible to participate in any contests. Practices are at the coach's discretion.
 - c. Procedure:
 - i. The grievant will first discuss the grievance with his/her coach.
 - ii. The student athlete will submit the grievance in writing to the athletic director. Within two school days the council will meet with the grievant in an effort to resolve the grievance. The decision of the athletic council is final. The grievant may appeal the procedural process to the superintendent who will decide if the process and procedure was followed. The superintendent will make a determination as to the involvement of the school board.
5. Records
- a. All violations will be recorded and placed on file in the athletic director's office.
6. Due Process: Any grievant is entitled to:
- a. A fair hearing before an impartial body.
 - b. Legal representation at any hearing (at the student's expense).
 - c. An opportunity to testify and present witnesses.
 - d. An opportunity to cross-examine witnesses.
 - e. A decision based solely on evidence presented at the hearing.

Article VII: Changing Sports

1. An athlete cut from one sport may try out for another sport, providing that he/she was not cut from the first sport for disciplinary reasons.
2. If an athlete goes out for a sport in one year and then decides to transfer to another sport the following year he/she may do so.
3. An athlete out for a sport may not change to another sport in that season unless there is mutual agreement between the coaches.
4. An athlete may participate in two sports at the same time. A Two-Sport Form is in the Athletic Director's office that must be completed and signed by the parents, athlete, and the coaches involved.

Article VIII: Award System

Lena High School's Athletic Award System is designed to recognize outstanding service and accomplishment in the athletic extra-curricular program.

1. An athlete must finish the season in his/her sport
2. Under special conditions (for example: four years in a sport, illness, value to the squad, etc.) a coach may recommend an award to be given even though the specific award requirement is not met.
3. The head coach will determine the award requirements for his/her particular sport.
 - a. General Requirements:
 - i. Participation time
 - ii. Points obtained – if required
 - iii. Good behavior on and off the court (field)
 - iv. Attendance at practice
 - v. Attendance at contests
 - vi. Head coach may have additional requirements. The head coach should provide a list of his requirements to the athletes and their parents before the season starts.
4. It is hoped that all awards will be received, won, and displayed at school or in one's home with honor, pride, and dignity.
5. Letters and pins will be awarded after the season.
6. First Season Awards
 - a. A seven-inch varsity letter (chenille) will be given to a qualifying athletic participant along with metallic clasp (football, basketball, wrestling, volleyball, cross country, track, manager, student trainer, baseball, softball, golf, and cheerleader) and a service bar as appropriate.
7. Second, Third, and Fourth Season Awards
 - a. Athletic participants qualifying for their second, third, and fourth letter will be awarded a metallic service bar for each year after being awarded their initial letter.

FAN EXPECTATIONS

Your support and enthusiasm are greatly appreciated and we know you realize what a privilege it is to observe our students at a contest or activity. We know you will be respectful of the decisions made by the officials, will respect other fans, and will be a role model by positively supporting our staff, our teams, our students, and our school in every possible manner.

ASSUMPTION OF RISK

I understand that playing sports can cause genuine risks to anyone who engages in them. Because of the dangers of participating in sports, I/We recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules, and to agree to obey such instructions. In consideration of the Lena Public School District permitting me to try out for Lena Athletic Team(s) and to engage in activities related to the sport, I hereby assume all the risks associated with the participation and agree to hold the Lena Public School District harmless from any liability which may arise in connection with my participation in athletics. I do voluntarily choose to participate in Lena Athletics in spite of inherent risks.

TRAINING VIOLATIONS REMINDER

Students are not permitted to smoke, chew tobacco, drink alcoholic beverages or alcoholic look-a-likes, indulge in the use of illegal drugs, be under the influence of these substances, or have these substances in their possession in school, on school grounds, or at school sponsored activities. Law enforcement will be contacted for verification, parents will be contacted, items will be confiscated, and students will be subject to disciplinary actions up to and including expulsion.

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Signature page

I, the undersigned, have read the Lena Public School's Athletic Code and understand that my child/children will be responsible to and will be governed by the rules and processes stated within this athletic code.

Date: _____ Parent's Signature: _____

I, the undersigned, understand that the participation in athletic sports is a privilege and have read the Lena Public School's Athletic Code and understand that I am responsible to and will be governed by the rules and processes stated within this athletic code.

Date: _____ Student's Signature: _____

To be eligible, this page must be signed and returned to the athletic director's office before the start of the first sport season in which you are involved.

Concussion Management Plan – Acknowledgement of receiving information

I hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. I also acknowledge my responsibility to report to my coaches any signs or symptoms of a concussion.

Student Signature: _____ Parent Signature: _____

WIAA Athletic Eligibility – Acknowledgement of receiving informational bulletin

I hereby acknowledge having received the High School Athletic Eligibility Information Bulletin that is published by the Wisconsin Interscholastic Athletic Association (WIAA). I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. I further certify that if I have not understood any information contained in the bulletin, I have sought and received an explanation of the information prior to signing this statement.

Student Signature: _____ Parent Signature: _____