

**THREE LAKES**  
**STUDENT CO-CURRICULAR**  
**AND**  
**ATHLETIC CODE**  
**2016-2017**



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## PHILOSOPHY

The Three Lakes School District 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.

Co-curricular activities and athletics are considered a regular part of the educational program and offer opportunities that are unique. The privilege of participating in athletic programs and activities is extended to all students providing they are willing to assume certain responsibilities. The greatest benefit for student participants is to be a credit to themselves, their parents, school, and community.

Therefore, it is always expected that student participants display the following:

- High standards of behavior
- Outstanding sportsmanship
- Proper respect for members of their organizations, opponents and those in authority, to include teachers, coaches and officials
- Use language which is socially acceptable; profanity will not be tolerated

This document is designed to provide information to parents and students regarding School District of Three Lakes athletics and activities grades 7-12. The WIAA and its guidelines govern many of the rules and regulations in this booklet. The Activities Director and Principal are responsible for enforcing an athletic and activities code to which School District of Three Lakes students must adhere. It is required that all students and parents involved in athletics and activities understand and sign documentation as determined by administration indicating their understanding of the information contained in this document. Ignorance of the rules within this document is not a valid excuse for noncompliance.

## ATHLETICS

Athletics are an integral part of the Three Lakes School District. Participation in athletics is a privilege, not a right that provides opportunities, recognition, and increased responsibilities. The opportunities provided for all students who complete an athletic season will be recognized with some type of award and/or certificate of participation. The athletic program is designed with regulations that promote an effective experience.

As this code applies to athletics, this code is established to provide clear and consistent expectations for students participating in District sponsored athletic programs. The code is intended to assist students in identifying unacceptable behaviors and informing them and their parents and or legal guardians of penalties that will be enforced for violations of its rules. Taken together with any coaches' rules or expectations, the code is intended to define those that govern the ideals of good citizenship, fair play, and responsibility for one's individual actions.

### IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION

*In-School suspension is the removal of a student from class to be placed in a supervised suspension room on the school premises. Out-of-School suspension is the removal of a student from class(es) and building.*

*Parents will be notified. A suspension whether in-school or out-of-school, ½ day, full day or multiple days carries with it NO extra-curricular activities for that time frame. That means no practices, games, field trips, school club meetings or outings.*

## **PRIOR TO PARTICIPATION**

Before a student may participate in a game or event, the student and their parents or legal guardians must:

1. Each school year attend one general high school athletic code presentation that is held before the fall sports season and at which:
  - a. Copies of the high school athletic code will be made available
  - b. The high school athletic code and the coaches' expectations will be explained and reviewed
  - c. Substance abuse and alcohol and other drug issues will be reviewed
  - d. Any policies that the Board has with respect to bullying or hazing will be reviewed
2. Sign the athletic code annually and the coaches' expectations rules of the sport in which the student is participating and submit them to the head coach when the student and parents/guardians agree to make the commitment as described including responsibility and accountability.

### Student/Parent Signatures

*1. Use of Technology Agreement/Student Handbook Acknowledgment*

*2. Registration/Medical Forms*

*These are all considered as part of our required registration process. If these are not completed during the first two weeks of school, the privileges of field trips, extra-curricular events, all sports and computer use will be rescinded until the forms are complete.*

3. Complete the WIAA examination and permit card, as well as the district insurance notice and submit them to the head coach.

## **ACTIVITIES**

Activities as they relate to this Activity Handbook will be categorized as athletic, non-athletic with public performance, and special recognition. It is important to understand that violation(s) will result in sanctions in all of these categories. Athletic regulations are clearly defined as they pertain to academic or training violations contained herein.

1. Non-athletic with public performance includes, but is not limited to: Drama, Forensics, Science Olympiad, Skills Olympics, Science Symposium, FBLA, and Solo/Ensemble (vocal and instrumental).
2. Special Recognitions are opportunities where students have been nominated or voted to represent the school. These activities include, but are not limited to: Hugh O'Brian Youth Leadership, Badger Boys State, Badger Girls State, Student Council, Class Officers, Prom Court, Homecoming Court, and DAR Good Citizen.

