



2020-2021 LAKE HOLCOMBE ACTIVITY CODE

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The School District of Lake Holcombe shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions for facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disabilities.

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INTRODUCTION:

Participation in activities means more than competing between individuals or two schools. A student learns fair play, sportsmanship, teamwork, and leadership. Participation is part of the total educational program. The Activity Code is in effect year round and covers all students in grades 6-12.

Parents and students must have completed their on-line registration in the rSchool software prior to participating in any extra-curricular activities. This acknowledges both have read the document and agree to adhere to the Activity Code. Both the Activities Code and the rSchool software can be found on the school's website: www.lakeholcombe.k12.wi.us

The extra-curricular activities programs are an integral part of the Lake Holcombe Junior and Senior High School curriculums. Extra-curricular offerings provide certain opportunities and emphasize definite goals, which are impossible to duplicate in the classroom and therefore compliment the academics in the educational process. The school district strongly feels it takes a "Dedicated" student to accommodate the sacrifices dictated by the school's normal academic load, plus being involved in an activity.

Since extra-curricular activities are considered a privilege and not a right, this places additional responsibilities on students who partake in such activities that are manifested in the form of specific rules and regulations. Because of this principle, students may be disciplined for on or off campus violations of this policy with the possibility of non-participation in any extra-curricular activity.

Some rules are put in this handbook because they have been specifically stated by the Wisconsin Interscholastic Athletic Association (WIAA). In addition to the minimum requirements set by the WIAA for athletics in Wisconsin schools, the Lake Holcombe Board of Education expect the rules in this handbook to be adhered to when a student chooses to participate in any extra-curricular activity

PURPOSE:

The purpose of this Activity Code is to provide parents and student participants a reference of responsibilities and expectations.

Students participating in the activities program must realize that they are representing not only themselves but the school, classmates, and community. Lake Holcombe students are expected to conduct themselves in a manner which brings positive credit to everyone involved at all times. They are expected to exemplify positive behavior that provides an inspiration for the non-participants in school activities and to serve as a role model for the younger students.

ACTIVITIES:

Extra - Curricular which follow Lake Holcombe Activity Code and WIAA Rules

Football, Cross Country, Swimming, Boys Basketball, Girls Basketball, Wrestling, Track, Baseball, Softball, and Golf.

****An activity fee of \$25 is charged to every participant.**

This fee is collected at the beginning of the first activity that the student participates in during the school year and covers all subsequent activities.

There is a \$75 limit per family, per year. Any student experiencing problems in attaining the fee for an activity is to contact the Activity Director for possible alternative financing.

Co-curricular - follow established organization criteria and rules

Forensics, Homecoming, Prom, Student Council, National Honor Society (NHS), FFA

****Prom and Homecoming will be voted on two (2) weeks prior to the date of activity.**

Co-curricular - follow specific organization criteria

All others including: Badger State, Swing Choir, Jazz Band, Clubs (science, chess, Spanish, "H Club", Art), class officers, Community Theater/musical, Leos

STUDENT/PARENT OBLIGATION

The Lake Holcombe School will schedule at least one Activity Code meeting in the summer, prior to the beginning of the school year, for the purpose of discussing the student and parent obligations to the activities.

All students entering grade 6, entering grade 9, or new students to the district, along with their parent or guardian, **must attend or view a recording** of a Code meeting before the child is eligible to participate in any activities. Elementary students participating in Middle School Athletics are under all policies of the Activity Code.

If a student chooses to participate in an extra- curricular activity, the following items must be on file in the high school office to be eligible to participate:

1. Record of student and parent attending the Activity Code meeting.
2. Signed Student/Parent Athletic Pledge
3. Completed Physical (expense will be the responsibility of the student) or Parental Permission Card (alternate year card)
4. Paid Student Fees
5. Emergency Form- updated

6. Online registration including:
 - a. Insurance Waiver
 - b. Signed WIAA School Eligibility Form
 - c. Concussion Signature Form
 - d. Informed Consent Form

INJURY CARE:

Even though the school district does not provide any type of health or accident insurance for injuries incurred by the student at school or school events including athletics, both at practice or at games, the following still prevail:

1. All injuries are to receive immediate first aid.
2. Any student with injuries considered serious by the advisor/coach is to be transported to the nearest medical authority/facility for emergency treatment, unless parents have stated in writing previously that their child is to be taken elsewhere.
3. If transportation to a medical facility is necessary and no parent is present, an advisor/coach may accompany the injured student. Parents will be notified immediately.
4. Before any student who was injured badly enough to see a doctor returns to participation, a doctor must clear them.
5. If a student requires medical attention for an injury or has a medical excuse restricting participation, then they must receive a written medical clearance to return to participation. Coaches and parents cannot override a medical restriction.

