

# 2024-2025

## ATHLETIC HANDBOOK

Junior High and High School is a time in a student's life when they develop skills and attitudes that become a part of their adult life.

It is the intention of all athletic activities to provide students with an opportunity to exercise their skills and talents in a competitively rewarding situation.

Athletic activities must provide students with opportunities for growth in developing character, self-confidence, leadership, responsibility, integrity, individuality and citizenship. The District believes in the goal of helping students achieve physical, emotional, and academic excellence. The District will help students become the most that they can become.

This is all part of defining the phrase, "Developing a Winning Attitude."

*Home of the Panthers*



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### SCHOOL DISTRICT OF PITTSVILLE

5459 Elementary Avenue, Suite 2  
Pittsville, WI 54466

B.O.E. Approved: June 10, 2024

## **PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the Pittsville School District, pursuant to state and federal laws and regulations, that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular (which would include all Career and Technical Education opportunities), extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, any physical, mental, emotional, or learning disability or any other legally-protected status or classification as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolutions of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Pittsville School District.

Any questions concerning this policy should be directed to:

Director of Student Services  
School District of Pittsville, 5459 Elementary Avenue, Suite 2  
Pittsville, Wisconsin 54466 715 884- 2517 Ext. 255

## **NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION IN EDUCATION PROGRAMS OR ACTIVITIES**

***Title IX Nondiscrimination Policy Statement*** – As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

District Title IX Coordinator – The District employee who holds the position identified below serves as Title IX Coordinator for the District:

Director of Student Services  
School District of Pittsville 5459 Elementary Avenue, Suite 2,  
Pittsville, WI 54466 715-884-2517 Ext. 255

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## PITTSVILLE ATHLETICS OVERVIEW

### SCHOOL ATTENDANCE

1. Students are required to be in full attendance all periods of the school day on the day of a contest or practice to be eligible for participation that day. Students tardy to school more than 15 minutes will be considered in non-compliance and will be deemed ineligible for the day. Extraordinary situations may be appealed to the principal. Prearranged absences for medical appointments, funerals, and college visits are excluded. Students are required to provide proof of a medical appointment, such as a doctor's note, to the school secretary, activities director, or appropriate coach upon return to school, practice, or game after their appointment.
2. A school suspension due to any school violation, including unexcused absences of one or more class periods during a sport season makes a student ineligible for the next upcoming practice/contest.

### ROAD TRIPS

Be on time! The bus leaves at the scheduled time with or without you.

### LANGUAGE AND DRESS

You are representing the team, the school, the city, and yourself. Make an effort to look nice. Athletes are expected to use acceptable language and dress during practice, competition, and any other time when representing the Pittsville School District.

## **ATHLETIC CODE**

The WIAA requires member schools to have an athletic code in place. The athletic code must be followed year-round, regardless of the education setting occurring in traditional brick and mortar or occurring within a distance learning environment, and applies to all students affiliated with the school who intend on participating in extracurricular activities. During the athletic registration process, student-athletes and their parents will review the athletic handbook and agree to abide by the rules and regulations within. A copy of the athletic handbook is posted on the school website.

## **GUIDELINES FOR PARENTS / LEGAL GUARDIANS / EXTENDED FAMILY MEMBER MEETINGS WITH COACHES**

Athletes and parents are encouraged to talk with the coach(es) about athletic questions and athlete concerns. We do want to insure, however, that private matters are handled in a private and professional manner and not aired in a public situation where coaches, athletes, or parents become hurt or embarrassed. If you want to talk with a coach, politely let them know in advance and mutually arrange a time that the conversation can take place.

It is expected that all athlete and/or parent/legal guardian communications will be conducted under the following guidelines:

1. The conversation should be about you (athlete) or your son or daughter and not about other members of the team.
2. Be prepared for the coach(es) to answer your questions honestly.
3. All communications will be conducted in a civil manner. There will be no yelling, threats, or foul language allowed. The discussion or communications will end immediately if the above expectations are not met. It is suggested that if you are upset or emotional about an issue that you take 24 hours to calm down and organize your thoughts before contacting the coach. Failure of athletes and/or parents/legal guardians/extended family members to conduct themselves in a civil manner may result in disciplinary action.
4. If the matter has not been settled after talking with the coach(es) and you feel that further attention is needed, a meeting will then be scheduled between the Activities Director and/or other appropriate administrators, the coach(es), parents/legal guardians, and/or athlete at the earliest available time.

