

PARKVIEW ACTIVITY HANDBOOK



CODE OF SPORTSMANSHIP

We welcome our guests in friendly competition. Let us all demonstrate pride in our school and our conference through good sportsmanship. We will show responsible behavior and a genuine appreciation of our team and our opponent.

A real fan is someone who:

- ε **Supports the team - win or lose**
- ε **Shows respect for the officials**
- ε **Attempts to know and appreciate the rules of the game**
- ε **Maintains self control at all times**
- ε **Recognizes and appreciates the performance and efforts of the coaches and players of all participating teams**

PARKVIEW JR. AND SR. HIGH SCHOOL

ACTIVITY CODE BOOK

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Nondiscrimination Statement

The Parkview School District is committed to a policy of non-discrimination in relation to race, religion, sex or sexual orientation, age, national origin, marital status, arrest or conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board of Education does business.

The codes in this handbook govern all seasonal and yearlong activities sponsored by Parkview Jr. and Sr. High School including, but not limited to:

Baseball	Band
Basketball	Choir
Cheerleading	Drama
Cross Country	FFA
Football	Forensics
Golf	Show Choir
Pompon	Yearbook
Softball	Class Officers
Track & Field	National Honor Society
Volleyball	Student Council
Wrestling	Other School Clubs
Hockey	(As approved by the Board of Education)

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I. INTRODUCTION:

Philosophy:

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and happy life. The activity program is an integral part of this process as it provides opportunities and emphasizes goals that may be difficult to duplicate in other school activities.

It is the desire of Parkview Junior/Senior High School to generate a program of activities that will provide opportunities for the youth of this community to develop the proper ideals of sportsmanship, ethical conduct, and fair play. Participation in co-curricular activities is a privilege for which every student should be willing to make the sacrifices deemed necessary to fulfill these ideals. It is with this in mind that the Parkview Activity Code has been established.

Objectives:

1. To develop within the student the determination and dedication necessary to complete their chosen goals.
2. To develop the self-discipline necessary for a successful life.
3. To develop a willingness to place the good of the group before the desires of the individual.
4. To teach that consequences follow a violation of a rule.
5. To provide a "whole school" interest and activity that will develop school pride in all students.
6. To consider co-curricular activities as advanced classes for the teaching of special skills to gifted students.
7. To provide opportunities to exemplify and observe good sportsmanship.
8. To develop within the student a personal pride that will enable them to do whatever they choose to the best of their ability.
9. To meet the urge for competition that is a basic American tradition.
10. To provide opportunities for developing lasting friendships, both with teammates and opponents.

Mere participation in a co-curricular activity does not guarantee that all of these objectives will be achieved. In fact, many students do not participate in activities in a manner that is beneficial in their lives. Every effort should be made to show students the real goal for which the activities were established.

Student Conduct and Responsibilities:

Parkview students who exhibit unacceptable conduct in or out of school or at competitions will be suspended in accordance with the formal suspension policy. Student participants may also be withheld from contests for insubordination or disrespect to any school employee, advisor, coach or official or for not meeting the written expectations of individual advisors/coaches.

Unacceptable conduct includes but is not limited to:

- Buying, selling, possession or use of alcohol, tobacco, drugs, anabolic steroids, or facsimiles/look-alikes thereof (i.e. O'Douls, Sharps, etc.)
- Smoking anything
- Attending gatherings where underage drinking or drug use takes place
- Fighting, threatening
- Theft
- Lying, possessing false identification, falsifying excuses or pass slips, forgery
- Cheating
- Violating school rules or Board policy

Parkview School District recognizes that misconduct could be so severe that a student's privilege to participate could be suspended for the duration of their high school career.

The privilege of participating in any co-curricular activity is extended to all students provided they are willing to assume certain responsibilities. The student's greatest responsibility is to be a credit to their family, school, and community. Therefore, it is required that the student will:

1. Display high standards of social behavior.
2. Display good sportsmanship.
3. Display proper respect for authority, including administrators, teachers, coaches, officials, judges and other school personnel.
4. Display a real spirit of cooperation.
5. Dress with special care when attending an activity.
6. Use language that is non-offensive socially.
7. Remember that it is an honor and a privilege to participate and represent our school in various activities. For every privilege and right, the student has a corresponding duty and responsibility.

