

BROOKWOOD

High School / Junior High



ATHLETIC HANDBOOK

2023 – 2024

**Brookwood High School / Junior High Athletic Handbook
2023 - 2024**

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BROOKWOOD HIGH SCHOOL & JUNIOR HIGH

ATHLETIC HANDBOOK

2023 - 2024

General Eligibility Rules

1. It is understood and agreed that athletic participation is a privilege and a voluntary activity, that certain expectations come with the privilege of athletic participation, and that conduct unbecoming an athlete will not be acceptable under any circumstances.
2. Athletic Activities offered at Brookwood High School & Junior High School:
 - High School: Football, Volleyball, Cross Country, Basketball, Wrestling, Softball, Baseball, Track & Field, and Cheerleading
 - Junior High: Football, Volleyball, Cross Country, Basketball, Wrestling, Track & Field, and Cheerleading
3. A high school student - athlete must be under the age of 19 before August 1 of each school year.
4. For the 2023 – 2024 school year, student - athletes in grades 9 – 12 may participate in two sports during the same season. It should be emphasized that dual participation is only recommended for the **exceptional student – athlete**, and only in sports where conflicts of events is minimal. Dual participation will be permitted provided that ALL of the following guidelines are met:
 - The athlete is required to select one sport as the primary sport, and must participate in the primary sport whenever there is a conflict. Once the season has begun, changing the selection of the primary sport is not permitted, and the athlete cannot quit the primary sport to focus on the secondary sport.
 - The athlete can have no grades lower than C. If at any time, his/her grades drop below that level, then the athlete, if still academically eligible, may only participate in the primary sport.
 - There must be a meeting involving the athlete and the athletic director before dual participation will be permitted. **This meeting must occur before practices begin in either sport.** At the athletic director's discretion, attendance by parents / guardian and/or coaches at a meeting may be requested.
 - A contract detailing responsibilities and guidelines will be drawn up and signed by all parties.
 - At the approximate midpoint of the season, all parties should meet to evaluate the agreement.
 - A head coach always has the right to deny the dual participation if he / she feels that the dual participation is detrimental to the athlete's potential in either sport or to team chemistry.
 - The athletic director may deny the dual sport request if in the judgement of the athletic director and coaches, dual participation could potentially cause harm to one or both programs.
 - The athlete may have to practice at odd times in order to accommodate the needs of both teams (ie: before school or after normal practice times).
 - The athlete and his / her parents / guardians agree that splitting time between two sports might result in less participation time in both sports.
5. A student who quits a sport can not then go out for another sport without first meeting with the Athletic Director and the Head Coaches of both sports.

6. A student who has quit a sport in mid – season more than once may only come out for another sport once the student and parents have met with and received permission from the athletic director and the head coach of the new sport.
7. A student may not participate in an organized sport outside of school at the same time they are participating in that sport in school.
8. **The following documentation must be submitted to the office each year prior to a student’s participation in athletics:**
 - a. *Completed and current WIAA Physical or Alternate Year Card*
 - b. *Completed, signed, and submitted Online Registration, which includes parental permissions, waivers, code agreement statements, Concussion Education (Act 172) & Sudden Cardiac Arrest (118.2935) Agreements, and Emergency Medical Form.*
 - c. *Verification of ImPact Baseline Concussion test completion (when applicable .)*

NOTE: The online registration must be completed prior to the start of the athletic season.
9. The student - athlete and at least one parent/guardian must attend a preseason athletic handbook meeting before participating in any athletic contests.

NOTE: At the discretion of the Athletic Director, the preseason meeting may be replaced by having the student-athlete and a parent / guardian complete an online survey.
10. Students must meet school and DPI requirements defining a full-time student.
11. Sixth grade students who are permitted to participate in junior high sports must adhere to all handbook regulations as well as to any other academic or behavioral conditions imposed by their teachers and the athletic director.
12. Head Coaches will determine the date in their sports’ seasons where no new team members will be accepted.

