

EPC ATHLETIC HANDBOOK



2020 – 2021

Parent-Athlete Handbook

Administration

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OPPORTUNITIES FOR PARTICIPATION

In the EPC School Districts, 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 well-being. 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.

Responsibilities

- 1) Attend the athletic code meeting prior to being eligible to compete.
- 2) Display high standards of social responsibility.
- 3) Display good sportsmanship at all times.
- 4) Display respect for school equipment, coaches, fans, officials, teammates, and all school staff.
- 5) Display a spirit of cooperation.
- 6) Use socially accepted language when involved in all school activities.
- 7) Shall not participate in any form of harassment, including initiations or other types of hazing.

The following athletics are offered at Elmwood and/or Plum City Schools:

- | | | | |
|---------------|-----------------|--------------------|----------------|
| * Dance | * Cross Country | * Girls Basketball | * Cheerleading |
| * 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 EPC School Districts must comply with all rules and regulations as established by the following governing bodies:

Wisconsin Interscholastic Athletic Association (WIAA)

The School Districts of Elmwood and Plum City are members of the WIAA. A copy of the 2019-20 WIAA Senior High School Handbook can be accessed via their website: www.wiaawi.org and through the Athletic Directors.

Dunn-St. Croix Conference (DSC)

Elmwood and Plum City are members of the DSC Conference for all of its athletic programs. A copy of the 2019-20 DSC Conference Constitution and Bylaws can be accessed through the Athletic Directors.

School Districts of Elmwood and Plum City

Specific rules and regulations for students who participate in athletics at the Elmwood and Plum City Middle/High Schools 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 and Plum City Middle/High Schools 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 choose to set their expectations and guidelines higher than what is outlined in this handbook.

ACADEMICS

The School Districts of Elmwood and Plum City encourage 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. 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 one week after the quarter ends.

- 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 this 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 that time, if the students have passing grades in all classes, eligibility is reinstated that day.
 - c. If students do not have passing grades in all classes at the end of a suspension, students will regain eligibility once passing all classes.
 - 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 and seated with the team during the competition while serving their suspension.
3. A student may attempt to regain eligibility or remove academic probation through summer school or correspondence courses, provided they are approved by the athletic director/principal. Rigor of the course must be a semester equivalent course.
 4. Academic eligibility for incoming freshmen shall be determined by using grades from his/her 8th grade fourth quarter.
 5. 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.
 6. 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 EPC School Districts encourage 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, or a pre-makeup slip was completed, at least one day in advance and upon returning to school, the parent/guardian or student provides verification of the absence with appropriate documentation**. Extenuating circumstances are reviewed and decided upon by the school administration on a case by case basis.
2. Students with any **unexcused absences** for the day of the event 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 Districts of Elmwood and Plum City encourage 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 EPC School Districts 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 illegal possession and/or use of alcoholic beverages.
2. Acts involving the illegal possession and/or use of tobacco products, including e-cigarettes (vaping/JUULing) and other similar 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. Acts of willful, persistent, disruptive, immoral behavior including, but not limited to, harassment, bullying, hazing, cheating, lying, plagiarism, unsportsmanlike conduct, disrespect, and insubordination.
6. Any unacceptable, cruel, harassing 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.
7. Any other unacceptable conduct contrary to the ideals, principles, and standards of the School Districts of Elmwood and Plum City. (any behaviors deemed conduct unbecoming of an EPC student.
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 EPC High School Athletic Code.

Penalties

The Elmwood School Board and/or Plum City School Board authorize the school administration to impose a penalty consistent with the severity of the offense including, but not limited to, the following:

- **1st Offense:** Impose a suspension from competition for **1/4 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 $\frac{1}{2}$ 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, or the coach within 24 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.**

***Once a violation occurs, the student-athlete must adhere to the follow expectations:**

- 1) Student may be required to meet with the school counselor, head coach, or athletic director to discuss the incident.
- 2) Attendance at practice and competitions is expected throughout the suspension.
- 3) Must sit on the bench in street clothes during competitive contests.
- 4) The parent/guardian may be required to meet with the Athletic Committee and/or administration to discuss the incident.

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

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.

All code of conduct violations will start at zero in an athlete's freshman year.

Reinstatement

After completing a suspension for a Code of Conduct violation, students may be required to 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 may **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.