II. ELIGIBILITY RULES:

The following rules have been adopted by the Parkview Board of Education and are the result of input from Parkview administrators, coaches, advisors, parents, and the Wisconsin Interscholastic Athletic Association (WIAA).

A. **Requirements to Start an Activity**

1. Submit a Physical Exam Card/Alternate Year Card completed after April 1 of the previous year by a certified physician. (Athletes only)
2. Electronically submit a signed (parent and student) Activity Pledge card.
3. Electronically submit a signed Insurance Waiver.
4. Electronically submit Parent-Athlete Rules of Eligibility WIAA form.
5. Electronically submit ImpACT concussion consent form and take baseline test (every other year).
6. Submit payment of a \$35.00 participation fee to the main office and show receipt to coach. (\$70 individual max, \$175.00 family max) (Athletes Only). Participation fees will not be refunded after the first four days of a team practice.

B. **Academic Requirements**

A student must strive to maintain passing grades in all classes. Academic eligibility is based on the grades of the previous quarter, not semester grades. The purpose of these requirements is to encourage participants to become better students.

1. **One Failing Grade** (*Probationary*)

- a) Midterm- student is ineligible for competition until they have passing grades in all classes.
- b) Quarter – student is ineligible to compete for 1 week (minimum of 1 contest).

2. **Two or More Failing Grades on a Midterm Progress Report or Quarter Report Card** (Ineligible)

A student earning two or more failing grades will be ineligible to regain eligibility until the next Progress Report or Quarter grades are checked.

a) **Ineligibility for Fall Sports**

Per WIAA guidelines, ineligibility status will be adjusted for students in fall sports in which the date of earliest allowed competition is before the first day students are in class. When this occurs the minimum ineligibility period shall be the lesser of: **(1)** twenty-one (21) consecutive calendar days beginning with the date of earliest allowed competition in a sport; or **(2)** one-third

(1/3) of the maximum number of games/meets allowed in a sport (rounded up if one-third (1/3) results in a fraction)

b) **Summer School**

A student may erase their academic ineligibility status (related to the last quarter of the previous school year) through summer school or correspondence courses. The student must receive prior approval for the course(s) from the Principal before enrolling. All course work must be successfully completed and an official transcript submitted to the Principal before adjustments are made of the ineligibility status.

3. Eligibility Dates

The eligibility status of a participant is determined on the date the Administration, through the Guidance Department, designates as the date that the grades are published. Probation begins the day after the grade completion deadline.

4. Academic Intervention

Students receiving one (1) or more failing grades may be assigned an appropriate academic intervention through Student Services. Examples include but are not limited to: weekly grade checks, structured study hall, etc... Coaches/advisors may use any office grade reports to assign academic intervention for any participant earning a failing grade. Students will document their time and grades directly to the coach/advisor.

5. Incomplete Grades

If an incomplete grade is given at the end of the grading period the student has ten (10) school days to complete the work, or the grade will be recorded at the letter grade earned at that point. An incomplete grade may be issued to a student that has had an illness, injury or other circumstances that has caused the student to miss a significant amount of school. (An incomplete should not be given to students that simply fail to meet deadlines for major projects.) The incomplete should be recorded as either incomplete passing (IP) or incomplete failing (IF).

Incomplete Passing: This indicates that the student is doing passing course work and will pass the term, but is working to improve his/her grade. The student in this situation is allowed to practice and compete without restrictions.

Incomplete Failing: This indicates that the student is in danger of failing the course because all work has not been completed, but the student's circumstances qualify them for the additional ten days to complete the work. The student in this situation is allowed to practice, but is not allowed to compete until the final grade is

assessed. If the grade remains failing, the student becomes ineligible as described in sections 1 & 2 above.

6. Falsification

Any falsification of any records or reports will result in the loss of eligibility for all extra-curricular activities for a period of one year.