Academic Eligibility Rules

1. Grades will be reviewed for athletic eligibility during the following time periods:
 - End of Quarter Grade Reports
 - Mid-Quarter Progress Reports
 - End of Semester Grade Reports (ONLY if the class has no quarter grades)
 - ***Weekly Grade Reports***
 - i. ***The weekly grade reports will determine academic eligibility for ALL student-athletes in Grades 6 – 7 – 8.***
 - ii. ***The weekly grade reports will determine academic eligibility for any student-athletes in Grades 9 – 12 who are considered “at risk for ineligibility.”***
2. A student will be ineligible to participate in WIAA athletic contests if he/she earns any failing grades during the grade reporting periods identified in #1.
3. It is the responsibility of the student – athlete to carefully monitor his or her grades for accuracy. Grades submitted to the athletic director for eligibility purposes shall be presumed to be accurate. If an issue arises over the accuracy of a grade, the student – athlete must meet with the teacher to discuss the issue. The student – athlete will remain ineligible unless the teacher informs the athletic director that the grade in question is incorrect.
4. **At the discretion of the classroom teacher, athletic director, and high school principal, a student in Grades 6 – 7 – 8 with one failing grade and no other grades lower than C, may be permitted to compete if it is determined that the student has completed all work to the best of his / her ability, and has made every effort to succeed in the classroom.**
5. A student who is enrolled in a state-approved EEN program will be declared eligible if that student is found to be making satisfactory progress towards goals placed in his/her IEP, and he/she has completed all assignments in any class where the student currently has a failing grade.
6. Seniors who have acquired all necessary credits towards graduation are not exempt from the rules in this handbook.
7. Student-athletes taking courses through the Youth Options program must maintain passing grades in these courses. These classes will impact student eligibility in the same way as standard high school classes.
8. “Clean Slate Clause”: Students entering the fall semester of their freshman year will begin with a “clean slate” in regards to academics. This does not apply to violations of training rules & regulations (Levels 1, 2, 3, & 4).
9. ***A student-athlete is considered “at risk for ineligibility” if the student-athlete has been declared academically ineligible after 3 or more grading periods in the past calendar year or 4 or more grading periods in the past two calendar years. (For the purposes of the 2023 – 2024 school year, the grading periods that will be considered will be retroactive to the beginning of the 2022 - 2023 school year.)***

Academic Ineligibility Period for End of Quarter / Semester Grades

1. A student who earns **ONE FAILING GRADE** for the End of Quarter / Semester grading period shall be ineligible for competition for no less than **TEN calendar days**, and shall miss a minimum of one (1) scheduled athletic contest in the current athletic season.
2. Per WIAA rules, a student who earns **MORE THAN ONE FAILING GRADE** for the End of Quarter / Semester grading period shall be ineligible for competition for no less than fifteen (15) consecutive scheduled school days and shall miss a minimum of one (1) scheduled athletic contest in the current athletic season.
3. For Fall Sports, where competition begins prior to the beginning of classes, the minimum ineligibility period shall be as follows:
 - a. A student who earns only **ONE FAILING GRADE** for the End of the 4th Quarter grading period shall be ineligible for competition for **20% of the Fall season** (rounded up to a full event).
 - b. Per WIAA rules, a student who earns **MORE THAN ONE FAILING GRADE** for the End of the 4th Quarter grading period shall be ineligible for the lesser of:
 - i. Twenty-one (21) consecutive calendar days, beginning with the date of the earliest allowed competition in that sport, or
 - ii. One-third (1/3) of the number of scheduled meets and/or contests for that sport. (Rounded up if 1/3 results in a fraction of a contest)

Academic Ineligibility Period for Mid – Quarter and Weekly Progress Reports

1. A student – athlete in **Grades 9 – 12** not meeting grade requirements for Mid – Quarter Progress Reports shall be ineligible for competition for a minimum of 48 hours from the time that the Athletic Director is made aware of the failing grade(s). After the 48 hour period, the student-athlete may not return to competition until the athletic director and/or high school principal verify that the student – athlete is now earning passing grades in all classes. **Thus, after 48 hours, the length of the academic suspension as a result of progress reports will be determined solely by the student – athlete.**
2. A student – athlete in **Grades 6 – 7 – 8** not meeting grade requirements for Mid – Quarter Progress Reports or Weekly Grade Reports shall be ineligible for competition for a minimum of 48 hours from the time that the Athletic Director is made aware of the failing grade(s). After the 48 hour period, the student-athlete may not return to competition until the athletic director or high school principal verify that:
 - the student – athlete is earning passing grades in all classes, or
 - the student – athlete’s grades have shown significant improvement as determined by the teacher, athletic director, and 7 – 12 principal.

