

ELKHART LAKE – GLENBEULAH HIGH SCHOOL

ATHLETIC ACTIVITY PARTICIPANT GUIDELINES

Revised August 2022

PHILOSOPHY

Students participating in a school board sponsored athletic activity in grades 9-12 have certain responsibilities. It is a privilege, not a right, as a registered, eligible student in the Elkhart Lake - Glenbeulah School District to participate in athletic activities. Because it is a privilege, participation in athletic activities carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society.

The Elkhart Lake - Glenbeulah community expects participants to be a credit to themselves, their family, their school, and their community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in athletic activities. The participant and at least one parent must attend one Athletic Code meeting in order to be eligible to participate in high school athletics. **(One meeting in their high school career prior to the beginning of their first sport)**

It is recognized that personal problems can interfere with the health and well-being of students and their ability to participate in athletic activities. This code therefore includes provisions for support, intervention, and referral in order to help students achieve their full potential.

Parents/guardians have a responsibility to cooperate with the school district in assuring that the student will comply with the rules and standards of the athletic program.

GOALS OF ATHLETIC ACTIVITY PARTICIPATION

The athletic activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Athletic participation has the following major objectives:

- To teach attitudes of responsibility and cooperation and to help students realize that participation in athletic activities is a privilege with accompanying responsibilities.
- To help students learn good habits of health, personal hygiene, and safety (Life skills).

To provide activities that help to create school unity.

- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide students with opportunities for competition.
- To provide students with opportunities to place the unit, team, squad, class, and school above personal desires.
- To accept responsibility to set a good example for teammates, peers, younger students, fans and school community.

ATTENDANCE

A participant must be in school before the start of 5th period in order to participate in that day's practice or event and also, their morning absence must be excused. Illness is considered an unexcused absence when pertaining to participation in a practice or event, unless absence is excused by parent note. However, repeated incidents will lead verification by an administrator and being considered unexcused. **(The spirit of the rule is to eliminate the participant from sleeping in after an event the night before or just sleeping in).**

Excused absences are family emergencies, **documented** medical or dental appointments, approved school activities such as field trips, and pre-planned absences in which a planned absence form has been completed and is on file in the attendance office.

Example A:

Johnny sleeps late on a Tuesday morning and comes to school at the start of 3rd period. He has a note but this is a repeated occurrence for him. He has an unexcused absence and cannot practice with his team that evening unless an administrator or athletic director verifies the illness.

Example B:

Emily comes to school before 5th period on a game day but has no written excuse. She is considered unexcused therefore; she cannot play in the contest that evening unless an administrator or athletic director verifies the illness.

ACADEMIC ELIGIBILITY

Eligibility requirements shall commence upon the signing of the athletic code and will remain in effect for the remainder of the participant's high school career. In order to be academically eligible for athletic activities, a participant must satisfy district, DPI, and if applicable, WIAA requirements defining a full-time student. Additionally, each participant must have passed all classes (grades in incomplete classes shall count as Fs until complete).

Eligibility may be regained after a participant demonstrates passing work in the first fifteen (15) scheduled school days into the next grading period. An ineligible participant cannot participate in any program's events during the period of ineligibility (participants may practice at the discretion of the coach and Activities Director). If, after the 15 school day review period the student is failing a class, the student will remain ineligible for the remainder of the quarter.

For fall sports the ineligibility period will be the lesser of:

- 21 calendar days after the earliest allowed competition in that activity.
- 1/3 of the total number of events in an activity.

The student who is ineligible for a minimum of 15 days under the provisions of this section may not return to competition until the day following the 15th day or 21 day ineligibility period.

The high school administration reserves the right to void eligibility requirements in special situations. The participant, his/her guardian, and the coach must schedule a meeting with administration in such instances.