QUESTIONS/CONCERNS:

Students, parents, or any others with questions/concerns about any activity are to follow the proper chain of communication. The question/concern is first brought to the attention of advisor/coach of that activity. If the question/concern still remains, then contact the Activity Director.

ENFORCEMENT:

The Activity Code is in effect year round for grades 5 – 12. Suspensions apply to the next extra-curricular activity the student elects to participate in. The student must finish an extra-curricular season in good standing with the head coach in order for the suspension to be considered served or the consequence will be transferred to the next extra-curricular season.

Anyone who has witnessed a violation of the Activity Code is asked to submit a written statement outlining the details of the incident to the Activities Director. The Activities Director investigates all infractions and administers any consequences in accordance with the Activity Code and WIAA rules.

All infractions occurring at the same time are considered as one (1) violation. The Activities Director determines if there is sufficient time between violations to consider them as two or more distinct violations.

STUDENTS CHOOSING TO JOIN LATE, RETURN TO THE TEAM, JOIN ANOTHER SPORT, OR TWO SPORT ATHLETES:

If a student chooses to participate in any of the above situations, they must first meet with the coach, then the Activity Director. Students must also fulfill the minimum requirements set by the WIAA prior to participating in an activity, OR must sit out for a minimum of one event, if there are no minimum requirements. The head coach makes the final decision in allowing the student to join after an extra- curricular activity has started. The student has no right of appeal.

Students in Two Sports:

Students who want to participate in two (2) sports must declare their “Major” and “Minor” sport with the Activities Director before the start of either extra – curricular season. A coach cannot refuse a student from being a two-sport athlete.

Students are expected to attend all practices and competitions in both sports unless there is a conflict between sport schedules. If so, the following occurs:

- A. Students attend all games of their major sport.
- B. If each sport has a practice at the same time, the student attends the practice of the major sport.
- C. If the minor sport has a game and the major sport has a practice at the same time, the student attends the game of the minor sport.
- D. A coach cannot dismiss a student from the team for missing a practice or competition in their sport for reasons A-C, but the coach may ask the Activities Director to look at continued participation in that sport for a student if there are repeated absences for other reasons.
- E. The coach may limit playing time in their sport for reasons A-C.

WEDNESDAY/SUNDAY PRACTICES:

All Sunday practices are voluntary in nature. A coach is not to take any disciplinary action for non- attendance at this practice or intimidate a player into attending these practices.

All Wednesday practice sessions are to end no later than 6:00 p.m. and are not to interfere with any religious instruction. A coach is not to penalize any student leaving a practice early for religious instruction.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES:

1. All incoming freshman begin their HS career with no violations on their record. The freshman year begins the day after the last day of school, of 8th grade.
2. Absences: If a student has an unexcused absence the day of an extra – curricular activity, they are not allowed to participate.
1. If a student is suspended from school, they are ineligible to participate for the duration of the suspension or to attend any school related activity.
2. If a student becomes ineligible for an academic violation, they must complete a Reinstatement Form to return to eligibility. The reinstatement form must be turned in to the Activity Director or Administrator.
3. If a student becomes ineligible for major/minor infractions or grades, they will not dress for games, matches, events, etc., but must attend all practices.
4. According to WIAA rules, any ineligibility carries over into tournament play.
5. Any student who does not participate in a scheduled physical education class on the day of a practice or a game is not to participate in the practice or contest that is scheduled that day.
6. 5th grade participation in Middle School Activities

In addition to following all rules outlined in the 6-12th grade Activity Code, 5th grade students may be allowed to participate in Middle School Activities under the following conditions:

- a. Low number of 6-8th graders in a sport (may not take a spot from any 6-8th grade athlete)
- b. Recommendation from coach and 5th grade teacher
- c. Student in good behavioral standing in school
- d. Attend an Activity Code meeting with parents
- e. Have a “C” in all classes the day prior to a scheduled event
- f. No missing assignments the day prior to a scheduled event
- g. May compete in events with a scheduled release time from school of 2:30 or later
- h. May compete in all conference championship events (if applicable)

TRANSPORTATION TO AWAY GAMES:

1. A list of students participating in an activity which needs to leave prior to the end of the school day, will be provided to staff by the coach / advisor or Activity Director.
2. Only students listed as activity members will be allowed to ride the bus to the event unless the Activity Director gives consent.

