

Arrowhead High School

Parent/Athlete & Co-Curricular Code of Conduct

2016-2017



Revised April, 2016

Table of Contents

Arrowhead Experience/Staff.....	3
Mission Statement.....	4
Sport Offerings/Conference Affiliation.....	5
General Information.....	6
Team Policies/College Recruitment/School Equipment/Transportation.....	7
Food Policy on Busses/School Attendance/Residency.....	8
Cancellations /Athletic Injuries-Insurance Coverage.....	9
Athletic Injuries/Athletic Trainers/An Athlete’s Values	10
Sportsmanship /Conflicts in Co-Curricular Activities/Cut Policies.....	11
Parent/Athlete/Coach Expectations & Communication.....	12
Academic Eligibility.....	14
WIAA Rules & Regulations.....	15
Arrowhead Code of Conduct.....	16
Code Violations & Penalties.....	17
Suspensions/Reinstatement/ Appealing Athletic Suspensions.....	18
Athletic Awards System.....	20
Captains.....	21
Awards-Varsity Letters and Pins/Special Awards/Sr Student/Athlete Award of Excellence.....	24
Use of Nutritional Supplements Board Policy 462.....	25
Student Random Drug Testing Board Policy 655.1.....	26
Wisconsin Act 172; Youth Athlete Concussion Law/Arrowhead Fight Song.....	30
Arrowhead Fight Song	32

Arrowhead Experience

Co-curricular activities are an important part of Arrowhead's comprehensive program. While our number one goal as a school district is to provide a sound academic experience for our students, co-curricular activities provide special opportunities for participants to promote their mental, physical, social, and emotional development. We feel these contributions to the overall development of our young men and woman are essential, and we appreciate the support of our programs by our student body, teachers, parents, and community. The **Arrowhead Experience** is unique as a result of the cooperative efforts of the Arrowhead educational community.

Athletics are a **privilege** and not a right and are made available to students who abide by the rules and regulations as outlined by Arrowhead and the WIAA.

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Arrowhead Website: www.arrowheadschoools.org

Go to "Activities" and click on "Sports"

Mission Statement



Arrowhead will use the “One Team” concept as the central focus of everything we do. The Arrowhead High School Activities department will work together in all aspects of our educational based programs to deliver the following:

- A shared responsibility to promote the idea of “One Team” (Administration, coaches, teammates, parents, & community)
- Development of leaders (teamwork, work ethic, character)
- Teaching important life lessons
- A competitive athletic experience
- Serving others through our community service project

ARROWHEAD HIGH SCHOOL VARSITY SPORTS PROGRAMS

Girls' Sports

WIAA

Cheerleading – Fall & Winter
Cross Country – Fall
Dance – Fall & Winter
Golf – Fall
Swimming & Diving – Fall
Tennis – Fall
Volleyball – Fall
Basketball – Winter
Gymnastics – Winter
Ice Hockey – Winter
Soccer – Spring
Softball – Spring
Track – Spring

Non-WIAA

Field Hockey – Fall
Alpine Ski – Winter
Lacrosse – Spring

Boys' Sports

WIAA

Cross Country - Fall
Football - Fall
Soccer - Fall
Volleyball - Fall
Swimming & Diving - Winter
Basketball - Winter
Ice Hockey - Winter
Wrestling - Winter
Golf - Spring
Tennis - Spring
Track - Spring
Baseball - Spring

Non-WIAA

Alpine Ski - Winter
Lacrosse - Spring

Arrowhead High School is a member of the Classic 8 Conference. Schools in the Classic 8 Conference are as follows:

- Arrowhead Warhawks
- Catholic Memorial Crusaders
- Kettle Moraine Lasers
- Mukwonago Indians
- Muskego Warriors
- Waukesha North Northstars
- Waukesha South Blackshirts
- Waukesha West Wolverines

Arrowhead is a member of the Wisconsin Interscholastic Athletic Association. This governing body determines the rules and regulations for all contests. The WIAA, by enrollment, classifies all schools for state tournament competition. We are classified as a Division 1 school.

GENERAL INFORMATION

Participation Fee

An annual participation fee of **\$170.00** is required. Payment must be made prior to participation or the Activities Office must have a payment plan in place. No athlete with outstanding fees from a prior sport will be allowed to participate until the fees are paid up or a payment plan is set. A refund will be given to those who do not make the team **upon request** to the Activities Office. NO refunds are given to those who quit the program. Any refunds must be requested before the **first day of the next** school year. After the first day of the next school year, refunds WILL NOT be made for the previous school year.

State/WIAA/Arrowhead High School Eligibility Rules

As an athlete, you are not eligible to participate in any sport until the following items have been completed.

1. Physical Examination cards filled out by a registered physician every other year on the green card.
2. Parent permission every year on either the green or brown card.
3. Parent and athlete signature signifying understanding of expectations of our athletic code. (green or brown card)
4. Parent signature that you understand there is an inherent risk of injury if you participate.
5. Parent and athlete signature signifying understanding of the Random Drug Testing procedure.
6. All fees paid.
7. Wisconsin Act 172: Youth Athlete Concussion Law. A student athlete must complete this concussion form (**once for the school year**) prior to participating in their first season. This form **MUST** be returned to the North Campus Activities office prior to the start of the season in order to be able to participate. **No exceptions to this state law requirement.**

Reminder:

All cards and fees must be turned into the office of the Activities Director **before** you can practice.

TEAM POLICIES & PRACTICE TIMES

The coaching staff determines the practice times as they will vary from sport to sport and season to season.

