

GO EAGLES!



ALMOND-BANCROFT HIGH SCHOOL & MIDDLE SCHOOL CO-CURRICULAR CODE 2018-2019

***ALL PARTICIPANTS ARE RESPONSIBLE FOR THE
INFORMATION PRESENTED IN THIS HANDBOOK***

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TABLE OF CONTENTS

Issue Resolution Chain	1
Co-Curricular Philosophy, Guidelines, and Regulations	1
Sportsmanship Policy	2
Co-Curricular Activities	3
Nondiscrimination	3
Eligibility—Academic and Social Requirements	3
Penalties (including other penalties)	5
Students with Special Needs	6
Transportation	6
The Activities Council & Due Process	6
Off Season Expectations	7
Insurance/Injuries	7
Medical Clearance	7
Communications Parents Should Expect from the Coach	7

Issue Resolution Chain

Communication among or between athletes, parents, and coaches is encouraged and becoming ever more necessary. The following steps should be followed to enhance this communication:

1. **Student should bring the concern directly to the coach/sponsor.** Coaches/sponsors are to work with the student to create a time and location that will work for this type of conversation.
2. If the student needs support, a parent, teammate, or athletic director can be present for the conversation with the coach, helping the student be their own advocate.
3. If a resolution still cannot be achieved after steps one and two, the parents, student, and coach may meet with the athletic director, whom will take a more active role in helping to resolve the issue.

If a parent brings a complaint to the Athletic Director, they will be directed back to the coach/sponsor first. Students will be encouraged to advocate for themselves and work with the coach/sponsor to solve problems. When necessary, the Athletic Director will work with the student to develop strategies to approach coaches appropriately.

CO-CURRICULAR PHILOSOPHY, GUIDELINES, AND REGULATIONS

The following rules and guidelines will be used for the operation of a positive and successful athletic program.

1. All students, parents, administrators, and staff members shall follow the provisions of the Co-Curricular Code.
2. Each coach/sponsor may have team/club rules, which may be above and beyond those identified in the Co-Curricular Code. If so, these rules must be openly shared with all athletes/participants and their parents. They must also be approved and on file with the Activities Director and Principal.
3. All coaches/sponsors shall adhere to this policy and direction from the Activities Director, the Principal, and or designee of the District Administrator.
4. Levels of participation: The School District believes that participation at any level should be geared toward fun, an overall positive experience, and good sportsmanship. Open and honest communication is paramount throughout the program. Every effort shall be made between the athlete/participant, coach/sponsor, parents, and administration to communicate the goals, objective, and expectations of each program of each individual participant.
 - A. The Board of Education may choose to offer extra-curricular activities at the elementary level (grades K-6). The emphasis at this level is for total and equal participation. The children will learn basic rules and skills associated with the activity. Values such as positive attitude, respect for others, and teamwork will be introduced. Highest regard should be placed on the children's self-esteem. Winning will not be a main emphasis.
 - B. The Board of Education offers extra-curricular activities at the middle school level (grades 7 and 8). Each athlete/participant shall participate as often as possible in all games/events in order that he/she will feel encouraged to continue to participate. Although winning/success is desirable, participation should be emphasized at this level.
 - C. The Junior Varsity program shall stress participation, and a major emphasis may be on the need to prepare physically and psychologically to win. Skill levels will begin to be a factor associated with actual playing time/participation time.
 - D. At the Varsity level, programs will emphasize competition that may be based on limited participation of students and no guaranteed playing time for those participants. Athletes/participants, who desire this level of involvement, do so with the understanding that playing/participating is a privilege. Playing/participating time will depend upon individual skill levels, attitude, display of appropriate sportsmanship, and ability to display athletic skills that will complement a winning game strategy.
 - E. Violations of the Co-Curricular Code, coaches'/sponsors' rules/guidelines/expectations or Student Handbook by students in grades 6-12 could affect and limit participation.

SPORTSMANSHIP POLICY

The Almond-Bancroft School District believes in developing and maintaining quality Activities programs and the many educational and social values that can be instilled in the students who participate in these programs. Like the classroom setting, practices, events and games are forums for our coaches/sponsors, parents, and adults to teach.

Sportsmanship is the cornerstone of any quality program. Good sportsmanship is an attitude that displays respect dignity, character, self-control, fair play, and camaraderie. We acknowledge that students, coaches/sponsors, parents, and others can on occasion, be caught up in the intensity of a particularly heated contest/event. This, however, is no excuse for irresponsible, un-sportsmanlike, behavior. Just as we expect civility and self-control in the classroom and in society, we must demand it in our student programs.