Restrictions When Academically – Ineligible

1. During the academic ineligibility period, a student may not leave school early to travel to any contests with his or her team. If the road contest does not require leaving school early, it will be at the discretion of the head coach whether the student – athlete may travel with the team. However, a student with more than one failing grade may not attend his / her team's road contests.
2. An academically-ineligible student – athlete who attends his or her team's contests must sit on the team bench.
3. A student with more than one failing grade may not participate in his / her team's practices until he / she demonstrates to the coach or athletic director that all homework for that day has been completed. Instead, he / she will work on schoolwork after school.
4. Students who have at least TWO F's, and at least THREE OR MORE D'S OR F'S WILL NOT be allowed to practice until they can raise their grades.

Regaining Athletic Eligibility

1. A student - athlete may regain academic eligibility when:
 - It can be verified by the athletic director or high school principal that the student – athlete is now passing all classes
 - The student's coach receives written notification from the Athletic Director that the student is now eligible.
 - The student has served the minimum required suspension period
2. Academically – ineligible students must contact the athletic director by 12:00 PM on the day he / she believes that academic eligibility has been regained. This will allow the athletic director sufficient time to verify eligibility. Failure to contact the athletic director will render the student ineligible to return to competition for at least 24 more hours.
3. A student with a suspension resulting from violation of the training rules and regulations can not receive credit for serving that suspension unless he or she is academically eligible. Thus, academic suspensions must be satisfied prior to serving a non-academic suspension.

Training Rules and Regulations

1. Level One Code Violations

Level One Code violations include:

- Inappropriate clothing at practice
 - A student-athlete who does not dress in an appropriate manner for practice will receive one warning from school personnel. After this warning, each instance of inappropriate dress will be considered a violation.
 - Appropriate clothing can be described as T-shirts or tank tops that have not been cut by scissors, and or jerseys and other school district-distributed practice gear.
 - In general, clothing considered “inappropriate” for wear in school will also be unacceptable for practice.
- 1st offense of swearing, writing with inappropriate content, using school computers to send or view inappropriate content, sending inappropriate content to school computers, or using the Internet to demean, embarrass, or defame others.
- Minor unacceptable conduct during a competition or activity
- Violations of the attendance or transportation rules.
- 1st Violation of state law regarding ban on cell phone use in locker rooms
- Refusing to purchase tickets or entering athletic events without purchasing a ticket or student pass (JH).
- Other behaviors determined by the 7-12 Principal and Athletic Director to be Level One violations

Penalty: Each Level One code violation will result in a one (1) contest suspension.

2. Level Two Code Violations

Level Two Code Violations include:

- Conduct which results in an in-school suspension, other than offenses specifically listed as Level One, Three, or Four offenses.
- Unacceptable conduct, other than traffic violations, in or outside of school, that results in a misdemeanor arrest or charge
- Serious unsportsmanlike or unacceptable conduct during a competition or activity
 - Such conduct may include, but is not limited to, an ejection from a contest or swearing at officials, coaches, other players, or fans.
- Cheating or committing academic fraud
- Additional offenses after the first offense of swearing, cell phone use in locker rooms, writing with inappropriate content, using school computers to send or view inappropriate content, sending inappropriate content to school computers, or using the Internet to demean, embarrass, or defame others.
- Bullying other students
- Other behaviors determined by the 7-12 Principal and Athletic Director to be Level Two violations

Penalty:

- The first Level Two code violation will result in a two (2) contest suspension.
- A second or third Level Two code violation will result in a four (4) contest suspension.

3. Level Three Code Violations

Level Three Code Violations include:

- Any additional Level Two offenses following the third Level Two offense in any period of two calendar years
- Major unacceptable conduct inside or outside the school, on school property, or while riding in school vehicles, as determined by the building principal which results in an out of school suspension
- Flagrant unsportsmanlike or unacceptable conduct during a competition or activity
 - Such conduct would include, but is not limited to, fighting with fans or other players, or striking an official
- Illegal possession or use of drugs, including steroids or other performance enhancers, or attendance at events where drugs, including steroids and performance enhancers, are being illegally used or possessed
- The use or possession of alcohol or tobacco products, nicotine – based products (including E-cigarettes or “vaping” products), or attendance at events where these items are being illegally consumed by, or are in the possession of, minors
- Other behaviors determined by the High School Principal and Athletic Director to be Level Three violations

Penalty:

- **1st Offense: One half of a sports season**
- **2nd Offense: One full sports season**
- **3rd Offense: Ineligible for one calendar year**
- **4th Offense: Ineligible for remainder of High School / Junior High athletic career**