PARTICIPANT INJURIES

Concussion and Head Injury Statute 118.293

The law requires all youth athletic organizations to educate coaches, athletes and parents or guardians on the risks of concussions and head injuries and prohibits participation in a youth activity until the athlete and parent or guardian has returned a signed agreement sheet indicating they have reviewed the concussion and head injury informational materials. The law requires immediate removal of an individual from a youth athletic activity if symptoms indicate a possible concussion has been sustained. A person who has been removed from a youth athletic activity because of a determined or suspected concussion or head injury, may not participate again until he or she is evaluated by a health care provider and receives written clearance from the health care provider to return to the activity.

Sudden Cardiac Arrest Statute 118.2935

The law requires all youth athletic organizations to educate coaches, student athletes and parents or guardians about the nature and risk of sudden cardiac arrest during youth athletic activities and information about electrocardiogram testing. The concussion and sudden cardiac arrest informational materials are to be combined. The sudden cardiac arrest statute does not specify a signed agreement form, but the sample agreement form contains agreements for both concussion/head injury and sudden cardiac arrest. The signed agreement form for concussion must be submitted to a private or public school only once each school year and to a private club only once in a 365-day period before participation in an athletic activity.

- Any participant who is injured during a practice or event must report the injury immediately to the coach/advisor, who will refer him/her to the Licensed Athletic Trainer.
- If the injury requires a physician's care, an accident report must be filed by the coach/advisor with the activities office and a physician's permission to return letter must be presented before the participant is allowed to return.
- Should an injury be discovered after the athlete has returned home, the coach/advisor should be contacted as soon as possible.
- In the event of any serious injury during a practice or event, the nearest emergency medical service will be obtained.

PARTICIPANT TRAVEL

All participants in an activity scheduled away from school must travel to the event and return home from the event under school approved supervision. Exceptions to this rule are as follows:

- The parent/guardian must make prior approved arrangements with the Athletic Director in advance of the trip for the athlete to travel with them. Release forms are available from the activities office, and this form must be on file in the activities office the day before the event with a copy given to the coach.
- In case of a medical emergency or catastrophic event, if a parent/guardian is present at an out of-town site, the parent/guardian may request the student to return with them. This request must be made in person by the parent or guardian to the coach/advisor. The parent or guardian must sign the sign out sheet as well.
- If parents or guardians are present at the out-of-town site, they may request that their son/daughter return with them. This request must be made in person by the parent or guardian to the coach/advisor. The parent or guardian must sign the sign out sheet as well.
- **THE PARTICIPANT WILL NOT BE ALLOWED TO LEAVE WITH ANOTHER PARENT UNLESS THIS HAS BEEN ARRANGED WITH THE SCHOOL ADMINISTRATION BEFORE THE EVENT. THIS WILL NOT BE ALLOWED AT THE CONTEST SITE. STUDENTS WILL NOT BE ALLOWED TO LEAVE WITH ANYONE UNDER THE AGE OF 21 PER BOARD POLICY.**

EQUIPMENT

It is expected that participants will take excellent care of their equipment. Each participant is responsible for the school equipment issued. The participant is financially responsible for all lost, misplaced or stolen equipment. Each participant will be responsible for the return of the original equipment issued. Substitutions will not be allowed.

PRE-SEASON COACHES MEETING

This code shall be made available to each participant during the specific activities' pre-season meeting or on the first day that he/she reports for an athletic activity. Copies shall be placed on file with the athletic director and/or principal. Participants should read all items and ask for clarification from the coach or advisor of any items not understood.

- Parental/guardian and participant attendance at pre-season meetings (if applicable) is required and involvement throughout the season is encouraged. Failure of a minimum of one parent/guardian to attend the pre-season meeting will make the participant ineligible for participation in events until the parents/guardians have satisfied the required replacement activity for missing the meeting.
- Additional standards determined by each coach or advisor shall also be written and distributed to each participant and parents/guardians at this time.
- Requirements for receiving athletic awards and special program awards for participating in an activity (if such awards are given) shall be presented at the pre-season meeting or made available to the participants and parents/guardians by the advisor at the group's first

organizational meeting.

