

2019-2020

SCHOOL DISTRICT OF ALTOONA

MIDDLE/HIGH SCHOOL

ATHLETICS & ACTIVITIES CODE



PROUD TO BE A RAILROADER

The School District of Altoona recognizes the importance of extra/co-curricular athletics and activities as an integral part of the total educational program. We believe that the development of socially active and responsible young men and women goes hand-in-hand with participation in school sponsored activities. Involvement will provide each student with the opportunity to learn useful skills; the awareness of the importance of teamwork, sportsmanship, fair play and the realization that a positive attitude and hard work are essential for success in life. It also challenges students by providing opportunities to attain the skills and knowledge to be mentally and physically active as part of a healthy lifestyle. In order to receive these benefits, each student must meet certain expectations for the privilege of participating in athletics and activities at Altoona High School and Altoona Middle School.

The Athletics & Activities Code, along with any other rules set forth by the school or by coaches/advisors, establishes expectations for student conduct as they represent the School District of Altoona. Any student representing the students and schools of the School District of Altoona as a member of an extra/co-curricular activity must conform to and abide by the Altoona Athletics & Activities Code. Any student who violates the activities code shall be denied the privilege of representing the school in extra/co-curricular athletics and activities.

Before any student may participate in any extra/co-curricular activity, the student shall be provided access to the activities code and shall have signed a statement of acceptance of the requirements of the code as printed on the Activities Agreement Form. The signed statement of acceptance shall be on file with the activities director of the school.

The school district shall not discriminate in student participation in athletic programs or other activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability handicaps in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

EDUCATIONAL PHILOSOPHY

Engage. Equip. Empower. *Offering Large School Opportunities with a Small School Approach.* The mission of the School District of Altoona is to create Student-Focused environment that prepares all students for lifelong learning by developing the personal, social and intellectual skills needed to be responsible, productive citizens.

ACADEMIC ELIGIBILITY

Academic achievement should be the prime concern of the student; therefore, students participating in interscholastic athletics grades 6 to 12 must maintain a passing grade in all of their subjects.

- ❖ High school students are required to take a full course load as described by school officials.
- ❖ High school students shall become academically ineligible by earning a NC in one or more classes during his/her latest transcribed grading period.
- ❖ Middle school students shall become ineligible by earning a NE - No Evidence of Learning.
- ❖ A student who is failing a class in the middle of the transcribed grading period will NOT be permitted to travel or participate in an athletic event.
- ❖ A student who earns one failing grade (NC) during the previous transcribed grading period will be ineligible for 10% of the total number of the regular season competitions per NC (1 game minimum with a 30% season maximum). A student will regain eligibility contingent upon the student having passing grades in all classes, when suspension ends if classes are in session.
- ❖ If that percentage of events does not remain to be played, the penalty shall extend into the next sport season in which the student athlete participates.
- ❖ At quarter, a student with a NC in one or more classes, will be ineligible until they are passing all classes. The student must complete the eligibility form signed by all teachers and turn it in to their coach, who will submit it to the Athletics and Activities Director.
- ❖ A student who is enrolled in any state-approved special needs program, including EEN or 504, and who receives no usual grading for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her I.E.P. or E.P.

REGAINING ACADEMIC ELIGIBILITY

A student may erase ineligibility status related to the last grade reporting period of the school year through summer school courses of the failing class. NOTE: Not all courses are eligible for substitution or offered during summer school. In the event a class is not offered during summer school, the second semester failure will result in the athlete being ineligible to start the fall season.

ATTENDANCE

To be eligible for the day's performance/competition/practice/meeting, students must be in school and participate in class the entire day. A student who is absent for all or part of the day will be ineligible for the day's performance/competition/practice/meeting. Students are not allowed to miss any classes because they arrived home late in the evening from an activity the night before.

Students with excused appointments or family emergencies may participate in the day's activity if the Principal and/or Athletics & Activities Director excuses for their absence. Written verification from a valid professional will be required for all appointments.

Any unexcused absences will result in the student being ineligible to participate in athletic performance/competition/practice/meeting that day or the day it is discovered. A pattern of unexcused absences or tardiness (more than three in a season), will result in the student being ineligible to participate in the next event.