## HIGH SCHOOL ELIGIBILITY RULES

In order to participate in the interscholastic athletic program at Three Lakes Schools, a student must meet all the eligibility rules of the WIAA and those eligibility rules laid down by the administration and the Board of Education.

1. A student must hand in, to the Activities Director, an Activity Participation Agreement which will be issued to them at the beginning of their first sport season each school year. The Agreement will be in effect until their next school year.
2. No athlete who is suspended from one sport for disciplinary reasons shall be eligible to compete in another sport during the term of the suspension.
3. No athlete who leaves one sport shall be eligible for another sport during that same season without the consent of both coaches involved. The decision must occur during the first 25% of the season.
4. No student may participate in more than one athletic sport per season without permission of both coaches.

**Three Lakes School Eligibility Standards** are as follows for all co-curricular special recognition, non-athletic with public performance, and athletics.

1. A student is ineligible for athletic activities if they have a grade lower than C- in one or more subjects for their full-time class load. If the grade is a D+, D, or D- and their current quarterly GPA is 2.0 or greater, the student is eligible. This ineligibility will be determined in the following manner:
  - a. A student must be passing the 5.0 credits required to stay on track for graduation as a full-time student. Students may elect an “overload” class, which does not carry the same penalty. Students are required to designate their “overload” class at the beginning of the school year for eligibility purposes to the Activity Director or Principal. It is the position of the school district that students be required to pass all of the graduation-required courses. However, as an effort to enhance and encourage continued education an “overload” course will not withhold a student’s eligibility for co-curricular activities.
  - b. A student who is ineligible due to grades on a 9 week report card, will be ineligible to participate in athletic activities during a minimum of 2 weeks (10 school days) with an option to practice the 3<sup>rd</sup> week (11-15<sup>th</sup> school days), if the student provides the activities director with an academic release signed by all teachers that shows student is eligible, but they still may not participate in a contest during the 3<sup>rd</sup> week. The 3 week period will begin the day after the notice of academic ineligibility is given to the student and parent. At the end of the 3 week period, the student must present the 7-12 Activities Director with an academic release form signed by all the student’s teachers, indicating the academic progress of the student for possible reinstatement. The student may travel with the team and be on the sidelines (out of uniform) providing, team bus departure is 3:00 p.m. or later or a non-school day.
  - c. A student who is ineligible due to grades at the end of the last quarter of the year will serve the academic suspension as defined by the WIAA. The ineligibility period shall be the lesser of:

- i. 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or
  - ii. 1/3 of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). The student will not be allowed to practice during the first 10 practices during the suspension. The student may travel with the team and (out of uniform) sit on the bench or be on the sidelines; providing, team bus departure is 3:00 p.m. or later.
2. In an effort to avoid academic ineligibility at the end of a 9-week period for a required full-time status subject, teachers will evaluate students at progress report time. Any student who is ineligible due to grades at that time will be ineligible to participate in practice or contests until grades are changed to enable eligibility.
3. A student must carry enough credits to maintain full-time student status (5.5 credits for Jr. High and 4.5 credits for High School). Exceptions only as approved by the Activities Director and Principal.
4. A student who is enrolled in some courses in a university, college, vocational school or some similar institution:
  - a. Must be in physical attendance (in school) for at least one course for their schedule.
  - b. Must maintain full-time student status (i.e. Youth Options).
5. A student regains eligibility immediately if incompletes are made up within two weeks after a grade reporting period.
6. If a student misses 3 or more consecutive school days due to vacations, or other prolonged anticipated absences, we require students to use our Anticipated Absence Form. This ensures that there will be no unpleasant surprises with a student's academic grades and safeguards our student's eligibility for their extra curricular activities.