To	
Cc	
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DEFINITION OF ATHLETIC ACTIVITIES

Athletic activities include any school-related, organized activity that is offered outside of academic class requirements. School district policies and school rules govern all student activities. Suspensions will be cumulative over a participant's high school career.

WIAA – Wisconsin Interscholastic Athletic Association

Interscholastic athletics are governed by the Elkhart Lake - Glenbeulah School District athletic code and the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated, and nonprofit organization located in Stevens Point, Wisconsin. All public high schools in the State of Wisconsin with interscholastic athletic programs are members. All WIAA and other pertinent national and state governing regulations as published will apply, and are available upon request. The WIAA website, which lists their regulations as well as additional athletic information, is www.wiaawi.org.

DISCIPLINARY ACTIONS

Participants will be suspended from all activities in which they are involved at the time of the suspension or their next activity season if they are not currently out for an activity. ***Note: Any non-sanctioned event by the WIAA does not count as part of the suspension. Also, any student who attends a school sponsored event or is on school district property under the influence or in possession of alcohol or any other drug will have their suspension automatically increased to the next highest possible penalty.***

- 1. First Offense** - The student will be suspended from competition of 25% of a season from the date of the ruling. If the student agrees to participate in the Student Assistance Program (if available), the suspension will be for 10% of a season from the date of the ruling. In either case, the student will be required to continue to participate in practices. (NOTE: This modified suspension is contingent upon the student achieving "satisfactory progress" and "successful completion" in the Student Assistance Program at the time the student is eligible for

reinstatement.)

2. **Second Offense** – The student will be suspended from competition for 50% of a season from the date of the ruling. If the student agrees to participate in an assessment by a Certified Professional ADOA Counselor (at the student's/family's expense and with consideration given to family financial hardship **in accessing services within Sheboygan County**) and follows the subsequent recommendations, the suspension will be for 30% of a season from the date of the ruling. In either case, the student will be required to continue to participate in practices. (NOTE: This modified suspension is contingent upon the student achieving "satisfactory progress" and "successful completion" in the recommendations of the Certified Professional ATOD Counselor at the time the student is eligible for reinstatement.)
3. **Third and Subsequent Offenses** – The participant will be suspended for one calendar year (twelve months from the date of the offense).

CODE OF CONDUCT RULES

A student may lose eligibility under the Code of Conduct Rule for any of the following behaviors:

Chemical Health Behavior:

1. Possession, use, or purchase of tobacco products (including e-cigarettes), regardless of a student's age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine, regardless of student's age.
3. Possession, use, purchase, or attempted purchase/sale of illegal drugs, look-alike drugs, or mood altering substances, or the unauthorized possession, use, purchase, or attempted sale/purchase of unlawful drugs, drug paraphernalia, or mood altering drugs.
4. Unlawful or school violation by possession, use, or attempted sale/possession of prescription medication.
5. Possession, use, or purchase of any WIAA performance-enhancing and banned substances by student-athletes.
6. Being in attendance at a function or party where the student knows, or has reason to know, that alcohol or other drugs are being consumed illegally by minors, and fails to leave despite having reasonable opportunity to do so or fails to prove innocence.
7. Any student who has a gathering at his/her home /property where alcohol or drugs are being used will be given a penalty at the next highest level at which he/she would normally be suspended. Example, if a student hosts a party, and it is his/her first violation, since the party was at his/her home/property, he/she would be given a violation as their second offense. NOTE: A student who hosts a party may not use the Honesty Clause. (See Page 7)

Criminal and other inappropriate Behavior:

1. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations).
2. Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross

insubordination (talking back or refusing to cooperate with adults/authorities). NOTE: This includes group conduct.

3. Hazing is not permitted. No athletic participant shall stage any type of initiation ceremony or hazing for athletic participants at any time and on any level.
4. Harassment and/or bullying is not allowed per school board policy (Electronic Device/Internet Behavior).