Attendance at performance/competition/practice/meeting is mandatory unless the school or the coach has excused the participant prior to. Students serving an out-of-school suspension may not attend performance/competition/practice/meeting until they have resumed attending classes after completion of the suspension. Consequences for missing performance/competition/practice/meeting will be left to the discretion of the coach/advisor, which may include restricted participation.

WIAA REQUIREMENTS

Students must meet all Wisconsin Interscholastic Athletic Association ("WIAA") requirements and refrain from any acts in violation of WIAA rules and regulations. For

further clarification on all WIAA rules and regulations, visit the WIAA website at: <https://www.wiaawi.org/Schools/EligibilityRulesForms.aspx>

ONLINE REGISTRATION & PHYSICAL REQUIREMENTS

Prior to participation in any athletic activities the Parent and/or Guardian must have a completed WIAA Physical Form on file with the AD Office, as well as completed the online registration found on the District's webpage, under the *Athletics* tab.

EQUIPMENT ISSUE AND RETURN

Students shall be held responsible for the timely return of all equipment they are issued. Any equipment lost or willfully abused must be paid for by the student to whom it was issued. All equipment from the previous season must be returned and/or paid for to be eligible for the next season.

TRAVEL

All athletes must travel with the team on the team bus, both to and from athletic events. Parents and/or guardians must complete the off-site transportation permission form and submit it to the coach. All forms are available on the School District of Altoona website under the *Athletics/Activities* tab.

Parents requesting to have someone other than themselves provide transportation to or from a school sponsored activity must submit a Transportation Request in person a minimum of 3 hours prior to the time school transportation is to leave.

There are activities offered in the School District of Altoona that practice/perform off site. As a participant in one of these activities, the student and/or parent/guardian may be responsible for transportation to and from practice. A signed document for a student driving and/or being transported to practice is required prior to the start of each season.

BEHAVIORAL EXPECTATIONS AND CONDUCT

Students are expected to adhere to all school and classroom expectations. Conduct at or away from school including but not limited to: insubordination, non-compliance, engaging in or being an accomplice to any other immoral or unacceptable conduct

contrary to the philosophy of the athletic code, the regulations within the WIAA, or ideals, principles and standards of the School District of Altoona, and common law with result in loss of privilege to participate as part of Altoona Athletics.

1. The School District of Altoona recognizes the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of the individual. So, regardless of quantity, a student, regardless of age, shall not use or possess a beverage containing alcohol, tobacco or tobacco like substances (in any form), electronic cigarettes or vaping devices, street drugs and performance enhancing substances (PES) or any substance defined by law as a drug or drug like substances or its look alike. It is not a violation for students to possess and use drugs specifically prescribed for their use. It is a violation for a student to miss-use prescription or over the counter drugs.
2. The student shall abstain from illegal activities. This provision includes but is not limited to those activities, which are illegal because of the age of the student. Presence in bars and attendance at parties where the drinking of alcoholic beverages or the use of illegal drugs is occurring are prohibited. If a student is found to have been at a bar or in attendance at a party where alcoholic beverages or other illegal drugs were being used and does not LEAVE IMMEDIATELY, they will be in violation of this Code of Conduct. This is not meant to prohibit presence in establishments that are primarily eating-places, or presence at bars or parties with parents, or presence at family functions where there is adult supervision. Parent's presence does not allow students to violate the above rule number 2.
3. Conduct Contrary to ideals, principles, and standards of the school district and the WIAA, including but not limited to criminal behavior. Any student athlete who violates the rules of the School District of Altoona, the WIAA rules and regulations, and/or commits a legally punishable criminal act shall be suspended from athletic competition, whether or not the student athlete is prosecuted by governmental authorities.
4. To protect the privacy of the District's students, parents, and other residents of the community, that may utilize the locker room/bathroom facilities, no person may use a cell phone, or any recording device to capture, record, or to transfer a representation of a person in the locker room/bathroom.
5. The School District of Altoona will not permit, nor will any student-athlete participate in any type of hazing or "initiation ceremony". The National Federation of State High School Associations defines hazing as "any humiliating or dangerous activity expected of a student to belong to a group regardless of their

willingness to participate." It is not a defense of one's actions that the person against whom the hazing is directed has consented or acquiesced.

