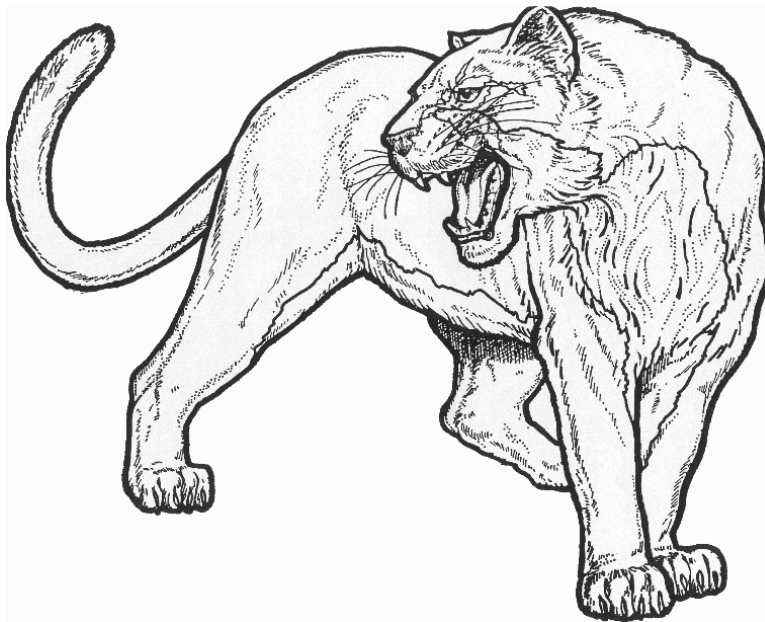


**WILBUR/CRESTON/KELLER**



**WILDCATS  
ATHLETIC  
HANDBOOK  
2020-2021**

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**I.**

**THE STUDENTS' ROLE IN THE ATHLETIC PROGRAM**

**Wilbur/Creston/Keller Schools  
PHILOSOPHY**

The Wilbur/Creston/Keller School Districts recognize that activities are an integral part of school life. They can be both curricular and extracurricular in nature. A broadly based, balanced and varied activities program can contribute to the intellectual, physical, social, and emotional growth of students. It is recognized that activities require careful planning and supervision. It is also recognized that students who are involved in the activity programs of the Wilbur/Creston/Keller School Districts are representatives of the schools and communities and as such, must adhere to a higher level of conduct than might otherwise be expected.

Activities include, but are not limited to service and interest clubs of all types, student government activities, musical activities, athletic intramural and intermural, publications, and travel and exchange programs.

When an activity is conducted under the auspices of any class or organization, it shall be coordinated under the general supervision of the appropriate school authorities with the interest and safety of the students of paramount concern. In all activities, primary responsibility for the enforcement of rules unique to the activity shall be vested in the person directly responsible for the activity. The authority to enforce district policy not unique to an activity, shall be vested in the athletic director for athletic activities and in the principal for all other activities. In the event that an activity does not clearly fall into either of the above mentioned categories the principal and the athletic director shall work jointly for resolution of the problems.

All students shall be eligible to become involved in approved activities without regard to race, creed, or sex.

The general criteria for selecting activities shall be:

- 1.The activity should provide learning in the intellectual, physical, and social areas.
- 2.The activity should be acceptable to the communities.
- 3.The activity should have carry-over values into lifetime and/or leisure activities.
- 4.The cost of the activity must not be prohibitive to the student or the school districts.

**RATIONALE**

1. School programs should reflect the attitudes of the community which supports them. If the community is to truly identify with the school through the activity program, it is imperative that participants dress and behave in a manner that will inspire pride and approval by the community. If appropriate benefits are to be the activities program, it must be able to operate in a climate devoid of disruptive influences.

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2. In order to reach the following objectives, it is necessary to develop and maintain a school/group spirit which is based upon an appropriate atmosphere, fair discipline, and uniformity of dress and grooming. Rule and regulations are necessary for the maintenance of proper discipline.

### ATHLETIC PARTICIPATION

1. Any individual that turns out for an athletic team will be allowed to participate.
  - (a) \*Cheerleading squads will be limited to size.
2. Coaches are responsible for ranking, rating, or designating where players will play.  
\*Seniors turning out for a team may not necessarily play on the varsity.
3. If a player is a senior and has participated all three of the previous years of a particular sport then consideration should be made for that individual to letter in that sport.

