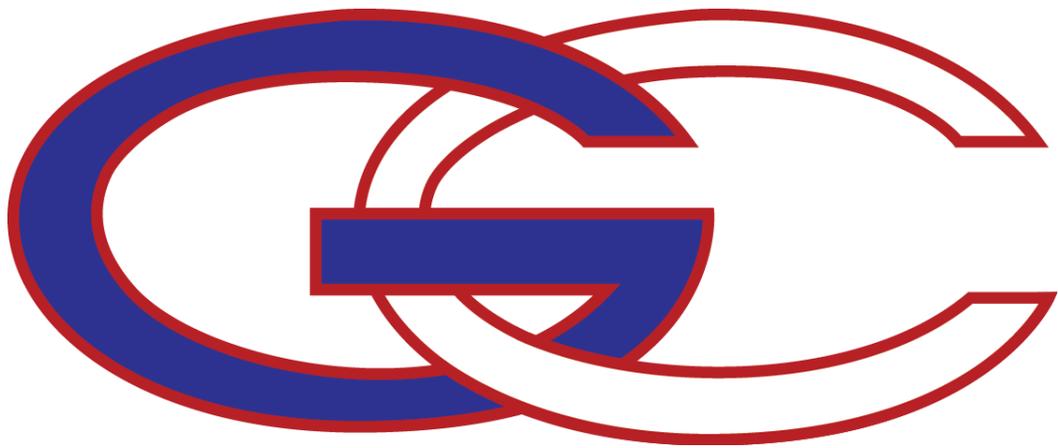


GLENWOOD CITY
High School/Middle School



ATHLETE &
CO-CURRICULAR HANDBOOK
2015-2016

TABLE OF CONTENTS

Letter from Your Director of Athletics.....	3
Program Philosophy.....	4
Objectives.....	4
Sportsmanship Expectations.....	4
Academic Standards.....	5
Academic Ineligibility and Reinstatement.....	5
Academic Ineligibility and Reinstatement – Fall Sports.....	5
Attendance Requirements.....	6
Athletic Code.....	6
Reporting Violations.....	7
Athletic Code Disciplinary Procedures – (Rules 1-5).....	7
Athletic Code Disciplinary Procedures – (Rules 6-9).....	7
Appeals Process.....	8
Athletic Fees.....	9
Awards for Athletics.....	9
Participant Satisfaction Survey.....	9
Disputes.....	10
Changing Sports In-Season.....	10
Dual-Sport Participation.....	10
Transportation.....	10
Athletic Eligibility Checklist.....	11
Athlete & Co-Curricular Participation Form.....	12
Emergency Contact Information Form.....	13
Concussion Acknowledgement Form.....	14
Heads Up – Fact Sheet for Parents.....	15
Heads Up – Fact Sheet for Parents.....	16
Health Information Release (HIPAA) Form.....	17

Greetings Parents/Guardians and Students:

The foundation of School District of Glenwood City is based upon solid educational programming – providing students opportunities to explore and hopefully, discover talents which will serve them well after their time here is done. Not only are we proud of the traditional educational programming that we provide in a small rural school, but we are equally proud of our students who decide to carry the name of our school on their chest when they step into the athletic arena or venture into co-curricular events.

Glenwood City has developed a strong tradition of excellence in athletics and co-curricular competition and we hope to continue on that path. Being a Hilltopper is about more than simply getting to wear the Blue, White and Red; it's learning about dedication, teamwork and how to overcome adversity; it's about winning with class and losing with dignity; it's about carrying on a tradition that honors and respects those that have come before them.

This most recent version of the athlete and co-curricular handbook contains some significant changes – including the title. In an effort to provide consistency, this handbook contains information as it relates to our students that compete in athletics and/or co-curricular opportunities further underscoring the importance of representing the school and community in all activities that students are involved in.