VIOLATIONS OF CODE OF CONDUCT

1. **First Violation** – the student/athlete will be suspended from competition for 20% of the current season's regularly scheduled contests or the next season in which he/she is participating, including the WIAA tournament series, if applicable. If the current season ends before the penalty, the penalty will be carried over into the next season with a pro-rated number of contests. Self-referral will drop the suspension to 10%. Self-referral can only be used on a first violation. Students must complete the season for the violation to have been served.
2. **Second Violation** - the student/athlete will be suspended from competition for 50% the current season's regularly scheduled contests or the next season in which he/she is participating, including the WIAA tournament series, if applicable. If the current season ends before the penalty, the penalty will be carried over into the next season with a pro-rated number of contests. If the violation is for drugs and alcohol the student/athlete will undergo AODA assessment and counseling, at their expense and be required to provide the Athletics and Activities Director written certification of compliance with recommendations prior to any reinstatement of participation in competition.
3. **Third Violation** - the student/athlete will be suspended from competition for one (1) calendar year from the date of the violation.
4. **Fourth Violation** – the student/athlete is suspended from competition for the remainder of their time at the School District of Altoona.

EXTENSION OF VIOLATION

1. If an athlete is found to be in violation of a controlled substance, and he/she agrees to go through a professional outpatient assessment at a certified agency and follow the assessment's recommendations, the suspension will be reduced. First violation to 10%, second violation to 30% of the current season's regularly scheduled contests or the next season in which he/she is participating, including the WIAA tournament series if applicable. Refusal or failure to take the assessment or to follow its recommendations shall cause the individual to serve the balance of the original number of contests suspended.

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2. All violations of the activities code at Altoona High School and/or Altoona Middle School are cumulative throughout the student's school career. Any student under suspension due to a code violation will be required to practice with his/her team and finish the season in good standing. The student must address their coaches to admit their violation, request to come back to the team and recommit to the Athletics and Activities Code by reviewing the code with the Principal or Athletics & Activities Director.

Note: The WIAA penalty for training violations occurring during WIAA tournaments is disqualification for the entire tournament series in that sport.

FELONY VIOLATION

Upon being charged or convicted of a felony, a student will be ineligible for all participation in WIAA activities until the student has satisfied all of the requirements ordered by the court in declaring a sentence served, including probation, community service and any other court orders. Any Altoona Athlete convicted of a felony would be ineligible for sports for a minimum of one (1) calendar year from the date the original suspension began, if the court ordered sentence served, including probation, community service and any other court orders is less than 1 year.

ALTERNATIVE SANCTIONS

The administrator has the discretion to impose alternate sanctions, where, after careful deliberation, he/she determines the mitigating factors concerning the violation and circumstances warrant either an increased or reduced penalty. Any lesser suspension or alternate penalty is at the discretion of the administrator and is not a right or privilege granted the student, and will likely include restorative action by the student to repair the situation. (Mitigating circumstances do not include such factors as: the skill or notoriety of the student/athlete; the effect on the student's future ability to play high school, college, or professional sports; the effect on the student's school or other record or the ability to obtain future educational or other financial assistance. Alternate penalties may include participation in community service, attendance at AA, or mental health counseling.)

No penalty may be issued or reduced to a penalty or resolution that is less than the minimum penalty required by the WIAA rules, if applicable. Student-Athletes that meet

with administration and deny violating the rule and later it is determined that a rule violation did occur may receive additional consequence.

VIOLATION OF CODE/CO-CURRICULAR CLUBS AND ACTIVITIES

Academic Decathlon, Art Club, Chess Club, Coding Club, DECA, Drama, Focus (Acapella group), Forensics, Interact Club, Math Club, National Honor Society, RAILWAY TIES, SADD, Show Choir, Spanish Club, Student Council and all other School District of Altoona sponsored and/or recognized clubs and/or activities.