Parents should note that each head coach will establish policies germane to that sport program. This includes rules and regulations above and beyond this code of conduct. Included in these rules will be their sport attendance policy as it pertains to practices and game contests and consequences for missed time including a suspension of an athlete.

Note: All athletes are expected to report for the first day of practice/tryouts. Failure to do so will result in the athlete not being able to participate in that sport. **Extenuating circumstances must be pre-approved by the head coach prior to the first day of practice/tryout.**

COLLEGE RECRUITMENT POLICY

In the event a college recruiter should contact you personally, we encourage you to work with your coach and the Activities Department. Inform your coach of such contact as soon as possible. The Activities Department has contact information for the NCAA.

Note: The school and coaching staff will work with you to help make the process go as smooth as possible. However, the process will be done jointly and not fall on solely the coaches.

SCHOOL EQUIPMENT

Students are responsible for all equipment issued to them. Athletic uniforms, both practice and game, are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose. When the season is completed, all equipment is to be returned to the school. There are no exceptions to this policy. **The monetary value of any non-returned uniforms or equipment will be registered to the student as a fee to be paid before you can play in another sport or graduate.**

TRANSPORTATION TO ATHLETIC CONTESTS

Arrowhead is responsible for transporting athletes to and from contests. The school is aware that unusual circumstances do arise in which a parent desires to transport their son/daughter either to

or from a contest. If this occasion does arise, it is the responsibility of the athlete to obtain a permission form from the Activities Office, Main office at South Campus, or from our website under "General Activities", "Forms". This form **MUST** be completed and returned to the Activities Director prior to departure for the contest. **Under NO circumstances will permission be given allowing athletes to transport themselves to or from a contest.** Athletes may be released to be transported by another parent provided we have the transportation release form signed by the parent or legal guardian noting the parent to be responsible for transportation.

FOOD POLICY ON BUSES

Due to the length of bus rides and timing of athletic events, exclusion of all food is not always possible. If food is allowed on the bus it must contain **NO** peanuts, peanut butter or nuts because the busses also transport students with peanut/nut allergies. Monitoring food consumed on the bus for athletic events will be the responsibility of the AHS head coach. The bus driver will make sure that all garbage and any food is removed from the bus after the athletic event.

SCHOOL ATTENDANCE

Student athletes must be in school during the entire day in order to practice or participate in an athletic contest. They are also expected to be in school, on time, and attend all classes the day after a contest. In case of illness in the morning, students **MUST be in attendance starting with the class period following their scheduled lunch, period 5 or 6** in order to attend practice or compete on that day. Student athletes must still present a parent excused memo prior to being admitted for classes to the attendance office. A student athlete who is ill on Friday and absent the whole day shall be withheld from competition on Saturday unless the student brings a written statement from his/her parent(s) giving their permission for the student to compete and the coach feels in his/her judgment that the athlete is well enough to compete.

RESIDENCY

A student, whether an adult or not, is eligible for interscholastic competition only at the school in the district in which his/her parents and/or guardians are legal (physical) residents. Special concerns regarding eligibility must be cleared through the Activities Director. Any student participating in open enrollment is considered ineligible until the Activities Director determines that the student meets school and WIAA requirements. **Any and all questions should be communicated with the Activities Director so eligibility is not affected or lost.**

POSTPONEMENT & CANCELLATION POLICY

Whenever school is not held because of inclement weather, the following procedures will be followed:

1. If school is completely canceled in the morning because of snow, ice, cold, or other dangerous conditions, athletic teams may practice, only if it can be determined that the dangerous conditions are no longer threatening. This decision shall be made jointly with the Superintendent and Activities Director. The practice time(s) shall be similarly determined. Whether to play a contest on such days shall be determined in the same way but also in conjunction with the scheduled opposing school.
2. If the start of school is delayed, there would be no effect on after school meetings, practices, or contests. However, no morning practices or meetings will be held.
3. If students are sent home before the regularly scheduled end of the school day there will be **NO PRACTICES OR OTHER SCHOOL ACTIVITIES.**

ATHLETIC INJURIES-INSURANCE COVERAGE

Insurance Coverage

In case of injury your son/daughter will be covered first through your family's primary insurance plan. Arrowhead carries a secondary coverage with Student Assurance Services. This means your personal policy pays, and then the school policy makes up all or most of the difference as determined by the Student Assurance Services.

1. To help eliminate any CONFUSION or MISUNDERSTANDING concerning the insurance program we ask you please follow this procedure.
2. Please have your son/daughter notify the coach of all injuries. **THIS IS A MUST.** The coach will report the injury and complete an injury report to the activities director or one of the trainers.
3. After your son/daughter has gone to the doctor, your personal insurance policy pays the initial bills.
4. After the injury, you can request the Student Assurance form from the Activities Office to submit your unpaid bills to. Please call the Activities Office first to request the form as they must complete the school portion of the form first.
5. Claims must be submitted by one year and ninety days from the date of the injury. If the claim is not filed during this time frame your right to file will be forfeited.
6. Student Assurances will then provide payment as per policy.

NOTE: Only in-season and school sponsored contact dates will be covered by the secondary insurance. Open fields, open gyms, summer league, etc. are at your own risk and not covered by the secondary insurance policy.

ATHLETIC INJURIES & SCHOOL ATHLETIC TRAINERS

ProHealth provides our athletic training coverage here at Arrowhead High School. Our athletic trainers are Chyla Edwards and Rhianna Farrell. They are here Monday-Friday from approx. 2:30-5:30 P.M. in the training room and covering home varsity events.