## **WIAA HIGH SCHOOL ATHLETIC ELIGIBILITY INFORMATION**

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any questions about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

**Student-athletes, as well as parents are asked to read this bulletin, then sign it and have their**

**signature statement (attached) on file at their school prior to practicing and competing.**

These are WIAA eligibility rules, which are **current for the 2015-2016 school year:**

### **AGE**

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

### **ACADEMICS**

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances the schools' requirements prevail and must be applied as written.

### **ATTENDANCE**

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

1. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
2. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
3. A student who graduated in May or June retains eligibility for
  - a. Any portion of a spring athletic schedule not completed by the end of the academic year and
  - b. The school's summer athletic schedule.
4. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, etc.
5. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

### **DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

1. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.

2. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
3. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
4. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but,
  - a. May not participate at both schools in the same year and
  - b. Academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
5. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer section of this document.
6. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
7. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
8. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
9. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
10. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for non-varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

### **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the



student is residing full time with parents in their primary residence with these additional provisions:

1. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
2. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
3. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
4. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
5. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for non-varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

## TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. These additional provisions relate to transfer cases:

1. A student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be ineligible for practice and competition for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
2. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
3. Open enrolled and/or tuition paying students entering 11th and/or 12th grade as transfer students are ineligible to practice and/or compete for one calendar year.
4. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
5. 10th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided non-varsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).

6. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to practice and compete for one calendar year.
7. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-4th semester transfers. Intra-district transfers occurring after the fourth consecutive semester following entry into grade 9, result in the student being ineligible for practice and competition for one calendar year (365 days beginning with first day of attendance at the new school).
8. Unless transfer, including an accompanying change of parent's residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
9. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for non-varsity opportunities only for the balance of the calendar year. In situations involving transfer after the fourth consecutive semester following entry into grade 9, the student is ineligible to practice and compete for one calendar year.
10. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
11. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another state association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
12. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

### **PHYSICAL EXAMINATION AND PARENT'S PERMISSION**

A student-athlete, whether an adult or not, must have written permission of parents to participate in school athletics and he/she must have a physical examination (signed by a licensed physician or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

### **TRAINING AND CONDUCT**

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

1. A student-athlete who violates his/her school's code of conduct during the season of a sport (start

of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves:

- a. Possession and/or use of alcohol
  - b. Possession and/or use of tobacco, including chewing tobacco
  - c. Use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES)
2. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out-of-season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including, but not limited to, criminal behavior.
  3. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
  4. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport.
  5. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
  6. Any player who spits on, strikes, slaps, kicks, pushes or intentionally and aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
  7. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.

### **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

1. A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffel bags, backpacks, watches, rings, billfolds, coupons, gift certificates, regardless of their value for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, etc.
2. A student-athlete may receive awards for school achievement which are symbolic (non-utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event T-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, etc.
3. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.
4. A student-athlete may not be identified as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item,

plan, or service.

5. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

## **SPORTS ACTIVITIES OUTSIDE OF SCHOOL**

A student-athlete in a given sport may not compete in that same sport outside of school either as a team member or an individual or independent entry during the same time he/she is participating with the school team. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series).

1. WIAA rules do not prevent athletes from practicing with non-school teams or from receiving private skills instruction during the school season. However, they may not participate in any non-school games, including scrimmages against other teams.
  - a. This restriction applies to normal non-school games as well as “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
  - b. A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school’s official opening day of practice in order to continue non-school training and/or competition.
2. During the school year before and/or after the school season of a sport, a student-athlete may participate in sport activities outside of school with these restrictions:
  - a. A student-athlete must not participate in non-school programs, activities, camps, clinics and/or competition that is limited to individuals who are likely to be candidates for the school team in that sport in the following season.
  - b. Non-school activities in which students are engaged may not resemble in any way a school team practicing or competing out-of-season.
3. In the summer non-school roster restrictions are not in effect and members of a schools team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
4. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.
5. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. The sports of baseball, cross country, golf, gymnastics, softball, swimming, tennis, track & field, and wrestling are exempt from this rule, BUT only:
  - a. During the summer months and
  - b. If the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
6. A student-athlete must not participate in an all-star game or similar contest except for summertime activities
  - a. Within the same league or program (e.g., softball game between divisions of same

- league) or,
- b. In which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

## **CO-CURRICULAR PARTICIPANT REGULATIONS**

### **PARTICIPANTS**

The co-curricular activity handbook applies to all participants in athletic, non-athletic with public performance, and special recognition activities and is in force for the entire calendar year.