The following list provides some significant changes to this version of the handbook -

-  Changes to the requirements for daily attendance
-  The elimination of multiple options for consequences of code violations
-  Explanation of academic ineligibility for co-curricular participants
-  Addition of consequences for students involved in co-curricular activities
-  Adjustments to requirements surrounding dual-sport athletes

Students, parents/guardians and coaches have a responsibility to become familiar with the contents of this handbook. Should you have any questions or need clarification of any aspect of the expectations, please take the opportunity to contact the athletics' office.

I look forward to continuing the tradition of excellence in athletics and co-curriculars at Glenwood City as we embark upon the 2015-2016 school year as well as helping shape our students into the best that they can be. I encourage you to contact me with any questions, concerns or simply want to share a success story about one of our incredible students; after all, there is one more benefit of competing in high school sports – a sense of accomplishment.

Go Hilltoppers!



Patrick Gretzlock
Director of Athletics

PHILOSOPHY

The School District of Glenwood City sponsors and encourages student participation in a variety of athletic activities as a means of providing opportunities for personal growth, skill development, socialization, creativity, and competitive experience. In addition, the District believes that a well-balanced education includes participation in athletic and co-curricular activities.

The Athlete & Co-Curricular Handbook has been adopted by the Board of Education to govern the athletic program. It is the responsibility of the Director of Athletics/Co-Curriculars and every student, parent/guardian, coach/advisor and any other person connected directly or indirectly with the athletic and co-curricular programs to acquaint themselves with the items contained in this handbook. The Principal and/or the Superintendent will deal with any items not expressly stated or implied in this handbook.

OBJECTIVES

The Glenwood City School District and Board of Education sponsor athletic and co-curricular activities to provide an environment to foster the following objectives:

- Display good sportsmanship and provide opportunities to develop lasting friendships with both teammates and opponents.
- Inspire positive role modeling and leadership.
- Provide activities for learning self-discipline, loyalty, team play, pride in the organization, respect for the rights of others, and the will to be successful.
- Learn good habits of health, fitness, and safety.
- Use the experience of competition to build self-esteem, citizenship, responsibility, and skill.
- Learn how to graciously celebrate successes and positively respond to disappointments.
- Emphasize the needs of the unit, team, class, and school above personal desires.
- Experience positive interactions with coaches/advisors and other students.

SPORTSMANSHIP EXPECTATIONS

All student-athletes and co-curricular participants are expected to adhere to the following expectations of good sportsmanship both on and off the field of play:

- Accept and understand the seriousness of your responsibility and the privilege to represent your school and your community.
- Live up to the standards of good sportsmanship established by your coach/advisor, your school, your conference, the WIAA and all other organizational entities affiliated with co-curricular offerings at GCHS/GCMS.
- Learn the rules of the game and assist parents and fans by discussing the rules with them.
- Treat your opponents with mutual respect.
- Refrain from taunting, trash-talking, or making derogatory remarks to your opponents before, during, and after the contest.
- Refrain from intimidating behavior or drawing attention to yourself.
- Wish opponents "good luck" before a game and congratulate them in a sincere manner following defeat or victory.
- Respect the judgment of officials even if you disagree with their judgment.
- Win with humility; lose with grace. Do both with dignity.

ACADEMIC STANDARDS

In order to be academically eligible for athletics and co-curricular activities, a student must:

1. Maintain a passing quarter grade in all subjects.
 - Minimum GPA exists for dual-sport athletes
2. Have no incompletes.
3. Carry a minimum of six (6) half credits in the high school; five (5) half credits in the middle school each semester.

Ineligibility and Reinstatement

Academic ineligibility will go into effect one school day after grades have been posted.

Academic ineligibility will be for a **minimum** of 15 school days; a student who is ineligible may not return to competition until the day following the completion of the ineligibility period.

A student may be reinstated when the student secures written proof that the student is meeting the Academic Standards. The student must secure a written statement from all teachers and submit it to the Director of Athletics/Co-Curriculars one school day before reinstatement can occur. If the student does not meet the requirements, a check may be made every 15 school days, and no sooner, until the athlete becomes eligible.