1. All injuries should be reported to the supervising coach, athletic trainer, or advisor immediately. Unreported injuries can lead to serious complications and increased time lost from competition.
2. Our team doctors and athletic trainers are specifically trained in the care of athletic injuries. However, we urge use of your family physician. Very often, a complete history of an athlete's health plays an important part in the care of athletic injuries.
3. Please inform the coaching staff and our athletic trainers of any special medical problems or medical history your son/daughter may have that may be important in the handling of an athletic injury.
4. Should an injury be discovered after the participant has returned home, the coach of the sport should be contacted as soon as possible.
5. **Return to play policy** –If an injured athlete is treated by the Arrowhead High School athletic trainer, the Arrowhead High School athletic trainer will make the decision on when the injured athlete may return to play. If an injured athlete is referred to or sees a doctor, they must obtain a release form from that doctor in order to return to practice or competition. **NO EXCEPTIONS.** The doctor's release may be turned into the school nurse or the Activities Office. In a situation that an athlete does not see a doctor, the Arrowhead High School athletic trainer will make the final decision on when the athlete may return to practice or competition.

AN ATHLETE'S VALUES

There may be occasions when you will have a conflict of responsibilities. We suggest the following set of priorities to aid you in determining your prime responsibilities.

1. Family responsibilities
2. Academic responsibilities
3. Athletic responsibilities
4. All other social and school responsibilities

SPORTSMANSHIP

Athletics and other co-curriculars at Arrowhead have earned an outstanding reputation in the area of academics and community sportsmanship. Our athletes and fans have always conducted themselves in a commendable manner. Everyone is very proud of this reputation and works hard at upholding it. Please review the following suggestions for future consideration.

1. A student spectator represents his/her school the same as an athlete.
2. The good name of the school is more valuable than any game won by unfair play.
3. Accept decisions of officials without any dispute.
4. Recognize and show appreciation of fine play and good sportsmanship on the part of the opponent.
5. Respect the game management at all times as they are there for everyone's safety.
6. If you choose not to use good sportsmanship you **will** forfeit your right to be in attendance and **will** be asked to leave.

CONFLICTS IN CO-CURRICULAR ACTIVITIES

Despite all the scheduling efforts by administration, conflicts will develop between co-curricular activities.

The Activities Department recognizes that each student should have the opportunity for a broad range of experiences in co-curricular activities.

In the event that conflicts arise it is the responsibility of the ATHLETE to report these conflicts immediately to the coach. The Activities Department will do everything we can to work out all conflicts to the satisfaction of all parties.

In the case where two practices conflict, the student-athlete makes a choice. In the case where a practice conflicts with a contest/concert, then the contest/concert should be attended. In the case where a conflict exists between contests or concerts, the student needs to make a choice.

CUTS POLICY

Sports where there are a high number of participants may have a try-out and cut policy in place. Any questions regarding your athlete being cut must be directed to the head coach within 24 hours of the cut. A refund will be given to those who do not make the team **upon request** to the Activities Office but must be made prior the start of the next school year. If your athlete is cut from a sport, we do encourage them to try out again.

Arrowhead High School Athletics
Parent/Athlete/Coach Expectations & Communication

Parenting and coaching are extremely challenging vocations. By establishing and understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student-athlete. When a child becomes involved in a co-curricular activity, parents and coaches have a right to understand what expectations are going to be placed on the athlete and on each other. This begins with clear communication from the athlete, parent, coach, and activities office.

Communications That Parents/Athletes Should Expect From Coaches:

1. The expectations the coaches have for all their team members.
2. Location and times of all practices.
3. Team requirements, fees, special equipment, game dress, and off-season opportunities.
4. The policy dealing with excused and unexcused absences. (What will the consequence be for missing a practice/game because of vacation, etc.?)
5. The AHS and WIAA requirements for eligibility.
6. Teams rules beyond the AHS Athletic Code.
7. The lettering requirements.
8. Cut policies (if cuts need to be made)
9. The coaches act as a role model for good sportsmanship, use of appropriate language, promoting a healthy environment, and safe teaching techniques.
10. Well planned practices.
11. A resource for college opportunities.

Expectations/Communications Coaches Should Expect From the Athlete and Parents:

1. Notification of any schedule conflicts that may occur, well in advance of the date.
2. Special concerns regarding coaching expectations. (Practice requirements, etc.)
3. Support for the AHS Athletic Code and all team rules.
4. Support all team members and coaching staff. (Team comes first)
5. Positive support at games for their son/daughter, their teammates, and coaching staff.
6. Exhibit good sportsmanship and appropriate language by the athlete and parents at games and/or practices.
7. A great work ethic and attitude at practice and in games.
8. If the athlete has a concern, please see the coach ASAP to talk about the issue at hand.
9. Parents should not expect to meet with a coach before or after a game to communicate concerns. Any meeting with a coach is to be scheduled in advance.

Appropriate Concerns Athlete/Parent May Address With Coaching Staff:

1. The treatment of the athlete mentally and physically.
2. Ways to help their son/daughter mentally and physically.
3. Concerns about the athlete's behavior in school/practices/games.

Areas That Are Not Appropriate For Parents To Discuss With Coaches:

1. An individual's playing time
2. Team strategy
3. Play selections
4. The make-up of the team and the decision as to who plays on what team
5. Other members of the team, other parents, and other coaches

The Proper Method to Address a Concern:

Step One:

The athlete speaks with the coach. Parents should help their child prepare to discuss his/her concerns with the coach, to empower them to take responsibility.