3. Students participating in the event are not able to perform in the activity unless they ride to and from the event in a designated school sponsored vehicle.

Exceptions to this rule are as follows:

- a. The parents give written permission to the coach/chaperone of the event to ride with the parent home from the event.
 - b. If the parent wants their child to ride home with another adult, minimum of 21 years of age, a signed note is to be sent to the office by the morning of the event. This note is to include a telephone number where the parent can be reached for confirmation.
4. All students are expected to ride to all events with their team. Exceptions may be made with approval from the Activity Director if given a 24 hour notice. (Or emergency situations as determined by Activity Director.)
 5. The driver is in complete charge of the students when being transported by any school sponsored vehicle. Coaches / chaperones will assist.

AWARDS AND RECOGNITIONS:

The head coach for each of the extra-curricular activities will determine the criteria for lettering, and will provide them in writing, prior to the beginning of the season. An athlete who quits or is suspended from an extra – curricular activity for the remainder of a season, will not be eligible for a letter or conference honors.

GRADE REQUIREMENTS:

A suspension from activities is dealt with in the following way:

- Incomplete = suspension until grade is made up
- One (1) failing grade = 2 (two) school weeks suspension.
- Two (2) failing grades = 4 (four) school week suspension (See below for Fall Sports)
- Three (3) or more failing grades = 9 (nine) school week suspension.

In all cases, the student is to miss a minimum of one athletic contest.

1. Eligibility is based on quarter grades. Grade ineligible begins on the school day following the date when the grades are due in the office.
2. Students receiving any failing grades at the end of the fourth quarter are declared ineligible for fall activities according to WIAA rules:

Fall Sports –

One (1) failing grade-2 (two) weeks suspension and a minimum of one game

Two (2) failing grades-The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction)

3. After the period of ineligibility, If the student's grades are above failing, the student may file for reinstatement. If the student's grades are still failing, the student remains ineligible.
4. After successful reinstatement, the student is placed on Academic Probation. While on Academic Probation, if a student's grade average in **any** class falls below 60% (F) in the same nine (9) week period, the student becomes ineligible until **all** grades are above 60%. The student will then submit another completed grade reinstatement form. This process continues throughout the entire grading period. The parents are notified of this ineligibility.
5. Incompletes are treated as an "F" unless special circumstances exist and are approved by the administration or until a formal grade is issued. If the formal grade issued after the Incomplete (I) is an "F", the suspension is to continue for another 2 (two) weeks.

CODE OF CONDUCT:

The general behavioral expectations of all students in school serves as a base for the conduct of participants in all Lake Holcombe School related activities. Students represent their school in all sponsored activities. Their conduct is a reflection on the school. Their conduct should be beyond reproach and in a manner that brings nothing but pride to themselves and the school.

The Lake Holcombe School District is committed to creating an environment that treats all people in the school with dignity, respect, tolerance, and cooperation. The District does not tolerate initiations, hazing, intimidation, or gang related activities in the school buildings, on school property, on school buses or at any school events.

In the performance of an activity, a participant is not to use profanity and illegal tactics. He/she learns that losing may be a part of any event, and that he/she is to be gracious in defeat and modest in victory. It is always courteous to congratulate your opponents on a well-played contest.

Inappropriate behavior can result in a variety of punishments with the most severe punishment being suspension from the team/activity for a period of time or expulsion from the team/activity for the rest of the season. Law enforcement may also be involved.

PRIVACY IN LOCKER ROOMS:

School Districts have the authority under section 120.13(35) of state statute to adopt rules applicable to persons who enter or remain in a building operated by the school board. Based on Wisconsin Act 118, Section 175.22 of state statute, all owners and operators of locker rooms,

including school districts, are required to have a policy (LH Policy 343.2) dealing with the privacy in locker rooms that does all of the following:

1. Specifies who is to enter and remain in the locker room to interview or seek information from an individual in the locker room.
2. Specifies the recording devices that are to be used in the locker room and the circumstances under which they are to be used.
3. Reflect the privacy interests of individuals who use the locker room.
4. Specifies that no person is to use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room.

