

Activities Handbook

School District of Rhineland

Rhineland High School

&

James Williams Middle School

June 2024

Contents

Preface 4

 Nondiscrimination and Equal Opportunity Employment 4

 Pupil Nondiscrimination Policy 4

 Governing Bodies 4

 National Federation of High Schools (NFHS) - www.nfhs.org 4

 Wisconsin Interscholastic Athletic Association (WIAA) - www.wiaa.wi.org..... 4

 Wisconsin Valley Conference (WVC) - www.wisconsinvalleyconference.org..... 5

 Great Northern Conference (GNC) - www.greatnorthernconferencewi.org 5

 Educational Value of Co-Curricular Activities..... 5

 National Federation of High Schools (NFHS) - *The Case for High School Activities* 5

 Sportsmanship 5

 Program Offerings 6

 Activities for Grades 6-8..... 6

 Activities for Grades 9-12 6

 Separation of Middle School and High School Co-Curricular Programs 6

 Required Documents 6

 Adding an Activity 7

 Deleting an Activity..... 7

 Admissions and Passes 8

 Coaching..... 8

 Coaches Code of Ethics - NFHS..... 8

 Employment..... 9

 Coaches Not Licensed to Teach 9

 Volunteers..... 9

 Attendance 10

 Rules Meeting and Exam Requirement..... 10

 Conference Meetings for Coaches 10

 Assessment 10

 Practices..... 11

 Evaluation of WIAA Officials 12

 Media..... 12

 Finance..... 12

 Management of Gifts and Donations..... 13

 Equipment and Apparel 13

Supervision and Maintenance.....	14
Scheduling.....	14
Competitions	14
Invitational/Tournament Considerations.....	15
Interscholastic Scrimmages.....	15
Cancellations/Postponement of Contest	15
Awards and Recognition.....	15
Parent and Senior Night	15
Post-Season Awards Banquet	15
State Send-offs.....	16
State Championships.....	16
Requirements for School Awards.....	16
Approved List of School Awards for 9-12 Activities	16
Student Travel	17
District Transportation	17
Coach Bus.....	17
Overnight Accommodations	17
Travel Conduct	17
Parent Transportation	18
Early Release	18
Safety and Medical Procedures.....	18
Potential Dangers in Athletic Participation	18
Supervision.....	18
Roles and Responsibilities of the Coach.....	18
Medical Information	19
Athletic Training Services (ATS) Team	19
Training Sessions for Standard Medical Procedures	19
Emergency Medical Procedures Training and Administering Services	19
Drug Policy.....	19
ImPACT Concussion Study	20
Weather Safety Guidelines & Procedures.....	20
Proactive Planning.....	20
Parents and Guardians	20
Activities Scheduling and Updates	21
Parent/Student/Coach Expectations.....	21

Parent/Guardian Code of Conduct.....	23
Complaints/Concerns	24
Matters Regarding SDR Personnel	24
Matters Regarding the Superintendent	25
Matters Regarding Programs/Operations	25
Parent/Citizen Complaints	26
Disciplinary Appeals	26
Student Code of Conduct.....	26
Attendance (Grades 6-8)	27
Attendance (Grades 9-12)	27
Unexcused Tardies.....	27
Academic Eligibility (Grades 6-8)	27
Academic Eligibility (Grades 9-12)	28
Behavior Violations.....	28
Substance Abuse Violations	29
Procedure for Handling Violation	29
DANCE COURT ELIGIBILITY.....	30

Preface

This handbook acts as a resource for anyone involved in the School District of Rhinelander athletic and other co-curricular activities programs, and was designed to define expectations, clarify procedures and contribute to the efficiency and management of the co-curricular programs. While every possible situation cannot be covered in a handbook, many of the situations which may arise in SDR's co-curricular programs are addressed in this handbook.

The nature of the activities and sanctioning organizations under which SDR's athletic and other co-curricular programs are affiliated determine application of rules and regulations stated herein.

Nondiscrimination and Equal Opportunity Employment

Qualified applicants are considered for all School District of Rhinelander (SDR) positions, and during employment are to be treated without regard to race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Wis. Stats. 111.32), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

SDR insures that the people it serves through educational programs, activities and employment transactions are served in an environment free from discrimination without preferential or disparate treatment. Reports of probable or alleged violation of policy and/or law relating to nondiscrimination and equal opportunity employment may be directed to the Superintendent of Schools ("Superintendent") or the Affirmative Action Officer.

Pupil Nondiscrimination Policy

The Board is strongly committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote non-discriminatory practices in all District and school activities.

In addition, reasonable accommodations will be provided for participation or attendance at SDR programs and activities when necessary in an effort to assure full accessibility. (Title IV of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and Wisconsin Statute 118.13, Pupil Nondiscrimination.).

SDR encourages informal resolution of complaints under its policy. However, the formal complaint resolution procedure is provided to address allegations or violations of SDR policy. Any questions concerning SDR's pupil nondiscrimination policy (Policy 2260, Nondiscrimination and Access to Equal Educational Opportunity) and grievance procedures, or requests for information on reasonable accommodations, services, activities and facilities that are accessible to individuals with impairments, should be directed to the Director of Special Education-Pupil Services.

Governing Bodies

National Federation of High Schools (NFHS) - www.nfhs.org

RHS is a member of the National Federation of High Schools. The NFHS promotes amateur sports participation and athletics programs at the high school level. In addition, the NFHS provides leadership in the field of high school athletics/activities administration, establishes rules and regulations for the sanctioning of high school athletics/activities events and formulates model rationales for high school eligibility rules for use by high school athletics/activities administrators. All coaches must be familiar with the rules and regulations pertaining to NFHS and the activities as set forth in its rulebook.

Wisconsin Interscholastic Athletic Association (WIAA) - www.wiaa.wi.org

RHS is a member of WIAA. Therefore, holds all participants in WIAA sanctioned events to eligibility requirements. James Williams Middle School will also follow all WIAA guidelines. Coaches must be familiar with WIAA rules and regulations and must ascertain that all students meet the requirements. All leaders of other activities must be familiar with and conform to any conference, regional, state or national rules regulations that apply to them. Coaches should

be knowledgeable of WIAA rule adaptations, which are provided to head coaches prior to the season. All high school coaches of WIAA teams are required to complete a rule examination.

Wisconsin Valley Conference (WVC) - www.wisconsinvalleyconference.org

JWMS (grades 6-8) belongs to the WVC. Coaches may request copies of current WVC bylaws and rule adaptations for middle school athletics from the Activities Director. WVC bylaws are subject to review each year by head coaches, athletic directors and middle school principals at their respective conference meetings. At the WVC end-of-season meeting, head coaches may discuss and vote for bylaw changes that do not supersede WIAA rules. WVC athletic directors will discuss and vote on recommendations. If recommendations are approved by a majority vote, WVC school principals will have the final vote.

Great Northern Conference (GNC) - www.greatnorthernconferencewi.org

RHS belongs to the GNC. Coaches may request copies of current GNC bylaws as well as rule adaptations for high school athletics from the Activities Director. GNC bylaws are subject to review each year by head coaches, athletic directors and high school principals at their respective conference meetings. At the end of each GNC meeting, head coaches may discuss and vote for bylaw changes that do not supersede WIAA rules. GNC athletic directors will discuss and vote on recommendations. If recommendations are approved by a majority vote, GNC school principals will have the final vote.

Educational Value of Co-Curricular Activities

Athletic and other co-curricular activities are an important part of SDR's curriculum. The primary goal is to provide a sound academic experience for students. Interscholastic activities are voluntary and compliment the required educational program. It is the interest of the schools and community that equitable standards for participation be established and administered.

Athletic and other co-curricular activities provide special opportunities for participants to advance their intellectual, physical, social and emotional development. They offer competitive and challenging experiences to stimulate the development of students. The activities provide students the opportunity to strive for the achievement of personal and team goals, as well as to represent SDR and the community. SDR strives to make the experience fulfilling and enjoyable for all students.

The community should realize that control of and responsibility for school activities rests with school authorities. All stakeholders should keep in mind the fact that an activity is primarily part of a school program due to its educational implications. When an activity ceases to have educational value, it should cease to be a school function.

SDR aims to promote a positive value system and create meaningful opportunities that make student participants, the student body, coaches/advisors, school personnel and community members proud to be a Hodag.

National Federation of High Schools (NFHS) - *The Case for High School Activities*

Benefits of Co-Curricular or Education-Based Activities

1. **Activities support the academic mission of schools.** They are not a diversion, but rather an extension of a good educational program. Students who participate in activities tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
2. **Activities are inherently educational.** Activities provide valuable lessons and skills for practical situations – like teamwork, fair play and hard work. Through participation in activities, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities students need if they are to become responsible adults, productive citizens and skilled professionals.
3. **Activities promote health and well-being.** Mental and physical health are improved through activities. Self-concept, self-image, physical activity and weight management are a few of these health benefits realized through participation.
4. **Activities foster success in later life.** Participation in high school activities is often a predictor of later success - in college, a career and becoming a contributing healthy member of society.

Sportsmanship

The Activities Department aims to develop a positive reputation in the area of school and community sportsmanship.

- Spectators represent the school and community; the same as an athlete.

- The good name of the school is more valuable than any game won by unfair play.
- Decisions of officials are accepted as final.
- Recognizing and showing appreciation of fine play and good sportsmanship on the part of the opponents.
- Advocate that spectators or participants who continually demonstrate poor sportsmanship will be dismissed from the activity and future events.

Program Offerings

Activities for Grades 6-8

All activities will be offered on a voluntary basis and will be open to all interested and eligible students. A policy of wide participation is endorsed. Student participation in multiple activities should be encouraged whenever scheduling conditions permit. Skill level, maturity level and the work ethic of students gradually impact participation of individuals in the program. Competitive situations need to be controlled so that maturation rate and skill levels create opportunities for student success. Program offerings can be found at <https://www.rhinelanderk12.wi.us/schools/middle/activities/all-jwms-activity-offerings.cfm>.