In the interest of promoting sportsmanship, the following guidelines are to be followed by all students, administrators, coaches/sponsors, faculty, parents, and spectators.

Expectations of the coaches/sponsors, activities director, faculty, and administration

1. Always set a good example for participants and fans to follow and model respect, dignity, character, self-control, and fair play.
2. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship and ethics a number one priority.
3. Respect the judgment of contest officials; abide by the rules of the event and refrain from behavior that entice spectators in a negative manner.
4. Treat opposing coaches/sponsors, participants, and fans with respect.
5. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.

Expectations of the student participants

1. Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community. Your actions good or bad reflect on your coach/sponsor, school, and community.
2. Refrain from taunting, trash talking, or making any kind of derogatory remarks to your opponents during the game/activity, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
3. Respect the judgment of contest officials; abide by the rules of the event and refrain from behavior that would entice spectators in a negative manner.
4. Treat opponents the way you would like to be treated.
5. Win or lose with character and dignity.

Expectations of spectators

1. Refrain from taunting, trash talking, or making any kind of derogatory remarks to your opponents during the game/activity, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
2. Be a positive role model through your own actions and by censuring those around you at events whose behavior is unbecoming.
3. Remember that you are at a contest/activity to support, cheer for your team, and enjoy the skill and competition/participation; not to intimidate or ridicule others.
4. Remember that a ticket to a school event is a privilege to observe a contest, not a license to verbally assault others.
5. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public.

Refrain from the use of any controlled substance (alcohol, drugs, etc.). Before, after, and during games/activity.

***FAILURE TO ABIDE BY THESE EXPECTATIONS COULD WARRANT THE CROWD CONTROL WORKER, SCHOOL PRINCIPAL, ACTIVITIES DIRECTOR, DISTRICT ADMINISTRATOR, OR A WIAA OFFICIAL TO DISMISS THE INDIVIDUAL(S) FROM OUR SCHOOL PREMISIS. FURTHER DISRUPTION OR INAPPROPRIATE ACTION COULD INCLUDE POLICE INVOLVEMENT. SPECTATORS IN VIOLATION OF THE ABOVE EXPECTATIONS MAY NOT BE ALLOWED ON SCHOOL GROUNDS DURING FUTURE EVENTS, AS DEEMED NECESSARY BY THE ADMINISTRATION.**

CO-CURRICULAR ACTIVITIES

FOOTBALL	VOLLEYBALL	BASKETBALL
SOFTBALL	BASEBALL	TRACK
WRESTLING	FORENSICS	MUSICAL
PLAY	SPANISH CLUB	FFA
QUIZ BOWL	PEP BAND	HOMECOMING/PROM COURT
JAZZ BAND	SHOW CHOIR	STUDENT COUNCIL
POM-PONS	CLASS OFFICERS	MOCK TRIAL
MATH LEAGUE	FBLA	FCCLA
ACES	ART CLUB	GAMING CLUB

NONDISCRIMINATION

The Almond-Bancroft School District does not discriminate and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Individuals who desire to have documents translated for them or want to inquire about discrimination/harassment practices, policies or file a complaint, should contact either the school principal or the district administrator.

Activities shall be offered to students in the district and participation shall be in accordance with established school and activity rules. Participation in extracurricular activities is voluntary and all students are encouraged and invited to take part in the privilege for the purpose of instilling pride in individual and team efforts, utilizing team skill, and developing leadership and self-discipline.

The activities director shall hire personnel for supervision of all athletic activities.

Students who violate school and/or activity rules shall be subject to disciplinary action.

ELIGIBILITY

The Almond-Bancroft Schools are a member of the Central Wisconsin Conference and the Wisconsin Interscholastic Athletic Association (WIAA) and are bound by all the rules established by these organizations. This enables athletes/students to participate in conference and state contests.

1. A student must not reach age 19 before August 1st of that school year.
2. High school students must not participate on any team group except his/her high school team during the same period.
3. High School students must have completed all work below the ninth grade.
4. Athletes must have completed a physical to meet WIAA standards.
5. Must review, with at least one parent or guardian, the preseason informational packets and agreement forms provided by the coach/sponsor for each sport/activity that you will be participating in.
6. All participants in the athletic program must submit either a signed WIAA physical card (if didn't receive a physical the previous school year) or alternate year card (only if received a physical the previous school year) before they will be allowed to practice. Furthermore, any students with medical conditions such as bee sting allergies, asthma, etc., must provide their appropriate medical treatment (ie. epipen, inhaler) to the coach before they will be allowed to be present at practices and or athletic events.
7. Must meet the academic requirements and social requirements that follow.
8. Other rules applying to enrollment, residency, amateur status, etc, may be found in the WIAA Handbook, or obtained from the Activities Director. This handbook is available on-line at www.wiaawi.org or it can be obtained from the Activities Director.