C. Attendance Requirements

1. Participants must be in school for the entire day in order to compete or practice on that day, with the following exceptions:
 - a) School-approved function (i.e. field trip, etc.)
 - b) Funerals, college visits, and other pre-approved absences, if approved in accordance with school policy.
 - c) Appointment Exemption (i.e. doctor or dentist appointment, driver's test, etc.) Students cannot participate in the contest or practice on that date unless they have a written excuse from the office of their appointment. No administrator, coach, or advisor can grant a student permission to participate under any circumstances without a note from physician/proctor/secretary. The time excused from school is limited to the appointment as well as travel time to and from appointment. Any additional time will be treated as unexcused, and would make student ineligible for that date.
2. Students who are absent from one or more periods the day of a contest or practice because of illness cannot participate in the contest or practice on that date. If student receives a full day of In-School Suspension or any Out-of-School Suspension they cannot participate in the contest or practice on that date.

D. Transportation:

Parkview is responsible for transporting students to and from contests. The school is aware that circumstances arise in which the parent/guardian desires to transport their child after the contest. Parents of students using transportation other than that provide by Parkview must complete the Release and Request for Private Transportation form. Parents/guardians wanting to take their own children home may fill out this form at the contest site and coaches/advisors may only release the student to their parents/guardians after this form has been signed. Adults wishing to transport children other than their own must receive approval from the Activity Director and the Administration prior to the contest. The Activity Director and/or Administration will notify the coach of approved situations. Students using private transportation to a contest must have this cleared with the Activity Director and the Administration prior to the contest. A valid reason and extenuating circumstances will be required.

E. Scheduling Conflicts:

Despite all scheduling efforts by administration, conflicts will arise between co-curricular activities. In the event that a conflict arises, it is the responsibility of the student to make their coaches/advisors aware of the conflict as soon as possible. The coaches/advisors of the activities will determine a compromise/solution. In all cases the student is not to be put in the middle. The Activities Director will do everything to resolve the conflicts to the satisfaction of all parties, but the activity director's decision is final.

F. Conduct Requirements & Penalties:

It is important for all student-athletes to understand that participation in Parkview extra-curricular programs is a privilege. Students who participate in co-curricular activities are held to a high standard of behavior. In the event that inappropriate behavior occurs, penalties will be assigned per the Class Violation descriptions.

1. Violations of the co-curricular code shall be cumulative throughout the student's grade 9-12 enrollment. However, if a calendar year elapses after a violation (counted from the date on which the violating conduct occurs) without an additional violation, the violation will not be counted for purposes of assessing any penalty for any subsequent violation. Only one violation during the student's 9-12 enrollment may be discounted pursuant to this paragraph.
2. Accumulation of four (4) or more Class III or IV violations in any combination will result in a suspension from all co-curricular activities for one calendar year.
3. If a co-curricular activity does not include competition or performances, penalties for violations of this code will be applied toward scheduled meetings or conferences.
4. Coaches/advisors may impose conduct rules more stringent than the violations listed below. The coaches/advisors' rules shall govern provided that a copy of such rules have been filed with and approved by the Activity Director and the coach/advisor has informed the participant and parents/guardians in writing of such rules.
5. Failure of any parent, legal guardian or student to notify the Activity Director of a police-documented (ticket and/or arrest) violation involving that student within seven (7) calendar days of the violation will result in a one (1) year suspension from co-curricular activities. This does not apply to minor traffic violations.
6. Honesty and integrity is expected on the part of extra-curricular participants at all times. It is expected that the participant will be truthful, forthcoming with information, not be deceptive, and be cooperative. If at any time while under investigation, it is found that

a student lied, was deceptive, untruthful, or withheld information, a greater level of consequence may be assigned.