Step Two:

If the meeting between the athlete and the coach does not resolve the concern, the parent should schedule a conference with the coach (with the student-athlete present). Please do not approach a coach before or after a contest. If the coach cannot be reached, the parent should contact the activities director and he will arrange for the coach to contact the parent.

Step Three:

If the conference between the parent/athlete and coach does not resolve the concern, there will be a meeting set up by the Activities Director, who will moderate the conference.

Step Four:

If there is no resolution, the parent must put in writing his/her concern(s) and submit it to the District Superintendent. Within 10 workdays of the letter, the Superintendent will meet with the parent(s) in an effort to resolve the concern(s).

ACADEMIC ELIGIBILITY

A student must meet school and Department of Public Instruction requirements defining a full-time student and have received no more than one failing grade in the most recent grade-reporting period. A senior who has acquired all necessary credits toward graduation is not exempt from this rule.

1. Grades are checked every 9 weeks (1st Term, 1st Sem, 3rd Term, 2nd Sem). At that time if a student-athlete has two (2) or more F's they are ruled academically ineligible for 15 school days (starting with the date the Activities Office receives the grades). Once a grade check is complete and the student-athlete has (1) F or less, they will regain their eligibility on the 16th day.

Note: Only school days count toward the 15. Weekends, vacation days, and non-school days do not count.

2. If a student-athlete has incompletes during a sixth week grading period due to missing school or other circumstances and it is considered excused they will retain their eligibility as long as incompletes are made up within 10 school days after a grade-reporting period.
3. A student may erase ineligibility status related to the last grade-reporting period through summer school courses (including correspondence courses) at the same or some other school. The class must be the same as the class they're failing grade was in (maximum of two classes).
4. A student who is enrolled in some courses in a university/college or technical college or some similar institution:
5. Must receive high school credit which meets the academic standard or have a notation made on his/her high school transcript that he/she successfully met the equivalent of the academic standard between the two schools involved.
 - a. Note: A student who has been assigned to a technical college by the school district is exempt from the provision requiring physical attendance at least one course each day, provided such a student continues being carried on the attendance rolls for purposes of state aids.

A student who is enrolled in any state-approved EEN program and receives no usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.

Fall Sports – The minimum ineligibility period shall be the lesser of **(1)** 21 consecutive calendar days beginning with the earliest allowed competition in a sport or **(2)** one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction)

WIAA RULES AND REGULATIONS

As an Athlete you are not eligible if:

1. You reach nineteen (19) years of age prior to August 1st.
2. You have attended more than eight (8) semesters after entering grade 9, or if your seventh and eighth semesters do not follow consecutively.
3. You have participated in school sports for all, or part of, four (4) seasons.
4. You and parent/guardian do not live in the school district in which you attend school, (this does not apply to open enrollment students) unless the WIAA office has approved your residence situation.
5. You do not have on file, in your school office, evidence of both having passed a physical examination administered by a licensed physician and having received parental permission to participate in athletics.
6. You do not follow the code of conduct established by your school. The code of conduct is in effect twelve (12) months of the year.
7. You have violated your status as an amateur athlete by
 - a. Accepting any amount of money or any kind of usable merchandise
 - b. Signing a contract for your services as an athlete
 - c. Permitting your name, picture, or personal appearance to be used for promoting anything
 - d. Playing under another name
8. You, at any time, have received an award of merchandise value such as a jacket, sweater, watch, billfold, etc. in recognition of your talent or accomplishment as an athlete. **Note: A student-athlete may receive awards which are symbolic in nature – trophies, medals, plaques, ribbons, etc.**
9. You participate in a contest other than for your official interscholastic school team while you are a member of that school team and during the entire school season (start of practice to end of season) of that sport. **Note: Rule applies to same sport seasons.**
10. You have played in an all-star contest.
11. You let anyone besides your parent/guardian pay a fee for specialized training, like a summer camp, or if you are instructed by your school coach outside the season of a sport.
12. You have two (2) or more failing grades at the sixth week grading period.

Note: Arrowhead High School is a member of the Wisconsin Interscholastic Athletic Association, and the rules and regulations of the WIAA govern both our participation in high school athletics and our sports activity outside of school.

ARROWHEAD CODE OF CONDUCT

****This code is in effect twelve (12) months a year****

Behavior of athletes in and out of school at all times during the calendar year will reflect a credible attitude to the school, the team, and the community.

The interscholastic athletic program of Arrowhead High School is an integrated part of the total school program and is designed to help students become better citizens. While the academic area of our high school is of paramount importance, it is believed that participation in a well-directed athletics program affords definite opportunities, training, and experiences not ordinarily obtainable in the regular curriculum. Participation in the athletic program at Arrowhead is entirely voluntary and is a privilege that can be revoked. All students are invited and encouraged to take part. Athletes are to conduct themselves in such a manner as to be a credit to their school at all times during the year. These rules are in addition to the Arrowhead High School Code of Student Rights and Responsibilities and Wisconsin Interscholastic Athletic Association (WIAA) rules. Copies of the rules may be obtained from the office of the Activities Director upon request.

The following rules, in compliance with the WIAA, exist to ensure the best interests of Arrowhead High School athletes.

An athlete shall be suspended from the interscholastic athletics for:

1. Use or possession of tobacco or nicotine products (smoking and/or chewing, e-cigarettes, e-hooka, possession, use or sale of Vape pens including any supplies related to Vape pens and/or vaping including but not limited to, e-liquids/juice (NON NICOTINE, NICOTINE or TCH oil/wax), atomizers, tanks, chargers)
2. Possession, use, or sale of illegal drugs, or controlled substances as defined by Wisconsin State Law.
3. Possession, or use of a weapon
4. Possession, consumption, or sale of intoxicants including all fermented malt beverages, wine, and intoxicating liquors as defined by Wisconsin State Law.
5. Any criminally related activity (shoplifting, burglary, vandalism, theft, trespassing, possession of stolen property (this includes athletic and school equipment), etc., obstruction of the law, or municipal or county ordinance, or state law violation.