Activities for Grades 9-12

Students shall have the opportunity to participate in the activities program if they are willing to assume the specific responsibilities for their chosen activity. Due to the nature of the competitive level of interscholastic activities, the participants will need to compete for positions by preparing and developing their skill level. Opportunities will be provided for any interested student in athletic or co-curricular activities that the school sponsors. Program diversity will include competitive activities that provide special opportunities in athletics, intellectual or artistic pursuit. Program offerings can be found at <https://www.rhinelanderk12.wi.us/schools/high/activities/all-rhs-activity-offerings.cfm>.

Separation of Middle School and High School Co-Curricular Programs

Due to liability concerns and in the best interest to all potential participants, the following guidelines have been established:

- Pursuant to the WIAA Rules of Eligibility, individual students in grades 8 and below will not be allowed to compete in a high school contest.
- SDR athletic teams in grade 8 and below may share a common practice facility with a grade 9-12 team.
- SDR athletic teams in grade 8 and below may practice against a grade 9-12 team on an occasional basis, provided both teams are in their defined season.

Required Documents

Participants are required to have the following documents on file with the Activities Office before they will be allowed to participate in a practice or contest:

1. **WIAA Physical Examination** – Valid for 2 years. All managers along with participants in drama, mock trial, robotics and trap are exempt from physical examinations.
2. **Registration** - Required each school year. May be found on the activities website. This includes emergency medical information, insurance waiver, alternate year card, student and parent activities code agreements, concussion pledge and WIAA agreement.
3. **Activity Fee** – The middle school fee is \$20.00 per activity and the high school fee is \$25.00 per activity. The maximum amount a family may be charged for activities per school year is \$100.00. Parents may seek a confidential waiver for reduction of activity fee through SDR's Business Office. Managers are exempt from activity fees. Fees are assessed after the first competition.
4. An additional expectation is that participants will not have outstanding equipment nor owe any fines to the school from previous athletic or activity affiliation. If equipment is not returned within five (5) days from notification, students will not be allowed to practice nor compete until this is resolved.

To assure that every student who practices is eligible, the process stated below will be followed:

1. The coach will meet with prospective participants prior to the first day of practice. Students must have all forms completed prior to the first practice.
2. The Activities Office will review forms and determine student eligibility.
3. An eligibility list will be generated by the Activities Office, which will be given to the coach on the first day of practice. As more students become eligible or ineligible, coaches will receive an updated list.
4. Students may not practice unless their names are included on the eligibility list received from the office.
5. Requests from families with students wanting to participate in co-curricular activities, but are not enrolled in SDR, will follow WIAA guidelines.

Adding an Activity

Recommendations for adding a school-sponsored co-curricular program may be forwarded to the Activities Director. A representative of the interest group may be asked to present a proposal to the building principal and to the Activities Director. Requests which meet the criteria for adding an activity will be forwarded to the Superintendent. Recommendations supported by the Superintendent will be forwarded to the Board of Education (Board).

Criteria for Adding an Activity

1. Student Interest – Maintains a satisfactory level for a minimum of two years.
2. Sanctioning Organization – Approved by WIAA, NFHS or other accredited organization.
3. Coaches/Advisors – Competent leadership available.
4. Facilities – Space is available and will not infringe on other activities.
5. Funding – Provisions for adequate funding available. Funding will not be diverted from existing programs to create new programs.
6. Scheduling - The potential for scheduling competition series is available. Travel costs, distance and time of competitions will be considered.
7. Impact on Activities Department – New activity will support and enhance current programs and will not draw student interest away from current programs.
8. Competitiveness – Previous success in club and tournament competition.
9. Community Interest – Increased program support.
10. Revenue - Ability to generate revenue to help defray operations of the program.
11. Gender Balance – Maintains compliance with Title IX.
12. The Board will make the final decision. If an activity becomes a financially sponsored activity of RHS or JWMS, SDR will:
 - a. Appoint or hire a qualified advisor/coach.
 - b. Provide transportation.
 - c. Approve guidelines if not affiliated with a state or national organization.
 - d. Provide a facility to conduct requirements of the activity.
 - e. Set up approved financial accounts.

Deleting an Activity

Recommendations for deleting a school-sponsored activities program may be directed by the Activities Director in collaboration with the school building principal. A representative of the activity may be afforded an opportunity to defend the status of the existing program. Recommendations that meet the criteria for deleting an activity will be forwarded to the Superintendent. Recommendations supported by the Superintendent will be forwarded to the Board.

Criteria for Deleting an Activity

1. Student Involvement – Lack of student interest and participation over a two-year period of time.

2. Sanction - Retracted by WIAA or NFHS.
3. Coaches/Advisors – Inability to secure competent leadership.
4. Facilities - Space is not available or will infringe on existing activities.
5. Scheduling - Securing contests becomes increasingly difficult. Either lack of competition with consideration of travel costs, distance (weather and geography) and/or time of competitions.
6. Funding - Adequate funding is no longer feasible, particularly in view of participation numbers.
7. Competitiveness - Little or no success in league or tournament competition.
8. Tradition or Community Interest – No longer an esteemed program; lack of support.
9. Revenue - Inability to generate revenue to help defray operations of the program.
10. Gender Balance – Maintain compliance with Title IX.

Admissions and Passes

SDR does not charge an admission fee to any regular season event. Admission fees for WIAA tournaments vary by sport and are established by the WIAA with approval of the member schools.

Coaching

Coaching has been accurately described as a highly specialized and challenging form of teaching that is conducted in an extremely competitive environment. The validity of this proposition is supported by several facts not readily apparent to casual observers or to inexperienced coaches. Along with the traditional, strategic, tactical and conditioning preparations expected of coaches, school boards, parents and court systems have also come to demand competence in a variety of administrative and management duties. Of major importance to all coaches is the fact that contemporary public expectations carry with them legal implications and challenges of significant dimension. This comprehensive instructional and supervisory expectation has evolved due to the legal and ethical duties that are assigned to coaches while working with students “in loco parentis”. Originally, this legal doctrine was conceived as a rationale for the control of student behaviors. However, more recent interpretations have focused on the protective and advocate responsibilities that coaches incur while directing student activities.

Coaches Code of Ethics - NFHS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors:

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with booster clubs and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give students special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Employment

The employment of an individual for co-curricular duty is primarily related to the formulation of educational policy and to the management, operation and direction of SDR; and clearly within the scope of responsibilities outlined in this Activities Handbook. SDR has an obligation to hire coaches and/or advisors for all Board-approved co-curricular activities, as they are an integral part of the total educational program. These employees may be subject to the Fair Labor Standards Act, WIAA rules and guidelines, SDR handbook(s) and rules and guidelines of the NFHS. Employees will also be subject to Board policy and procedures, as well as the evaluation process.

The District may find it necessary to employ, on a part-time basis, coaches or advisors who are not members of the professional staff. Subject to and consistent with any applicable terms of this Activities Handbook and WIAA rules and guidelines, such part-time employees may not exceed 40 hours worked per week. The Athletic Director shall establish procedures to ensure that each person employed as a coach or advisor has the appropriate qualifications, has been properly interviewed and signs an Extra Duty Agreement, which includes the conditions of employment and compensation arrangements. There must also be verification that a satisfactory background check has been conducted by SDR through appropriate state agencies or other applicable means.

The employment policies and rules that govern all co-curricular assignments fall under Policy 3120.08, Employment of Personnel for Co-curricular Activities, for contracts/agreements, recruitment, appointment and employment, and extra-curricular assignments. All paid and non-paid coach/advisor contracts and agreements are assigned on a year-to-year basis and are based on an annual evaluation by the Activities Director.

Coaches Not Licensed to Teach

In this day of increasing concern about liability, certification offers a secondary benefit generally unavailable through alternative measures. Nationally recognized professional certification is not a guarantee against litigation but provides a significant tool for successfully defending a lawsuit. All paid 6-12 grade athletic coaches who are not licensed to teach or do not meet WIAA criteria (i.e. alternative coaching training or minimum of five years of previous coaching experience) are required to complete the National Federation of State High School Associations (NFHS) certification. Coaches must complete the coursework prior to the start of their second year of coaching.

Volunteers

The Board recognizes that there are members of the community that have an interest in serving as volunteers in athletic or other co-curricular activity programs. A co-curricular volunteer is a person who works on an occasional or regular basis in co-curricular programs to support the efforts of professional coaches and other school personnel. Such co-curricular volunteers will serve in that capacity for one season at a time without compensation or employee benefits. The use of co-curricular volunteers shall not conflict with or replace any regularly authorized personnel allotment.

The Board also recognizes that it can be advantageous to athletic coaches and co-curricular advisors to use volunteers for assisting with particular coaching assignments. Therefore, co-curricular volunteers may be utilized as needed in accordance with established administrative procedures. Any district employee volunteering on a "full-time" basis shall be allowed excused leave from their district position for contests and events in which they volunteer.

All volunteers must complete a background check provided by the District. Co-Curricular volunteers shall serve at the discretion of SDR and may be removed from the position at any time. Co-Curricular volunteers shall be expected to abide by all policies, rules and regulations applicable to their particular volunteer assignment, as well as all WIAA, GNC and WVC rules and regulations.

The following procedures will be followed by all volunteers interested in assisting with SDR co-curricular programs:

1. If varsity coaches, head coaches or advisors deem it appropriate to have volunteer services, they should discuss the reasons with the Activities Director. After receiving permission from the Activities Director, they may then seek volunteers for approved positions.

2. When volunteers have been selected by coaches or advisors, a recommendation should then be forwarded to the Activities Director for approval. No volunteer may be involved in activity programs without the Activities Director's approval.
3. The volunteer will not be given any assignments that cannot be closely supervised by the coach or advisor in charge of that activity, unless approved by the Athletic Director.
4. The volunteer will serve at the discretion of SDR and may be removed from the position by the Activities Director at any time it is deemed necessary.
5. Volunteer assignments are for the season in progress only.
6. Pursuant to Policy 3121, Criminal History Record Check, the Board requires an inquiry into the background of all volunteers.