## **PITTSVILLE SCHOOL DISTRICT ATHLETIC CODE (GRADE 6-8 AND 9-12)**

### **I. PHILOSOPHY**

The Pittsville School District Board of Education supports an interscholastic athletic program for all interested students. The athletic program is a privilege and therefore involves additional personal responsibilities as defined under rules and regulations. The intent of the co-curricular program is to promote:

- A. Opportunities for organized competition
- B. Sportsmanship
- C. Good citizenship
- D. Scholastic achievement
- E. Physical fitness and competence for active participation
- F. School spirit and pride
- G. Personal motivation
- H. Opportunities to develop long-term friendships

### **II. GUIDELINES**

- A. A Pittsville High School participant is defined as any 9th, 10th, 11th, or 12th grade student who is participating, or has participated, on a school team. Junior High School participant is defined as any 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student.
- B. The student becomes a participant when the physical card, Code Pledge Sheet, Student Insurance Information, and Emergency Medical Card signed by a parent/guardian and the student, are presented to the coach or athletic

director. Each athlete is required to have a physical examination on alternate years of participation. During intervening years, a parent/guardian permission card is required.

- C. All participants will abide by the rules and regulations in the WIAA Handbook.
- D. The Athletic Code is in effect on a year round basis.

### **III. ACADEMIC ELIGIBILITY**

- A. A student athlete must be under nineteen (19) years of age on August 1st, which precedes the start of the school year.
- B. A student participant must be doing passing work in all classes in the latest grade-reporting or evaluation period (term). Fall participation for all athletes will be based on the previous school year's 4<sup>th</sup> term grading period. Please see the Activities Director regarding athletic eligibility re-instatement.

A student must meet school and DPI requirements defining a full-time student and have received no failing grades in the most recent grade-reporting period. If a student is not doing passing work in all classes, the student will be immediately ineligible for a minimum of 15 school days from the day after grades are reported to the office. After the 15<sup>th</sup> day ineligibility period has expired, eligibility may be restored provided passing work is achieved in all current classes. If the student is not eligible, subsequent checks will be done on 15 school day intervals.

After the completion of a student's 8<sup>th</sup> grade school year, he/she will be given a "clean slate" academically prior to his/her entry into high school.

- C. A student participant must be carried on the attendance rolls (for purposes of state aid) as a student in Grades 9-12 in his/her school.
- D. A student athlete may not participate in a sport in more than four different seasons, and a student athlete may not participate in the same sport more than one season each school year.'
- E. A high school student has eight consecutive semesters of potential athletic eligibility, starting with the first semester of his/her 9th grade year. A fifth year senior is not eligible to participate unless a waiver is granted by the WIAA. A Grade 6-8 participant is eligible only during the first two semesters at each grade level.
- F. A student athlete must be enrolled in a school by the 17th day of the semester to be eligible during that semester.
- G. A student cannot become a participant in a school, other than the one in which he/she is carried on the attendance roles.
  - 1. Exceptions to this rule are made for documented reasons of home life factors, and/or other unusual circumstances.
  - 2. After a student participant is ineligible for one entire school year because of this rule, he/she becomes eligible.
  - 3. All transfer students are considered ineligible until eligibility has been established.
  - 4. A student participant will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
  - 5. A student participant who has been declared ineligible at a school for disciplinary reasons retains that ineligibility status if he/she transfers to another school.
  - 6. A student participant must have written permission from parents to participate in school athletic and he/she must have a physical examination (from a licensed physician) every other school year.
  - 7. A participant who is ineligible may not wear the team uniform during an athletic activity.

### **IV. ATTENDANCE**

A participant must be in school for a full day to participate in the activity or practice. Any absence must be cleared by the athletic director or principal prior to participating in a team activity. Students are encouraged to have prior approval for their obligations whenever possible.

## V. CODE OF CONDUCT

### A. The participant is prohibited from:

1. Use or possession of tobacco or look alike tobacco products in any form including E-Cigarettes.
2. Drinking, buying, contributing to the purchase, selling, participating in the sale, possessing, delivery, transporting of alcoholic beverages or controlled substances.
3. Knowingly participating in a party where drugs or alcohol are illegally present.
4. Hazing of any form will not be accepted or tolerated. Actions of this type can be treated as a violation of the Athletic Code.
5. Participation in criminal behavior.
6. Unacceptable conduct contrary to the ideals, principles, and standards of the school district and community. (See Student Handbook, Sections VI and VII.)
7. Violations of a more serious nature will be dealt with accordingly by the Activities Director and Building Administrator. These violations may be placed beyond the first offense.