7. Self-Referrals

- a) Students are encouraged to self-refer in all situations. The intent of this is to encourage and reward student responsibility. Therefore, a student should self-refer as soon as possible after a code violation to the Activity Director or Principal. Once the school administration becomes aware of a violation through another source, there is no longer an option to self-refer.
 - b) If a student self-refers or is referred by parents for a first code violation (other than Class I and II), the student will have their penalty reduced by 50%.
 - c) Any student who recognizes that he/she has a problem with the use/abuse of alcohol, drugs, tobacco or other controlled substances or the use of performance enhancing drugs is encouraged to seek professional help. If a student voluntarily seeks help for drug, tobacco or alcohol abuse and notifies the school administrators that they are seeking/receiving such help shall have all penalties related to the problem waived under the following conditions:
 - 1) The student is not under investigation for a violation of the code at the time they request help.
 - 2) The student agrees to participate in and complete a formal assessment and follow the recommendations of the assessment. Documentation must be provided.
 - d) Waiver of penalties by self-referral is limited to one time during a student's high school career.
8. Any athlete who is dropped from one squad for disciplinary reasons or quits shall be ineligible to compete in any sport for that particular season. In order for an athlete to change from one sport to another, they must have mutual consent of both coaches. If mutual consent cannot be reached, the request can be appealed to the School Board as described in Section III of the handbook.
9. Class Violations and Penalties

CLASS I VIOLATION:

A student arrested and charged for a violation(s) of the criminal state statutes as determined serious enough by the Superintendent, Principal and Activity Director will be assessed a Class I Violation.

PENALTY: The student will lose eligibility for all co-curricular activities for the remainder of their school career. The student is

eligible to apply for reinstatement after one (1) year through the appeals process outlined in Section III of the code book.

CLASS II VIOLATION:

The following acts are considered extremely serious and constitute a Class II Violation.

- a) Hosting gatherings where drinking of alcoholic beverages or use of controlled substances takes place.
- b) Selling or distributing alcohol or controlled substances.

PENALTY: The student will lose eligibility in all co-curricular activities for one (1) calendar year from the date of the violation. The student may practice during the season in which he/she will regain eligibility.

CLASS III VIOLATION:

Class III Violations include the following:

- a) Conduct in violation of criminal state statutes other than those covered above in Class I. Severity of conduct may cause the offense to be considered as a Class II Violation, as determined by the Superintendent, Principal and Activity Director.
- b) Possession, consumption, or use of alcohol or controlled substances.
- c) Physical possession of or use of tobacco or tobacco-like products (electronic cigarettes. Vapor devices, etc...)
- d) Use of non-prescribed drugs such as anabolic steroids, human growth hormones, including, but not limited to, performance enhancing substances such as creatine and other substances as defined and banned by the WIAA.

PENALTY:

First Offense (Class III) Suspension for twenty percent (20%) of the number of scheduled contests, competitions, performances, activities or service opportunities in all current activities or the next activities. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.)

If the number of contests, competitions, etc., remaining in the current activities season is less than the number set forth above, the student shall serve the remainder of the suspension during the next activity in which he/she participates. The length of this suspension will be determined by subtracting from twenty percent (20%) the percentage of contests from which the student was suspended, and

taking the remaining percentage off the next season's contests.

The student must participate with the group in all practices during the suspension.

Students who complete AOTDA assessment related to drug, alcohol or inhalants and agree to the assessment recommendations, can have their suspension reduced by one-half (1/2), provided they turn in documentation to the activities director stating they have completed assessment and are working, in good faith, toward completion of stated recommendations. Failure to complete assessment recommendations in a timely fashion will result in the reinstatement of the remainder of the suspension that will be served immediately or during the next sports season.

Second Offense (Class III) Suspension for fifty percent (50%) of the number of scheduled contests, competitions, performances, activities or service opportunities in the current activity or the next activity. (A calculation of 0.5 or greater is rounded up resulting in a minimum loss of one activity.) Suspensions will be continued into the next activity if the fifty percent (50%) minimum is not reached as per the instructions above. The student will participate in practice during the remainder of the current activity while under suspension unless the coach/advisor decides otherwise.

Third and Subsequent Offenses (Class III)

Suspension from all activities for one calendar year commencing on the date the student is notified of the violation.

If the calendar year expires during an activity in which a student desires to participate, the student must participate with the group in practice during that entire season.

Suspension Guide for Class III Violations:

This chart shows the average number of contests per sport. Actual suspensions will be based on the number of contests scheduled that year in that sport.