### OBJECTIVES

1. To develop physical and mental excellence and understanding:
  - (a) through recognition of outstanding performance.
  - (b) by emphasizing the educational value of trying to excel and learning to compete.
2. To develop good citizenship and respect for rules and authority:
  - (a) by experiencing principles of justice, fair play, and good sportsmanship.
  - (b) by providing the opportunity for the participant to adjust his/her attitudes to the concept of team spirit.
3. To promote and contribute to the goals of the total educational program:
  - (a) through the development of physical and mental fitness and realization that a healthy mind and body increases the probability of effective learning.
  - (b) by providing a strong program that attracts student body interest and motivates a positive learning atmosphere.
4. To promote community interest and involvement in school activities:
  - (a) by providing enjoyable experiences for participants and spectators.
  - (b) by establishing rules and standards for activities which reflect the behavior approved by the community.

### GENERAL PARTICIPANT RESPONSIBILITIES

#### 1. Physical Examination

##### a. State Rule

1. All participants must be covered by adequate athletic insurance before they can turn out for a school sport.
2. The state rule requires only one physical examination be given to a participant turning out for athletics during a school year.

##### b. Wilbur/Creston/Keller School Districts

1. Any student representing the Wilbur/Creston/Keller Districts in athletic competition must have a physical examination. As of September 1<sup>st</sup> upon athletes next physical their physical will be valid for 13 months. *(added 6 -09)*
2. The complete physical examination report must be filed in the office of the Athletic Director.

#### 2. Forms Required

It is the responsibility of the participant to submit all required forms prior to participation. Forms required by the Wilbur/Creston/Keller School Districts include:

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- a. Physical Form
- b. Parent/Guardian Permission
- c. Medical Consent Form
- d. Insurance Form
- e. Risk and Danger Statement pertinent to the activity

### **3. Activities Code**

All participants in the Wilbur/Creston/Keller Schools activities program must agree to abide by the Wilbur Creston Schools Activities Code.

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**STUDENT STANDARDS FOR  
INTERSCHOLASTIC ATHLETIC ELIGIBILITY**

**STUDENT ELIGIBILITY CRITERIA** - All contestants must be eligible under the rules of the Washington Interscholastic Activities Association to participate in an interscholastic contest.

This regulation does not restrict participation in practice or intra-squad scrimmage.

**AGE LIMITS-SENIOR HIGH SCHOOL** - The student(s) shall be under 20 years of age on September 1 for the fall sports season, on December 1 for the winter sports season, and on March 1 for the spring sports season.

**AGE LIMITS-JUNIOR HIGH SCHOOL** – The student(s) shall not have reached his/her sixteenth birthday prior to June 1, or the previous school year.

**AGE LIMITS-MIDDLE SCHOOL** – The student(s) shall not have reached his/her fifteenth birthday prior to September 1, of any year. Middle school is defined as a school with at least a seventh and eighth grade, with eighth grade being the highest grade level.

Provided any student deemed ineligible under this rule, he/she may be declared eligible pursuant to Articles 24.11 through 24.22.2 of the WIAA Handbook.

**STUDENT MEMBER OF A SCHOOL** – An individual must be a regular member of the school he represents in order to participate in an interscholastic athletic activity. An individual is a “regular member” of a school if he is enrolled half time or more, exclusive of interscholastic athletic activities.

A full-time private school student and an alternative school student may participate on the interscholastic teams of a public school if the student would be eligible for full-time enrollment within that public school and if the interscholastic activity is unavailable to the student in the private school or alternative school. Private school students and alternative school students must meet the same team responsibilities as public school team members and are obligated by the same standards of behavior and performance as other members of the team.

A full-time student in an approved private school who qualifies under the above paragraph shall participate only at the school that the student would normally attend.

**TRANSFERRING STUDENTS** – A representative of the school district shall inform incoming students of transfer regulations. Except as provided for in the following section, any student who transfers from one public school district to another private school, or from a private school, shall apply to the WIAA District Eligibility Committee at least seven (7) calendar days prior to participating in any interscholastic athletic activity in the new school or school district for a ruling concerning his/her eligibility.

The WIAA District Eligibility Committee shall examine the facts surrounding the student’s transfer and declare the student to be eligible unless the committee possesses sufficient evidence to establish that the student transferred (1) primarily for the purpose of participating in Interscholastic athletic activity, or (2) as the result of having been recruited by an employee of the new district or school to participate in an interscholastic athletic activity.