Electronic Device/Internet Behavior:

1. Students will not represent themselves or others inappropriately or unlawfully on the Internet or any other form of electronic device. This would include blog sites, instant messages, social networking, texting, Facebook, Twitter, etc.
2. Any identifiable image, photo, or video which implicates an athletic participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code of Conduct.

Other:

1. The Administration will consider the complete set of factual circumstances for each situation and assign appropriate consequences based upon the nature and the extent of the violation of the Code of Conduct.
2. Any situation or problem that may arise that is not specifically covered above may be reviewed by the Administration.

If an Elkhart Lake – Glenbeulah Administrator or Athletic Director has a reasonable suspicion that a specific athletic participant may have violated the district's Code of Conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation.

ADMINISTRATIVE SUSPENSION

Participants representing the Elkhart Lake – Glenbeulah School District by their involvement in the activities program are expected to be law-abiding students. A participant is expected to follow school rules and policies applicable to all students. An administrative suspension or dismissal from participation may be administered for actions such as:

- Flagrant violation of attendance, behavior, or safety rules.
- Vandalism or theft involving property of the Elkhart Lake-Glenbeulah School District or other school districts.
- Gross misconduct, acts of violence, vandalism or theft outside of school jurisdiction. •

Conduct that brings discredit to the athlete, team or school.

PROVE INNOCENCE/HONESTY

Participants who voluntarily turn themselves in to high school administrators, and/or their head coach or advisor, **prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, will receive consideration for reduction in the length of suspension from activities.** Voluntary disclosure does not apply if school personnel observed the violation. **Also, voluntary disclosure must be made prior to any questioning by an administrator.**

Voluntary disclosure requires the student to report the violation by the start of the next school day or regularly scheduled practice/event, whichever comes first (this includes practice/events held during a scheduled school vacation such as holiday breaks, spring break, etc.). Voluntary disclosure by the student for a code violation during the summer vacation period must be reported to the high school administration or an administrative secretary by the morning of the next week day. Violations that occur on the weekend (Friday, Saturday, Sunday) must be reported by the morning of the following Monday.

PROCESS FOR DETERMINING VIOLATION OF RULES AND DISCIPLINARY PROCEDURES

- Any complaint/referral concerning a code violation shall be made in writing, signed by the complainant, and presented to the high school administration within 30 calendar days of the violation in order to be processed.
- Any time the high school administration receives information from a police report or newspaper article pertaining to a violation of the code, the 30 calendar days stated above does not apply, and the information will be processed by the administration as a code violation.
- The high school administration or their designee shall investigate the referral and give the participant involved an opportunity to present a response.
- If an investigation by the appropriate administrator and/or designee determines that a participant in question did commit a violation, the participant will be orally notified of the determination and penalty within two school days.
- Suspension takes effect at the time that the oral notification is given to the participant or written notification is mailed to his/her address of record, whichever is first.
- Every attempt will be made by school administration to inform the parents/guardians via phone after a decision has been made and the participant has been informed of a code violation.

DISCIPLINARY ACTION - PROCEDURAL APPEAL PROCESS

Appeal Procedure

- Once a determination of a code violation resulting in a suspension has been made, the student and/or his/her parents/guardians may make a formal appeal of the suspension.
- Per WIAA policy, the initial sanctions imposed by the school for the violation in question remain in effect until after the decision of the Superintendent or School Board has been reached. Students will not be allowed to compete during the appeal process.
- If the appeal process takes longer than the actual term of suspension, the student becomes eligible upon serving the required suspension time.

NOTE: Only cumulative violations or Conduct Unbecoming of an Athletic/ Co-Curricular Participant may be appealed. The first appeal will be with the Athletic Council. After this step a student and his/her parents have two options for appeal. Any suspension may be appealed to the Superintendent or to the School Board.