4. LEVEL FOUR CODE VIOLATIONS

- The first instance of a student – athlete hosting a party where alcohol / tobacco / drugs are illegally consumed will result in a suspension of **ONE CALENDAR YEAR** from the date of the violation. Additional violations of this rule will result in a **PERMANENT SUSPENSION** from athletic participation.
- Per WIAA rules, a student – athlete is immediately ineligible for **90 calendar days** from the date the player intentionally and aggressively contacts, or spits on, an official. **In addition, the player is ineligible to compete in the first 25 percent of the next season in that same sport** in which the altercation occurred.
- A Student – athlete accused of major unacceptable conduct inside or outside school which results in a felony arrest or charge will be ineligible for practice or

competition until the issue is legally resolved. If a student is subsequently convicted of that felony charge, the student shall remain ineligible until a minimum of **ONE CALENDAR YEAR** has passed since the original event occurred. A second felony arrest or charge will result in a **PERMANENT SUSPENSION** from athletic participation.

Alternative Consequences for Athletic Code Violations

In recognizing that student participation in athletics has a tremendously positive impact on students' academic success, their emotional and social well – being, and even their adult lives, our goal is to keep our students involved in athletics as consistently as possible. When a student does violate the athletic code of conduct, however, there will typically be consequences that may involve the loss of participation in contests for student athletes.

As an alternative to sitting out contests for a code violation, student-athletes will have the opportunity to reduce some suspensions through the use of the concept of “restorative justice,” through community service. Rather than simply sit out contests, the student-athlete will have the option of doing some type of community or school service in lieu of a suspension. Doing this offers several positives: (1) the student doesn't miss contests and can continue to be a contributing member of the team; (2) the community and/or school benefits from the service of the student – athlete; (3) the student – athlete helps contribute to a positive feeling about our school and our student – athletes.

The community service requirement works as follows:

1. The student – athlete will perform 3 hours of community service for each contest that is reduced from a Level One or Level Two suspension.
2. The student – athlete will perform 5 hours of community service for each contest that is reduced from a Level Three suspension.
3. The proposed community service must be approved by a committee composed of the athletic director, the HS / JH principal, and one other staff member to be recruited by the athletic director or principal.
4. The student – athlete can develop his/her community service proposal or the committee can assist the student-athlete in creating one. The community service cannot be work done at home and it cannot be performed during a student's scheduled school or practice hours.
5. The supervisor of this student's community service, a parent or guardian of the student, and the committee must agree in writing to the plan.
6. The community service must be completed and verified prior to the time that the suspension will be served. The verification form will confirm that the community service was performed as agreed.
7. The student will have the verification form completed by the supervisor and presented to the athletic director for final approval prior to the original serving of the suspension.

8. Once the community service has begun, it cannot be interrupted and resumed at a later date.
9. Once a suspension has begun, it may not be reduced by community service.
10. The student – athlete can use community service to reduce suspensions as follows:
 - a. Level 1 and Level 2 Code violations:
 - i. all contest suspensions could be replaced by community service.
 - b. Level 3 violations:
 - i. the suspension could be reduced by up to 50% of the first Level 3 violation.
 - ii. the suspension could be reduced by up to 25% of the second Level 3 violation.
 - iii. No reduction in suspension is allowed for additional Level 3 violations.
 - c. Level 4 violations:
 - i. No reduction in suspension allowed.

Attendance

NOTE: Attendance rules may be waived in extreme cases such as funerals, family emergencies, or appointments as determined or approved by the 7 – 12 Principal or designee.

1. Student-athletes are required to:
 - a. **Attend school for the entire school day** in order to compete in an athletic contest or practice that same day.
 - b. **Attend school for the entire school day prior to a weekend athletic contest** in order to compete in that weekend event.
 - c. **Attend school for the entire school day after the previous day's athletic contest.** Note that this rule may be waived if there has been a verifiable serious injury the night before, the student – athlete sees the trainer or a physician, and a note from the trainer or physician is presented to the office upon the student – athlete's return to school.
 - d. Follow all the student handbook rules and steps for advanced make ups for excused absences. (Note that in the case of advanced make ups, the student-athlete must be in attendance for **AT LEAST HALF OF THAT SCHOOL DAY.**
 - e. Follow all rules for validating excused absences.
 - f. **Be on time for school and all classes** (Tardies are not permitted.) Two tardies is considered ONE violation of the attendance rules.
2. At the discretion of the 7 – 12 Principal and Athletic Director, the attendance rules may be waived in extreme cases such as funerals, family emergencies, or appointments as determined or approved by the 7 – 12 Principal or designee.
3. For all student-athletes, the following system will be utilized to address attendance violations:

- a. Every student-athlete will be permitted two violations (or two exceptions) of the athletic attendance rules each sports season without losing contests. Each time a student-athlete violates the attendance rules, the student-athlete will be contacted by the athletic director. At that time, the student-athlete will be reminded of the attendance rules and will be informed of his / her remaining violations (exceptions) for that sports season.
- b. If a student exceeds two attendance violations in a sports season, the student-athlete will miss one athletic contest for each additional violation after the allowed two exceptions.