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If the WIAA District Eligibility Committee refuses to declare the student eligible to participate in the interscholastic athletic activity, the student shall have the right to appeal pursuant this Handbook. A student may not participate in interscholastic athletic activities for a period of seven (7) calendar days after making application to the WIAA District Eligibility Committee. If the WIAA District Eligibility Committee does not made a decision within seven calendar days, the student shall thereafter be deemed eligible to participate until a decision to the contrary is made.

The following students shall not be deemed to have elected to transfer at their will and need not apply to WIAA District Eligibility Committee:

1. Students who have transferred in order to reside with their parents, the parent with legal custody, or a court-appointed guardian, provided that the guardian has been acting in such a capacity for a period of one year;
2. Students who are under commitment to the Department of Social and Health Services, students who are on juvenile parole status and students who have been adjudicated wards of a juvenile court who have transferred as a result of the residence assigned by the governmental entity charged with their care;
3. Students whose release has been ordered by the Superintendent of Public Instruction pursuant to RCW 28A.225.230 on the basis of a special hardship or a detrimental condition of a financial, educational, safety or health nature;
4. Students who have transferred following the death or disability of both parents in order to reside with a relative.
5. A student completing the highest grade offered in an elementary or junior high school is eligible for athletic participation upon enrollment in a non-public school.
6. A student upon enrollment to the first level of a non-public school from a public school is eligible for athletic participation.
7. A student completing the highest grade offered in a non-public elementary, middle school, or junior high school is eligible for athletic participation upon enrollment in a public school in his/her residence area.

Unless otherwise provided, a student shall be eligible when attending the public school in the school district in which his/her parents/guardians reside.

A student attending school outside of his/her residence district for one calendar year or more is eligible in a school of that school district during his/her subsequent attendance in that school district so long as the attendance is continuous.

Students entering a junior high or high school for the first time from a school district which does not sponsor that grade level shall be exempt from the transfer rule. Once having made his/her choice regular residence rules apply.

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**PREVIOUS SEMESTER** - The student shall have been in regular attendance in an elementary, intermediate, middle, junior high or high school during the semester/trimester immediately preceding the semester/trimester in which the contest is held.

A student who fails to complete the previous semester/trimester shall be ineligible for athletic competition under the above stated unless the student was in regular attendance a minimum of 15 weeks of the previous semester or 10 weeks of the previous trimester.

**PHYSICAL EXAMINATION** - Every student who participates in interscholastic athletics must have passed a physical examination from authorized medical personnel according to the WIAA handbook. The physical exam shall be valid for twenty-four (24) consecutive months to the date unless other wise limited by school district policy. *(added 8-05)*

### ***Beginning September 1, 2009 the following will apply***

Any student representing the Wilbur/Creston/Keller Districts in athletic competition must have a physical examination. As of September 1, 2009 upon athletes next physical their physical will be valid for **13 months**. *(added 6 -09)*

The school in which the participating student is enrolled must have on file a statement (or prepared form) from the examining medical person certifying that his/her physical Condition is adequate for the activity or activities which he/she is participating.

To resume participation following an illness and/or injury serious enough to require medical care a participating student must present to the school officials a physician's written release.

**SEASONS' LIMITATION** – After beginning the seventh grade in school, students shall be allowed to participate in interscholastic contests only during six (6) interscholastic competitive years. The student shall have only two years of eligibility in the seventh and eighth grades. If the seventh or eighth grade is repeated the student shall be eligible only during two years. After entering the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility.

For the purpose of this rule, consecutive shall mean starting on a designated date (entrance into grade nine) and continuing without delay or interruption for four (4) consecutive years. Any student repeating the ninth grade in a middle level school shall be ineligible during that year to participate in the middle level program. For the purpose of interpreting this rule, interscholastic eligibility refers to the opportunity to participate in sports for only four consecutive academic years after entering the ninth grade and not for years of participation in individual sport seasons.

**EXCHANGE STUDENTS** – The eligibility of any student who is participating in or has just returned from an exchange program must be checked with the WIAA office before taking part in interscholastic sports.

**Students from a Foreign Country** - Request waiver of transfer rule from the WIAA office. Criteria for approval: Student must be in regular, approved foreign exchange



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program. Student must not be a graduate of a school that is equivalent of a 12-year school program. Student will not be allowed to participate at the varsity level.

**Student Going to a Foreign Country** - School should check with the WIAA office before student's departure to ascertain possible eligibility problems. School must check student eligibility upon return.

**Student as Part of International Cultural Exchange Program** – Eligibility of student must be checked with WIAA Office Criteria for program Approval by school directors of each District and approval of Office of Superintendent of Public Instruction.