Academic Requirements

HIGH SCHOOL - There are two levels of violation that may occur.

Level 1: If a participant receives only one "F", they will be eligible to participate. The student though, will be serving a 15 school day probationary period. After 15 school days, beginning the day grades are finalized, the student must be passing all classes in order to continue participation. If the participant has any failing grades at the end of the 15 school day probationary period, or has not turned in the **Grade Report Form** to the Activities Director, the student will be ineligible for one week. The participant will continue to turn in the Grade Report Form weekly, and will remain ineligible until they are earning passing grades in all courses.

Academic Requirements (continued)

Level 2:

If a participant has received more than one "F" on the quarterly report card, they will be ineligible to participate for 15 school days, beginning the day grades are finalized. After 15 school days, the student must be passing all classes in order to continue participation. If the participant has any failing grades at the end of the 15 school days, the student will be ineligible for the remainder of the quarter. If the participant does not have any failing grades at the end of the 15 school day period, the student will be required to submit to their coach/advisor (before 3:30 pm on the last day of school during each designated week) a **Grade Report Form** signed by all of their teachers with updated grades. The student will be required to continue submitting the **Grade Report Form** to their coach/advisor throughout the remainder of the designated quarter. If the student does not submit the weekly progress report to their coach/advisor before 3:30 pm on the last day of school during the designated week, or the student has any failing grades on their **Grade Report Form**, the student will be ineligible to participate in any events the following week (but may still practice per coach's/advisor's discretion).

**NOTE THAT FOR FALL SPORTS, PER WIAA HANDBOOK, INSTEAD OF 15 SCHOOL DAYS, THE PROBATIONARY/SUSPENSION PERIOD IS 21 CALENDAR DAYS THAT BEGIN WITH THE FIRST POSSIBLE DATE OF A CONFERENCE OR NON-CONFERENCE CONTEST (NOT INCLUDING SCRIMMAGES), AND NOT THE FIRST DAY OF PRACTICE. THE STUDENTS ON LEVEL 2 WILL NOT BE ABLE TO PARTICIPATE IN ANY OF THE EVENTS (BESIDES PRACTICE) UNTIL THE 21 DAY SUSPENSION PERIOD IS SERVED, AND THEY ARE EARNING PASSING GRADES IN ALL THEIR COURSE WORK.*

MIDDLE SCHOOL - This section of the code applies to all students as soon as they enter the sixth grade, until they have completed the last day of school as an eighth grader.

Grades: Any student receiving an (F) on a midterm or report card will be suspended for one football game and two games in the other sports. The student will remain ineligible until they get a **Grade Report Form** signed by all of their teachers indicating they are passing. (Note: Grades for the fourth quarter of the sixth and seventh grade years carry over for the fall sports.)

Social Requirements

1. Participants shall exhibit conduct, which reflects the ideals, principles, and standards of the Almond-Bancroft School District. This includes: showing good sportsmanship, using appropriate language, and representing Almond-Bancroft in a positive manner. Violation of school rules and/or rules established by the coach/advisor will result in appropriate punishment as set forth by the student handbook or the coach/advisor, activities director, or principal.
2. Participants shall abstain at all times from the use or possession of tobacco, electronic cigarettes, inappropriate use of non-prescribed drugs, inappropriate use of prescribed drugs, inappropriate use of over the counter drugs, controlled substances, alcohol, and drug paraphernalia.
3. Participants shall accept responsibility for the proper use and safekeeping of school equipment and apparel and pay for any loss.
4. Participants shall abstain from any conduct that is illegal or detrimental to the goals established by this code or by the student handbook. The conduct includes participating in a gathering which there are alcoholic beverages or other illegal drugs present. It is acceptable for a student/athlete to be in a location serving alcohol if the student is accompanied by his or her parents/guardians and not drinking. It is also acceptable if there is a special celebration such as a wedding or graduation, sponsored or attended by parents/guardians, where other students are attending, and the student/athlete is not drinking.
5. Participants must attend school the full day of an event. A student who has the prior approval of the principal (48 hour notice) may be excused for up to one-half of the school day and still participate if they have an excused appointment, but if they are ill they must be pre-excused and be present in school for the entire afternoon. Any extenuating circumstances will be at the discretion of the principal.
6. Any participant who is suspended from school may not participate during the period of their suspension, including practices.
7. Participants are expected to attend all practices/rehearsals. The punishment for unexcused absences shall be at the discretion of the coach/advisor/sponsor.