- Notes:**
- i. In the case of documented physical therapy, the twice a semester clause is waived FOR PRACTICE provided all the other above conditions are satisfied.
 - ii. LAST – MINUTE CALLS ABOUT APPOINTMENTS WILL NOT BE ACCEPTED!
4. School – sponsored field trips and approved senior privileges are exempt from the attendance rules above.

Injuries / Trainer

1. Athletes must report all injuries to their coach immediately.
2. If an athlete goes to a doctor as the result of an injury, the athlete must obtain a written release from a doctor or trainer before returning to practice or competition.
3. A student – athlete who receives emergency care FOR ANY REASON may not participate in any practices or contests for a MINIMUM OF 24 HOURS from the time the care was received. To return to practice / competition after the 24 hour waiting period, a note must be presented from the trainer or physician stating that the student – athlete has been cleared to participate.
4. A student – athlete who is transported to a medical facility by ambulance FOR ANY REASON may not participate in any practices or contests for a MINIMUM OF 48 HOURS from the time the care was received. To return to practice / competition after the 48 hour waiting period, a note must be presented from the trainer or physician stating that the student – athlete has been cleared to participate.
5. A certified athletic trainer from Gunderson Health Sports Medicine is employed by our district to specifically deal with injuries to student – athletes. Typically, a trainer visits our school twice each week. In addition, there is typically a trainer in attendance for home contests in high school and junior high volleyball, basketball, football, wrestling, and cross – country.
6. If a trainer or physician declares that an athlete cannot participate in athletics due to injury, then that athlete can not participate until cleared by the trainer or a physician.
7. **If an athlete is diagnosed with a concussion, that athlete may not return to practice or competition until he/she has passed the appropriate concussion tests and completed the “return to play” protocol administered by the athletic trainer.**

Transportation

1. All students in athletic activities must ride district transportation to events. With the approval of the 7-12 Principal, exceptions to this rule may be granted for extreme emergencies or special circumstances.
2. Students must ride district transportation home from events unless, prior to departure from the contest site, a parent personally signs out their student – athlete. Every coach will have a sign out sheet.
3. A student – athlete who is signed out must ride home with his / her parent. *(Note: A parent who signs out a student-athlete and then allows that student-athlete to ride home with someone other than the parent accepts ALL LIABILITY AND RESPONSIBILITY for that child's transportation, and agrees that the NOW School District, its employees, and school board members CANNOT be held liable in any way.)*
4. With prior written approval from the high school principal and/or athletic director, a student – athlete may ride home from an event with **an adult over 21** who is not the student – athlete's parent. A form is available in the HS office for these situations. In these cases, the sign – out procedure in #2 above must be followed. Under no circumstances will a student – athlete be allowed to ride home with any person under 21 years of age.
5. The sign out form is available starting 10 minutes **after the completion of a contest.** Parents must come to a coach to sign the form, and the form may not be passed around the bleachers.
6. Violation of these rules will be considered Level One violations.

Other Athletic Code Rules

1. Per WIAA rules, any athlete who is ineligible to play in any part of the WIAA Tournament Series **due to a code violation** is ineligible for the remainder of that tournament series. **In most cases, a student ruled academically - ineligible may return to tournament competition once academic eligibility has been restored.**
2. An athlete can not participate in subsequent sports in any way until he or she returns all the equipment and uniforms from the previous sports, and pays replacement costs of any damaged/missing school-issued uniforms/equipment.
3. A student who commits a **first time** code violation involving drugs, alcohol, tobacco, e-cigarettes, or vaping products may have the penalty reduced by half by proving completion of a school – approved AODA review / counseling program. Proof must be submitted prior to the completion of the suspension.
4. A student-athlete who commits a **first time** code violation involving drugs, alcohol, tobacco, e-cigarettes, or vaping products may have the penalty reduced by half by reporting the incident to the principal or athletic director prior to the principal or athletic director being informed of the incident.
(Honesty Clause)
5. A student serving an athletic suspension of one full sports season or less will only receive credit for the suspension if that student completes the season as a member in good standing with the team.