**GRADUATING SENIORS** - Graduating seniors, still regularly enrolled are eligible until the official close of the school year and may complete their spring sports program.

**OVER-AGE JUNIOR HIGH STUDENT** - A ninth grade student who is ineligible to compete in junior high school athletics due to the age rule may participate in all sports in the junior high school of the school district provided both junior and senior high school principals of the school district concerned approve the student's participation. Then junior high school principal shall certify to the senior high principal the student's scholastic eligibility.

The student shall have only four consecutive seasons of high school competition in grades 9-12.

**JUNIOR HIGH STUDENT SPORTS LIMITATION** - A student shall not participate concurrently in more than one interscholastic sport per season. This does not prohibit track field days held after the close of baseball season.

**NON-SCHOOL PARTICIPATION** - During any sport season after joining a school squad, students may participate in non-school athletic activities, provided they do not miss a team practice or scheduled contest. Exception may be allowed if such activity does not adversely affect the performance of the athlete in practice and/or competition, in the judgement of the coach and/or school principal.

A student is not to be given special treatment or privileges on a regular basis to enable him to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals, or early dismissals.

Students shall not be permitted to participate on any college, junior college or university athletic team.

Students shall not compete in the uniform of their school at non-school events.

**AMATEUR STANDING** - An amateur student athlete is one who engages in athletics for the physical, mental, social and educational benefits he/she derives therefrom, and to whom athletics is a vocation and not a source of financial reward. In order to maintain his/her amateur standing, he/she may not:

- accept merchandise of more than \$100 in value;
- accept cash awards;

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- enter competition under a false name;
  - accept payment of expense allowances over the actual and necessary expenses for the athletic trip;
  - sign or have ever signed a contract to play professional athletics (whether for a money consideration or not); play or have ever played on any professional team in any sport; receive or have ever received, directly or indirectly, a salary or any other form of financial assistance (including scholarships or educational grant-in-aid from a professional sports organization or any of his/her expenses for reporting to or visiting a professional team.
- Should there be any conflict between the above rules and WIAA rules, the WIAA rules shall apply.

**STUDENTS AS AN INSTRUCTOR, SUPERVISOR OR OFFICIAL** – Instructing, supervising or officiating in any organization youth sports program, recreation, playground or camp activities will not jeopardize amateur standing.

**WARNING ON PROFESSIONALISM** – High school and junior high school athletes are warned against professionalism in any sport. An athlete should never accept excessive expense money or participate on a professional team. Under the circumstances, he/she may render himself/herself ineligible for high school athletics and/or future participation (college or amateur).

The student athlete may play summer baseball as an amateur on any team not under the jurisdiction of professional baseball.

**STUDENT APPEALS** – When students are denied eligibility by their school district official(s) they may appeal under the procedure as specified in school district policy 3241.

**HARDSHIP CASES** – The WIAA District Eligibility Committee, the Executive Director and the Executive Board are given the authority to make specific exceptions to those student eligibility regulations contained in Article 23 provided such exceptions are based upon hardship conditions which are deemed to have contributed in a significant way to non-compliance with specific regulation(s) which may be appealed.

Students may direct hardship cases to the Eligibility Committee as provided in Article 24 of the WIAA Handbook.

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## **WILBUR/CRESTON/KELLER SCHOOLS ACTIVITIES CODE**

### **RULES AND REGULATIONS**

#### **1. ALL ACTIVITIES**

All Wilbur/Creston/Keller School students who are in any activity which is conducted by the Wilbur/Creston/Keller Schools shall abide by the following rules and regulations:

a. **APPEARANCE** – A participant in any activity is required to be neat, clean, and well groomed.

b. **TRAVEL** – When transportation is provided by the school district, a participant is expected to travel to and from the events in the vehicle provided.

Parents/legal guardian may request that their son/daughter return home from an event with them or other parent friend. If the student will be leaving the game site with parents they must sign off on the TRANSPORTATION SIGN-OFF SHEET with the bus driver or coach.

District policy does not allow a student to return in separate transportation from an away event with boy/girl friend, regardless of age.

c. **SPECIFIC RULE & CONDUCT UNIQUE TO EACH ACTIVITY**

In addition to the items above teams or participants may be required to adhere to rules which are unique to a particular sport or activity, as established by the person directly responsible for the activity. (Coach, teacher, or advisor).