The Districts must observe measures intended to protect the privacy rights of individuals using locker rooms by outlining the following provisions:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the district administrator/designee.
2. No one is permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews are to take place outside the locker room consistent with District policy.
3. The Districts consider as prohibited and subject to disciplinary action and/or legal ramifications that students and/or adults who do the following acts:
 - a. Use of cameras, electronic devices (ex. - cell phones) or digital devices that take a photographic image in areas where one would reasonably expect privacy (locker room, bathrooms).
 - b. Sharing and posting of prohibited personal information or images of any students and/or adults taken in areas considered private.
6. Administrators, faculty advisors, and coaches are to restrict the media or any other person access to student interviews on school property when they feel it is not in the best interest of the student. Based on this, the following rules are put in place:
 - a. Under no circumstances is any adult or student not affiliated with the participating team allowed in the locker room before, during and after an event. Any person having to conduct business with coaches and participants must do so outside the locker room area.
 - b. No media is allowed on the floor or field for a pre-game interview.

- c. Coaches and participants are available for interviews or any business conducted by adults outside the locker room.

INFRACTIONS/PENALTIES:

Minor Activity Infractions

1. Inappropriate language and/or behavior:
 - Within the activity - the coach determines the penalty.
 - Any complaint to the school occurring at an interscholastic activity is subject to review by the Activity Director.
 - All office referrals occurring during the school day will be reviewed by the Activity Director and could result in a Code Violation.
1. Misuse of Equipment:
 - Students take full responsibility for equipment given to them.
 - If any equipment or property is abused or not returned when a student finishes an activity:
 - A. The student is charged the cost of the equipment or reparations of property damage.
 - B. The student is not allowed to participate in any activity until the bill has been paid, damaged equipment repaired or equipment returned.
 - C. Equipment is not to be worn or used unless approved by the coach.
1. Bus Transportation:
 - The driver is in full control of the bus.
 - Bus rules are to be strictly adhered to by the students. If a student needs to be disciplined for inappropriate behavior while riding the bus, the driver or bus company will determine the consequence.

Major Activity Infractions

1. Receiving a second minor infraction in the same school year.
2. Possession or consumption of alcohol (includes look-alike products).
3. Possession or use of tobacco products, including, but not limited to chewing tobacco (includes look-alike products and E-cigarettes). If a student is asked to show what is in

his/her mouth and refuses, he/she is considered to be guilty.

4. Possession or use of unauthorized drugs.
5. Stealing: This includes stealing of Lake Holcombe property, property from other schools while on school activities, and property from other students while in school or on a school activity.
6. CONDUCT UNBECOMING OF AN ATHLETE: Behavior as determined by the Activities Director to be detrimental to the student or other students.
7. Attending a party with alcohol or drug use.
 - a. If a student is attending or present at a party where drugs and/or alcohol are present and does not leave immediately, the student is considered the same as if he/she were using said materials.
 - b. By the student's presence, the student is condoning their use.
 - c. Exceptions may be weddings, graduation, family reunions, etc., and/or a party when sponsored by parents or guardians and no alcohol is being served to people under the age of 21.

First Offense:

Ten (10) school days with a minimum of 1 contest or a maximum of 5 contests from date of notification to the Activities Director.

1. School must be in session.
2. Suspension carries over into tournament play for each of the activities a student is involved in at a time of the infraction.
3. No loss of earned recognition if the student is a member of the team at the end of the season.

If the penalty occurs at the end of the season, between seasons, in the summer or the student is not in an activity, the suspension extends into the next activity and begins on the date of the first game or event.

Second Offense:

Nine (9) school weeks from date of notification to the Activities Director.

1. School must be in session.

2. Suspension carries over into tournament play for each of the activities a student is involved in at the time of the infraction.
3. No loss of earned recognition if the student is a member of the team at the end of the season.
4. If the penalty occurs at the end of the season, between seasons, in the summer or the student is not in an activity, the suspension extends into the next activity.

Third Offense:

One (1) year from date of notification to the Activities Director.