6. A student who commits a Level Two, Three, or Four violation is immediately ineligible for ANY team or conference awards, including MVP or All-Conference honors during that season, and that student may not serve as a team captain for any sport for one calendar year from the date of the violation.
7. A penalty that cannot be completed during a single sports season will continue into future sports seasons until the penalty has been completely served.
8. Where a code violation penalty is a percentage of a season, the penalty can only be served in full contests, and must be rounded up.
9. A student with a suspension resulting from violation of the training rules and regulations can not receive credit for serving that suspension unless he or she is academically eligible. Thus, academic suspensions must be satisfied prior to serving a non-academic suspension.
10. A student – athlete is not considered eligible to participate in competitions until the student’s coach receives written notification from the Athletic Director that the student is now eligible.
11. Individual coaches may have written team policies which are more detailed than those specified in the athletic handbook, but they may never have policies which are less restrictive, or penalties that contradict those outlined in this handbook.
12. “Clean Slate” Clause: A student who commits no Level One, Two, or Three violations for a period of two calendar years will have a “clean slate.”
13. Student – athletes are expected to be groomed properly.
14. Student – athletes are expected to demonstrate proper respect for our country and flag during athletic events and in school. This rule may be waived by the 7-12 principal & athletic director under legitimate religious / health grounds.
15. Student – athletes staying after school to wait for home contests or the bus for road trips must remain in the HS commons areas. They may not disrupt other activities, nor “sit in” on other teams’ practices.
16. All rules in this athletic handbook are in effect 12 months per year.
17. The 7-12 Principal and the Athletic Director have the discretion to interpret all rules relative to this athletic code.
18. Coaches cannot administer medications of any type to student athletes. Student – athletes **MUST** supply prescribed inhalers and Epi-pens for the team medical kit.

Reporting a Violation

Any reporting of violations of the co-curricular code must be made in writing to the 7-12 Principal or the Athletic Director. The Athletic Director and/or 7-12 Principal will then investigate the matter, interviewing the student accused of the violation and any pertinent witnesses if possible. A meeting will then occur between the Athletic Director and/or the 7-12 Principal and the accused student, and if possible, the accused student’s parents, and a ruling on athletic eligibility will be made.

Appeals Process for Athletic Code Rulings

A student, or a student's parents or guardians may appeal a code violation suspension within seventy-two (72) hours from parental notification of the suspension. A review committee will then be formed consisting of a member of the school administration team, the High School Guidance Counselor or designee, two (2) 7-12 faculty members chosen by the athletic director and 7 – 12 Principal, and one (1) faculty member chosen by the student – athlete. The athletic director may be required to attend the meeting to provide relevant information, but cannot be a voting member of the review committee. The review committee will then hear the appeal within seventy-two (72) hours after the parents notify the Athletic Director or 7-12 Principal of the desire for an appeal hearing. A majority vote will uphold or overturn the suspension. The decision of the review committee will be based simply on whether or not the original suspension was imposed in accordance with the rules as specified in the athletic handbook. The appeals committee can not shorten or lengthen suspensions; it may only rule whether a suspension was justified or not. Student-athletes cannot participate in contests in any sport while the eligibility ruling is under appeal.

Students, parents, or guardians may then appeal to the Norwalk-Ontario-Wilton Board of Education, and then finally to the WIAA if the suspension is upheld. Students, parents or guardians need to contact the Superintendent of Schools within seventy-two (72) hours of the initial appeal hearing if they wish to appeal after the review committee ruling.

Pre-Season Athletes/Parents Meeting

Each student-athlete and at least one (1) of student-athlete's parents or guardians are required to attend a pre-season meeting before the athlete may begin participation. At this meeting, the athletic handbook, other athletic paperwork, as well as important WIAA information will be reviewed. In addition, student-athletes and parents/guardians will receive a copy of the athletic handbook as well as various athletic handouts and schedules. ***Where it is determined by the athletic director to be appropriate and acceptable, students and parents may satisfy the pre-season meeting requirement by completing an on-line handbook survey, which will be accessible through the NOW District website.***

Individual team coaches will also host meetings with parents and student-athletes. Information given at these meetings will cover team rules, game and practice schedules, and other pertinent information deemed important by the individual coach.