A student regains eligibility immediately if incompletes are made up within the designated timeframe. The Director of Athletics/Co-Curriculars must be able to determine through information gathered from the teacher that all work has been appropriately completed.

A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses that provide credit for the coursework that has caused the ineligibility. (HIGH SCHOOL ONLY – The student must successfully complete not less than the same number of courses that caused the ineligibility.)

Ineligibility is defined as not being allowed to participate in games/meets, but attending and participating in practice.

Fall Eligibility

Athletics: The WIAA provides that academic ineligibility status determined at the end of the spring semester can be adjusted for students in falls sports in which the date of earliest allowed competition is before the first day that students are in class.

The minimum ineligibility period shall be the lesser of (a) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport **OR** (b) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

Co-Curriculars: The minimum ineligibility period shall be for the entire summer break (beginning one (1) school day after grades have been posted) and up to the first grade check of the following grading period, to be conducted after fifteen (15) school days.

ATTENDANCE REQUIREMENTS

Students who have an unexcused absence (excluding tardiness) during the school day or have had a disciplinary referral to the office regarding behavior will not be allowed to practice or participate in a contest on that given day.

Students who are not in school the entire day after an event, unless the absence is excused or there is an extenuating circumstance or emergency cleared by the Director of Athletics/Co-Curriculars through a parent/guardian, will not be allowed to practice or participate in a contest on that given day.

If the Director of Athletics/Co-Curriculars is made aware of an unexcused absence after the practice or contest has already taken place, the student will immediately miss the next comparable event.

ATHLETIC/CO-CURRICULAR CODE

Participation in interscholastic athletics/co-curriculars is considered a privilege. Failure to abide by the established rules will result in the removal of this privilege. The following are considered violations of the athlete/co-curricular handbook.

1. Purchase, possession or use of alcoholic beverages or illegal drugs.
2. Purchase, possession or use of illicit drugs on school property or at school-sponsored events.
3. Purchase, possession or use of tobacco products.
4. Violation of Wisconsin Statutes, county and municipal ordinances (motor vehicle, traffic violations or DNR violations which are not criminal offenses and not alcohol, tobacco or drug related will not be considered code violations.)
5. Committing serious and/or repeated violations of school regulations.
6. Insubordination or conduct contrary to the principles and standards of the School District of Glenwood City ("conduct unbecoming an athlete").
7. Posting disparaging or disrespectful comments regarding coaches, teachers, school administrators, Glenwood City students, game officials, or students at opposing schools, on social media.
8. Engaging in harassing and/or bullying behaviors (including hazing).
9. Committing flagrant violations of game rules.

Notice:

A student may not knowingly participate, whether or not they consume, at a gathering or other occasion where violation of state law or local ordinance regarding possession, purchase, sales or consumption of alcohol or illegal drugs occurs. The following penalties will be enacted for this violation.

- A. 1st Offense - Required attendance at an AODA, school-approved workshop resulting in a presentation to be given to students.
- B. 2nd Offense – Suspension from the next contest/event.
- C. 3rd Offense – Considered an athletic and co-curricular code violation and will result in the application of the following penalties.

Disciplinary Procedures (Rules #1 - #5)

Violations are cumulative from year to year through middle school. Upon successful completion of middle school AND having no more than one violation, a student will begin high school with "no violations".

First Offense:

Athletics – Suspension from competition for 25% of the season (3-game minimum); ten (10) hours of community service as assigned by the director of athletics. Attendance at practice is required.

Co-Curriculars – Forty-five (45) day suspension from all club meetings and activities; ten (10) hours of community service as assigned by the principal. Attendance at practice is required.

Second Offense:

Athletics – Suspension from competition for 50% of the season (4-game minimum); twenty (20) hours of community service as assigned by the director of athletics. Attendance at practice is required.

Co-Curriculars – Ninety (90) day suspension from all club meetings and activities; Ten (10) hours of community service as assigned by the principal. Attendance at practice is required.