1. If a student is on the third offense and another infraction occurs, the year's suspension starts on the notification of the second infraction. This is done accordingly until the student has served a year's suspension without any infractions.
2. No loss of earned recognition if the student is a member of the team at the end of the season.
3. Major infractions are cumulative from one academic year to the next based on the last infraction on record.
4. The student must complete the WIAA activity in order for the penalty to be honored.
5. Student's rights under the law are recognized.

Good Behavior Clause:

The student is to have one offense removed from their record when there is 18 months or more between individual major offense. This is done on a one-time basis.

Honesty Clause:

An athlete could have their penalty reduced by the honest admission of guilt on the next day of school attended after an infraction has occurred. The admission of guilt has to be submitted in person and in writing with a parent in attendance immediately upon arriving at school in the morning. The student and their parents need to talk to the Activity Director or Administrator. This is done on an individual basis and is only a guideline, not a right of the offending student. WIAA rules for a minimum suspension still apply.

INFRACTION REVIEW PROCEDURE:

The Athletic Director initiates all disciplinary action against a student based on the Activities Policy. The Athletic Director submits a report of an alleged violation to the District

Administrator and the accused student. Arrangements are then to be made to have the following steps prevail:

1. First conference:

- The accused student is called into the conference with the Activity Director where the student is informed of alleged violation and the violation is discussed.
- If the parties agree that the allegation was untrue, the incident is dropped without record. All cases are subject to review if sufficient new facts become known.
- If it is established to the satisfaction of the Activity Director that an offense did occur, the established penalty is put into effect.
- A letter stating the rule breakage and the penalty being invoked is to be sent the student's parent.
- If the student chooses to appeal the penalty, the student has two (2) school days to appeal the decision of the Activity Director to the Athletic Board of Review. The appeal is to be sent to the Activity Director.
- If the student does not appeal the decision within the two (2) school days, the student has accepted the penalty that has been invoked.

1. Second conference:

If the student appeals the decision of the Activity Director, a verbal and written notice is to be presented to the student and parent. This notice is to specify the nature of the alleged violation, date, time and place of the hearing. Parents are encouraged to attend. During the Appeal Process, students remain ineligible to participate in any events, but must attend practice.

The Activity Director is to appoint the Athletic Board of Review when needed, which is comprised of the following people appointed by the Activity Director:

- one (1) coach representing a boys sport
- one (1) coach representing a girls sport
- two (2) non-coach faculty members
- one community member at large
- Athletic Director (non-voting member)
- Superintendent (non-voting member)

The Athletic Board of Review is to review, interpret, and pass judgement on the alleged violation of the Activities Code.

This board is to meet within one (1) week of receiving the Appeal to determine the facts and decide the outcome. The student is to be provided an opportunity to testify and present evidence on their behalf. Parents are encouraged to attend.

In closed session, the voting members of the Board will discuss, vote and make a determination. The Board's findings will be made available immediately. The decision will be put in written form and be presented to the parents within one week of the Board's hearing.

If the Board decides that a rule breakage has been committed, the Board is to uphold the decision of the Activity Director and penalty that has been given. A majority of the Board is required for any action.

If the board overturns the decision of the Activity Director, the penalty is to be dismissed.

All cases are subject to review if any member of the Athletic Board feels sufficient new facts have been made.

1. Third Conference

The student may appeal the Athletic Board's decision to the Board of Education within one (1) school day after this decision has been made. This Appeal must be in written form and presented to the School Administration. If the School Board chooses to not hear the appeal, then the decision of the Athletic Board prevails and the penalty is to be enforced.

If the School Board chooses to hear the case, they are to read the records of the previous appeal process and render a verdict.

If the School Board overturns the verdict of the Athletic Board, the penalty is to be dismissed.

If the School board does not overturn the decision of the Athletic Board, the penalty prevails and is to be enforced.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA):

Many rules and regulations for sports followed by the school district are the direct result of compliance with WIAA. For a more detailed description of these, please visit the following website: <https://www.wiaawi.org>

ACTIVITY CODE SIGN-OFF DOCUMENT

I HAVE READ THE ACTIVITIES CODE AND UNDERSTAND THE RULES THAT ARE STATED WITHIN IT. I AGREE THAT MY CHILD(REN) HAVE TO ABIDE BY ITS STANDARDS OR THEY WILL BE PENALIZED ACCORDINGLY AS STATED IN THE CODE.

PARENT'S SIGNATURE

DATE

STUDENT SIGNATURE

DATE