Sport	Average No. of Contests	10%	20%	50%
Fall Sports				
Cross Country	10	1	2	5
Football	9	1	2	5
Volleyball	15	1	3	7
Spirit Squad	5	1	1	3
Winter Sports				
Hockey	20	2	4	10
Basketball	22	2	4	11
Wrestling	14	1	3	7
Spirit Squad	20	2	4	10
Spring Sports				
Baseball	26	3	5	13
Softball	26	3	5	13
Track & Field	12	1	2	6
Golf	14	1	3	7

CLASS IV VIOLATION:

Students in attendance at any gathering or party where alcohol or other illegal drugs are present or being consumed or used by anyone is deemed a Class IV Violation.

NOTE: This rule does not apply to family gatherings/reunions, weddings, graduation parties and other similar occasions. Nor is this rule meant to include presence in an establishment that is primarily an eating place, restaurant, supper club or bowling center, etc. or to prevent employment at such places. However, students must exercise great caution and make sure that they are not consuming, using or holding an alcoholic drink, tobacco product or illegal substance during these instances or they will be considered in violation of this code.

PENALTY:

First Offense (Class IV) Suspension for one contest, competition, etc. in all current activities (or the next activity, if the current activity has been concluded.)

The student must participate with the group in all practices during the suspension.

Second Offense (Class IV) Suspension for two contests, competitions, etc. in all current activities (or the next activity, if the current activity has been concluded.) The student must participate with the group in all practices during the suspension.

Third Offense (Class IV) Suspension for four (4) contests, competitions, etc. in all current activities (or the next activity, if the current activity has been concluded.)

The student must participate with the group in all practices during the suspension.

Fourth and Subsequent Offenses (Class IV) Suspension from all activities for one (1) calendar year commencing on the date the student is notified of a violation.

If the calendar year expires during an activity season in which a student desires to participate, the student must participate with the group in practice during that entire season.

NOTE: A Class IV penalty will not be assessed if a student can demonstrate by convincing information that he/she was not aware that alcohol or controlled substances were present or that after becoming aware that alcohol or controlled substances were present, the student disassociated himself/herself from and left the gathering, or was prevented from leaving due to insufficient time or opportunity. If a person(s) in possession of alcohol or controlled substances arrives at a gathering being hosted by a student, that student is responsible under this policy for the immediate removal of that person(s) and of all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if that person(s) refuses to leave.

CLASS V VIOLATION:

Students who misrepresent the ideals, principles and standards of Parkview Junior/Senior High are committing a Class V Violation.

These actions include but are not limited to the following:

- a) Missing practice or a contest without the permission of the coach/advisor.
- b) Using profane or abusive language or conduct while participating in a contest, during practice, or while on a trip.
- c) Being insubordinate or disrespectful to any teacher, advisor, coach or official.
- d) Out-of-School Suspension and/or full day In-School Suspension

PENALTY: Any Class V violation can result in a suspension of up

to one (1) competition by an administrator, activity director, coach or advisor. The coach/advisor has the prerogative of extending the suspension and determining practice requirements. A violation deemed flagrant by an administrator, activity director or coach/advisor may be dealt with as a disorderly conduct under the Class III Violation.

G. Interpretations:

1. Suspensions will be calculated and served at the highest level (Varsity, JV, etc...) an athlete participates at during the course of a season.
2. In-season violations will result in immediate suspension from the next regularly scheduled contest(s); while out-of-season violations or carryovers result in suspension from the first contest(s) the athlete would normally be eligible for having practiced with and been a member of good standing with the team.
3. If a suspension cannot be completely served during the athlete's current sports season, the remaining suspension will carry over to the next sports season in which the athlete participates.
4. An athlete, under suspension (less than a year suspension), may not go out for a team solely for the purpose of serving their suspension, and then quit. The athlete must begin and complete the season in good standing in order for the suspension to be considered served.
5. Suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently.

H. WIAA Policies (Athletics only):

In order to represent Parkview Junior/Senior High School in any interscholastic athletic competition, a student must meet all eligibility requirements of the WIAA as well as those of Parkview Junior/Senior High School. Please review the WIAA Handbook and Rules At A Glance for complete rules.