CODE VIOLATIONS AND PENALTIES

(Suspensions carry over during all 4 years of WIAA Eligibility)

- A. **First Offense** – The athlete will be suspended from **30%** of the concurrent scheduled contests (games, meets, etc.) of the current season and, when necessary, into the next season the athlete participates in. The athlete must attend all practices and contests while serving his/her suspension.

AODA Assessment-If a student is found to be in violation of the Athletic/Co-Curricular code, and agrees to complete an AODA assessment and to follow the assessment recommendations, there shall be a 10% suspension reduction for the first violation only. If a student fails to complete the assessment or follows the recommendations of the assessment, then they shall serve the 30% first time suspension as outlined above.

For the **first violation only**, if the athlete comes in voluntarily, within three days of the incident, and cooperates in resolving all aspects of the violation, the penalty **may** be reduced by **one** contest. This will be at the discretion of the Activities Director and/or Administration.

- B. **Second Offense** – The athlete will be suspended from **60%** of the concurrent scheduled contests (games, meets, etc.) of the current and, when necessary, into the next season the athlete participates in. The athlete must attend all practices and contests while serving his/her suspension.
- C. **Third Offense** – The athlete will be suspended **permanently** from the athletic program. A student-athlete who has been suspended for a third time may appeal to be reinstated into the athletic program on the one (1) anniversary of the date of the third suspension, not the date of the occurrence of the third violation. The reinstatement appeal must be in writing to the Activities Director. The Activities Director will have a maximum of five school days to review the appeal. An athlete may only be eligible for reinstatement if he/she has not violated any aspect of the Code of Conduct during the previous suspension period. If an athlete is reinstated, the earliest they can participate is the day after the date of the one (1) year anniversary of the suspension.
- a. **Note:** If a suspension carries over into the WIAA tournament series, the athlete will miss the entire tournament series. This clause pertains to team tournaments as well as individual tournament series.

- D. Any behavior deemed “code unbecoming an athlete” including but not limited to: fighting, harassment, insubordination, hazing, disorderly conduct, improper use of cell phones, computers, any social media (some examples include Facebook, Instagram, Snapchat, tweeting, blogging, chat rooms, etc.) poor classroom behavior, and stealing. Any infractions will be subject to disciplinary action by either the head coach and or administration. Possible disciplinary action could be parent meeting, behavior contract, or suspension from contest(s).

- E. The student athlete must finish their season in good standing (coach's approval) for their suspension to be fulfilled. “Good standing” means that the student athlete must finish their entire season including playoffs for the suspension to be fulfilled. If the student athlete does not finish in good standing, the full suspension will carry over into the next sport/club they choose to participate in.

- G. A student athlete who has an athletic suspension may not clear the suspension in Alpine Ski unless they have participated in this sport in previous years.

SUSPENSIONS FROM ATHLETICS

Suspensions from athletics will be made by the Activities Director. The Activities Director will notify the student athlete and his/her parent(s) of the suspension. A follow-up letter will be sent home detailing the steps that need to be followed during the suspension.

REINSTATEMENT

An athlete will be reinstated after completion of the period of ineligibility. Modifications to the suspension or reinstatement prior to the completion of the period of ineligibility can only be initiated by order of the Personnel Committee of the Board of Education, and require full Board approval.

APPEALING ATHLETIC SUSPENSIONS

REQUESTING AN APPEAL

An athlete, his/her parent(s), and/or his/her coach can appeal an athletic suspension by requesting in writing, of the Activities Director, a hearing of the Appeal Committee. This request must be made within five **(5)** school days from the date of the suspension.

THE APPEAL COMMITTEE

The role of the committee is restricted to reviewing the facts of the alleged violation of the code and determining whether or not a violation occurred.

The appeal Committee for each case will be selected by the Activities Director. The Appeal Committee will meet to hear the appeal within ten (10) school days of the request. The Appeal Committee will be made up of the following individuals:

- A. Chairperson – Activities Director (nonvoting)
- B. One student
- C. One parent of AHS student
- D. Two coaches
- E. Community member who is not a parent of an AHS student

APPEAL HEARING PROCEDURES

The athlete, his/her parent(s), his/her coach, and/or other individuals representing the athlete may attend the appeal hearing.

During the appeal hearing, the following procedures will be followed:

- A. The chairperson will review the procedures to be followed during the hearing and answer any questions that will clarify those procedures.
- B. The person who issued the charges will provide each of the following:
 - 1. A summary of the overall situation, in the context of which the violation took place.
 - 2. The specific charges against the athlete.
 - 3. A description of the incident using witnesses if needed to substantiate the violation.
 - 4. The nature of the disciplinary measures taken as a result of the violation.
- C. The athlete or his/her representative(s) may ask questions necessary to bring out facts or to clarify points of dispute.
- D. The athlete or his/her representative(s) may present his/her involvement using witnesses if needed to bring out facts and/or to serve as a defense.
- E. The parties may ask for further questions necessary to bring out facts or clarify points of dispute.
- F. The Appeal Committee members may ask questions of either the person who issued the charges or the athlete.
- G. Each party summarizes his/her position for the members of the Appeal Committee.
- H. Within five (5) school days of the hearing, a decision will be made regarding the appeal. Such decision will make findings of facts and communicate such to the athlete and/or his/her parent(s) in writing.