### B. Disciplinary action for violation of the code of conduct.

1. FIRST OFFENSE – Suspension for 20% of the contests/performances or a minimum of two (2) contests/performances and a minimum of one (1) meeting with the School Counselor.
2. SECOND OFFENSE – Suspension for 50% of the contests/performances or a minimum of five (5) contests/performances and a minimum of one (1) meeting with the School Counselor.
3. THIRD OFFENSE – Suspension for 100% of a sports season and a minimum of one (1) meeting with the School Counselor.
4. FOURTH OFFENSE – Suspension for one calendar year in all sports and a minimum of one (1) meeting with the School Counselor.
5. Scrimmages do not count as a contest.
6. If a suspension occurs during a season in which the participant is participating, and the suspension cannot be completed by the end of the season, the balance of the suspension will be prorated in the participants next season of participation.
7. To serve an athletic code suspension, the athlete must have started participation in practice prior to the first contest; exceptions can be made for medical reasons or by appeal to the Athletic Council.
8. In all cases, if the suspension involves a fraction of a contest, fractions of less than one half will be dropped, and fractions of one half or more will be increased to a full contest.
9. A participant suspended for breaking school rules may also be subject to disciplinary action under specifications of the athletic code of conduct.
10. An athlete must be present for a contest for it to count toward fulfillment of a suspension. Exceptions may be made for medical reasons or by appeal to the Athletic Council.
11. An athlete who has served a suspension for a code violation during a season will not be eligible for all-conference recognition for that season, nor will the athlete be considered for academic all-conference recognition.
12. All athletic code suspensions are cumulative from grades 9-12 and 6-8. Code violations received by a student-athlete prior to his/her last day of junior high school will not count toward the total number of code violations received by a student-athlete while in grades 9-12.
13. All WIAA tournaments count as one contest.
14. The recording and supervision of disciplinary action shall be the responsibility of the Activities Director.
15. All athletic disciplinary code procedures are considered to be pupil records, and shall be handled in a confidential manner, consistent with the Pittsville School District Policies.

16. Suspensions will be communicated to the participant and parents/guardian by letter within three school days, stating the circumstances, length of suspension, and appeal process.
17. For any athletic suspension to be fulfilled, the particular sport season must be completed in good standing.
18. Each athletic competition (contest) against another school, whether on an individual or a team basis, will be considered as one contest.
19. Coaches, Advisors, and the Activities Director have the option of suspending any participant whose conduct is contrary to team standards.

## **VI. STUDENT ASSISTANCE (AODA - ALCOHOL AND OTHER DRUG ABUSE)**

- A. A participant who has a first AODA code violation and then self refers or admits guilt when questioned, will receive the first offense suspension. That participant will be offered the opportunity to meet with the AODA Coordinator to discuss and receive information concerning alcohol or drug use/abuse. If the participant successfully follows the prescribed education/treatment program, the number of suspended contests will be reduced by one-half. The full suspension will be reinstated if the participant does not complete the prescribed program. (The minimum ineligibility period will be at least one contest.)
- B. A participant who has a second AODA code violation will receive the second offense suspension and must have a drug/alcohol screening, attend individual or group counseling for a minimum of six weeks, and complete any other recommendations from the AODA Coordinator.
- C. A participant who has a third AODA code violation will receive the third offense suspension and must have a drug/alcohol screening, and complete a prescribed education/treatment program as determined by the AODA Coordinator. This program will involve the minimum requirement of referral to an outside agency for consideration of inpatient treatment.
- D. A participant who has any AODA violations beyond the third will be ineligible for one calendar year from the date of suspension, and will be offered all possible assistance through the Pittsville School District AODA Program. This will include referral to outside agencies.
- E. Participants who do not follow through with A-D above, as directed, will not be eligible to participate.

## **VII. APPEAL PROCEDURE**

A student-athlete may challenge a decision by appealing to the Athletic Council according to the following process. Student-athletes are ineligible for participation during the appeal process.