### **PARTICIPATION AGREEMENT**

All co-curricular participants must have on file with the Activities Director a signed participation agreement.

### **ATTENDANCE**

In order to compete in a contest, a student must attend all of their classes on the day of the contest or they must have a legitimate excuse as defined below. Attendance in a class constitutes being in the classroom for not less than half of the class period. (Competition on non-school days will be dependent on attendance of the last school day prior to the event). Students should also be in school the morning after a contest, if school is in session. Repeated absences from school will warrant a phone call to or a conference with the parents to make them aware of the abuses that may warrant a suspension from the next contest.

“Legitimate excuse is an appointment to: doctor, dentist, court appearance, funeral, or situation specifically approved by Activities Director or Principal in advance.”

### **INJURIES**

The head coach/advisor must be notified immediately of any injury that occurs at practice or during a contest.

Whether or not medical attention is necessary, an accident report form shall be filed with the Activities Director secretary.

In the event of any serious injury, the most efficient emergency medical service will be obtained.

### **TRANSPORTATION**

Transportation after practice will be provided (by the school) for all co-curricular participants.

All participants will ride to and from contests on school-provided transportation. Participants living along the route to the contest may be picked up or dropped off at a prearranged spot with a written parent request. Parents may transport their children home from a contest by notifying the head coach/advisor in person, and state in writing that they will take responsibility for their child. Participants who will ride home with a responsible adult must have a permission form approved by the Activities Director or Principal prior to the day of the contest.

1. Due to the position of liability in which the district may be placed with regard to this type of situation, a violation of the above is a serious rule infraction and will result in a conference with the Activities Director, Coach, Student, and parent/guardian; and the student will be suspended from the next contest.

### **SPECIFIC PARTICIPATION RULES**

Coaches/advisors of individual activities may establish more specific rules for their programs. Items which may be covered, include academics, conduct, actions, appearance, diet, practice attendance and curfew.

WIAA, conference, and school rules will apply.

Specific rules may not set aside or replace WIAA, conference, or school rules.

A copy of specific rules must be provided to and approved by the Activities Director prior to the start of the season. Participants and parents/guardians will be provided with a copy of these rules to sign and return to the Coach/Advisor at the start of a season.

### **EQUIPMENT**

The care and maintenance of equipment will be the co-responsibility of the student and the school district. The student is responsible for immediately turning in equipment at the end of the season.

Individual awards may be withheld if equipment is not turned in.

The student and their parents are financially responsible for all of the student's equipment.

If a student has failed to return or pay for their equipment from a given activity, that student will not be permitted to participate in any other activities until they do so.

### **CONDUCT**

Conduct shall be such as to bring no discredit to you as a student, your school, or your classmates while on school property or attending a school activity. The penalty for violating this paragraph depends on the conduct which the student exhibits.

Attendance at parties where alcohol is present is a code violation, unless the party is a recognized social event in a public establishment or private premises under parental supervision. Attendance at parties where controlled substances are present is a code violation regardless of place or supervision. Penalties for a violation of this paragraph shall result in a (1) contest suspension. Subsequent violations will result in a suspension from 25% of the contests or events.

Students who are active participants in co-curricular activities and athletics represent the School District of Three Lakes and are, therefore, expected to follow these guidelines in all their actions. The actions at school, on school premises or at school-related functions, or under the supervision of a school authority, are subject to disciplinary action. These guidelines are in effect on a 12-month basis throughout the calendar year.