Attendance

Head coaches are expected to be present at all practices and contests. Assistant coaches should communicate requests of absence in advance to the head coach. Head coaches should submit requests of absence in advance to the Activities Director. Coaches expect players to be present at practices and contests and coaches should model this expectation.

Rules Meeting and Exam Requirement

All coaches, whether paid or unpaid, shall be required to watch a WIAA sport/rules video and complete the WIAA sport/rules exam.

Conference Meetings for Coaches

Head coaches of each WIAA sport must attend the coaches meetings. Meetings are held at the conclusion of each season for most sports and at various dates for others. Upon notification of the meetings, the Activities Director will inform head coaches of the dates and times. Meeting items will include the announcement of all-conference and other award selections, as well as to discuss recommendations for changes in conference bylaws. The assistant coaches may also attend these meetings, but at no additional expense to SDR.

SDR will provide a district vehicle (if available) for GNC meetings. If a district vehicle is not available, mileage reimbursement at the current approved mileage rate will be paid. In those cases where a group of head coaches are traveling to the same site, the Activities Director may arrange for common transportation for the group. In that case, SDR will not compensate or reimburse costs to those individuals choosing to travel separate from the group. A Meeting Attendance Request form must be filled out in advance of the meeting in order to receive reimbursement.

Assessment

An assessment process will be used to determine a coach's supervision, evaluation and professional development. This process was designed to support the performance of the coaching staff since quality coaching is a responsibility shared jointly by the coaching staff and the Activities Director.

The goal of this process is to find a creative, efficient way to help coaches become better coaches. Inexperienced coaches need guidance to improve their craft of coaching. At the same time, veteran coaches can utilize feedback to evaluate the critical elements of their programs. There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that should be considered whenever he or she is evaluated. Assessment affords an opportunity to identify, recognize and praise quality coaching and leadership within a system by using objective, performance-related measures.

The assessment process used by SDR was developed through review and consideration of assessment tools used by many school districts and some universities. This was supported by research-based best coaching practices from state and national sources, as well as current state and national educational guidelines.

The assessment process is designed to provide meaningful and comprehensive feedback using the following format. The Activities Director will evaluate head coaches every year at the completion of the activity.

Professional Development

- ❖ **In-District Coaching Clinics/Workshops** - Coaches are required to have current CPR/AED and First Aid Certification to stay abreast of current trends and medical procedures.

- ❖ **Out-of-District Coaching Clinics/Workshops** - Coaches are allowed one (1) out-of-district clinic per sport per year. A Meeting Attendance Request form must be filled out at least ten (10) days prior to the clinic, regardless of whether reimbursement from SDR is being sought. This will serve as documentation in an effort toward professional growth and staff development. Prior to submitting the Meeting Attendance Request, SDR employees must have first secured a substitute.
- ❖ **State Tournament Attendance** - According to SDR policy, high school coaches will be permitted to attend state meets, even if their respective teams are not competing. A Meeting Attendance Request form should be filled out at least ten (10) days prior to the event. Release time will be granted under professional development release time and a substitute teacher will be paid by SDR. Personal expenses will not be covered by SDR. Prior to submitting the Meeting Attendance Request, SDR employees must have first secured a substitute.

Practices

Well-designed practices are a basic component of a successful program. Practices are used for conditioning, learning techniques, improving skills and preparing for competition. Therefore, coaches should create a plan for each practice, which includes specific objectives for participants to accomplish. Organization will be a key factor to a coach's success in working with young people. Students enjoy structure and practice activities that make sense by fitting pieces together in meaningful sequences. A coach's practice session needs to be planned with care and thought. Whether a coach realizes it or not, the flow of their practice plan is evaluated daily by the participants.

Maintaining practice plans on file helps provide important protection for coaches. When situations involving injury to athletes that result in a liability or litigation, it can be important to coaches to be able to certify what instruction the participant has received. A thoroughly planned and efficiently run practice may be one of the most important teaching devices a coach can utilize. Coaches should recognize both long- and short-term goals in their planning, and balance the length and intensity of practices with the abilities and age level of participants they are coaching.

Coaches are expected to start and conclude practice sessions as close as possible to the times that have been provided to students and parents. Coaches should submit a practice schedule to the Activities Director and report changes to participants, the Activities Director, staff and any other personnel affected by the change. Coaches are discouraged from having their own children at practices. However, on occasion it may become necessary. If necessary, the coach's children must not present safety concerns or behave in such a way that the behavior is a distraction to the coach or participants.

Vacation and Holiday Practices

Students missing practices on recognized religious holidays will be considered excused and will not be penalized. Coaches should inform participants, parents and the Activities Director of all non-school practice dates in advance. The Activities Director will notify custodial staff of such practices. Coaches wishing to practice on a recognized holiday must receive prior approval from the Superintendent. Coaches and students should use the entry doors located in the back of the buildings for vacation and holiday practice dates. For security purposes, doors cannot be propped or left open. Coaches are responsible to be sure the building is secured before leaving.

School Closings/Cancellation and Practices

Coaches may schedule practices when school is not in session during their season. When school is closed or cancelled before the start of the school day due to inclement weather, all middle school after school activities will be cancelled. RHS coaches may conduct practices after conferring with the Activities Director. Participation at practices when school is cancelled is not required, provided coaches are communicated with in advance by the participant or his/her parent or guardian. The Activities Director and/or building principal may decide to terminate all practices for a particular date due to inclement weather or safety concerns. Administration will take into consideration the need for the practice (tournament series & pre-game practices will have higher priority), grade level of team members, geographic distance team members from the school, time of practice, location of practice, weather forecast and travel conditions. When school is cancelled after the academic day is already in session, all practices are cancelled. The Activities Director, building principal and Superintendent will make an informed decision on interscholastic competitions for that day. Coaches should include school closing/cancellation policies in their season expectations. Coaches hold the primary responsibility of student safety regarding dangerous weather conditions.

Wednesday Evening Practices and Family Night

All Wednesday evening activities must be concluded by 6:15 p.m. for RHS participants and 5:30 p.m. for JWMS participants. Students participating in family activities on Wednesday immediately after school ends and before the concluding hours of practice, shall be excused and will not be penalized for absenteeism. (Policy 8800.01)

Evaluation of WIAA Officials

The head coach of each WIAA high school sport will complete the evaluation of officials as requested by the conference and/or by the WIAA coach evaluation process in an effort to help the WIAA identify those officials to be considered for tournament play. Coaches are advised to informally document each official/crew at the conclusion of each event and use the documentation at completion of the season when completing the WIAA evaluation form.

Media

Since the media is an important ally of a successful activity program, a minimum expectation of all head coaches is to report results of competitions. Consistency of all coaches is in the best interest of students and adds positive credibility to school programs. Coaches are encouraged to submit scorebook sheets and other pertinent information (i.e. game facts, scoring summary, highlights, team record) to all media. Coaches from the host schools are responsible for reporting scores to area media outlets.

The head coach should make an effort to become acquainted with the local media representatives and to cooperate with them whenever possible. Coaches need to be aware that each type of media outlet requires a different timeline. That being the case, coaches should err on the side of reporting results as soon as possible after events. Given the resource limitations of some of the media, it is helpful to notify them of newsworthy events and to submit unsolicited information. Coaches willingly establishing relationships with area media provides desirable, positive media coverage.

Finance

Purchase of Equipment, Apparel and Supplies

Coaches will prioritize each budget request that involves additional equipment or replacement equipment, as well as apparel or supplies. Each item should be accompanied by a vendor name, brand, catalog order number and price. As the overall activity budget is developed, the Activities Director will select for purchase the equipment, apparel and supply items requested based on the coaches' priorities, but within the limitations of the budget.

Coaches will submit a completed purchase order form to the Activities Director. Coaches are not to place orders without a purchase order completed and approved.

This procedure should also be used when placing equipment, apparel and supply orders using monetary gift donations from booster and support organizations.

Donations (Gifts, Grants, Bequests)

Supportive individuals, community groups or booster clubs may wish to provide additional support to a particular activity for a specified reason. Such donations must be presented to the head coaches and/or the Activities Director, who will seek acceptance from the Board.

Fundraising

Coaches may desire to sponsor a fundraiser to create funds for a particular need. The procedures for having a fundraiser are as follows:

1. All fundraising projects undertaken with school activities in conjunction with school activities or conducted in the name of a school organization shall be under the control of school administration.
2. Prior to the fundraising project, the coach in charge must complete and receive written approval by the building principal and the Activities Director on the Fundraising Request form. Any direct solicitation of funds must also be approved by the Board.
3. The fundraiser must not duplicate another activity fundraiser during the same year.
4. Coaches may not maintain a checking account or write checks. In addition, coaches should not be the individual directly receiving contributions, entry fees or camp/clinic fees. Contributions received should be turned into a school activity account or with a recognized booster group as frequently as money accrues. The booster group should have a checkbook with the organization's letterhead and have completed an application for a Federal Tax Identification Number. Receipts of all deposits must be maintained.
5. When students engage in fundraising projects, coaches should inform them and their parents of the expectations of the students, what the profits will be used for and what personal benefits the students will receive. Students should also be aware of any liability should they lose fundraising items or funds.
6. Profits from fundraising projects involving students must be used to directly benefit students.
7. Sales of products generally available from local merchants is discouraged.

8. Fundraising profits held in school activity accounts will be held until requests are submitted to the Activities Director to expend for stated purposes.
9. When the intended use of fundraising profits involves the purchase of capital equipment or improvements to the school which could require a future commitment by the Board for maintenance or staff, the Board must approve the project prior to initiating the fundraiser.
10. SDR will strive to protect students and parents from excessive fundraising activities that may place a financial burden on both the family and the community.