- A. Within five (5) school days from the time the Activities Director informs the student (verbally and in writing, with a copy to the parent/guardian if the student is under 18 years of age) of their ineligibility for participation in co-curricular activities for a violation of the Co-curricular Code, the student has the right to request, in writing to the building principal, a hearing before the Athletic Council, along with a written statement of why and what code violation they are appealing.
- B. If such a request is made in writing, the principal shall, within five (5) school days, convene the Athletic Council and hear the student's case. The Athletic Council members and any other parties involved will be notified at least two (2) days prior to the meeting.
- C. The Athletic Council shall consist of the High School or Middle School Principal, a faculty member designated by the High School or Middle School Principal, and a coach not involved with the sport of the appealing party. The Elementary Principal will chair any high school appeal and the High School Principal will chair any middle school appeal.
- D. Legal Counsel may represent the student and the school. However, the school shall not be responsible for providing legal counsel to the student.



At the appeal hearing:

- The sole purpose of the Athletic Council shall be to determine if all policies and procedures were followed properly in the enforcement of the code.
- The student-athlete and parent/guardian (if parent/guardian wishes to be in attendance) will be provided with an opportunity to testify and present other evidence on his/her behalf. The activities director will be present to provide any necessary information.
- After hearing all the testimony from the appealing party and Activities Director, the Athletic Council must provide a written decision within 24 hours. A simple consensus shall support any action taken by the Athletic Council. Voting shall be done by secret ballot. The decision will be one of the following:
  - Affirm the original penalty.
  - Modify the original penalty (only if consequence was not appropriately administered).
  - Overturn the original penalty (only if the code was not administered correctly).
- If the student is dissatisfied with the decision of the Athletic Council, the student may submit in writing, within three (3) days of receiving written notice from the Athletic Council of their decision, a request for a hearing with the District Administrator.
- This hearing shall be held within five (5) school days of the request being received by the District Administrator.
- The District Administrator will have the authority to investigate, affirm, modify, or overturn the decision made by the Athletic council, and determine whether proper procedure was used. The decision made by the District Administrator is final.

## **VIII. PERSONAL HEALTH, SAFETY, AND RESPONSIBILITIES**

- A. All participants must have a signed examination/permit card on file with the athletic director.
- B. All injuries must be reported to the supervising coach/advisor immediately.
- C. In the event of an injury which requires medical attention, the participant will be taken to the nearest available medical facility.
- D. Interscholastic Athletic Accidents Insurance is available for purchase.
- E. The Pittsville School District, as part of the WIAA, follows the WIAA policy pertaining to concussions. All student athletes who suffer concussions will need to be cleared by an appropriate health care provider prior to returning to practice or competition.
- F. Participants are financially responsible for loss of and negligent damages to equipment.
- G. Participants must complete their respective season in good standing to be eligible for a letter and other awards.

## **IX. GENERAL SCHOOL BUS POLICIES**

- A. Bus Transportation for Athletic Trips:
  - 1. Student athletes are required to ride the team bus to all athletic events unless prior approval has been given by the Activities Director or Principal.
  - 2. Riding home on the bus is not mandatory. You must either have signed an advance permission slip or provide a note to your coach, signed by your parent or guardian to ride with your parent. Athletes choosing to ride with individuals other than their parent must clear the permission slip with the Activities Director or Principal prior to leaving for the event. Athletes, including 18 and 19 year olds, choosing to leave with individuals other than who is authorized to transport will be suspended for the next contest.
  - 3. Student athletes will not be allowed to be driven to or from contests by other students without a parent in the vehicle.
  - 4. If a student loses his/her bus riding privilege due to conduct during transportation to events, the student will not be able to attend those events until the privilege of riding is restored.



## STUDENT INSURANCE INFORMATION

I, \_\_\_\_\_, Father/Mother/Guardian Name of \_\_\_\_\_,  
*Parent/Legal Guardian Name* *Student Name*

hereby state that my son/daughter is adequately covered against all accidents by the insurance which I carry.

\_\_\_\_\_  
*Name of Insurance Company*

\_\_\_\_\_  
*Policy Number*

I also understand that I must report accidents or injuries to my insurance company in order that they can properly process any claims.

Our family doctor is \_\_\_\_\_. In case of any injury I hereby authorize the coach to use his judgment in referring my son/daughter to our family doctor or to any doctor available.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

## EMERGENCY MEDICAL CARD

Name of Student Athlete: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Student: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ Telephone (Work): \_\_\_\_\_

Name of Desired Hospital for Treatment: \_\_\_\_\_

Hospital Telephone: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

PLEASE LIST BELOW ANY SPECIAL MEDICAL PROBLEMS OR HANDICAPS YOUR SON/DAUGHTER HAS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I, as a parent/guardian of the above boy/girl, give my permission to the attending physician, trainer, medical personnel, or coach to give first aid care to my son/daughter should he/she require such assistance or emergency aid.*

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date