Students will be disciplined for unacceptable conduct such as an arrest or conviction for a misdemeanor, felony or a traffic violation on or adjacent to school property related to student safety or contrary to the educational environment:

## INVESTIGATION AND ENFORCEMENT

An alleged violation has occurred when the School District receives: a report from law enforcement, an admission of the student, or a signed report of the circumstances surrounding the violation submitted by a person who witnessed the violation. Unless impractical or untimely, all alleged violations must be submitted in writing, must be signed, and must state the essential supporting details of the alleged violation. The Activities Director or Principal shall determine the validity of the alleged violation within 5 school days, and shall take the following action:

1. Give the student oral notice of the alleged violation.
2. Provide the student an opportunity to present his/her version of the incident.
3. Give the student an explanation of the information, which the school authorities have received, that may support a finding that he/she has violated the Rules of Conduct.
4. The Activities Director or Principal will have communication with the parents.
5. The Activities Director or Principal must make a determination as to whether the student has violated the Rules of Conduct. Any disciplinary action taken by the Activities Director shall be sent in writing to the parent/guardian of the child. In addition, the child shall receive in writing the disciplinary action taken by the Activities Director.
6. The students and parents shall have the right to appeal. You have five (5) school days to appeal upon notification from the school.
7. Should the Activities Director or Principal receive information on a possible violation of this code, no action may be taken by the Activities Director or Principal, if he or she determines the possible violation in question occurred more than 45 days prior to the date upon which the Activities Director or Principal learned of the possible violation. The only exception to this 45-day rule is where a criminal investigation into a student's behavior is underway by appropriate authorities.
8. Since honesty is expected, any finding of dishonesty during the disciplinary investigations or disciplinary procedures may result in added penalties under this provision. All students are expected to cooperate with investigations.

## SCHEDULE OF CONSEQUENCES

<u>Code Violation</u>	<u>Assessment</u>	<u>Practice</u>	<u>Penalty</u>
Attendance at a Party (First)		Yes	One Contest
Attendance at a Party (subsequent)		Yes	25% of Contests
First		Yes	25% Contests
Second	Recommended	Yes	50% Contests
Third	Recommended	Yes	75% Contests
Fourth			Until Graduation

1. Co-curricular activities that occur throughout the entire school year include: Student Council, Class Officers, FBLA, and Spanish Club. A code violation will result in a loss of participation for 45 school days within the given school year from the date the violation has been determined, awards will be withheld, and if the individual holds an office they will be reduced to member status only.

2. Activities with specific start and finish dates include, but are not limited to the following: Drama, Forensics, Science Olympiad, Skills Olympics, Science Symposium, and Solo/Ensemble (vocal and instrumental). In the event of a code violation, all subsequent awards and public recognition will be withheld for the current activities. In the event of the violation between activities, all awards and public recognition for the next activity will be withheld.

If there are no repeat code violations within a (2) year period, any subsequent violations shall begin as a first violation. Any student who brings it to the attention of the Activities Director or Principal and acknowledges a violation of this code shall be suspended for one event or game only and as to any other activities they are involved in, shall incur a reduced penalty. This ability to acknowledge a violation shall be available to any student once during their high school career only.

If there are insufficient contests remaining in the current season to serve the present activity suspension, the remainder of the penalty shall be served in the next activity season of the student. This suspension shall commence immediately upon its administration by the Activities Director and or Principal. The right to earn credits toward an award, is lost from the moment an infraction has occurred until the term of the suspension is completed. Once the penalty for the violation is served, the student may be eligible for any award he or she would have earned in the activity if otherwise qualified. If a second offense occurs in the same school year, then there shall not be any eligibility for any award in that school year.