Support Groups

Coaches may have program needs which are not covered in the regular budget. SDR is fortunate to have organizations that provide financial support for its programs. Coaches are encouraged to work with these support groups. The Athletic Booster Club (ABC) can provide financial support for SDR programs.

ABC Support

Head coaches can submit requests to ABC according to their policy by using the Application for Support form. The Activities Director must approve these requests. ABC requires that coaches making requests are present at an ABC meeting in order for the request to be acted upon. Coaches should plan ahead so requests do not conflict with their competitive season.

Management of Gifts and Donations

Community organizations and clubs (support groups) actively support SDR activities and generously provide gifts and/or monetary donations. In order to manage the funds provided to SDR by these groups and to avoid any conflict pertaining to gifts/donations, the following procedures/rules will be followed:

1. All gifts/donations to SDR must be officially accepted by the Board, pursuant to SDR Policy 7230 Gifts, Grants and Requests.
2. SDR coaches and advisors are not to hold positions of official office in any support group from which the activity they are coaching or advising may receive donated funds.
3. Staff is prohibited from participating in support group activities during their scheduled workday, unless otherwise approved by the building administrator.
4. Employees are to act as ambassadors for SDR.
5. It is prohibited for coaches and advisors to open accounts for the deposit of proceeds received by donations, fund-raising events and/or disbursement of funds.
6. All proceeds received from donations or fundraising events for the activities programs are to be deposited into and channeled through the program's activities account.
7. Coaches and advisors must follow SDR Policy and Administrative Guidelines 6320, Purchasing Procedures, for the purchase of necessary supplies, equipment or other services to be used in the activities programs.

Equipment and Apparel

The care and maintenance of equipment will be the co-responsibility of participants and SDR. A sizable portion of the activity budget goes toward the purchase, replacement and repair of equipment each year.

Distribution and Use

When equipment is distributed to the students, coaches should specify any instructions regarding the proper care, storage, cleaning and safeguarding of all equipment. When applicable, coaches need to read aloud the warning labels and demonstrate correct wear of the equipment.

Students are responsible for all equipment issued to them. The coach will complete an equipment form, containing complete itemized lists of the equipment issued. Students need to inform coaches of any damaged or defective equipment as soon as possible. Apparel, both practice and game, are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose nor lent to other individuals.

Collection

At the end of the season, RHS coaches will make arrangements for the return of all equipment and apparel. Coaches are encouraged to collect uniforms and other equipment on the day of or day directly after the last contest. Violators will be held financially liable for equipment. All lost and excessive usage of equipment needs to be replaced and will be paid

for by the athlete to whom it was issued. Students having equipment in their possession that was not issued to them face disciplinary measures. Individual awards will be withheld and/or monetary fines imposed if equipment is not turned in prior to the date awards are distributed. Students will not be allowed to participate in subsequent activities until all equipment is returned or all pending fines are paid.

Outstanding Equipment/Apparel

If any equipment or apparel is missing after the final check-in, the coach will pursue the return of the items. When it becomes evident that students will not or cannot return the missing items, the coach will submit an itemized list for each student to the Activities Director. The Activities Director will send that list to the parent of the student and, if necessary, document the item value on the student's permanent record. The list of the items and any costs incurred due to the missing items will be removed when the student either returns the items or pays the original value of the item(s).

The head coaches should maintain an inventory of team equipment. Since the safety of participants is a prime consideration, the coaching staff should inspect equipment periodically throughout the season with a thorough inspection completed at the end of the season. This may be done by coaches, the Activities Director or an outside representative trained in assessing conditions of equipment. Upon inspection by the Activities Director, unsafe equipment may be discarded or recommended for repair/reconditioning.

Personal Equipment

For some activities, it is necessary for the participants to purchase equipment items and/or uniform items. Examples of this are tennis racquets, golf clubs, downhill ski equipment, towels and shoes. In such cases, the head coach is encouraged to advise the students in advance of the purchases and of recommended equipment that meets desired product quality. There are instances where it may be advisable to arrange for a group discount and purchase. The Activities Director may assist the head coach in arranging for bids or setting up a demonstration of items considered for purchase.

Supervision and Maintenance

All school facilities being used by student participants are the responsibility of the coaches in charge of the activity. Coaches should perform a visual inspection of the facilities prior to an activity to insure safety for student use. If an unsafe condition exists, the coaches should report this to the Activities Director who will determine if the facility should be used until the problem has been corrected or equipment is in normal working order. Coaches should report problems with private facilities to the Activities Director.

Teams must treat home and away facilities with respect and care. Students are accountable for their behavior while the coach is responsible for the supervision of the participants. Students who damage school property, whether intentionally or accidentally, should be reported to the school administration. Students will be held responsible for repair or replacement of the damage.

Upon completion of an activity or practice, before leaving the facility, the coach should check to be sure that all students have departed and the facility is left as it was prior to their use. Locker rooms should be locked whenever there are not scheduled activities or practices. The locker rooms are not to be left open for the use of unsupervised students. Cell phones with video capabilities are not allowed in locker room and rest room facilities.

Scheduling

Interscholastic athletics have first priority for the use of the school athletic facilities. Regularly scheduled competitive events take precedence over all practices. Practice schedules may vary from year to year depending on changes in circumstances or sizes of squads, so a new schedule will be created annually as needed for each season.

Competitions

The Great Northern Conference Commissioner, in cooperation with athletic directors, will schedule GNC contests. The Activities Director shall consult head coaches to discuss non-conference games, tournaments and invitationals to be scheduled. The Activities Director may assign scheduling responsibilities to the head coaches, but retains the power of approval, before issuing game contracts. Head coaches are responsible for the scheduling of scrimmages. Coaches at the sub-varsity levels may be required to assume the responsibilities for the event, in the absence of the Activities Director. It is the responsibility of the coach, with approval from the Activities Director, to approve the music selection for pregame warm-ups and breaks in play.

Invitational/Tournament Considerations

The Activities Department will host invitationals or tournaments whenever feasible in an effort to promote the sport and school, generate income, expose athletes to extensive competition, expose community and youth to high level competition and establish traditions.

Interscholastic Scrimmages

Head coaches shall schedule scrimmages with the approval of the Activities Director. Scrimmages are to be scheduled with no loss of school time. All scrimmage costs must be included within the approved budget for the year. Sub-varsity scrimmages can be arranged if they involve no added expense to the Activities Department. The number of varsity scrimmages is regulated by WIAA rules. If a coach desires the use of registered officials for a scrimmage, he/she must personally secure their services.

Cancellations/Postponement of Contest

If a game must be postponed due to inclement weather or any other factor not conducive to safe game conditions, the following practices should be followed:

1. Coach should confer with the Activities Director, or the building principal if the Activities Director is not available. The following factors to be considered in the decision to cancel or postpone a contest:
 - a. Safe playing conditions and surfaces for participants and officials.
 - b. Safe travel for the teams.
 - c. Safe travel for students and fans.
 - d. Safe travel for game workers and officials.
 - e. Damage to equipment/facilities.
 - f. Safety of spectators on or on school grounds.
 - g. Time of the event.
2. After considering the above-listed factors, the Activities Director will confer with the opposing school's activities director to make the determination to play or postpone the contest. The Activities Director will attempt to reschedule the contest and may consult head coaches to assist in securing a new date. The Activities Director will notify coaches, the bus company, officials, event workers and the media of cancellations and re-scheduled events. Coaches will notify participants.
3. The decision to postpone an afternoon contest must be made in time to give notification to the visiting school(s).
4. Once a contest begins, game officials are in charge of stopping and restarting a contest.

Awards and Recognition

There are specific events aimed at building quality relationships. Coaches are encouraged to hold Parent's Night, Senior Night and postseason awards banquets.

Parent and Senior Night

It is customary at RHS for athletic head coaches to schedule a parent night and senior night at a home event. The head coach is responsible to schedule these nights with the Activities Director.

Post-Season Awards Banquet

It is the responsibility of the head coach to schedule the post-season awards banquet. Awards are symbols of achievements and a means of recognizing individuals that excel. Participants may earn coaches' awards and school awards. The coaches' awards acknowledge the traits coaches believe are worthy of special recognition.

Head coaches should complete and submit the Activity Award Request form at least one (1) week prior to the banquet. The head coach is responsible for informing invited staff and team personnel of the details of the banquet. Coaches

should send parents an invitation and inform the Activities Director and media with the location, date and time of the awards presentation. The coach may choose to work with a support/booster club or parents in planning the type of ceremony desired. Every effort should be made to keep the cost of the awards banquet at a reasonable level. Because WIAA rules state that “No alcoholic beverages may be available or present at high school athletic events,” and banquets are a school activity and are associated with an activity team, all adults should refrain from use of alcoholic beverages at the awards banquet.

Guidelines for the awards banquet:

- Keep comments about the season positive, with the emphasis on seniors and varsity members.
- Make sure every player in attendance is introduced by name.
- Recognize those who helped during the season.
- Avoid negative commentary.
- Double-check the awards prior to the banquet.
- Avoid subjective commentary about past coaches or players.
- Avoid predictions of the future.
- If a coach plans on resigning from his/her coaching position, the resignation should not be announced at the awards banquet.
- Plan ahead. Place banquet on season schedule if possible.
- Hold banquet shortly after the conclusion of the season, preferably not more than one week past the last date of the tournament series.

State Send-offs

RHS has a tradition of celebrating student achievement at the state level of competition. Coaches should contact the Activities Director to set up time, location and agenda for state send-off. Coaches and participants are encouraged to send personal invites to parents, staff and special guests. Every attempt will be made to see that state send-offs will not interfere with instructional time.

State Championships

The head coach has the responsibility of contacting the Activities Director, media and other parties they would like to have as part of their school and/or community celebration. It is advisable that coaches create a plan in preparation of attaining such a distinguished honor.