Third Offense:

Athletics – Suspension from competition for one calendar year from the date of infraction and twenty (20) hours of community service as assigned by the director of athletics.

Co-Curriculars – Suspension from co-curricular programs for one year from the date of infraction; twenty (20) hours of community service as assigned by the principal.

Fourth Offense:

Student no longer eligible for athletics or co-curricular organizations.

Disciplinary Procedures – (Rules #6 - #9)

First Offense:

Athletics – Suspension from 10% of season (1-game minimum); ten (10) hours of community service as assigned by the director of athletics. Attendance at practice is mandatory.

Co-Curriculars – Fifteen (15) day suspension from all club meetings and activities; ten (10) hours of community service as assigned by the principal. Attendance at practice is required.

Second Offense:

Athletics – Suspension from 25% of season (3-game minimum); twenty (20) hours of community service as assigned by the director of athletics. Attendance at practice is mandatory.

Co-Curriculars – thirty (30) day suspension from all club meetings and activities; twenty (20) hours of community service as assigned by the principal. Attendance at practice is required.

Third Offense:

Athletics – Suspension from competition for one calendar year from the date of infraction and twenty (20) hours of community service as assigned by the director of athletics.

Co-Curriculars – Suspension from co-curricular programs for one year from the date of infraction; twenty (20) hours of community service as assigned by the principal.

Fourth Offense:

Student no longer eligible for athletics or co-curricular organizations.

REPORTING CODE VIOLATIONS

If an adult reports an alleged violation of the Athletic Code, she/he must be willing to submit a signed statement fully explaining what she/he believes is the violation of the Athletic Code, including as much information as possible detailing the alleged violation which was actually observed by the person making the report.

If a student reports an alleged violation of the Athletic Code, the student’s identity will be kept confidential; however, she/he must be willing to submit a signed statement fully explaining what she/he believes is the violation of the Athletic Code, including as much information as possible detailing the alleged violation which was actually observed by the person making the report.

APPEALS PROCESS

Decisions regarding disciplinary action taken against any student by the Director of Athletics/Co-Curriculars for a violation of the Athletic and/or Co-Curricular Code may be appealed by a parent/guardian to the Elementary Principal.

If the parents/guardians or the student believe that an alleged offense did not occur; that there are extenuating circumstances regarding the violation, or that the sanction imposed by Director of Athletics/Co-Curriculars is unjust, the parents/guardians may appeal in writing to the Elementary Principal, within five (5) calendar days of the receipt of the suspension letter from the Director of Athletics/Co-Curriculars. The letter of appeal must detail all of the facts pertaining to the incident, a list of witnesses, signed witness statements, an explanation of any extenuating circumstances surrounding the violation, and the specific remedy requested through the appeal. The student will remain ineligible throughout the entire appeal process.

Within three (3) days of receipt of the hearing request, the Elementary Principal will contact the parents/guardians to establish a hearing date for the appeal to be held within ten (10) days of the receipt of the written appeal.

In addition to the Elementary Principal, the following individuals shall be present at the hearing: the student, his/her parent(s)/guardians(s), legal or other representative (if the appellant so desires), and the Director of Athletics/Co-Curriculars. No other individuals will be present at the hearing, and all matters discussed at the hearing will remain confidential.

During the hearing, the student and his/her parent(s)/guardian(s) will have an opportunity to speak and to present any evidence on his/her behalf. Witnesses may be called, but they must remain outside the Hearing Room until they are called and must leave immediately upon giving testimony. The Director of Athletics/Co-Curriculars will present pertinent verbal and written statements gathered as a result of his/her investigation leading to the suspension, and may also call witnesses, if necessary.

Upon conclusion of the hearing, the Elementary Principal will decide whether to sustain, reverse, or decrease the length of the suspension. The Elementary Principal will render his/her decision in writing and/or verbally to the appealing parties.

If the parents/guardians feel that the appeal process has not been followed, a request for a review of the process may be made to the District Superintendent. However, the Superintendent will not review the facts or merits of the decision. Such a review must be requested in writing within seven (7) calendar days of the date on which the decision was rendered, and must identify the specific actions or failures to act that are the basis for the appeal.

