

Arrowhead High School

Parent/Athlete & Co-Curricular  
Code of Conduct  
Handbook  
2023-2024



Revised May 2023

Arrowhead High School

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## **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 women 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.

### **Activities Staff**

Ryan Mangan	Activities Director <a href="mailto:mangan@arrowheadschoools.org">mangan@arrowheadschoools.org</a>	369-3612	X4203
Liz Arsnow	Assistant Activities Director <a href="mailto:arsnow@arrowheadschoools.org">arsnow@arrowheadschoools.org</a>	369-3612	X4202
	Activities Clerical	369-3612	X4213
Laura Myrah	Superintendent	369-3611	X4111
Adam Kurth	Principal	369-3612	X4102 & X 4204
Becky Gordon	Assist. Principal, North Campus	369-3612	X4210
Deb Paradowski	Assist. Principal, South Campus	369-3612	X4199

Arrowhead Website: [www.arrowheadschoools.org](http://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
- Oconomowoc Raccoons
- 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 **\$190.00** 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 via online Family Skyward form.
3. Parent and athlete signature signifying understanding of expectations of our athletic code.
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. 2011 WISCONSIN ACT 172: An Act to amend 119.04 (1); and to create 118.293 of the statutes; relating to: concussions and other head injuries sustained in youth athletic activities. A student athlete must complete an online concussion/cardiac arrest form under Family Skyward (once each school year) prior to participating in their first season of the school year. **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/tryout.

## **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 participate in the high school graduation ceremony.**

## **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 “Activities”, “General Information”, “Forms.” This form **MUST** be completed and returned to the Activities Director prior to departure for the 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 buses 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.

### **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 & SCHOOL ATHLETIC TRAINERS**

ProHealth Care provides our athletic training coverage here at Arrowhead High School. Our athletic trainers are TBA and Abby Leisemann. 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 the 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 where 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.

### **PARENT/ATHLETE/COACH EXPECTATIONS & COMMUNICATION**

Parenting and coaching are extremely challenging vocations. By establishing an 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 may complete a District Formal Complaint Form to Submit to the District Superintendent. Within 10 business days, the complainant will receive a written response from the District Superintendent or the assigned investigator. The Formal Complaint Form can be found in School Board Procedure 523, or in the Student and Parent Information Guide, both located on the District Website.

### **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. Grades will be checked throughout the year. Students in athletics are expected to maintain the minimum academic standard of “no more than one failing grade.” If a student-athlete has two (2) or more F’s at the time of one of the six formal grade checks the consequences are as follows:

#### **1st Semester**

- **Check #1 - 4.5 -week grade check** – Student will have 5 school days to raise their grades in compliance (one failing grade or less) or become ineligible from competition until they can show documentation (signed progress evaluation form) of compliance.
- **Check #2 - Nine-week report card** – Student will become ineligible for 15 school days regaining eligibility on the 16<sup>th</sup> day provided they have shown documentation (signed progress evaluation form) of compliance. \*
- **Check #3 - 1<sup>st</sup> semester grade** – Same as nine-week consequence.

#### **2<sup>nd</sup> semester**

- **Check #4 - 4.5-week grade check** – Student will have 5 school days to raise their grades in compliance (one failing grade or less) or become ineligible from competition until they can show documentation (signed progress evaluation form) of compliance.
- **Check #5 - Nine-week report card** - Student will become ineligible for 15 school days regaining eligibility on the 16<sup>th</sup> day provided they have shown documentation (signed progress evaluation form) of compliance. \*
- **Check #6 - 2<sup>nd</sup> semester grade** – Same as nine-week consequence.

\*Once a progress evaluation form is complete and the student-athlete has (1) F or less, they will regain their eligibility on the 16<sup>th</sup> day. If a student still has two or more failing grades after the 15<sup>th</sup> day the student will remain ineligible until he/she can provide documentation (i.e. signed progress evaluation form) from all teachers that they no longer have two or more failing grades.

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

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.

A student may erase ineligibility status related to the last grade-reporting period through summer school courses (including pre-approved correspondence courses) at the same or some other school. The class must be the same as the class in which they earned they're failing grade (maximum of two classes).

A student who is enrolled in some courses in a university/college or technical college or some similar institution:

- 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.

**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 1.
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 interscholastic athletics for:**

1. Use (or facilitation of the use), possession, or sale of tobacco or nicotine products (smoking and/or chewing, e-cigarettes, e-hookah, 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 THC oil/wax), atomizers, tanks, chargers)
2. Use (or facilitation of the use), possession, or sale of illegal drugs, or controlled substances as defined by Wisconsin State Law.
3. Possession, or use of a weapon
4. Use (or facilitation of the use), 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, illegal use of a weapon, alcohol or drug sales, vandalism, theft, contributing to the delinquency of a minor, 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.

Students guilty of violations 1-5 will be subject to the following suspensions. However, those guilty of a Criminal Activity (#5) may have a penalty more severe (or less severe) based on the severity of the criminal activity at the discretion of the AHS Administration. In the event the



student is found guilty and convicted of a felony the student may be immediately removed from the co-curricular activity based on the discretion of AHS administration.

## **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, (or can verify an attempt to contact) and cooperates in resolving all aspects of the violation, the penalty **may** be reduced by **one** contest. If a student admits to a violation prior to the results of a random drug test he/she may also qualify for a one contest reduction. All aspects of this “honesty clause” 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 (and further offenses)** – The athlete will be suspended For **ONE (1) YEAR** from the athletic program. A student-athlete who has been suspended for a third time or more may apply to be reinstated into the athletic program on the one (1) year anniversary of the date of the third suspension, not the date of the occurrence of the third violation. The reinstatement application must be in writing to the Activities Director. The Activities Director will have a maximum of five (5) school days to review the reinstatement application. 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.

