



Code of Conduct

Athletic and Non Academic Activities

2023-2024

Students choosing to excel; realizing their strengths.

School District of Manawa

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CODE OF CONDUCT

Student-participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on the student, the school or the district. This code applies to all School District of Manawa students on a year-round basis. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactorily on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia.
- Purchase use or possession of tobacco products or E-cigarettes or any look-alike substance/device.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered. Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or controlled substances, even if the student is not consuming or using the illegal substances.
- If a student records 5 or more unexcused absences in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 3 referrals in a semester, they will be suspended for 1 contest/activity.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

Violation of Training Rules

Athletic Activities:

An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

Athletic & Non-Athletic Activities:

A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:

- a. The student/athlete admits the conduct constituting a violation
 - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
 - The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

Penalties for Violation of Co-Curricular Activities Rules

Athletic Activities

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades six through twelve. Code of conduct violations will stay with incoming freshmen from the Middle School until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.
- Any student, who in good faith, self reports or parents/guardians who refer their son or daughter for violations of the co-curricular rules within 24 hours of the violation occurring may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director. Once the investigation begins, self reporting will not result in a reduction of suspension. Self reporting must go to the Athletic Director and/or principal.
- Community service determined by the secondary administrative team may be used to reduce the suspension by 1 event/contest.
- At minimum, a student will be suspended for 1 event/contest per code violation.

All fractions of percentages will be rounded up to the next full number. Any enforcement of individual or multi-game/meet dates will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments, will count as one game or meet scheduled.

Teams that automatically qualify for Regional competition are counted in the total number of competitions.

Completion of Suspension

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

Non-Athletic Activities

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

Appeal Procedure

The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All appeals must be based on proof of innocence, not with the intention to shorten the suspension. All decisions rendered by the appeal board are considered final.

Sportsmanship

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

Membership

1. As stated in the WIAA High School Handbook - Article VII -- Health and Behavior/Compliance:

Section 1 - Required Documentation

A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:

- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
- 2) Acknowledgement of receiving the WIAA rules of Eligibility.
- 3) Current physical exam form to participate in sports or alternate year card.
- 4) Sports fee paid or fee waive turned into school office.
- 5) Concussion information sheet must be obtained by the Athletic Director.

Section 2 - Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.

2. Be an amateur in all sports. You violate your amateur status if you: "Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services."

Example: 2. League Teams, Golf outings – "hole in one win a car"

3. Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend, other arrangements must be made.

Academic Eligibility

Academic eligibility for extracurricular activities shall be determined according to the following:

A student who has earned a failing grade for the last completed grading period will be placed on academic probation. The student will be allowed to practice but not participate in scheduled contests and may be assigned to after-school study time with teachers, coaches or a school approved tutor. All eligibility for the fall extracurricular season will be based on the previous school year's second semester grades (NOT fourth quarter grades). For students who fail a semester course the option to make up the credit in summer school is available.

- After a minimum of 15 days of instruction (count begins the day grades are due in the office) per WIAA rules, the student on probation may obtain his/her grades on a school-issued grade check form available from the athletic director's office. If the student is passing all classes the student may return to full activity participation. If failing after the 15 student school days of instruction, the student is ineligible until the next grading period.
- Students who become ineligible due to the previous school year's second semester (not fourth quarter) grades will serve their academic probation in the fall per WIAA regulations unless participation in approved summer classes renders them eligible. A student may erase ineligibility status for fall sports by successfully completing summer school classes for not less than the same courses that caused the ineligibility.
- Academically ineligible students are not allowed to leave school early in order to travel for a contest.

Attendance: (Athletic & Non-Athletic Activities)

Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor's excuse.

- Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.
- Students may not compete, perform, practice or attend on days of an out-of-school suspension.
- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

Travel, Conduct, Trips

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
 - Show appropriate respect for all adults and authority figures.
 - Show courteous and well-mannered behavior.
 - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule four (4).

Injuries. Accident Reports and Insurance Coverage

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan that would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the high school office.
3. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

Care of Equipment

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These
3. individuals shall pay for any equipment not returned at the current replacement cost.
4. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
5. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
6. A student/athlete will not receive any "end of the season" awards until all equipment is returned and fines have been paid.

Practice. Competition, Contests (Athletic & Non-Athletic Activities)

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach and/or advisor a 24-hour courtesy time limit prior to discussing an issue or concern following an event.

Changing a Sport/Activity

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

Multi Sport Participation

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in multiple sports during the school year, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest.

This form includes:

- Permission from his/her parent or guardian to compete in multiple sports in the same season.
 - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
 - Approval by the Head Coach(s) of each sport.
 - Signature of student's agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
 - Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.
 3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.
 4. It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.
 5. If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.
 6. The following Multi- Sport Priorities have been established for the benefit of all athletes:
 - Games come before practices.
 - Tournaments come before games.
 - Districts come before games and tournaments.
 - State comes before all else.

Athletic/Activity Awards

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.
6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.

Parent/Guardian Involvement

Pre-Season Meeting

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at this time as well. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the High School office. **The** Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to view the presentation either on DVD or online if available.

ATHLETIC CO-CURRICULAR ACTIVITY FEES 2023-2024

Following is the list of Athletic Co-Curricular Activities and their fees for the High/Middle School:

Baseball - \$30.00

Basketball (Girls & Boy - \$30.00

Cross Country (Girls & Boys)- \$30.00

Football- \$30.00

Golf (Girls & Boys)- \$30.00

Softball- \$30.00

Track (Girls & Boys)- \$30.00

Volleyball- \$30.00

Wrestling- \$30.00

Maximum per High School student \$75.00

Maximum per family (Middle School and High School) \$150.00

Fees are to be made payable to Manawa Middle/ Little Wolf High School.