- 1) The Athletic Council will be designated and chaired by the high school principal or the high school Athletic Director (both are non voting members of the council). The council is the building level appeal body which is designed to receive appeals. The Athletic Council will consist of three teachers and two members from the current year's coaching and advisory staff, each will have one vote.

Appeal to the Superintendent

- Within two (2) business days of a student being notified of a suspension being upheld by the Athletic Council, the student may make an appeal, in writing, using the designated appeals form, to the Superintendent.
- Within two (2) business days of the appeal being received, the Superintendent will hold an appeal conference.

Appeals Conference

- The student, his/her parents/guardians, any witnesses the student wishes to bring, the Athletic Director and the administration will be invited to attend.
- A student may have representation and the school may as well; however, the school shall not be responsible for providing representation for the student.
- The student will have an opportunity to present his/her case to the Superintendent.
- The AD/ Administration will present the facts of the situation and the findings of the investigation to the Superintendent.
- The decision of the Superintendent will be made within 24 hours of the conference and written notification will be sent, in writing or emailed, to the student and his/her parents/guardians. The student will also be notified of the decision verbally as soon as practically possible.

Appeal to the Board of Education

- Within two (2) business days of a student being notified of a suspension, the student may make an appeal, in writing, using the designated appeals form, to the Superintendent. Upon receiving notice of appeal, the Superintendent will contact the Board President to set an appeal hearing.
- The Board of Education will hold an appeal hearing on the next scheduled date of a regular meeting of the Board of Education. This period may be modified by mutual agreement between the Board President and the person making the appeal.

Appeals Hearing

- The student, his/her parents/guardians, any witnesses the student wishes to bring, the Activities Director and the administration will be invited to attend.
- A student may have representation and the school may as well; however,

the school shall not be responsible for providing representation for the student.

- The student will have an opportunity to present his/her case to the Board of Education.
- The AD/Administration will present the facts of the situation and the findings of the investigation to the Board of Education.
- The finding and decision of the Board of Education will be made within 24 hours of the conference and will be sent, in writing, to the student and his/her parents/guardians. The student will also be notified of the decision verbally as soon as practically possible.
- The finding and decision of the Board Education will be final.

NOTE: Only cumulative violations or Conduct Unbecoming of an Athletic/ Co-Curricular Participant may be appealed.

SIMULTANEOUS CONSEQUENCES

Participants may participate in simultaneous activities; however, if a participant incurs a violation, he/she shall be suspended according to the code of conduct for both activities.

SPECIAL AWARDS RESTRICTION

Participants who violate the code of conduct will be ineligible for any special awards during the season of participation as well as any season in which the suspension is served. No student with a Code of Conduct violation may be nominated for any special end of season award. This shall include, but not be limited to, MVP, MIP, Coaches' Award, Captain (Removal of status), All-Conference, All-Area, and All-State.

REGARDING ESTABLISHMENTS/WEDDINGS/REUNIONS/ETC.

Point of Clarification: Presence in bars or attendance at parties where drinking of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating-place 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 golf courses or bowling alleys where alcoholic beverages are served. Participants should avoid placing themselves in situations where their guilt or innocence is questioned

Participants are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission. **Parental/guardian permission does not override the provisions of this code.**

HOSTING A PARTY

Any participant who has a gathering at his/her home/property where alcohol or illegal drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a participant hosts a party and it was his/her first violation, since the party was at the participant's home/property, the participant would be given a violation as his/her second offense. A participant who hosts a party may not use the honesty clause reduction.

WIAA NON-SCHOOL PARTICIPATION RULES

WIAA regulations state that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school.

DISCLAIMER

This guideline attempts to present a simplified summary of the regulations of the WIAA, the Central Lakeshore Conference, and the Elkhart Lake-Glenbeulah School District. A guideline of this kind cannot cover every possibility. Should questions arise, the participant and/or parent/guardian should consult the coach/advisor or activity director.