Social Requirements (continued)

8. Participants are expected to take care of the school equipment they are using during the sport season. Students will not be allowed to participate in a new activity until all equipment from previous activities has been returned or replaced.
9. Participants are expected to treat teammates and coaches/sponsors with respect and dignity. Hazing, harassment, and other inappropriate behavior and will be subject to the co-curricular code penalties.

PENALTIES

A student shall be suspended from activities for these acts at any time.

1. Use or possession of tobacco, electronic cigarettes, inappropriate use of non-prescribed drugs, inappropriate use of over the counter drugs, controlled substances, alcohol, and drug paraphernalia.
2. Any other conduct of a significant level deemed unacceptable by the Principal, CWC, or WIAA, or other participation agency affiliations, including, but not limited to criminal behavior.

ATHLETICS

First Offense - 2 game suspension for football, 3 games for volleyball, 4 games for baseball, 4 games for softball, 4 games for basketball, 3 wrestling competitions, and 3 track meets. The student athlete will practice with the team during the suspension and will attend all games out of uniform. However, he/she will not be released from school to attend athletic events. If the suspension cannot be served completely in one season, then the remainder of the suspension will carry-over to the next sports season the athlete is involved in (applies to first and second offense).

Second Offense - The violator loses all awards coming to him/her and forfeits all nominations by his/her coach for all conference (for the remainder of that school year). In addition, the violator will be suspended for 1/2 of the games in the sport season in progress and/or the overlapping of sports season. 4 1/2 games of football; 7 matches for volleyball and 11 games for basketball, 10 games for softball, and baseball. Track, cross-country, and wrestling will be determined by taking 1/2 of the total meets that are scheduled for that year, not including regional and sectional meets.

ACTIVITIES

First Offense - The student will be suspended from all activities listed on page 3 for a period of 45 calendar days, or 1/4 of the season/events for forensics, quiz bowl, pom-pons, and mock trial, and math league. The suspension period will begin in the day the school is notified of the violation. If the activity requires regularly scheduled practices, then the student may be allowed to participate in the practice upon approval from the coach/advisor, but is still suspended from any competition/event/performance for the prescribed amount of time.

Second Offense - The violator loses all awards coming to him/her and forfeits all nominations by his/her coach/advisor/sponsor for the remainder of that school year. In addition, the violator will be suspended from all activities, listed on page 3, for 90 calendar days from the date the school is notified of the violation, , or 1/2 of the season/events for forensics, quiz bowl, pom-pons, and mock trial, and math league. If the activity requires regularly scheduled practices, then the student may be allowed to participate in the practice upon approval from the coach/advisor, but is still suspended from any competition/event/performance for the prescribed amount of time.

*Calendar days refers to the school year only . Any time not served during the school year that the violation occurred in, will carry over to the following school year. If a suspension carries from one year to the next, the student will be ineligible to participate in any summer activity opportunities that might become available.

BOTH ATHLETIC AND ACTIVITIES

Third Offense - Suspension from all athletics/activities for one calendar year from the date the school was notified of the violation..

Fourth Offense - Dismissal from athletics/activities for the remainder of the student/athlete's high school career. After one year, the student/athlete may petition the Activity Council in writing for a review and consideration of reinstatement.

OTHER PENALTIES

A student must have participated for an entire athletic/activity season and not dismissed off the athletic team/activity for any reason (other than possible injury or other emergency type situation) otherwise the suspension will be carried over into the next participating season.

All offenses carry over from 9th through the 12th grade. **This includes transfer students and any offenses that may have occurred at a previous high school(s) - per WIAA rule book, the student will serve the penalty from the school they transferred from.**

If a violation occurs out of season, the suspension will be served during the next occurring season.

The Principal has the right to discipline any student who displays any other conduct of a significant level deemed inappropriate.

STUDENTS WITH SPECIAL NEEDS

Students who have been identified as having special needs are in programs designed to enable them to be held to the same standards as the other participants.