1. WIAA Age Requirement:
A student/athlete must be under nineteen (19) years of age on the date August 1, which precedes the start of the school year.
2. Amateur Status:
An athlete must be an amateur in order to be eligible to compete in high school athletics. To be an amateur the following criteria must be met:
 - a) Any award presented or permitted by the school must be symbolic (no intrinsic/utilitarian value) in nature.
 - b) An athlete may receive awards which are symbolic in nature - trophies, medals, plaques, etc. - but their value cannot exceed \$10 (retail cost) and they may not be given by business,

industrial, commercial, etc. firms which are profit-making in nature.

- c) An athlete may not allow the use of their name, picture, personal appearance, etc., as an athlete to promote a commercial or other profit-making endeavor.
- d) An athlete may not participate in school athletics or in sports activities outside the school under a name other than their own.

3. Student Activities Outside of School:

An athlete in a given sport cannot participate in the same sport in activities outside of school either as team members or an individual or independent entry during the same time he/she is participating with the school team.

A student becomes ineligible in a sport for a maximum of one (1) year from the date of the last offense for participating in an all-star game or similar activity. See WIAA Handbook – Article Six for details.

4. Transfer Eligibility:

Any student who transfers from any school with a status of ineligibility for disciplinary or academic reasons retains such status at PHS/PJHS for the same period as decreed by his/her former school. If a student transfers to PHS/PJHS and is ineligible according to the PHS/PJHS Co-curricular Code, then the student will be deemed ineligible until the student meets the requirements of this code.

Penalties for WIAA violations can result in individual suspensions. Violations resulting in contest forfeitures will result in a one calendar year suspension of the student involved.

I. DUAL SPORT PARTICIPATION POLICY:

Parkview seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities, which they have a desire to contribute to more than one team in a particular athletic season, and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

STUDENTS PARTICIPATING IN TWO ACTIVITIES DURING THE SAME SEASON

- 1. Students are allowed to participate in two co-curricular sports activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation.

2. Students are not allowed to participate in open gyms, as well as other non-school competition in another sport, on the same day they are participating in a school-sponsored co-curricular sports activity without permission from the head coaches of the sports in which they are currently participating as well as the building principal.

RULES OF DUAL-SPORT PARTICIPATION

1. A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice.
2. A primary sport is defined, as the sport that takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.
3. The student must practice in both sports and the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
4. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
5. The student and parents or legal guardians, must sign the Dual Sport Participation Contract before the first practice session he or she attends.
6. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. For Example - Student A is suspended for a code violation. The suspension is to be served for both the primary sport and non-primary sport.
7. The Athletic Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual-sports participation.

STEPS IN THE PROCESS

1. Student emails the AD with a meeting request (at least 21 days before season start date).
2. AD meets with student-athlete to discuss the request and review associated guidelines.
3. AD notifies coaches and assists in scheduling a planning meeting for the coaches.
4. Upon completion of coach planning meeting, AD schedules a meeting

between student-athlete, parents, and coaches. Upon completion, all involved will sign the Dual Sport Participation Contract.

III. DUE PROCESS PROCEDURES:

The Parkview School District recognizes that enforcement of its Activity Code should follow procedures designed to minimize the chance of error and maximize the opportunity for interested persons to be heard. To that end, the procedure set forth hereafter provides to the parents, the students, and the District, a vehicle to assure fairness and, to the extent possible, accuracy in resolving questions under this Code. The Activity Director is responsible for implementing the Code.

A. Charges:

1. Prior to being interviewed about an alleged violation, the student shall be informed of the nature of the violation. The building administrator or designee may obtain information in regard to alleged violations of the Co-Curricular Code in any reasonable manner including an interview of a student alleged to have committed a violation. The student's refusal to answer questions pertaining to their alleged violation may be used as a basis for a presumption of guilt.
2. The activity director will inform the coach/advisor and principal that a charge has been made. The administration will inform the participant and the parent/guardian of the nature of the charges, their rights and recourse within one (1) school day. If the effort to contact the parent/guardian on the telephone is unsuccessful, the participant may be used to convey the oral or written message. The Activity Director will notify, in writing, the parent/guardian of the nature of the charge and the decision of the Activity Department within three (3) school days.