The Superintendent will review the process and render a decision in writing within seven (7) calendar days. The decision of the Superintendent is final.

ATHLETIC FEES

Each academic year, student-athletes are required to pay a fee for each sporting season in which they participate. The following fee structure has been established –

High School Student-Athletes - \$30/season (maximum of \$90/year)

Middle School Student-Athletes - \$20/season (maximum of \$60/year)

Student athletic fees are required before participation in games.

AWARDS FOR ATHLETICS

Varsity Letters and appropriate pins will be given out at the appropriate athletic banquet. They will be awarded according to the criteria set up by each sport's coaching staff and approved by the Director of Athletics. Each head coach will give the criteria to their athletes prior to the first varsity event.

Individual Awards or plaques will be given out at the appropriate athletic banquet. They will be awarded according to the criteria set up by each sport's coaching staff. Each head coach will give the criteria to their athletes prior to the first varsity event.

Ten Letter Award is given to seniors who have earned ten or more varsity letters during their high school athletic career and have not had any athletic code violations.

PARTICIPANT SATISFACTION SURVEY

The Glenwood City High School/Middle School is committed to offering the best possible experience to each of our students. After the completion of the season, participants will be asked to complete a satisfaction survey regarding their experience during the season. The survey is anonymous.

DISPUTES

Clarifications of misunderstandings or disputes between students, coaches/advisors, parents or any other interested party shall first try to be resolved with the parties involved. If this is not possible, the dispute shall be brought to the following parties in order:

1. Head coach or Advisor
2. Director of Athletics/Principal
3. Elementary Principal
4. Superintendent

CHANGING SPORTS IN-SEASON

If an athlete quits during the season, that athlete is not eligible to participate in any other sport during that season without the approval of the losing coach, the gaining coach, and the Director of Athletics.

DUAL-SPORT PARTICIPATION

Students are allowed to participate in more than one sport at a time; in order to be eligible to compete as a dual-sport athlete, the following criteria must be met -

- 1 The applicant must have achieved a minimum of a 2.67 cumulative grade point average at the last marking period prior to the beginning of the season.
- 2 A meeting between the student, parent(s)/guardian(s), coaches from each sport and the director of athletics must occur before the season to discuss the arrangement between the two sports (practice, competition, etc.)
- 3 Athletes must declare a primary sport and secondary sport one week prior to the first contest in either sport. Conflicts are handled as follows:
 - Primary practice over secondary practice
 - Primary game over secondary game
 - Secondary game over primary practice
(If games are rescheduled the priority still rests with the primary sport.)
- 4 Once competition has begun in the primary sport, no athlete will be allowed to quit their primary sport to participate in any other sport. It is permissible to quit the secondary sport or not participate in athletics altogether.

TRANSPORTATION

All students must travel to and from athletic contests/co-curricular events in a vehicle supervised by their coach/advisor or a designated chaperone. "To and from" is defined as travel from Glenwood City to the event site and back. Students may return home from an away contest with parents/guardians providing approval has been obtained from the coaching/advising staff, and the appropriate waiver form has been signed. In such cases, the coaching/advising staff is responsible for ensuring that the student leaves the contest with his/her parent/guardian.

If a student must ride with a parent to a school-sponsored activity, the student must submit a written parental request to the principal at least one (1) school day prior to the event. Upon verification of the need, a document will be issued to the student AND the coach/advisor indicating the arrangements made for the event in question.



This form is a resource for you and your son/daughter to ensure that all necessary documents have been submitted prior to participation in athletics.

Eligibility **CANNOT** be granted until all of the following items have been addressed. All documentation of eligibility will be housed in the Athletics' Office at Glenwood City High School/Middle School.