Requirements for School Awards

1. Letting criteria will be handed out by the head coach at the beginning of the season.
2. Participants must complete the season as a member of the team in order to be considered for an award.
3. Participants who have met all prescribed letter requirements may have an award withheld at the discretion of the coaches.
4. Participants that have not met all of the prescribed letter requirements due to an injury shall be eligible for an award at the discretion of the coaches.
5. Participants in their senior year who have participated in a specific activity for two or more years, but lack participation requirements to qualify for a letter, shall be eligible for an award at the discretion of the coaches.
6. Participants must be in good standing pursuant to the regulations set forth in the Activities Code.

NOTE: Awards will be withheld until participants have returned all equipment and apparel and when all fines and fees are collected.

Approved List of School Awards for 9-12 Activities

1. Numerals - Completion of first approved activity season.
2. Letter - Completion of first lettering requirement.

3. Insignia - Completion of first lettering requirement in each activity.
4. Bar - Each time a letter is earned.
5. Letter Certificate - Each time a letter is earned.
6. Manager Pin - Managing a varsity activity seasons earns a manager pin.
7. Honorary Captain(s) pin.

Student Travel

District Transportation

A majority of activity teams travel to out-of-town competitions. SDR shall provide transportation for participants, support personnel and coaches in authorized school vehicles. For end-of-season tournament play, SDR will only pay for bus transportation for the participants who are actually competing and their coaches. Coaches and students will follow the guidelines listed below when traveling to/from a school-sponsored activity:

1. Participants must remain in their seats and maintain conversational noise levels.
2. Coaches must be seated on the bus in the areas that will give them the maximum supervisory coverage.
3. Co-ed bus trips must be closely monitored, and male and female passengers may sit together only with coach/advisor permission and supervision.
4. Participants are to be at the point of departure on time.
5. Participants who miss the bus and travel to the contest late shall not be permitted to compete unless prearranged and approved by the coach and a building level administrator.
6. Any unusual circumstances during a trip must be immediately reported to the coaches, bus driver and Activities Director.
7. Courtesy and mutual respect for team members and fellow passengers must be practiced at all times. This includes refraining from loud talking, shouting, whistling, profanity or unnecessary noises.
8. Students who travel by bus are reminded that they represent their activity, their school and the community.
9. Food and drink will be allowed on buses only with the approval of the coach/advisor and bus driver.
10. Coaches/advisors will inspect the bus upon arrival back to the school and make sure it is cleaned up before students are allowed to leave.

Coach Bus

At the request of the coach/advisor, a school bus may be upgraded to a charter coach bus for competitions. The individual program budget will only cover the transportation total as if a school bus is taken. The only exception is if the cost of transportation by coach bus is less than a school bus. Arrangements for payment of the difference in price must be made in advance of the trip and must be paid with non-district funds (i.e., booster club, fundraisers). The coach/advisor must communicate such a request to the Activities Director well in advance of the requested date(s). At no time will alcoholic beverages be allowed on any bus, SDR-owned or other rented vehicle while transporting students

Overnight Accommodations

The Activities Office will make overnight arrangements when deemed necessary. Funding for accommodations need to be arranged in advance from sources outside of the activities budget. The Activities Director will approve requested accommodations and forward the purchase order for payment. Coaches will receive a copy of the purchase order to show at the reservation desk. Coaches are responsible for notifying the participants and families of the purpose of the trip, date and time of departure, date and estimated time of arrival home, mode of transportation, location of team housing and phone number and expenses that students will incur.

Travel Conduct

The conduct of both students and coaches/advisors must be exemplary at all times, particularly when representing a school at an event. All school rules apply to all students participating in an out-of-town school-sponsored activity. While in transit, the bus driver is in charge. The coach is responsible for students' behavior and cleanliness of the bus.

Parent Transportation

Under certain circumstances or exceptional situations, students may be excused from riding home from an activity on school-authorized transportation. Students riding home from an event with a parent/guardian may do so by having the parent/guardian sign out the student with the head coach after the event. A Request for Permission to Ride Home form is required if the student will be traveling home from an event with someone other than a parent/guardian and be completed at least one (1) day in advance of the scheduled contest. Forms are available in the Activities Office or on the activities website. The form must be approved by the coach and either the Activities Director or a building level administrator. Students will only be allowed to leave with the driver listed on the approved form on file in the Activities Office. Parents may only transport other students if both sets of parents complete the form and detail such arrangements. In no case will participants be allowed to ride with another student or transport themselves.

Early Release

Activity contests are scheduled in an attempt to avoid disturbance to the academic program. However, competition schedules may require students to be excused from their academic class time. To insure communication between teachers, office personnel, participants and coaches, the coach/advisor will submit an email with departure time and the player list to the school faculty, Activities Office and Attendance Office one (1) day prior to the event.

When students are released early from school for competition, they will be released from class ten (10) minutes prior to departure time at the middle school level and fifteen (15) minutes prior to departure time at the high school level. Students are responsible to communicate with teachers in advance of missed class time and are responsible for academic material that they may miss due to the early release.

Safety and Medical Procedures

Potential Dangers in Athletic Participation

Parents and students should fully understand and appreciate the risk of serious personal injury associated with participation in the athletic activities. Athletic activities can be hazardous and taking part in such activities is a calculated risk on the part of student athletes and parents. Yet, to many students, the potential benefits exceed the potential hazards. The very element of calculated risk makes the participation a stimulating adventure, satisfying the students' desire for competition, strenuous effort and creative activity. Reducing injuries to a minimum without detracting from this adventure is a continuous goal of the coaching, medical and administrative personnel. Coaches should inform players of the inherent risks associated with sports.

Supervision

Each coach has complete responsibility for the health and welfare of every squad member from the time that participants report to a practice or game to the time that team members leave the locker room. Coaches should not leave the team unsupervised and must accompany teams on the buses whenever teams are transported to an off-campus site.

Roles and Responsibilities of the Coach

Head coaches are responsible in emergency situations, unless licensed medical personnel are present. A first aid kit should be available at all practices and games. Head coaches or appointed assistants are responsible for having the first aid kit stocked by licensed medical personnel before the start of and during the season.

Head coaches are responsible for filling out an Accident Report form and submitting it to the Activities Office or reporting to the Athletic Trainer. This is vital for possible legal purposes. Head coaches should inform licensed medical personnel of injuries so they can assist in documenting and treating students.

During times when licensed medical personnel are available, all injuries to athletes should be referred to them. If an injury occurs when licensed medical personnel is not available, coaches in charge will have immediate responsibility to decide whether further medical attention is necessary. Coaches are to:

1. Treat any injury that they feel their first aid training qualifies them for - coaches should not exceed their capabilities in attempting to diagnose or treat injured athletes.
2. Contact medical services for serious emergency situations.
3. Refer to student medical information in the Rschool App for necessary individual attention prior to treatment.
4. File an Accident Report form within 24 hours of an occurrence.

If a physician removes an athlete from competition or practice, the coach must receive clearance from a physician and the Athletic Training Services Team before athletes can participate in practices, meets or games.

Medical Information

It is important that parents share a student's essential medical information with/between a physician, certified athletic trainer, licensed athletic trainer, coach, the Activities Director and/or others of like responsibility who may be reasonably described as "needing to know" in order to provide for the safety and well-being of the student athlete. Essential medical information will be kept confidential except in the narrow scope of "needing to know."

Athletic Training Services (ATS) Team

Encompassing many other health care services, appropriate medical care for the secondary school-aged individual involves more than basic emergency care during sports participation. While emergency medical care is critical, appropriate medical care also includes ongoing daily athletic health care.

SDR has entered into an agreement with sports medicine practitioners to provide athletic training services, including coverage at a majority of contests and some practices. The type and degree of sports medicine coverage for an athletic event may vary based on the sport or activity, the setting and the type of training or competition and scheduling. The sports medicine practices provide daily after school training room services at RHS.

All licensed medical personnel are educated and qualified to:

1. Determine individual readiness to participate.
2. Promote safe and appropriate treatment facilities.
3. Advise on the selection of equipment and supplies.
4. Implement a comprehensive emergency action plan.
5. Establish protocol regarding environmental conditions.
6. Develop injury and illness prevention strategies.
7. Provide for on-site recognition, evaluation and treatment of injury and illness, with appropriate referrals.
8. Facilitate rehabilitation and reconditioning.
9. Provide sound nutritional counseling and education.

Training Sessions for Standard Medical Procedures

Periodically during the year, cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED) use and first aid training will be offered. All paid coaches must have current certification in CPR, AED and First Aid. Licensed medical personnel may offer sport injury, taping and other workshops to interested coaches.

Emergency Medical Procedures Training and Administering Services

Should students with chronic illnesses such as diabetes, asthma or allergy (i.e. bee sting) need medication administered, SDR has a medication policy that meets the requirements of Statute 118.29 and 118.291, and N6 Wisconsin Administrative Code.

SDR employees may administer medication to students only in accordance with state law requirements. When coaches review emergency medical info and have participants who may require administration of epi-pen or glucagons, coaches should contact the school nurse to receive training in case of a medical emergency. Delegated coaches are protected under the 'Good Samaritan Law', standard of practice and the Nurse's licensure, providing they follow the instructions and techniques outlined by the school nurse.

Drug Policy

SDR athletic and other co-curricular staff and coaches are not allowed to dispense any non-prescription medicine, prescription medicine or food supplements to any student. Also, the staff will not supply or encourage the use of any performance enhancing drugs or food supplements. The Activities Department will abide by the NFHS guidelines and publication materials to inform participants of short- and long-term health effects of performance enhancing drugs or food supplements.

ImPACT Concussion Study

All grade 7–12 athletes who participate in a high risk or contact sport will participate in the ImPACT Concussion Study Program. A baseline concussion test will be done prior to the start of their first season. Baseline testing will be done every other year with follow up tests being done on an as needed basis.