#### **2. ATHLETICS**

Additionally, Wilbur/Creston/Keller students who participate in any phase of the athletic program including but not limited to; players, managers, statisticians, and cheerleaders shall abide by the following rules and regulations:

d. **ASB MEMBERSHIP** – All participants must be holders of a current ASB card.

e. **ATTENDANCE** - In order to compete in a practice/contest the student needs to be in school for 60% of the day (Out of 7 classes.) If appointments need to be made they should be made after lunch, since the majority of required classes are in the mornings. (Junior High Athletes should schedule appointments on Wednesday's, since there will be no mandatory practices on Wednesday's.)

f. **SUBSTANCE ABUSE** - A participant shall not use, consume, possess, transmit, or sell alcoholic beverage, drugs, narcotics, tobacco, or legend drugs.

g. **DRESSING ROOM CONDUCT** - Participants are expected to keep their lockers locked and clean. No "rough-housing" or "horse-play" of any type will be tolerated in the dressing rooms.

h. **SCHOLARSHIP** - For the purpose of determining academic status, grades shall be checked on each Monday and Thursday of a normal school week. (updated 2014)

g. **FALL GRADE CHECK** – In accordance with WIAA 18.7.6 students who were failing more than 2 classes @ the end of the previous school year will be not be able to participate until the fourth Saturday in September or the date the WIAA sets for that current school year.

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If a student is determined to be ineligible, the ineligibility shall commence three days following the issuance of grades, but not less than three school days prior to a scheduled contest. Students who receive less than a 2.0 GPA (grade point average) and are above the WIAA minimum standards shall be required to participate in a 30 minute study table four days per week. This shall continue until the next normal scholastic progress check. A student in this category may not participate in contests, but is expected to participate in practices. Any student who remains in this category for three weeks shall be dropped from the activity. Three week period will be defined as the following: If a student is ineligible for the first 2 weeks and then becomes eligible they can once again participate. However, if once again they become ineligible for another week ex: Thursday to Thursday they would have 3 weeks of ineligibility and be dropped from the activity. In addition, at the end of the quarter if a student is ineligible they will remain ineligible until 10 days (1.5 weeks) into the following quarter. This would allow ample time for the student(s) to have a grade reflective of the new quarter. Therefore, if they are ineligible @ the end of the quarter they will automatically have 1.5 weeks added to their 3 week total. (updated 2014)

Any student who receives an F grade, deficiency notice, progress report indicating “doing poorly” or a teacher referral regardless of GPA, shall be required to participate in a 30 minute study table four days per week until normal progress check or, in the case of a teacher referral, when the teacher indicates in writing that the deficiency no longer exists. In no case shall a student be on study table less than (4) times. Students in this category may continue to participate in both practices and contests unless they fall into one of the above categories.

Students failing to comply with the study table requirement may be subjected to immediate ineligibility. Academic eligibility requirements, which exceed WIAA minimum standards may be waived by the principal if, in their judgment after consultation with all involved persons, circumstances warrant it.

The Creston and Wilbur School District will have the ability to require students in junior and high school athletes to participate in PE. If a student fails to suit-down and participate in PE the teacher will contact the coach and the athlete will not be allowed to practice or participate in practice or a game for that day. (updated 2014)

### 3. ELIGIBILITY

In addition to the above, all WIAA eligibility rules shall be followed in all WIAA sanctioned activities. All interscholastic athletics and band are WIAA sanctioned activities.

### 4. ACTIVITY SEASON

The rules and regulations apply to each student who participates during the activity season, which begins with the first team practice and continues through the ~~SPORTS BANQUET~~ *WIAA State Championships as defined in the WIAA Handbook* of any member of the participants squad or team. It will be district policy to ~~hold the spring sports banquet on the immediate Monday following graduation.~~ (added 8/03)

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### 5. VIOLATION OF CIVIL LAW

(A) If an athlete admits to committing or is found guilty of a misdemeanor, other than a minor traffic violation, they will be disciplined in the same manner as a substance abuse infraction (see DISTRICT DISCIPLINARY ACTION)

(B) If an athlete admits to and/or is found guilty of a felony, they will be suspended for the rest of that sports season. If the violation occurs at the end, or near end, of the sports season, suspension could carry over into the next season to provide appropriate time period for the suspension.

(C) If an athlete is under investigation for a felony offense the Athletic Director or School Principal will conduct a school investigation separate from any civil authority to determine if there has been a violation of any aspect of the athletic code and should the athlete continue to represent the team/school as a member in good standing.