Violations of the Code of Conduct **may affect awards** (including all conference, all district, or all state), **scholarships, and the outstanding senior activity 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 or 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

Students accused of violating the rules and regulations of this Athletic Code have the following rights:

1. The right to know the charges being brought against him/her.

A. Accusation

Anyone having first hand knowledge of an alleged training or conduct violation must contact the Athletic Director or Principal within 90 days of the violation. The contact must be in either written form or verbal consent of using their name and information. At that time, a "Misconduct Report" will be completed and signed by the accuser.

B. Student and Parental Notification

Upon receiving a "Misconduct Report" the Athletic Director will:

1. Contact the student and parents to inform them of the accusation.
2. Inform them of the specific Athletic Code violation (interpret code).

2. The right to contest the charges.

A. Appeal Procedures to Athletic Council

1. If the student or his/her parents are dissatisfied with the decision rendered by the Athletic Director, they may appeal the decision of the Athletic Director within five school days after they receive their misconduct report.
2. The Athletic Director and Athletic Council (The Athletic Council is comprised of the principal, the athletic director, a coach/advisor of an activity other than the student's activity as well as a student letter winner and a student in an activity. It is a judiciary body to rule on alleged violations of the rules and regulations described herein.) will schedule a meeting as soon as possible to discuss the issue.
3. The athlete may be accompanied by his/her parents at the meeting. The athlete will have an opportunity to present evidence and challenge evidence presented against him/her at the meeting. The Athletic Council will vote to determine if the suspension should be sustained.
4. The Athletic Director shall notify the athlete and his/her guardians of the decision within five school days.

B. Appeal Procedures to Principal, Superintendent, and Board of Education

Any student wishing to appeal the decision of the Athletic Council must adhere to the following procedures:

- a. Present a written statement to the high school Principal, stating the reason that the Athletic Council's decision is contested. The Principal and Superintendent will review the decision of the Athletic Council and the appeal of the accused. They will inform the accused within one day as to their findings regarding the incident.
- b. If the accused is not satisfied with the decision of the Principal and Superintendent, a hearing before the Board of Education may be requested in writing.

c. If the accused is not satisfied with the decision of the Board of Education, he/she may request in writing a review by the Wisconsin Interscholastic Athletic Association's Executive Office.

d. If the accused is not satisfied with the decision of the Executive Office of the WIAA, he/she may appeal in writing for either a review or a hearing before the Board of Control of the WIAA.

e. The provisions outlined above shall be the sole and exclusive remedy for appeal of contested

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.

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 completing 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 Districts of Elmwood, Plum City or any of its employees or representatives. **The School Districts of Elmwood and Plum City do not provide a limited accident or injury insurance plan to cover athletic injuries.**

Locker Room Privacy

The School Districts of Elmwood and Plum City observe 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 interviews 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.

Care and Maintenance of Equipment

It is the athlete's responsibility to care for the equipment purchased by the school. Any equipment lost or damaged due to careless use or negligence shall be paid for by the athlete responsible for that equipment. An athlete may not participate in any sport while he/she has an athletic fine unpaid from another sport.

Search and Seizure

A student's athletic lockers are the property of the School Districts of Elmwood and Plum City. Lockers may only be used for the purposes intended – storage of uniforms, athletic equipment, clothing, and other personal belongings during practices, performances, and competitions. The schools' administrations reserve the right to search the locker 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 or Plum City 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. 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. Additionally, students will need administrative approval to transport "to and from" away practices which will only be allowed for extenuating circumstances.

Non-Discrimination Policy

The School Districts of Elmwood and Plum City provide 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.

Annual Review of Code

The code shall be reviewed annually and be approved by the Elmwood and Plum City Boards of Education prior to the beginning of the fall sport season. Additionally, an athletic committee will be formed and will review the code every 3 years.

Parent/Student Agreement, Notice, and Consent

We have read and understand the Athletic Code of Elmwood and Plum City Schools. We agree to follow the rules outlined in the Code. We understand violating the Elmwood-Plum City Athletic Code will result in action as prescribed. We are aware that playing or practicing in any extra-curricular activity can be dangerous, involving risk of injury. Because of the dangers of participating in such activities, we recognize the importance of following the coach's/advisor's instructions regarding playing techniques, training, and other rules, etc., and agree to obey such instructions. We also understand that extra-curricular activities are a privilege and an opportunity to represent the EPC teams, Districts and communities in a positive manner.

Student Signature Date

Parent/Guardian Signature Date

Date Returned to School -----

Recipient's Initial -----

Updated: May 2020 - Board Approved