TRANSPORTATION

Travel to and from events must be in accordance with Almond-Bancroft School Board Policy, which states that transportation is to be arranged by an administrator at the request of a coach/advisor and once the method of transportation is determined, all participants involved shall be transported in that manner.

Participants are exempt from riding the school provided transportation only if the student's parent/guardian talks with the coach/advisor after the event and signs the *Transportation Log*. The coach/advisor will then notify the school as to who is riding the bus back to the school. No participant may drive or ride to an out of town event without being accompanied by his/her legal guardian.

THE ACTIVITIES COUNCIL

The Almond-Bancroft Athletic Council shall consist of:

1. Principal
2. Activities Director
3. Student Council Advisor
4. At least two coaches/advisor/sponsors of extra-curricular groups (excluding coach of the sport violated).

Procedures and Limitations

1. The Activities Council may adjudicate any and all disciplinary cases, which may arise to the interscholastic athletic program. The limits and extent of the council's authority and the penalties prescribed by the council will be in accordance with the Almond-Bancroft Co-Curricular Code.
2. A responsible adult witnessing a violation of the Co-Curricular Code must present in writing, the time, place, and act of violation, properly signed to the Principal or Activities Director.
3. Any participant accused of an Co-Curricular Code violation will meet with the Principal, Activities Director, Dean of Students and the head coach/sponsor of the sport/activity involved to discuss the alleged violation. At least two of the four must be present. The student/athlete's parents/guardians will be advised of the alleged violation.
4. The accused will have 5 working days, starting when the student was notified, to appeal the decision to the activity council and will maintain eligibility during this time. However, if the student admits to the violation, the punishment will be carried out immediately. If a written appeal is made to the Activity Council for a hearing, the student will be ineligible during the appeals process, per WIAA. The Activity Council will set a hearing date within 5 working days of the written appeal.

DUE PROCESS

1. Any disciplinary actions taken by the Principal, Activities Director, Dean of Students or the Activity Council may be formally appealed in writing to the District Administrator within 14 days from the day the disciplinary action takes effect.
2. Upon receipt of the appeal, the District Administrator shall establish a date for a hearing, such date no later than five days after the receipt of the written appeal.
3. The Principal and District Administrator shall hear the appeal and vote on a decision to either uphold or rescind the Activity Council's decision. The student and his/her parents/guardians are invited to attend as well as the head coach of the sport involved. The student may be represented by legal counsel and will be provided the opportunity to present evidence.
4. A written record of the hearing will be kept and a copy of these proceedings will be mailed to the student athlete and his/her parents/guardians within three business days.
5. This hearing may be appealed to the Board of Education through a written request received by the District Administrator within 14 days of the mailing of the proceedings of the previous hearing. The same rights as stated for the previous hearing will be accorded.
6. Athletics Only A review by the Executive Office of the WIAA of the Board of Education hearing may be requested through the District Administrator, in writing, within 14 days of the mailing of the outcome of the hearing.

A further appeal may be made to the WIAA Board of Control. The District Administrator, Principal, or Athletic Director may provide any further information concerning due process consideration through the WIAA upon request.

OFF-SEASON EXPECTATIONS

The code applies to participants in and out of an activity at the time of violation. Penalties will be assessed at the beginning of the next activity period that the participant enters.

INSURANCE/INJURIES

The school provides limited insurance for all students who are participating in school-sponsored athletics. The student shall report all injuries sustained in practice or competition to the coach/sponsor/advisor **within 24 hours of the injury**. Students should report even "minor injuries" even if they do not anticipate that medical attention will be necessary. The coach/sponsor/advisor should fill out an accident report and submit it to the building principal. A parent or guardian of the student who was injured should obtain an insurance claim form from the secondary office and return it to the secondary office within 24 hours.

MEDICAL CLEARANCE

Any student receiving medical treatment from a doctor or athletic trainer, due to injury or illness, that requires the student to not participate, must provide a written permission slip from the physician or athletic trainer to the coach/sponsor/advisor to resume participation at practice or athletic events.

COMMUNICATION PARENTS SHOULD EXPECT FROM THE COACH/SPONSOR

- Coaching/Team/Program Philosophy
- Team Rules/Expectations
- What parents can expect from the coach and what the coach should expect from the parents
- Calendar of Events (Practices, Tryouts, Fundraising, Team Bonding, etc.)
- Team requirements (i.e., physical fees, forms, special equipment, and summer programs)
- Transportation
- How parents and athletes should communicate with the coach/sponsor (Boundaries)
- Value of the Co-curricular Code Meeting
- Rschool Notification—most updated schedule