B. Recourse/Appeal:

1. In the event the student or parent/guardian is not satisfied with the decision of the Activity Department, they may appeal the decision and request an appearance before the School Board. The request must be made in writing to the Administration within one (1) school day from the notification of the decision rendered by the Activity Department.
2. Administration shall arrange the School Board meeting as soon as possible after the receipt of the request to appeal.
 - a) The student shall have the right to counsel.
 - b) The student and/or counsel shall have the right to examine the *evidence and charges against him/her*.
 - c) The student shall have the right to present a defense against the

- charges, and to present evidence in his/her behalf.
3. The coach, student, and student's parents/guardian will be informed of the School Board's decision by the School Board within 24 hours thereof, or as soon as possible thereafter. Such a notification will include a statement of the penalty.
 4. The student will be eligible to participate in practice while appealing to the School Board, except for alleged class I and class II violations.
 5. The decision of the Activity Director and/or Administration and any penalty or penalties imposed shall remain in effect until such time as a contrary decision is made by the School Board pursuant to the procedures set forth herein. If there is an event or competition which is scheduled to take place prior to the time a determination is made by the School Board, the Activity Director/Administration's decision will remain in effect until such time a determination is made by the School Board.
 6. The proceedings of the hearings will be taped in order to retain a record of that hearing.
 7. The student's parent/guardian will be assessed the cost of any further legal proceedings.

IV. EQUIPMENT ISSUES:

One of the values of extra-curricular activities is to teach responsibility. This should apply to the equipment assigned to and the facilities used by the student.

- A. The school attempts to provide the best and safest equipment money can buy. Each year this equipment is thoroughly cleaned and repaired to insure maximum protection and longevity.
- B. In most activities, the school will loan the participant most of the equipment necessary to compete.
- C. The original equipment or uniforms issued to the student must be returned at the end of the season. The coach or advisor should be informed if the equipment needs to be repaired or the size changed.
- D. The student will be held financially responsible for any lost, stolen or misplaced equipment. Deliberate mutilation of school property will be charged to the participant.
- E. Parents are asked to see that the student returns to school any equipment or uniforms not purchased by the individual.
- F. The student must have all equipment and uniforms turned in from his/her last activity and cleared by the coach or advisor before being allowed to participate in the next activity. The Activity Director will publish the names of the students who have not returned their

equipment. NOTE: Students will be ineligible to participate in all other activities until equipment is returned.

V. INJURY ISSUES:

A. Statement of Risk:

Potential dangers are present in many activities, especially athletics. Parent and students should fully understand that there are serious personal injury risks associated with participation in some co-curricular activities. For example, participation in school athletics involves high velocity flying objects, swift movement of bodies that may be airborne, and may result in unavoidable collisions.

Although the Board of Education and the Parkview School District endeavor to operate activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports.

Activities involve taking a calculated risk on the part of the student and the parent/guardian. It is understandable that to many young participants, the potential benefits exceed the potential hazards. The very element of the calculated risk makes participation a stimulating adventure and satisfies the students' desires for competition, strenuous effort, and creative activity.

B. Injury Reduction and Care

Reducing injuries to a minimum and proper care of the same without subtracting from the adventure is a constant goal of our coaching, advising and administrative staff. Therefore, the following policies concerning injuries will be in effect.

1. All participants in any activity program will be covered by their family insurance carrier and have on file a signed insurance waiver before being permitted to practice. Parkview School District does not carry hospitalization or medical insurance on students. This is the responsibility of the parent/guardian.
2. An effort will be made to have an EMT/Trainer at home football contests and wrestling tournaments to render first aid and to give advice. Emergency Medical Service is readily accessible by telephone by dialing 911 for all other events and practices. *ONCE EMTS/TRAINERS ARE CALLED TO THE SCENE OF AN INJURY, ALL DECISIONS ARE IN THEIR HANDS.*
3. Any school related injury shall be reported to the office of the Activity Director and an accident report is to be filed in the Front Office.
4. The Activity Director's office is to be informed if an individual has a special medical problem.
5. Should an injury be discovered after the student has returned home,

go to a physician and report the injury to the coach or Activity Director on the next school day.