FURTHER APPEAL

If further appeal is requested based on the findings and decision of the Appeals Committee, the suspension may be appealed directly to the Personnel Committee of the Board of Education by filing a written request to the Superintendent of Schools within five **(5)** school days after receiving the Appeal Committee decision.

Within ten **(10)** school days after receiving this request, Personnel Committee of the Board of Education will hear the appeal which will be based on a review of the findings of the Appeal Committee hearing. The Personnel Committee will not hear new evidence, but will accept any written information the athlete, his/her parents, or other individuals representing the athlete would like to submit. A review of the taped transcript of the Appeal Committee hearing will also be available if deemed necessary by the Personnel Committee of the Board of Education hearing the appeal. Within ten (10) school days the decision of the Personnel Committee and the full Board will be given to the athlete and/or his/her parent(s) in writing.

ATHLETIC AWARDS SYSTEM

Minimum Requirements for earning athletic awards by athletes, managers, trainers and statisticians:

1. Each player must receive the recommendation of the head coach.
2. Each player must be eligible (scholastically/Athletic Code) in order to receive their award.
3. Each player must check in all of his/her equipment at the completion of the season. All lost items must be paid for before a player is eligible to receive an award,
4. An injured athlete who did not complete the season will be judged by the following criteria:
 - a. Must be the type of injury which did not permit him/her to report back for active participation,
 - b. Must have attended and contributed to all practices when able. (Assist with statistics, equipment, etc.)
 - c. Must be eligible (scholastically/Athletic Code)
5. Any athlete who quits or is dismissed from an athletic team **forfeits** any claim to any award.

MINIMUM REQUIREMENTS FOR EARNING A VARSITY LETTER

1. An athlete who has participated for four seasons, and has not lettered, must meet the following stipulations:
 - a. Must have attended and contributed to all practices when possible,
 - b. Must have competed in four full seasons,
 - c. Must be (scholastically/Athletic Code) eligible,
 - d. Special consideration is to be given to the athlete who was hurt and returned and did not make the specific letter requirements, but would have if the injury had not occurred.
 - e. Must have the recommendation of the Head Coach.

2. An injured athlete who did not complete the season will be judged by the following criteria:
 - a. Must be the type of injury which did not permit him/her to report back for active participation,
 - b. Must have attended and contributed to all practices when able. (Assist with statistics, equipment, etc.)
 - c. Must be eligible (scholastically/Athletic Code),
 - d. A special consideration is to be given to the athlete who had been a previous letter winner in the sport.
 - e. Must have the recommendation of the Head Coach.

3. Managers, trainers, and statisticians:
 - a. Must attend all practices and games as requested,
 - b. Must obey the same eligibility and training rules as the players,
 - c. Must receive the recommendation of the Head coach.

CAPTAINS

Captains of Varsity teams shall receive a pin (if so determined by the Head Coach). The process to designate captains is up to the respective head coaches. Whether or not a team has designated captains is to be determined by the Head Coach.

Arrowhead Warhawk Captain Contract

As a captain of your team it is the expectation that you will represent AHS, your teammates, and coaches in the most positive manner at all times. Being a captain is a privilege not a right.

The Care Formula

Create a positive environment for your teammates, your coaches, and yourself by following this formula to Care:

Compliment at least three people a day. Constructive feedback vs. Criticism

Act in the team's best interest at all times. The team always comes first.

Respect the differences in others. Have an open mind and a set of open ears.

Extend a helping hand. Compassion and selflessness go along way.

Leadership

“The best leaders know how to elevate some people, calm some people, and create one beating heart.”

--- Paul “Bear Bryant”

“What I’ve learned in my years as a competitive wheelchair athlete is this – what separates a winner from the rest of the pack is not raw talent or physical ability; instead, it is the drive and dedication to work hard every single day, and the heart to go after your dream, no matter how attainable others think it is.”

--- Linda Mastandrea

Captain selection is based on the following criteria:

1. Passion and Commitment

- Having the drive to be the best teammate and leader – “go the extra mile”
- Having the drive to get teammates to work together for a common goal
- Having the ability to make mature decisions in the best interest of the **team**

2. Loyalty and Honesty

- Doing what is right all the time
- Putting the needs of the team before your own
- Expectation of being honest with yourself, coaches, and teammates

3. Caring and Attentive

- Having empathy for your teammates
- Being attentive to the needs of your teammates and coaches
- Emotionally mature – Keeping the drama element out of your team

4. Organization and Leadership skills

- Having the ability to organize players for events and keeping everyone on time and accountable
- Motivate with a clear direction. Leaders lead by example
- Being able to communicate clearly and effectively
- Captains will be nominated by current teammates based on above criteria
- Final decisions will be made by the head coach and his/her staff
- At any time if there is a breach of contract the captain may be dismissed of his/her captain duties
- Role of the captain is for one season; an athlete may be chosen more than 1 season, but is not automatically guaranteed the role for consecutive seasons.
- Duties of the captain may extend outside the season

I, _____, fully understand the expectations and criteria delineated
(Athlete Name)

above and explained by the head coach. By signing this contract, I adhere to the criteria and expectations of being a captain.

Athlete Name (Print)

(Athlete Signature)

Parent Name (Print)

(Parent Signature)

Coach Name (Print)

(Coach Signature)

AWARDS

Varsity Letters, and Symbolic Pins

1. An athlete earning a varsity letter for the first time in any sport will receive a chenille letter. Only one chenille letter will be awarded any one athlete.
2. An athlete will receive a pin representing the sport they are lettering in each year that they earn a varsity letter.