### **APPEALS PROCESS**

The student has the right to appeal the decision of the Activities Director or Principal within 5 school days from receiving written notification of the suspension to the Superintendent or Designee. The Superintendent or Designee of the School District who shall convene a panel consisting of: himself/herself, together with two faculty members not involved in the event or athletic activity in which the student is involved to review the suspension. The Superintendent shall render a decision within 5 school days. Should the student not be satisfied with the results from the Superintendent he or she shall have the right to appeal that suspension to the School Board. The appeal to the Board must be within 5 school days of receipt of the decision of the Superintendent. The suspension shall remain in effect during the appeals process.



## **SPECIAL AWARDS**

The following are special award opportunities available to students who have upheld and maintained the ideals of our school district philosophy, have met the criteria of the award, and are selected by coaches and administrators where applicable.

### **TOM AINSWORTH AWARD PRESENTED TO A SCHOLAR AND ATHLETE**

The Tom Ainsworth Award was initiated in 1949 in memory of Tom Ainsworth. He was a devoted scholar and athlete who vividly displayed qualities of scholarship, leadership, citizenship, character, and athletic ability all during his school career. Each year a committee comprised of teachers, coaches and the administration has the responsibility of considering a recipient of the award. To qualify for the award, the recipient must show distinct qualities, but to keep this an exceptionally selective award, the boy must display all the qualities through four years of high school.

The Tom Ainsworth Award is the highest athletic award a male Three Lakes graduate can receive. Because of the demanding qualifications for the award, it may not have a recipient every year. To maintain the prestige of the award, the selection of recipients must be done with discretion. An award remains coveted only if it is achieved through dedication.

### **EDITH GODLESKI AWARD PRESENTED TO A SCHOLAR AND ATHLETE**

The Edith Godleski Award was first presented to Lynn Fisher in 1967. This award is presented to the female athlete who displays outstanding athletic ability as well as qualities of leadership, dedication, and scholarship. In order to keep this an exceptionally selective award, the girl must display all of these qualities through four years of high school.

The Edith Godleski Award is the highest athletic award a female Three Lakes graduate can receive. Because of the demanding qualifications for the award, it may not have a recipient every year. In order to maintain the stature of the award, great care and discretion is used in selecting its recipients.

### **CLAK KUEHL “GO-GETTER” AWARD**

Presented in honor of “Lion” Clark Kuehl. This award is presented to the athlete, boy or girl, who best exemplifies the ideals of desire, hustle and willingness to work long and hard.

### **MIKE McBRIDE “TEAM-MAN-SHIP” AWARD**

Presented to an athlete who displays a strong work ethic and positive attitude in practice and games. One who is willing to sacrifice individual interests for the good of the team.

This award does not have to be awarded every year. A boy and girl may be considered but it is not necessary to have both or either.

### **“CY” WILLIAMS AWARD**

The Cy Williams Award is presented to a junior or senior boy who displays high moral character, cooperation, leadership, and all around baseball ability.

The recipient of the Cy Williams Award is chosen by the head baseball coach, the principal, and the athletic director.

### **FRAN BLOEMERS AWARD**

This is the most coveted softball award a senior player can receive at Three Lakes High School. The standards for the Fran Bloemers award are high such that this award may or may not be awarded every year. The recipient of this award shall show strong moral, academic, and athletic characteristics. She should also exhibit outstanding leadership and team-man-ship skills along with consistent high performance on the field throughout her entire high school softball career.

### **JEFF NELL AWARD**

This award is presented in memory of a former Junior High Coach, Jeffrey Nell. It is given to the best all-around junior high male student-athlete. This student should regularly display, during both junior high years, the qualities of character, citizenship, leadership, service, and athletic achievement. This is not necessarily an annual award.

The recipient of the Jeff Nell Award is chosen by the Junior High teaching and coaching staff and principal.

### **JUNIOR HIGH OUTSTANDING GIRL AWARD**

This award is given to the best all around junior high female student-athlete. This student should regularly display, during both junior high years, the qualities of character, citizenship, leadership, service, and athletic achievement. This is not necessarily an annual award.

The recipient is chosen by the Junior High teaching and coaching staff and principal.