VI. **AWARD POLICIES:**

- A. Only one (1) block letter will be awarded to a student during their four (4) years of high school. Varsity letters can be worn only on a school letter jacket or sweater. Once the student has earned a letter, the student shall receive a metal service bar for each additional letter.
- B. Letter, insignia and numeral awards shall be made at the conclusion of each season.
- C. Activity awards are given based on participation, loyalty, cooperation, and performance. At the end of season, the coach will make his/her recommendation for awards to the Activity Director for approval.
 - 1. **Numerals** – (Graduation Year) This award is given to a student upon successful completion of their first season.
 - 2. **Insignia** - An insignia will be awarded to the student upon successful completion of their second season in a sport, or lettering in a sport for the first time.
 - 3. **Letter** - First year letter winners will receive a letter. For each additional letter, the athlete will receive a service bar.
 - 4. **Four-Year Letter Award** - A plaque is awarded to any student who letters for four (4) years in one (1) activity.
- E. Athletic Awards
 - 1. **Athlete of the Year** - These awards are given to the young man and woman deemed the best athlete during the past school year. Selection by all coaches.
 - 2. **Underclassmen Athlete of the Year** - This award is given to the underclassmen young man or woman demonstrating dedication and contributing to the athletic endeavors of young men and women. Selection is by all the coaches.
 - 3. **WIAA Scholar Athlete** - These awards are given to the senior man and woman who have participated in athletics for four (4) years and competed in two (2) or more sports yearly (WIAA-recognized sports), and have the highest cumulative grade point in their class.
 - 4. **McNair Award** - The McNair Award is given in each sport yearly to an athlete who has displayed a high degree of determination and dedication to a particular sport. The recipient may be either a senior or an underclassman. Selection is by the head coach of that sport.
 - 5. **Hoff Award** - The Hoff Award is given to a senior young man who has exhibited the qualities of leadership, scholarship and sportsmanship. Selection is by all the coaches.
 - 6. **Simonson Award** – The Simonson Award is given to a senior young

woman who has exhibited the qualities of leadership, scholarship and sportsmanship. Selection is by all the coaches.

7. **Coaches Award** - The Coaches Award is given to those senior athletes who have lettered seven (7) times or more during their high school career.
 8. **Athletic Directors Award** – The Athletic Directors Award is given to those senior athletes who have participated in three (3) sports yearly, throughout their high school career.
- F. All other non-athletic awards, advisors will inform participants of the criteria needed to earn awards. Awards will be distributed by the advisor at the conclusion of their activity season after athlete has completed all responsibilities.
 - G. The student must be present at the Awards Night ceremony to receive their award unless previously excused by their coach, advisor or Activity Director.
 - H. Awards related to any activity during which a student was subject to suspension may be made or withheld at the discretion of the coach or advisor who shall notify the student at the earliest reasonable opportunity before the day on which such award would be made as to whether or not the student will receive the award.
 - I. Any student having a code violation will forfeit the privilege of having the name submitted for any special awards (state or conference) or honors during the season in which the code violation was committed and/or served.

VII. FAN EXPECTATIONS:

Code of Sportsmanship

We welcome our guests in friendly competition. Let us all demonstrate pride in our school and our conference through good sportsmanship. We will show responsible behavior and a genuine appreciation of our team and our opponent.

A real fan is someone who:

- ❖ Supports the team – win or lose
- ❖ Shows respect for the officials
- ❖ Attempts to know and appreciate the rules of the game
- ❖ Maintains self-control at all times
- ❖ Recognizes and appreciates the performance and efforts of the coaches and players of all participating teams.

Disruptive Behavior at Activities:

In the event a student or group of students demonstrate unsportsmanlike conduct, direct derogatory cheers toward an opponent or official; throw objects or

paper at an official, athlete or on to the court or mat area; it will result in the student(s) being removed from the premises.

When the unacceptable behavior can be attributed to specific individuals it will be dealt with in accordance to Section II of the Activity Code. It can also result in the barring of the student from attending home and/or away contests as well as suspension from school.