Weather Safety Guidelines & Procedures

The following guidelines provide procedures for those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on threatening weather and the presence of lightning or thunder. SDR follows the WIAA guidelines and the District's liability insurance carrier's recommendation regarding threatening weather and thunder and lightning. Please contact your direct supervisor with questions or if assistance is needed. Further information can be found at <https://www.wiaawi.org/Health/Lightning>.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
 - Be aware of threatening weather conditions. The Principal and/or Athletic Director will notify coaches and other staff when threatening weather is anticipated.
 - There are several weather apps that can be used to monitor the weather that include Doppler radar. This is a good way to ascertain the movement, severity, path and speed of a storm.
2. Develop an evacuation plan, including clear identification of appropriate nearby safe areas and determine the amount of time needed to get everyone to a designated safe area.
 - Anyone using Mike Webster Stadium will evacuate to the James Williams Middle School
 - Anyone near the high school will evacuate to Rhinelander High School
 - Anyone in the Heck Family Community Pool area will be evacuated to the hallway or gym. Pool users will be allowed to enter locker rooms to gather clothes/towels.
 - Showers cannot be used during threatening weather evacuations.
3. Develop criteria for suspension and resumption of play.
 - Coaches will be responsible for following the WIAA lightning and thunder guidelines as stated below to inform the timeline for when to resume practice. Game officials and the Athletic Director will be responsible for the decision as to when games will resume.
 - When thunder is heard or a cloud-to-ground lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for 30 minutes and take shelter immediately.
 - 30 Minute Rule - Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
 - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning should always take precedence over information from a mobile app or lightning-detection device. At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel.

Parents and Guardians

Parents are encouraged to support their child's decision to participate in athletic and other co-curricular activities and to attend their events. Parents are the key, and are asked to help participants understand and abide by the regulations,

policies and guidelines in this handbook. Promoting good relations between parents, coaches, advisors and participants is an important means of obtaining the quality of programming sought by SDR.

Activities Scheduling and Updates

Activity schedules and this Activities Handbook are updated as needed and are accessible on SDR's web site at www.rhineland.k12.wi.us. Most game schedules can be found on the [RSchool Calendar](#). Here, you may also set up to receive notifications of updates/changes for particular activities.

Parent/Student/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, everyone is better able to accept the actions of both parties and provide greater benefits to the participants. When a student becomes involved in an activities program, parents and coaches have a right to understand what expectations are going to be placed on the student and on each other. This begins with clear communication from the participant, parent, coach and Activities Department.

Clearly defined rules and expectations simplify a coach's duties in conflict situations. Rule definition is a coach's responsibility, which should be undertaken prior to the start of the season. This will be accomplished by written expectations distributed to every participant. Students should know a coach's position on issues and be willing to accept the consequences. Coaches' rules will be in writing and must be approved by the Activities Director prior to sharing with students at a pre-season meeting or first practice. The Activities Director will maintain a file of approved coaches' expectations. Any violations of the team rules will be communicated to parents and the student by the coach. Violation of team rules will be enforced by the coach. Violation of the Activities Code will be enforced by the Activities Director.

Assurances That Parents and Students Can Expect from the Coaches

- Coaches will write the season expectations and will distribute them to parents and students prior to the first practice.
- Location and times of all practices and competitions, along with departure and approximate return times for away competitions, will be communicated.
 - If there are evening or weekend practices, coaches will list the start and end time of each practice.
 - If there is more than one practice per day, coaches will list start and end time of each practice.
 - If there are changes in practice times or the game/contest schedule, coaches will give this information to the athletes, parents and school administration in a timely fashion. Updates to the game/contest schedule may also be found on the [RSchool](#) website.
 - If competition requires overnight stay, coaches will provide parents with a name and telephone number of the place where the team is staying.
 - Coaches will not hold holiday practices without the pre-approval of the Activities Director and Superintendent.
 - Coaches will notify parents and students of scheduled practices and/or games when school is closed or cancelled.
 - At no time will coaches leave a student alone in the building after practice or upon the return from an away contest.
 - Communication will be made to parents in the event of late arrival back from an out-of-district event or in the case of an emergency. Communication may be done via email, texting, phone call or other means as determined by the coaches.
- Parents and students will be informed of participation fees, special fees, special equipment needs, game day dress and off-season opportunities.
- The program's policy dealing with excused and unexcused absences will be communicated, as well as a list of what the consequences will be for missing a game or practice due to vacation or an unexcused absence from a class or school day.
- Coaches will explain SDR's and WIAA's requirements to be eligible for an activity.
- Coaches will explain established team guidelines. Coaches may implement team rules or protocol that exceed, but not supersede, the minimum rules set forth by the governing bodies of the activity.

- Parents and students will be made aware of the lettering requirements for the chosen program.
- Coaches will model good sportsmanship, use appropriate language, promote healthy practice and game environments and teach proper safety techniques.
- Coaches will have pre-planned practices.
- Coaches will respect participant's academic and family responsibilities.
- Coaches will be accessible to parents and students when mutually convenient.
- Coaches will review athlete emergency medical info for special medical needs.
- Coaches will provide an environment that ensures the safety of participants.

Assurances That Coaches Can Expect from the Students and Parents

- Parents and students are to notify the coaching staff about any schedule conflicts that may occur, well in advance of such date(s) (i.e. vacations, driver's tests, ACT tests).
- Parents should notify coaches about special concerns they may have regarding coaching expectations (i.e. practice requirements).
- Participants and parents will support SDR's activities code year-round, as well as all in-season team rules established by the coach.
- Equipment and apparel will be properly maintained and return promptly at the completion of each season.
- Concerns are to be expressed directly to the coach at an appropriate time. If the participant has a concern, the participant will take the opportunity to first speak with the coach or coaching staff. Parents are encouraged to have their son/daughter first speak directly with the coach or coaching staff about their concerns. If a parent has a concern, they will arrange a mutually convenient time with the coach or coaching staff about their concerns.
- Students and parents will outwardly support team members and the coaching staff.
- Parents will be aware of their child's academic status, behavior and social habits.
- Parents will respect the coaches' professional and family life.
- Parents will expect coaches to be accessible only when mutually convenient.
- Each participant is expected to travel to and from the contests with the team and/or coach under normal circumstances.
- Participants and parents are expected to exhibit good sportsmanship and use appropriate language at games and practices.
- Parents will maintain positive support at games for their child, their child's teammates, coaching staff, officials and event workers.

Assurances That Coaches, Students, and Parents Can Expect From One Another

- Maintain a "Fun is #1" attitude.
- Treat others as they would wish to be treated.
- Praise participants for participating, regardless of their skills.
- Look for positives in participants and avoid ridicule or sarcasm.
- Remain calm when mistakes are made, and help participants learn from mistakes.
- Help participants from "getting down" on themselves when things don't go well.
- Not be obsessed with involvement in activities.
- Maintain a sense of humor.
- Emphasize teamwork in team activities and teach participants to think "we" instead of "me".
- Reinforce in students to lead by setting a good example in sportsmanship (winning without gloating and losing without complaining).

- Have an admirable work ethic at practices and in games.
- Not show any attempt to cover up or provide alibis if rules are broken.
- Be encouraged and challenged to put forth a commendable effort.

Concerns Students and Parents May Address with the Coaching or Advisory Staff

- The mental and physical treatment of the participant.
- Ways in which participants may be helped in an effort to improve performance and skill level.
- Concerns about the participant's behavior in school, during practice and at competitions or events.
- The makeup of the team or group and the decision as to who participates on a particular team or in a particular group.
- An individual's playing time relative to the team structure in an athletic program.
- Athletic team strategy.
- Participation selection.

The coach or advisor has a responsibility to the parents to hear, within reason, their concerns. However, the coach has the final decision relative to these concerns. Coaches and advisors are not to discuss other participants involved in their activity, parents of other activity programs, or other coaches and advisors with a student or parent.

Parent/Guardian Code of Conduct

The Board encourages the attendance of parents/guardians at all co-curricular events held in SDR. The Board also acknowledges its duty to maintain order and preserve SDR facilities during such events. The role of a parent/guardian in the education of their child is extremely important. The support shown by parents/guardians is often manifested in the ability of the student to accept the opportunities presented at school, in the classroom and through school activities. The value system which young people develop is established in the home and nurtured in the school. Integrity, fairness and respect are lifetime values taught through co-curricular activities, and these are the principles of good sportsmanship. Athletics are part of the total educational experience, and the benefits of involvement go far beyond the final score of a game. Parents/guardians should encourage their child and be an example of good sportsmanship. As with involvement with a student's classroom activities, it is important that parents/guardians learn, understand and respect the rules of any athletic and/or co-curricular activity that their child is involved with.

It is expected that parents/guardians support the decisions of any coach and/or official and treat coaches, officials and opposing team members with respect and dignity. Any parent/guardian guilty of improper conduct at any co-curricular activity or practice will be asked to leave the facility and will be suspended from attending the next scheduled activity that he/she would have attended for their child. Repeat violations by parents/guardians may cause a suspension of attendance at multiple or all activities.

As a parent/guardian of a student involved in an athletic or other co-curricular activity provided by the School District of Rhinelander, I agree to the following:

- I will not force my child to participate in activities offered by SDR.
- I will remember that children participate in activities to have fun and that the activity is for youth, not adults.
- I will inform the coach/advisor of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the activity and the policies and procedures related to it.
- I (and any of my guests) will be a positive role model for my child.
- I (and any of my guests) will encourage sportsmanship by showing respect and courtesy at all times and will demonstrate positive support for all players, coaches/advisors, officials and spectators at any competition, practice or other event.
- I (and any of my guests) will not engage in any kind of unsportsmanlike conduct with any players, coaches/advisors, officials or spectators; such as booing, taunting, refusing to shake hands or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the student participants.