High School Sports Manager Criteria

High school sports managers will consist of students who are not participating in that high school sport but take an active role with the varsity and junior varsity teams. The role of the sports manager is to perform all reasonable tasks requested by the head and assistant coaches. A list of these tasks will be developed and distributed by the assistant and head coaches of a given high school sport. The list of tasks will be distributed to all prospective sports managers.

Any student interested in serving as a team manager must meet all athletic eligibility criteria established in the Brookwood athletic handbook in order to be a sports manager. This includes completing all athletic paperwork, meeting academic standards, school attendance, and being free of all handbook violations.

Other expectations in being a sports manager are:

- Attend practice.
- Attend the team's games, meets, or tournaments.

If a student has an excused absence from school they are excused from attending any of the aforementioned activities. Students may also be absent from the aforementioned activities if their absence is cleared by one of the coaches prior to the activity.

A student at Brookwood can request to become a sports manager by submitting, in writing, a request to be a manager to the head coach and athletic director. The number of managers allowed for any given sport is determined by the Head Coach and the Athletic Director. Sports managers will be selected primarily using academic grades, school attendance, eligibility, dependability, and attitude.

Any sports manager may participate with the high school team during practice situations if:

- The sports manager meets all eligibility criteria of the Grades 7-12 Handbook.
- The sports manager has completed a physical and/or parent permission card as designated by the WIAA and the Brookwood Athletic Handbook.
- The Head Coach has received written permission from the sports manager's parents.
- If the Head Coach determines that participation in practice will benefit the team as well as the manager, and the manager's participation will not infringe on team members' practice and drill times.

Participation with the high school sports team for a manager will be limited to the following:

Wrestling: At practices, a manager in wrestling may compete against a high school wrestler, but that wrestler must be of comparable or less weight.

Football: Any manager in football may never be involved in scrimmages or contact drills. When deemed appropriate by the head coach, a manager may participate in drills and conditioning.

All other sports: When deemed appropriate by the head coach, a manager may participate in drills as well as practices.

BROOKWOOD JUNIOR / SENIOR HIGH SCHOOL ATHLETIC DEPARTMENT

Guidelines for Parent - Coach Communications

Be A Good Sport!

Both parenting and coaching are extremely difficult vocations. By establishing an understanding at each position, we are better able to accept the action of the other and provide a greater benefit to children.

Research indicates that students involved in extracurricular activities have a greater chance for success in adulthood. The character traits such as **leadership, communication, respect, integrity, and teamwork** are exactly those that will promote a successful life after high school.

As parents of children who are involved in our programs, you have the right to understand the expectations that coaches have of your child. This begins with clear communication from the coach of your child's program.

We hope the information provided here makes both your child's and your experience with the Brookwood Senior / Junior High School extracurricular programs less stressful and more enjoyable.

You can expect communication from your child's coach about these topics.....

1. Philosophy of the Coach.
2. Expectations the coach has for your child as well as all players on the squad.
3. Locations and times of all practices, contests, and meetings.
4. Team requirements, fees, special equipment, off-season conditioning, etc.
5. Procedure should your child be injured during participation.
6. Discipline that results in denial of your child's participation.

What do coaches have the right to expect from parents?

1. Concerns expressed directly to the coach in a respectful and professional manner.
2. Respect as a person and professional.
3. Support for their time and effort.
4. Responsible communication efforts.

As your children become involved in programs at Brookwood, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes.

These are appropriate concerns to discuss with coaches.....

1. Ways you can provide support.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are professionals and are expected to act and make decisions as such. They make judgment decisions based on what they believe to be the best for all students involved.

As you can see from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those identified below, must be left to the discretion of the coach.

These are issues not appropriate to discuss with coaches.....

1. Playing time / Participation level.
2. Team strategy / Game planning.
3. Play calling, decision making, etc.
4. Issues related to other students / athletes.

In many cases, issues related to participation may have already been discussed between your child and their coach. Please talk to your son / daughter and encourage them to discuss participation issues with coaches directly.

Conflict Resolution.....

There are situations that may require a conference between the coach and the parent(s). It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, this is the procedure you should follow.....

1. Call the coach to set up an appointment.
2. The coach will inform the athletic director of the request for a meeting, etc.
3. Telephone number: BHS 337 – 4401 Elementary 337 – 4420
4. **Please do not attempt to confront a coach before or after a contest and / or practice.**
These can be emotional times for both the parents and the coaches. Meetings of this nature do not promote constructive communication and / or resolution. Violations of this procedure may result in consequences for the violator that could include suspension from attendance at home events or even legal charges.