**THREE LAKES SCHOOLS  
EXTRA-CURRICULAR PARTICIPATION  
EMERGENCY MEDICAL AUTHORIZATION**

Parent:

The district is seeking your permission to have your student treated at a doctor's office or hospital in the event that they are in need of emergency medical treatment. If an emergency occurs, every effort will be made to contact you. However, if such contact cannot be made, this Emergency Medical Authorization may facilitate prompt treatment.

STUDENT NAME \_\_\_\_\_  
Last First Middle

MAILING ADDRESS \_\_\_\_\_  
PO Box # or Street City State

HOME ADDRESS \_\_\_\_\_  
(if different) Fire Number Road Name

DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_ GRADE \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_  
City County State

FATHER'S NAME \_\_\_\_\_  
Last First Middle

EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_  
Last First Middle

EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

MEDICAL INSURANCE CO. \_\_\_\_\_  
Name Group #

FAMILY DOCTOR \_\_\_\_\_ PHONE \_\_\_\_\_

FAMILY DENTIST \_\_\_\_\_ PHONE \_\_\_\_\_

PREFERRED HOSPITAL \_\_\_\_\_ PHONE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ (to call first in an emergency)

List all anticipated sports/activities:

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If parents cannot be contacted, list two neighbors or relatives who may be contacted.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

Is your student allergic to any medication? \_\_\_ YES \_\_\_ NO

If yes, please list \_\_\_\_\_

Are there any medical or physical concerns the coaches/advisors should be aware of?

\_\_\_ YES \_\_\_ NO If so, please list \_\_\_\_\_

If possible, please give us the date of your child's last tetanus shot \_\_\_\_\_

I. GRANT CONSENT

I give my consent for emergency medical or dental treatment for my child who may become injured or ill while under school authority. I understand this authorization does not cover any surgery unless medical opinions of two other licensed physicians or dentists concurring in the necessity for such surgery are obtained prior to the performance of such surgery.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

II. REFUSE CONSENT

I do not give my consent for emergency medical or dental treatment for my child who may become injured or ill while under school authority. In the event of illness or injury, while efforts to reach us fail, I desire the school authorities to take no action.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## **ACTIVITY PARTICIPATION AGREEMENT**

School District of Three Lakes

### **Activity Handbook and Equipment Care**

I have received, read and understand the Activity Handbook which all students participating in a School District of Three Lakes co-curricular program are required to abide by. I further acknowledge that all equipment issued to me for participation remains the property of the school district and that I will either return the equipment in reasonable condition at the conclusion of the season, or pay for its replacement.

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Participant's signature

Date

I acknowledge that \_\_\_\_\_ read and understands the Activity Handbook which all students participating on a School District of Three Lakes co-curricular are required to abide by. I also agree that all equipment issued to \_\_\_\_\_ remains the property of the school district and that the equipment will either be returned in reasonable condition at the conclusion of the season, or will be paid for at its replacement cost.

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Parent/Guardian's signature

Date

### **INJURY AWARENESS Parent and Student**

We realize that participation in co-curricular activities involves the potential for injury. We acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility.

We have notified and are aware that such an injury may be severe including, but not limited to, fractures, brain injuries, paralysis, or even death.

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Participant's signature

Parent/Guardian's signature

Date

We understand by executing this agreement we are committing to, as a student, refraining from the consumption of alcohol or drugs for which a prescription is not received, and that this prohibition continues throughout the entire calendar year. As a student, we understand that we must maintain absolute sobriety at all times during our high school career.

We as parents understand and agree that we shall attempt to enforce the absolute sobriety and other requirements of this code. We understand that this code is applicable throughout the calendar year, and not just for the school year or season, or period of time the student is participating in an event. We acknowledge that we have explained and discussed this code with our student/child prior to executing this agreement. We fully understand the ramifications of the execution of this agreement and participating in either extra curricular activities or athletic events in the Three Lakes School District.

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Participant's signature

Parent/Guardian signature

Date