- I will teach my child to play by all rules and to resolve conflicts without resorting to bullying, hostility or violence.
- I will demand that my child treat other students, coaches/advisors, officials and spectators with respect, regardless of race, creed, color, gender or ability.
- I will teach my child that doing one's best is more important than winning so that my child will never feel defeated by the outcome of a competition or by the outcome of his/her performance.
- I will praise my child for competing fairly and trying hard, and make him/her feel accomplished after practices and competitions.
- I will emphasize skill development and practices and how they benefit my child over winning.
- I will de-emphasize competition to my child if he/she is in the lower age groups.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire i may have for my child to win.
- I will respect the officials and their authority during competitions.
- I will never question, discuss or confront coaches at the competitions, but will take time to speak with them at an agreed upon time and place.
- I will demand an environment that is free of drugs, tobacco and alcohol and will refrain from their use at all activities and other events involving student participants.
- I will refrain from coaching my child or other players during any competition or practice, unless I am one of the official coaches of the activity.
- I will respect the chain of protocol as described by the Activities Director.

Complaints/Concerns

Any person or group having a legitimate interest in the operations of SDR shall have the right to present a request, suggestion or complaint concerning SDR personnel, the Superintendent, SDR programs or SDR operations. At the same time, the Board has a duty to protect its employees from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and SDR by direct discussions of any informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures will be employed.

Any requests, suggestions or complaints reaching the Board, Board members and/or the Administration shall be referred to the Superintendent for consideration according to the following procedure:

Matters Regarding SDR Personnel

- A. **First Level** - If it is a matter specifically directed toward SDR personnel, the matter must be initially addressed to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation, or take appropriate action within his/her authority and procedures. This level does not apply if the matter involves suspected child abuse, substance abuse or any other serious allegation which may require an investigation or inquiry by school officials prior to approaching the professional staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor. If the complainant is not satisfied with the outcome at this level, the complaint may be considered at the second level.
- B. **Second Level** - The complaint shall be discussed by the complainant with the staff member's supervisor. If a satisfactory solution is not achieved by discussion with the supervisor at this second level, a written request for a conference with the Superintendent shall be submitted to the Superintendent. The written request should include:
 1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
 2. The respect in which it is alleged that the complainant (or child of the complainant) has been adversely affected.

3. The action which the complainant wishes to be taken and the reasons why it is felt that such action be taken.
- C. **Third Level** - Upon receipt of the written request from the complainant, the Superintendent will confer with the complainant and will consider the specific nature of the complaint and the actions taken in the first and second levels. The Superintendent will make a finding and will submit this finding in writing to the complainant. Should the matter still not be resolved to the satisfaction of the complainant, or if it has gone beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request an appeal, in writing, to the Board. The written request for the appeal should be directed to the Board President and should include a copy of the written disposition of the complaint. The letter should also set forth the reasons why the complainant believes such disposition to be unsatisfactory.
- D. **Fourth Level** - Upon receipt of a written request by the complainant for an appeal, the Board President shall bring the matter to the full Board for review and evaluation. Such review may include, but is not limited to, the documentary evidence provided by the complainant and/or administration, personal interviews, a group meeting or any combination thereof. However, the Board may also decline to consider the complaint further. Following review of the matter, the Board President shall advise the complainant in writing of the decision of the Board. If it is decided that the Board declines to consider the complaint further, this decision of the Board shall be final. If the decision of the full Board is that the full Board will consider the complaint, the Board shall grant a hearing to be held within thirty (30) business days of making such decision. If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that he/she has no authority to act in his/her individual capacity and that the complainant must follow the procedures described in the complaint procedures.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent that cannot be resolved through discussion with the Superintendent, the complainant may submit a written request to the Board President requesting a conference with the Board. This request should include:

- A. The specific nature of the complaint and a brief statement of the facts giving rise to it.
- B. The respect in which it is alleged that the complainant (or child of the complainant) has been adversely affected.
- C. The reason that the matter was not able to be resolved with the Superintendent.
- D. The action which the complainant wishes to be taken and the reasons why it is felt that such action should be taken.

After reviewing the request, the Board President may grant a hearing before the full Board or before a committee of the Board, or the matter may be referred to a Board executive session. Within thirty (30) business days of hearing the complaint, the complainant shall be advised in writing of the Board's decision. The Board's decision will be final and not subject to appeal.

Matters Regarding Programs/Operations

- A. **First Level** - If it is a matter specifically directed toward a program or operation of SDR, the matter must be initially addressed to the building principal and/or other building administrator.
- B. **Second Level** - If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the Superintendent.
- C. **Third Level** - If a satisfactory solution is not achieved by discussion with the Superintendent, a written request for a conference shall be submitted to the Board. This request shall include:
 1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
 2. The respect in which it is alleged that the complainant has been adversely affected.
 3. The action which the complainant wishes to be taken and the reasons why it is felt that such action be taken.

Within thirty (30) business days after hearing the complaint, the complainant shall be advised, in writing of the Board's decision. The Board's decision will be final and not subject to appeal.

Parent/Citizen Complaints

SDR supports open lines of communication between students and coaches. Student participants are encouraged to speak directly with their coaches about concerns. (In-season coaches who have direct contact with the athlete may also be present when discussing concerns).

Parents and citizens should express their complaints at a mutually agreed upon time. Sharing of concerns should not be before, during or after contests, nor conducted with participants in the nearby vicinity. If a parent/citizen cannot reach a coach, the parent/citizen should contact the Activities Director who will arrange for the coach to contact the parent/citizen. When a coach meets with the parent/citizen, the coach, at the discretion of the Activities Director, may include members of the coaching staff who work directly with the student.

Meetings will be scheduled in a private, non-threatening environment; no surprises with either issues or people in attendance. The conference will deal with specific issues directly related to the original complaint/concern. Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm and mature nature or the meeting will be terminated immediately. At meetings in which the Activities Director is present, the prescribed plan that is developed at the meeting is not to be altered without consent of the Activities Director.

Disciplinary Appeals

The Disciplinary Appeals Commission (DAC) (Policy 5610.03) has been established to make a final decision as to the guilt and punishment of any student who violates the activities code. When an appeal is filed, the appellant(s) should be informed that after hearing the appeal, the Commission has the authority to increase the penalty, decrease the penalty, or keep it the same. The DAC will consist of the following seven (7) members:

1. Four (4) Board members appointed by the Board President; one of whom will be appointed as Chair
2. The Superintendent
3. Two members of the administrative staff appointed by the Superintendent

Procedures

Any parent, legal guardian or student age eighteen (18) or older may file an appeal of any disciplinary action taken by school officials. This appeal must be in writing and sent to the Superintendent within five (5) days of the time the penalty began. At this time, the Superintendent becomes responsible for maintaining effective communication and coordination with the appellant and the members of the DAC until the appeal process is complete. The DAC will convene within twenty (20) school days of receipt of the appeal unless the Commission agrees to an extension.

The meeting will be announced as an exception to the open meeting law and held in closed session, unless the appellant requests a public hearing.

The disciplinary action being appealed will remain in effect pending the outcome of the appeal unless the appellant specifically requests that the penalty be stayed and the Superintendent agrees. In these cases, only the Superintendent or his/her designee may suspend the penalty until the outcome is known.

Findings and Conclusions

Passage of motions is determined by a majority vote of the DAC members present. The findings and conclusions of the DAC must be put in writing by the Chair and mailed to the appellants within fifteen (15) days of the adjournment of the appeals hearing. The Commission's findings and conclusions are final within SDR.

Student Code of Conduct

Athletic activities for grades 6-12 are governed by this handbook and by the rules of the following national, state and conference organizations, as well as policy of SDR:

- ❖ *National Federation of High School Associations* - www.nfhs.org
- ❖ *Wisconsin Interscholastic Athletic Association* - www.wiaawi.org
- ❖ *Wisconsin Valley Conference* - www.wisconsinvalleyconference.org
- ❖ *Great Northern Conference* - www.greatnorthernconferencewi.org

Academic eligibility, conduct and training regulations are established with the best interests of the student, team, school and community. These regulations are clearly defined so that all persons affected by them clearly understand what is expected. The Board believes that the parent(s)/guardian(s) and the participant should know and support the regulations governing activities. Students are required to read, understand and agree to abide by the 'Student Code of Conduct', while parents/guardians are required to read, understand and agree to abide by the 'Parent/Guardian Code of Conduct'. A student who complies with the rules and regulations demonstrates a desire to demand excellence of himself/herself and a willingness to make a sincere commitment towards student activities. A student who does not comply with the rules and regulations will face disciplinary action aimed at helping the student realize they made a mistake and to prevent violations of the activity code in the future.

The Code of Conduct applies to participants and managers of all grade 6-12 interscholastic athletics, as well as all other activities offered including, but not limited to: alpine/snowboard, bowling, dance, debate, drama, figure skating, forensics, mock trial, nordic skiing, robotic, show choir, trap and WEB.

The activities staff and all coaches have the responsibility to enforce the training and conduct regulations in accordance with the procedures outlined. The Activities Director will enforce those rules as defined by the WIAA and SDR all calendar year (January 1-December 31). As prescribed in the WIAA Rules of Eligibility, *"A student is required to follow the school's code of conduct on a year-round (12 month) basis"* (Article VII, Section 3, Item C). The Board has adopted this code for WIAA and non-WIAA activities covered by this code.

Penalties accumulated at the middle school level will not be carried over to the high school level. Academic eligibility penalties do not accumulate. Conduct and training rule violations accumulate separate from one another and must be served while in good academic standing.

Attendance (Grades 6-8)

Students may participate in a practice or contest only if in attendance at JWMS for all periods on days when school is in session. If this requirement cannot be met due to a family emergency, a medical appointment or school-related activity, participants must get approval from the Activities Director or the building level principal to compete or practice on that day. Participants who are suspended (in school or out-of-school suspension) for any reason may not participate in any way in a practice or a contest until officially reinstated, which is on the day following completion of the suspension. Participants scheduled to serve an after-school detention are not eligible to participate in home events, travel to away events or practice during the scheduled time of detention on that day.