Varsity Managers

1. Managers will receive a “Manager” Pin” for the first year of service and will receive the Varsity Letter and related sport pin the second year and subsequent years thereafter.

Specific Requirements for a Varsity Letter

Within the framework of each sport, the head coach will establish the criteria to be achieved in order to earn the school-sanctioned award for the respective level of competition.

SPECIAL AWARDS

Picture Plaques Award

1. **INDIVIDUAL** - Athletes who are selected First Team All-State in team sports by a state newspaper association (AP, UPI) or a WIAA Coaches Association, or an individual who finishes First Place in the WIAA State Individual Tournament shall have a picture plaque produced by the school and displayed at Arrowhead during their senior year. The athlete/family may pay to have an additional plaque(s) produced.
2. **TEAM** – The Head Coach of any team earning a conference championship, or state level recognition will oversee the production of team plaques or patches which can be purchased by anyone if the coach decides to do so.

Senior Student/Athlete Award of Excellence

As a school we strive to encourage our students to dedicate themselves to their academic mission and to participate in interscholastic athletics. We are extremely proud of past generations of Warhawks who have worked hard to make those expectations come to life.

Any senior who has earned a major varsity letter in athletics and has maintained a cumulative grade point average of 3.5 or higher through their (8) semesters at Arrowhead will receive a certificate for their achievement of excellence in academics and athletics.

**USE OF NUTRITIONAL SUPPLEMENTS, ANABOLIC-ANDROGENIC STEROIDS, AND OTHER
PERFORMANCE ENHANCING SUBSTANCES**
BOARD POLICY 462

The Arrowhead Union High School is against the use of anabolic-androgenic steroids and other performance enhancing substances (PES). Coaches, teachers, sports medicine staff, and school administrators who ignore or encourage the use of PES, provide and/or sell PES to athletes (including indirect distribution through a third party), shall be subject to disciplinary action in accordance with established District procedures and/or provisions of the current employee agreement.

Possession and/or use of PESs are a violation of the Wisconsin Interscholastic Athletic Association (WIAA) code of conduct and the Arrowhead Union High School athletic code of conduct. Any athlete who is in possession of, or uses PESs, will be subject to disciplinary action according to the Arrowhead athletic code of conduct.

The Arrowhead Union High School District strongly discourages students from using Creatine or any other nutritional supplements without the approval of the student's physician and/or parents/guardians. Coaches, teachers, sports medicine staff, and school administrators are expected to discourage students from using Creatine or other products that may have unwanted side effects, may be ineffective, have not been tested for long-term safety, are not recommended for youth, or are unethical to use.

The Arrowhead Union High School strongly encourages coaches, teachers, sports medicine staff, and school administrators to educate athletes and parents to have student/athletes practice daily recommended dietary habits based on accepted standards of a balance of the major food groups.

Permissible supplements are supplements that replace the calories, fluid, and electrolytes the body normally loses during exercise. Some of these permissible supplements would be:

Sport drinks

Meal replacement bars

Electrolyte drinks

Fitness water

Sport bars

Sports gels

Meal replacement drinks

Vitamins/minerals

The WIAA has published an extensive list of banned performance enhancing substances along with other pertinent information to help educate athletes and parents about performance enhancing and banned substances. This information can be obtained in the Activities Office. Please contact the Activities Director for more information.

DATE OF ADOPTION: OCTOBER 14, 1998

DATE OF REVISION: APRIL 9, 2003

DATE OF REVISION: July 8, 2009

DATE OF REVISION: _____

STUDENT RANDOM DRUG TESTING

BOARD POLICY: 655.1

PURPOSE

Random student drug testing will be implemented to:

- foster a safer learning environment within our schools
- establish a stronger culture of drug disapproval within the school community
- employ a more reliable means to detect student drug use as a means to deter its use among students
- help direct students away from drug and alcohol use toward a healthy and drug-free lifestyle
- assist students in maximizing their performance by remaining drug free
- assist parents/guardians with helping their children resist pressure to use alcohol, tobacco, or illegal drugs
- identify users of drugs or alcohol so that appropriate interventions may occur

PROGRAM COORDINATION

- These procedures will be overseen by the superintendent and his/her designee.
- The associate principals will serve as the Testing Coordinator and will coordinate and supervise the testing program at Arrowhead High School.
- The principal will serve as Testing Coordinator when the associate principal(s) is unavailable.

ELIGIBILITY FOR TESTING

- Arrowhead High School students participating in athletics and co-curricular activities are eligible for random drug testing.
- Students become eligible for random drug testing on the day their parent permission card is submitted to participate in an athletic or co-curricular activity.
- Students remain eligible for random drug testing throughout the remainder of his or her high school years whether or not the student has been previously tested or is currently participating in an athletic or co-curricular activity at the time he or she might be selected for a drug test.
- Up to 25% of the total number of athletic and co-curricular participants will be tested annually.

WHAT IS TESTED

- The District will test for the presence of certain substances which may include, but is not limited to, the following: alcohol, metabolites of nicotine, marijuana, opiates, cocaine, amphetamines, and phencyclidine (PCP). The District reserves the right to test for any other drug, within the meaning of the policy, at the discretion of the School District administration (principal, superintendent).
- For the purpose of this policy, a drug includes phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, opiates, alcohol, nicotine, and anabolic steroids or any other substance which is defined as a controlled substance by the Uniform Controlled Substance Act, Wis. Stat. § 961.001 et seq. and as subsequently amended, unless that substance has been taken pursuant to a legal prescription.