1. **First Violation** - The student will satisfactorily perform 10 hours of community service.
2. **Second Violation** - The student will satisfactorily perform 15 hours of community service. If the violation is for drugs and alcohol the student/athlete will undergo AODA assessment and counseling, at their expense and be required to provide the Athletics and Activities Director written certification of compliance with recommendations prior to any reinstatement of participation.
3. **Third Violation** - The student will satisfactorily perform 20 hours of community service*. If the violation is for drugs and alcohol, the student/athlete will undergo AODA assessment and counseling, at their expense and be required to provide the athletic and activities director written certification of compliance with recommendations prior to any reinstatement of participation.
4. **Fourth Violation** – the student is suspended from performance, competition and/or club based activity for one calendar year

*Community service is defined as work done by a person for the benefit of the community without receiving payment for work performed. Community Service should be done with or for organizations that have a non-profit status.

The student will be responsible to create a plan and schedule all community service hours. The Athletics and Activities Director must approve the plan prior to performing the service hours. A sheet or certificate must be obtained from the organization from which the community service was performed stating duties and hours worked and turned into the athletics and activities office for final approval. If the student fails to meet his/her obligations, he/she will be ineligible to be involved in any activity until the community service hours are completed. Students in co-curricular activities that include a performance are required to participate in practice but will remain ineligible for performance until all community service hours have been satisfactorily fulfilled.

Students involved in both athletics and co-curricular activities at the same time will be required to meet the requirements of the athletic suspension which will also validate the suspension for an activity. Students will not be allowed to participate in performances for co-curricular activities until all obligations are fulfilled.

All violations of the activities code at Altoona High School and Altoona Middle School are cumulative throughout the student's school career.

ADDITIONAL RULES BY COACHES/ADVISORS

Nothing in this document shall be deemed as to limit a coach or advisor from establishing additional rules concerning student conduct during the season. Any rules established by the coach or advisor must be in writing and handed out to the students, their parents and/or guardians, and the athletics & activities director prior to the established starting date for the activity. Student cooperation with and adherence to any rules designed by the coach or advisor are required to maintain eligibility in that specific activity. These rules must be in accordance with the activities code and all other district policies.

It shall be the coach's/advisor's prerogative to suspend any student from a squad whom they consider a demoralizing influence or a detriment to the objective of the activity. If a request is initiated by the advisor/coach, approval by the activities director and Principal will be necessary for the suspension if an in-season cut is to occur.

HOME-BASED PRIVATE EDUCATION STUDENT PARTICIPATION

Per Wisconsin Statute 118.133, Students who are enrolled in a home-based private-educational program may participate in interscholastic athletics and/or extracurricular activities in their school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate.

The home-based private education student who lives within the Altoona School District must apply, must meet state law, and must follow the same rules and requirements on the same basis and to the same extent as full-time students of Altoona High School and Altoona Middle School. Once these school board requirements are fulfilled, full-time students and others based on state statute are eligible to participate in interscholastic athletics. Home-based private education students must be participating in a program that provides a sequentially progressive curriculum of fundamental instruction in the

following subjects: Reading, Language Arts, Mathematics, Social Studies, Science, Health, and/or Electives. The Altoona Athletics & Activities Code requires a student to be passing all courses in order to participate in athletics or co-curricular activities. Parents/Guardians will need to provide grading information to our school's Athletics and Activities Director at the end of each of the school district's transcribed grading periods regardless of whether or not your child is currently active in an athletic or co-curricular activity.

PROCEDURE & DUE PROCESS

Violations of the athletics and activities code will be based on the following:

1. Violations reported to the school by law enforcement officials with corroborating evidence
2. Violations reported by teaching or coaching staff members, parents, students, or members of the community. A written and signed statement must be turned in to the Athletics and Activities Director.
3. Self-Admission
4. Evidence from web sites or other technological devices may be used during an investigation

1. Reports of violations must occur within fifteen days of the violation unless referred by the judicial system, law enforcement or social services.