Attendance (Grades 9-12)

Students may participate in a practice or contest only if in attendance at RHS for the entire school day on days when school is in session. If this requirement cannot be met due to a family emergency, a medical/dental appointment or school-related activity, participants must get approval from the Activities Director or the building principal in order to play or practice on that day. A note from a physician's office is considered approved. If a parent excused absence is used, students must be in attendance for at least periods 5-8. If the absence is unexcused, students will not be able to practice or participate that day. Participants who are suspended (in school or out-of-school suspension) for any reason may not participate in any way in a practice or a contest, nor travel until officially reinstated, which is on the day following completion of the suspension.

Students will need to be excused early from class to attend some events. Students are expected to remain in their classes until they are permitted to leave. Students will not be excused early to do other personal tasks prior to leaving for the event. Likewise, when students return home late from competitions, they are expected to be in attendance according to their schedule the next morning. Students will not be excused for being late to school the following day because of a late return from an away event.

Unexcused Tardies

After 3 tardies during a season, the student will meet with the athletic director and speak with the parent/guardian about the attendance concerns. They will also miss the next scheduled practice for all tardies thereafter.

Academic Eligibility (Grades 6-8)

For participants to be academically eligible, they must receive passing grades for all courses in the quarter in which they are currently enrolled. Grades at the middle school level are checked on a weekly basis and participants who do not meet academic standards are suspended from competition for five (5) school days.

Participants with one (1) failing grade will continue to have practice privileges and are allowed to be on the bench (not in uniform) for home competitions. These participants are not allowed to travel with the team or be on the bench at away competitions. If participants have two (2) or more failing grades, they also lose practice privileges. Administration reserves the right to allow practice privileges or game attendance depending on individual circumstances and situations.

After five (5) school days a participant may be restored to eligibility only if he/she is receiving passing grades in all current enrolled classes and has followed the procedure outlined below.

On the first day of each week for the duration of the season, office staff will perform a grade check of the participants. Coaches are notified and those participants with failing grades will be notified about the procedure for restoring their eligibility. Parents/Guardians may also be notified of the grade ineligibility at this time. Participants will be asked to complete any missing assignments and work with their teachers to get their grade(s) to passing status. The participant may also be given an eligibility form that must be signed by their teachers along with current grade status. Once the office receives this completed eligibility form, coaches will be notified of changes to the eligibility of their participants. Administration reserves the right to reinstate eligibility or practice privileges depending on individual circumstances and situations.

Academic Eligibility (Grades 9-12)

Only full-time students can participate in the activities covered by this handbook. Full-time is defined as a minimum of five classes per semester (2.5 credits). Academic eligibility will be determined at the end of the first quarter, first semester, third quarter and second semester. Eligibility for the fall season will be determined using the second semester grades from the prior year and will be governed by the WIAA rules regarding contest suspensions.

In order to be academically eligible, a student must have no failing quarter grades. Alternatively, a student may achieve a minimum grade point average (GPA) of 1.5 and have no more than one (1) failing grade "F" or Incomplete "I" grade. Participants who do not meet academic standards are suspended from competition as follows:

- **I's** - Participants have ten (10) school days from the date grades are checked to make up the work and receive a passing grade. This must be done within the ten (10) school day period or the student remains ineligible until the end of the term. Eligibility may be restored on the day that the incomplete grade is changed to a passing grade through the tenth (10th) day from the date that eligibility is determined by the Activities Office.
- **F's** - For fifteen (15) school days from the date that grades are checked by the Activities Office.

Students who are academically ineligible must attend a daily forty-five (45) minute academic improvement session set up by the Activities Director and use the time allotted appropriately. Students who are complying with this requirement may continue to practice. Students who attend academic improvement sessions and fulfill academic eligibility requirements by the 15th day will regain eligibility on the 16th day.

All parents/guardians of students determined to be ineligible will receive a letter from the Activities Director, and an email will be sent to the head coach. Any athlete wanting to participate in two (2) activities during the same period may not have any F's or Incompletes at any point during the season. If the student receives an F or I, the student will be limited to one (1) activity.

Participants who are ineligible may participate in practices during the ineligibility period, but may not travel with the team nor dress for home games until eligibility is restored. Students may not travel to and play in scrimmages while ineligible.

Behavior Violations

At all times, participants shall refrain from conduct that violates the ideals, principles and standards of SDR. Ethical and behavioral ideals, principles and standards include, but are not limited to, criminal behavior, negative and/or illegal acts against persons or property and involvement in acts which are viewed as contrary to accepted moral and legal standards including profanity, abusive/vulgar language, vandalism, fighting, hazing, harassment, indecent exposure, cheating on tests or school work and theft. Participants violating these expectations will lose eligibility in activities.

The same rules apply to online environments. Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, criticism of opponents, coaches, teammates or officials. Students who re-post inappropriate material originally written by others are subject to the same consequences.

Penalties for Behavior Violations:

- 1st Offense:** Minimum penalty is suspension from the next competition.
- 2nd Offense:** Minimum penalty is suspension from 25% of a season.
- 3rd Offense:** Minimum penalty is suspension from 50% of a season.
- 4th Offense:** Minimum penalty is suspension from one season.
- 5th Offense:** Suspended from student activities for the remainder of career.

Substance Abuse Violations

The use, possession, purchase or sale of drugs (including look alike or counterfeit drugs), sale or distribution of prescription or over-the-counter medication, paraphernalia, alcohol, malt beverage, controlled substances, tobacco in any form or any nicotine product is prohibited and is a violation. If participants have a proven violation concerning the use, possession, purchase or sale of drugs, alcohol, controlled substances, nicotine or tobacco, the school has a responsibility to not only discipline participants, but also to provide a systematic program of guidance and treatment if necessary.

Penalties for Substance Abuse Violations:

- 1st Offense:** Ineligibility for twenty-five percent (25%) of a season's contest. If the student makes a voluntary disclosure to the Activities Director or the building principal prior to the start of an investigation by school personnel or law enforcement, the period of ineligibility will be reduced to ten percent (10%) of a season or a minimum of one contest suspension, whichever is greater.
- 2nd Offense:** Ineligibility for fifty percent (50%) of a season's contest. Assessment is required and all requirements and recommendations of the evaluator must be fulfilled prior to reinstatement. Failure to complete assessment and sanctions imposed for reinstatement by the required date stated in the violation letter will result in ineligibility for one hundred percent (100%) of a season.
- 3rd Offense:** Ineligibility for one hundred percent (100%) of a season's contest. Assessment is required and all requirements and recommendations of the evaluator must be fulfilled prior to reinstatement. Failure to complete assessment and sanctions imposed for reinstatement by the required date stated in the violation letter will result in suspension from activities until such time documentation is received to verify completion of assessment.
- 4th Offense:** Suspension from activities for remainder of school career.

If an activity has an odd number of contests, one half of the season will always be the lesser number.

Assessment

A school-approved agency will be responsible for assessment of the problem, determining appropriate treatment and prescribing the length of the treatment period. Participants must make an appointment with the assessing agency within five (5) working days after receiving the suspension letter. Participants who fail to complete the program determined by the assessment within the prescribed treatment period will have the additional penalties imposed as outlined in the violation letter. Participants must complete the program determined by assessment and have written verification from the assessing agency within the prescribed treatment periods. An extension may be granted if the assessing agency cannot complete their responsibility during this period. If, at any time during the prescribed treatment period, the assessing agency or assessing SDR personnel determines that the participant is not making acceptable minimum progress, the additional penalties outlined in the violation letter will be imposed. SDR will not incur any expenses associated with the assessment and prescribed treatment.

Procedure for Handling Violation

When a violation of the conduct or substance abuse rules is suspected, the Activities Director will investigate the case, determine whether or not a violation has occurred and determine the appropriate penalty if necessary. The Activities Director will explain the evidence to the student accused when a violation may have occurred. That student will then have an opportunity to respond. If it is determined that a violation has occurred, the Activities Director will:

1. Determine penalties based on facts surrounding the violation and number of offenses the student has committed.

2. Notify the building principal and determine sanctions to reinstate eligibility.
3. Notify, or allow the student to notify, the parent/guardian that a violation has occurred and the penalty to be imposed.
4. Notify the head coach (or the participant's coach) of restrictions imposed by the violation.
5. Send the parent/guardian a letter explaining the violation and penalty.

All violations must be served while the student is in good standing. Students must attend and participate in all practices while serving a suspension. Participants are expected to travel with their team to away competitions but are not allowed to be in uniform or compete until they have met all criteria in regards to the violation. Students must attend competitions with the team in order to serve their suspension. If the penalty is not completed during the present activity season, the remainder of the penalty (on a percentage basis) will be served in the participant's next activity season. Participants must complete an activity season to satisfy an activity code violation.

Participants must finish a season to be eligible for any awards. When a penalty for a violation is imposed during an activity season, no credit for awards may be earned during the suspension. After the penalty has been served, participants may again begin to accumulate award credits. Participants who receive either a Behavior Violation or Substance Abuse Violation, which results in a suspension of 25% or more of a season, are only eligible to receive numerals and/or varsity letter. Violations served in more than one season will affect awards in the first enforceable season only. A season officially ends on the last date of the tournament series. Violations imposed between the end of the tournament series and prior to the awards banquet will result in awards being withheld until the suspension is completed.

DANCE COURT ELIGIBILITY

In order to be eligible for participation on one of the dance courts (Homecoming/Winter Ball/Prom), the following criteria must be met:

- A student must have a 2.0 or better cumulative GPA by the end of the previous semester grading period.
- A student with more than one "F" in the previous nine-week grading period is ineligible to participate in court.
- A student with documented use of non-religious tobacco products, non-religious alcoholic beverages or the use, possession, buying or selling of drugs or controlled substances in the given school year is ineligible.
- A student who has been removed from an athletic or co-curricular team/activity for a violation of the training code within one calendar year of the violation is ineligible.