**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 “conduct unbecoming an athlete” including but not limited to: fighting, harassment, academic dishonesty, insubordination, hazing, disorderly conduct, improper inappropriate use of cell phones, computers, and any social media (some examples include Facebook, Instagram, Snapchat, tweeting, blogging, chat rooms, etc.), promotion of alcohol, tobacco, nicotine or drugs, poor classroom behavior, and stealing. Any infractions will be subject to disciplinary action by either the head coach and or administration. Possible disciplinary action might include meeting with the parent(s), behavior contract, suspension from contest(s), or removal from team or activity.

**Note:** Coaches have the authority to take disciplinary action (that they deem necessary for the overall morale of the team), against student-athletes that are not following the tenets of: good sportsmanship & attitude, bullying or harassing team members or others, or any other actions within the context of the team. The co-curricular code will always supersede the team and/or a coach’s rules. However, the coach may apply consequences (within reason) at his or her discretion when it applies to actions that happen during team events (i.e. practices, games, team meetings and functions).

- 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.
- F. 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 Appeal Committee.

## **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 to review the facts of the alleged violation of the code and determine whether or not a violation occurred. If appropriate, the committee may adjust the consequence of the violation based on extenuating circumstances or other factors.

The appeal Committee for each case will be selected by the Activities Director (AD). 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 – Administrator (Principal, AP, AD, or other) (nonvoting)
- A. A non-athletic Co-curricular adviser
- B. An AHS Staff member
- C. Two Head coaches
- D. Community member who is not a parent of an AHS student

### **APPEAL HEARING PROCEDURES**

The athlete must attend the appeal hearing and may be accompanied by his/her parent(s), and/or his/her coach, or another individual representing the athlete. During the appeal hearing, the following procedures will be followed:

The chairperson will introduce all parties, review the procedures to be followed during the hearing, and answer any questions that will clarify those procedures.

- A. The person who issued the charges (AD/Administrator) will provide each of the following:
  - 1. The summary of the 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. (maximum 15 minutes).
- B. The athlete or his/her representative(s) may ask questions necessary to bring out facts or to clarify points of dispute.
  - C. 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. Students may appeal the actual suspension or the length of the suspension. The athlete speaks about the reason(s) they are appealing the suspension. All factors and circumstances that the appeal is based on should be presented (maximum 15 minutes).
  - D. The parties may ask for further questions necessary to bring out facts or clarify points of dispute.
  - E. The Appeal Committee members may ask questions of either the person who issued the charges or the athlete in order to clarify rules, facts, or any information presented by the AD or the student.
  - F. Each party summarizes his/her position for the members of the Appeal Committee.
  - G. The AD and the athlete are dismissed by the administrator in charge and the committee discusses the merits of the appeal and determines:
    1. To uphold that suspension and affirm the length of suspension (in the absence of extraneous circumstances the suspension required by Code is presumed appropriate);
    2. To uphold the suspension but adjust the length of suspension to reflect extraneous circumstances (e.g., length of time since last violation, etc.); or
    3. To dismiss the suspension entirely.
  - H. Within five (5) school days of the hearing, a decision will be made regarding the appeal. Such a decision will make findings of facts and communicate such to the athlete and/or his/her parent(s) in writing.

## **FINAL APPEAL**

If a final appeal is requested based on the decision of the Appeals Committee, the suspension may be appealed directly to the Superintendent by filing a written request to the Superintendent within five (5) school days after receiving the Appeal Committee decision.

Within ten (10) school days after receiving this request, the Superintendent will make a final ruling on the appeal, which will be based on a review of the process and procedures used by the AD and the Appeal Committee. The Superintendent's role and responsibility is to ensure the procedures of the code and the appeal were properly followed and will not consider new evidence. The Final Appeal is not held in person, rather the Superintendent will accept submitted written information from the athlete, his/her parents, or other individuals representing the athlete. Within ten (10) school days the decision of the Superintendent will be given to the athlete and/or his/her parent(s) in writing as well as shared with the Board of Education in a confidential closed session, maintaining the anonymity of the athlete.

### **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.

## **AWARDS**

### **VARSIITY 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 to 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.

### **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



## **STUDENT RANDOM DRUG TESTING**

### **POLICY: 655.1 STUDENT RANDOM DRUG TESTING**

#### **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, co-curricular activities, and/or who obtain a parking permit to utilize campus parking lots 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, or the day a parking permit is issued.
- 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 athletics, co-curricular activities, or parking on campus at the time he or she might be selected for a drug test.
- Up to 25% of the total number of athletic, co-curricular participants, and those with parking permits 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 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, co-curricular activities, and/or obtaining a parking permit 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 7 school days 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.
- 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. If the test results are positive, the notification shall include a referral to a School Counselor/AODA Coordinator.

- 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:
  - o Positive screen
  - o Refusal to participate in testing
  - o Tampering with the urine collection process
- Students will be ineligible for participation in athletics, co-curricular activities, and/or to obtain a parking permit for a failure to complete the "Arrowhead Union High School District Random Drug Testing Program Consent Form" or repeated failure to participate in the testing program.

### APPEAL PROCEDURE

- All appeals will be conducted in accordance with the process outlined in the Activities/Athletic Code.

### FINANCIAL CONSIDERATIONS

- The District will incur the cost of testing.

## **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 completed online under your family access 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](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](http://www.arrowheadschoools.org/cms_files/resources/Parent%20Info%20Sheet.pdf)

The form below is an example and is completed online under your athlete's family access.



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

*Sign Electronically on Skyward*

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 *Sign Electronically on Skyward*

Date \_\_\_\_\_

Athlete Current Year 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!