2. Upon receiving a report of a violation the Principal or Athletics and Activities Director shall conduct an investigation, as soon as feasibly possible, which shall include an interview with the accused, to determine whether or not the student has violated the activities code. A parent and/or guardian may be contacted in the investigation process.

3. If after the investigation, it has been determined by the Principal or Athletics and Activities Director that the student has violated the activities code, the student and his/her parents will be notified of the violation and consequences will begin immediately and will continue to be enforced throughout any appeal process. Parents and/or guardians will be notified of an infraction by letter and telephone.

APPEAL PROCEDURE

In the event an athlete chooses to appeal a violation, the appeals process outlined hereafter constitutes the procedure a student and his/her parents must follow in

appealing a decision relating to eligibility. It should be understood that students and parents and/or guardians must follow all of the appeal steps.

Note: The student will continue to practice with the team, but remain ineligible for game play throughout the entire appeals process.

1. Step One – If the student or his/her parent(s)/guardian(s) are dissatisfied with the decision rendered by the Athletics and Activities Director they may appeal the decision by contacting the Athletic Director within three (3) school days after receiving the phone call regarding the code violation. The Athletics and Activities Director or building administrator and, if appropriate, the head coach of the sport involved, shall schedule a meeting as soon as possible to discuss the issue. The student must attend and may be accompanied by parent(s) and/or guardian(s) at the meeting with the Athletics and Activities Director or administrator and coach. The student will have an opportunity to present evidence and challenge evidence presented against him/her at this meeting. The Athletics and Activities Director or building administrator shall notify the student and his/her parent(s)/guardian(s) of the decision following this meeting.
2. Step Two - The parent(s), guardian(s) or student may appeal this decision in writing to the building Principal within three (3) days after the decision of the Athletics and Activities Director. The building Principal or building Principal's designee will, within three (3) school days of receipt of the written appeal, arrange a meeting between the appropriate parties to review the suspension. This meeting will be conducted by the building Principal or building Principal's designee. At this meeting the student-athlete will be provided the opportunity to present evidence on his/her behalf and to challenge evidence that has been presented. A summary of the meeting, including the decision made, will be put in writing by the person conducting the meeting and a copy sent to the athlete and his/her parents within three (3) school days after the meeting has been held. The school shall consider this decision final.

Unlawful Discrimination Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/ handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 and other state statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VII of the Civil Rights

Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

STUDENT CONCERNS

At times, students have questions or concerns that they will want to address with coaches and/or advisors. The School District of Altoona encourages the student to communicate their concerns with their coach and/or advisor when appropriate.

Students, Parents, and/or Guardians must allow a minimum of 24 hours (cooling off period) to pass before contacting the coach and/or advisor with concerns involving a contest. The School District of Altoona would like to teach students how to advocate for themselves; therefore, all issues **must** follow the following procedure:

1. 1st Meeting: Student & Coach
2. 2nd Meeting: Student, Coach, and AD
3. 3rd Meeting: Student, Coach, AD, Parent
4. 4th Meeting: Student, Coach, AD, Parent, Principal

Failure to follow these steps can result in student suspension from the program until the conflict is mended. Any questions about this policy should be directed to the High School or Middle School Principals.

PARENT CONCERNS

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

1. Coaches are expected to operate under an open door policy where they will candidly respond to questions and concerns from the athlete.
2. If the athlete or parent has a question or concern about the program, the question or concern (by athlete first) should be brought directly to the coach. (Coaches should talk about the "24 Hour Rule" in their preseason meeting.)
3. Contact with the coach should be accomplished as much as possible during normal school hours.
4. Coaches should schedule the meeting with the athlete and/or parents in a private setting.
5. Communication, by all parties, will be carried out in a rational, calm, mature discussion with

respect shown to all.

6. Coaches are not required to respond to pressure groups.

7. In the majority of cases, the athlete/parent and coach should be able to communicate and reach an amicable solution to concerns and/or questions.

8. If the athlete, parent, and coach cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Athletic Director.

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

** Coaches, you should let parents know that if they have a complaint involving their child, you will involve the child in the discussion unless there are extenuating circumstances ---- the student needs to be involved in the process.

Amended: 07/22/2019