- 2015-2016 Parent-Athlete Permission Form -**
to be signed by all high school and middle school students involved in athletics along with a parent/guardian signature.
- WIAA Athletic Physical Clearance Card -**
physicals must be updated every other year.
Or
 WIAA Alternate Year Athletic Permit Card -
alternate year cards must be submitted opposite the physical clearance card.
- Concussion Acknowledgement Form -**
student-athlete and parent/guardian signature sheet indicating awareness of symptoms of concussions and the steps to be followed if there is suspicion of sustaining a concussion. Based on Wisconsin State Statutes, this form needs to be turned in yearly.
- ImPACT Test -**
this test creates a baseline measure and is referenced if a student-athlete were to suffer a concussion; the test must be taken a minimum of every two years.
- Emergency Information Card -**
this card will provide coaching staff and district personnel with information that will be helpful should a medical emergency occur during the course of competition or practice.
- HIPAA Release -**
allows for protected health information to be shared by athletic trainers with director of athletics, game officials, school personnel and parents/guardians.
- Annual Athletic & Co-Curricular Handbook Meeting -**
meeting conducted July 29, 2015; arrangements must be made with the athletics' office if this meeting is missed.
- Sport-Specific Meeting -**
attendance taken during sport meeting with coach. Coaches will provide student-athletes and parents/guardians with practice/game schedules, transportation schedules and team expectations.
- Per Sport Fee -**
individual students are charged a fee—\$30/sport (HS) and \$20/sport (MS). This fee is capped at \$90 (HS) and \$60 (MS)

If you have any questions or concerns about your student-athletes' eligibility, please contact the Glenwood City Athletic Department at your convenience.

For additional information or to access any of the above listed forms, please visit



Glenwood City High School/Middle School Athlete & Co-Curricular Permission Form

The Athlete & Co-Curricular Handbook can be reviewed by visiting the School District of Glenwood City's athletics' website at www.gcsd.k12.wi.us/athletics/

If you are unable to access the athletic & co-curricular handbook through the website, hard copies may be obtained in the high school/middle school office.

- I have read and understand the Athlete & Co-Curricular Handbook of Glenwood City High School/Middle School.
- I agree to abide by the code and cooperate with the school in the enforcement of this code.
- I understand that a violation of any of the WIAA, national organizational policies or Glenwood City High School/Middle School regulations will result in immediate actions as stated.
- I am aware of the risks involved in extra-curricular participation (including paralysis or death) and give my/our consent for the student named below to participate in extra-curricular activities sponsored by Glenwood City High School/ Middle School.
- I provide consent for my daughter/son to be provided with medical attention/care by the athletic trainer, physician, emergency medical technician or any other medically trained individual in case of an emergency.

Printed Name of Student _____

Signature of Student _____ Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

A signed copy of this form must be on file in the office for each academic year prior to participation in any high school/middle school extra- or co-curricular activity. Please sign and date this page and return to the high school/middle school office.



Glenwood City High School/Middle School
Emergency Contact Information

Student Athlete Name: _____

Address: _____

City: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Medical Information for Athlete:

Primary Doctor: _____ Phone: _____

Preferred Hospital: _____ Phone: _____

Primary Dentist: _____ Phone: _____

Medical Insurance Provider: _____

Policy #: _____

Dental Insurance Provider: _____

Policy #: _____

Allergies: _____

Medical Conditions: _____

Medication: _____ Purpose: _____

Medication: _____ Purpose: _____

Medication: _____ Purpose: _____

Medication: _____ Purpose: _____



Glenwood City High School/Middle School
Concussion Acknowledgement Form
2015-2016

As a parent and as an athlete it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury.

Parent Agreement:

I _____ have **read** the Parent Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.

I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach/athletic trainer.

I understand the possible consequences of my child returning to practice/play too soon.

Parent/Guardian

Signature _____ Date _____

Athlete Agreement:

I _____ have **read** the Athlete Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused. I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian. I understand that I must be removed from practice/play if a concussion is suspected.

I understand that I must provide written clearance from an appropriate health care provider to my coach/athletic trainer before returning to practice/play.

I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal.

Athlete Signature _____ Date _____