SELECTION OF STUDENTS FOR TESTING

- A confidential testing schedule will be created by the associate principals or designee prior to the initiation of testing to ensure randomness of testing.
- Testing may only occur on student contact days during the academic year.
- Student selection for testing will be conducted on a random basis.
 - The associate principal or designee will assign a number to each student eligible for testing.
 - An administrator (non-high school) will supervise the selection of student numbers for testing. (This person will not have a list of eligible participants and their corresponding testing number.)
 - A computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing will be utilized.
 - The associate principal or designee will receive a list of numbers to be tested.
 - The associate principal or designee will notify the participant (in person) and escort the participant to the testing room.

- Alternate student selections will be made in the event of student absence or refusal to participate in testing.
- The names of students selected for testing will remain confidential except to the high school administration.
- The associate principal or designee from the opposite building will supervise testing in that building.

ADMINISTERING THE TEST

- All aspects of the random drug testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.
- Nurses from the approved outside agency will oversee the collection of urine specimens in accordance with Federal (Department of Transportation) standards.
- The approved outside agency will collect urine samples from select students and forward the samples to a licensed lab, via licensed courier, for screening.
- Specimen collecting will occur at the high school in an area that has a secured bathroom and a private “waiting” room.
- Urine samples will be handled in the same manner as forensics evidence.
- Urine samples will be kept by the testing facility pending a request for retesting of a sample.
- Any student unable to produce an adequate specimen of urine during the collection period will automatically be tested on the next testing date. Students not able to provide an adequate urine specimen at that time will be viewed as refusing to test.
- Any attempt by a student to tamper with the urine collection process will result in the sample being deemed positive.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality of those students involved in testing.

STUDENT ABSENCE DURING TESTING DATE

- If a student is absent on the day he or she is selected for testing, the associate principal or designee will investigate the nature of the absence. If the absence is due to truancy, the student will be ineligible for competition until the next testing date and then will automatically be tested on that date. If the absence is excused, the student will remain eligible for practice and competition, but will automatically be tested on the next testing date. Ineligibility may be waived upon review by the associate principal and/or the building principal or designee.

NOTIFICATION OF TESTING AND TESTING RESULTS

- Students participating in athletics or co-curricular activities are required to complete the “Arrowhead Union High School District Random Drug Testing Program Consent Form.” Parents of students selected for testing will be notified (via phone call or message) on the day of testing. Parents of students who refuse to test will also be notified.
- Results of student tests will be provided to the associate principal or designee within approximately 24 hours of the testing.
- Students who test negative will receive notification by the associate principal or designee.
- Students who test positive will be contacted directly by a physician from the testing facility for a follow-up consultation. The consultation will address reasons for a positive test and a decision made regarding the legitimacy of a positive screen. The physician will also counsel parents and students on rehabilitative options.
- Parent/guardians of students tested will be notified of test results.
- The associate principal or designee is notified that “results are pending” for students who test positive. Once consultation occurs with a physician, the associate principal or designee is given final results of the test.
- Written notification will be provided to all students and parents upon the determination of test results.
- The associate principal or designee will keep testing results in confidential files separate from the student’s other educational records. He/she shall disclose results only to the administrative personnel who have a need to be informed regarding the result of the test in order to implement or to oversee implementation of the policy or the consequences for violating this policy. This may include the principal, activities director, or the superintendent. Student drug testing information will not be turned over to any law enforcement authorities except under circumstances in which the District is legally compelled to surrender or disclose such test results.

CONSEQUENCES

- An Activities/Athletic Code violation will result from the following:
 - Positive screen
 - Refusal to participate in testing
 - Tampering with the urine collection process
- Students will be ineligible for participation in an athletic or co-curricular activity for a failure to complete the “Arrowhead Union High School District Random Drug Testing Program Consent Form.”

APPEAL PROCEDURE

- All appeals will be conducted in accordance with the process outlined in the Activities/Athletic Code.
- Students may request a retest of their urine sample at their own expense. A retest must be done within 72 hours of the original test.

FINANCIAL CONSIDERATIONS

- The District will incur the cost of testing.
- Students and their parent/guardian will incur the cost of retesting a sample.

Wisconsin Act 172; Youth Athlete Concussion Law

Wisconsin Act 172: Youth Athlete Concussion Law. A student athlete must complete this concussion form (**once for the school year**) prior to participating in their first season. This form **MUST** be returned to the North Campus Activities office prior to the start of the season in order to be able to participate.

Athlete Info Sheet:

http://www.arrowheadschoools.org/cms_files/resources/Athlete%20Info%20Sheet3.pdf

Parent Info Sheet:

http://www.arrowheadschoools.org/cms_files/resources/Parent%20Info%20Sheet.pdf

Arrowhead Parent and Athlete Concussion Form



PARENT & ATHLETE CONCUSSION AGREEMENT

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. *Each athlete must complete this form annually.*

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.

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 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 _____

Athlete Current Yr Grade _____

Have you ever had a concussion? _____ Date of last concussion if yes _____

ARROWHEAD FIGHT SONG

To Arrowhead, we always will be loyal to you,

To our colors: scarlet, white, and blue.

And we will fight for victory and honor.

And we will win this game.

YOU RAH RAH - FIGHT!

We'll keep our spirits bright.

We'll never give up the fight.

Our school will go on for evermore.

To Arrowhead we will be loyal WARHAWKS.

FIGHT, FIGHT, FIGHT!