If the meeting did not provide a satisfactory resolution, you may:

1. Call the Athletic Director to discuss the situation.
2. Any additional meetings, if appropriate, will be determined after the athletic director has spoken with all parties involved.

SERIES 400 – STUDENTS
Student Policies Goals – 410
Equal Educational Opportunities (410)

The Norwalk-Ontario-Wilton School District is committed and dedicated to the task of providing the best education possible for every student in the district. Because of this, the Norwalk-Ontario-Wilton School District, pursuant to state and federal laws will not deny any person admission to the Norwalk-Ontario-Wilton School District, or deny participation in, deny the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of a person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital and parental status, homelessness, sexual orientation or physical, mental, emotional or learning disability.

Students who have been identified as having a handicap or disability under Section 504 of the Rehabilitation Act or American with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs.

The Norwalk-Ontario-Wilton School District will provide the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for these accommodations shall be made in writing to, and approved by, the Building Principal. Students will also be given release time from school to participate in religious activities and opportunities and will be allowed to make up all work at full credit for those absences from school.

Legal Reference: Section 118.13 Wisconsin Statutes

Section 115.28(31) Wisconsin Statutes

Wis. Administrative Codes 9, 41

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Individuals with Disabilities Education Act

Title IX, Education Amendments of 1972

Title VI, Civil Rights Act of 1964

Civil Rights Act of 1991

McKinney-Vento Homeless Assistance Act

Approved: 9/17/07

Norwalk-Ontario-Wilton Non-discrimination Policy

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The following person has been designated to handle inquiries regarding the non-discrimination policies:

Travis Anderson - District Administrator
(608) 337-4403

Any complaint regarding the interpretation or application of this policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the District complaining of any form of discrimination shall report the complaint in writing to the District Administrator. Complaints/appeals relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with a disability must be resolved through procedures established in the District's special education handbook.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. Within 30 days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 30 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator. The grievant shall be notified that if he/she is dissatisfied with the Board's decision, he/she may appeal the decision in writing to the State Superintendent of Public Instruction and of the procedures for making the appeal.

TITLE IX COMPLAINT PROCEDURE

Any student or employee who has a complaint of sex discrimination prohibited by federal law contained in Title IX of the Educational amendments of 1972 shall attempt promptly to resolve the complaint by discussions with his/her principal, in the case of a student, or his/her supervisor, in the case of an employee. The complaint should be in writing and described in as much detail as possible the fact of the situation. The principal or supervisor shall keep a written record of the discussion and provide a copy to the student or employee involved.

If the complaint is not resolved in the process described above (Step One), the complainant may file in writing with the Superintendent of the school district by certified mail, return receipt requested and mail a copy to the principal or supervisor involved. The Superintendent shall arrange a meeting to discuss the complaint and subsequent meetings may be scheduled as agreed by both parties. The Superintendent shall give a written answer to the complainant by certified mail, return receipt requested, within thirty (30) calendar days after the final meeting regarding the complaint.

If the complaint is not resolved in Step Two, the complainant may file a complaint in writing by certified mail, return receipt requested, to the Clerk of the Board of Education within thirty (30) calendar days after the receipt of the Superintendent's answer. The Board will consider the complaint at the earliest appropriate meeting at which time the complainant will have the right to present his/her position to the Board. The Board shall, within thirty (30) days after the meeting advise the complainant in writing by certified mail, return receipt requested of the action taken in regard to the complaint. Contact Travis anderson, Superintendent; PO Box 130, Ontario, WI 54651; (608)337-4403.

Legal Reference: Section 118.13 Wisconsin Statutes
 Section 115.28(31) Wisconsin Statutes
 Wis. Administrative Codes 9, 41
 Section 504 of the Rehabilitation Act of 1973
 Americans with Disabilities Act of 1990
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 Title IX, Education Amendments of 1972
 Title VI, Civil Rights Act of 1964
 Civil Rights Act of 1991
 McKinney-Vento Homeless Assistance Act

(Revised 6/08; Reviewed 5/09; Revised 7/10; Revised 7/11; Revised 7/12; Reviewed 7/13; Revised 6/14; Revised 6/15; Revised 6/16; Revised 6/17; Revised 5/18; Reviewed 5/19; Revised 5/20; Reviewed 6/21,6/22. 6/23)