(D) Behavior detrimental to the team/school will be cause for suspension from District Sponsored activities.

### 6. DISCIPLINARY ACTION

Violation of the rules will result in appropriate disciplinary action as determined by the principal or athletic director in consultation with the respective person directly responsible for the activity. This may include removal of the participant from activities for the remainder of the school year.

Violations for use possession of or sale of legend drugs

#### (updated 5-12)

(a) First Violation: A student athlete will be immediately ineligible for competition in the current interscholastic sports program for the remainder of the season.

(b) Second Violation: A student athlete will be ineligible and prohibited from Participating in any WIAA member school interscholastic sports program for a period of one (1) calendar year from the date of the second violation.

(c) Third Violation: A student athlete will be permanently ineligible and prohibited from participation in any WIAA program member school athletic program.

### 7. DISTRICT DISCIPLINARY ACTION

1-A Violations for rule #F other than legend drugs will result in appropriate disciplinary action.

#### First Offense

**Option A:** Removal from all athletic teams for the remainder of the school year.

**Option B:** Enroll in an approved alcohol/drug/tobacco intervention workshop. In the case of offense of civil law, appropriate counseling sessions will be scheduled. The student may remain on the team as an actively participating member in practice, during the invention time. In order to compete again the student must appeal to the athletic director(s) and explain why they deserve a chance to compete again, the director(s) will then decide the length of time of the suspension, usually the athlete will be suspended from participating except in practices, **40% of the regular season for that respective sport.** (updated 5-12)

#### Second Offense (in a school year)

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Removal from all athletic teams for the remainder of the current season.

### **Third Offense (in a school year)**

Removal from athletic teams for the remainder of the school year.

2. Rule #h(Scholarship) will be implemented cooperatively by the athletic director and principal as set forth above.
3. Rule #c(Specific Rules and Conduct Unique to Each Activity) and rule #g(Dressing Room Conduct) will result in appropriate disciplinary action as determined by the respective person directly responsible for the activity.
4. Parental Contact-When discipline will involve time lost from an activity or practice other than during the immediate session, the person in charge will contact the parents or guardians to apprise them of the situation.
5. Procedures Prior to Removal-If a student is to be removed from an extracurricular activity covered by this code for a period in excess of one (1) session the person imposing such discipline, and the principal/designee shall review informally the proposed discipline prior to its imposition. Upon its being imposed, the student, parents, or guardians shall be entitled to follow the grievance procedure issued pursuant to policy #3313.

## **ANNUAL NOTICE**

The district shall provide annual notice to the students and parents that Student Policy and Procedures, Student Rights and Responsibilities, is on file for review in each school building or in the administrative building. Requests by parents or eligible students for complete copies of the policy shall be honored.

Legal References:

RCW 28A.225

RCW 28A.600.020

RCW 28A.600.200

RCW 28A,400.110

WAC 180-40

## **TRANSPORTATION RULES**

Below is a set of district guidelines for transportation during activity travel and field trips. The purpose of this guideline is to establish a working relationship between the bus driver and the teacher or coach in charge of students.

The Wilbur/Creston/Keller School Districts encourages students to participate in school sponsored activities beyond the regular classroom and, within specific guidelines, provides transportation opportunities for such student involvement.

The Wilbur/Creston/Keller School Districts reminds all school bus passengers of their individual

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responsibility, through acceptable behavior, for the safety of all bus riders. Any student behavior, movement, or activity that diverts the driver's attention from his/her driving responsibilities, places the bus and passengers in an unsafe situation.

The District also expects passengers to assist in the care and cleanliness of the vehicle in which they ride. Using garbage containers or wearing street shoes, for example, are two ways to assist the driver and the District in appropriately maintaining school vehicles.

When or for whatever reason, a student rides a school bus, the student is expected to behave as if he/she were in the regular classroom.

1. Treat your driver with courtesy. Your driver is responsible for your safety. If your driver asks you to do something, please do it as quickly as possible.
2. Students are responsible to the supervisor and bus driver for supervision at all times. However, the bus driver has full authority over all passengers while they are riding on the bus.
3. Students are to wear street shoes while in a school vehicle. Students who are transported to activities in school vehicles are not to wear cleated or spiked shoes. These include golf shoes, track shoes, baseball shoes, football shoes, etc.
4. Students may take food on the bus provided the supervisor is willing to assume the responsibility for cleaning the bus after the food is consumed.
5. Students are to wait until the last game or scheduled activity is completed before boarding the bus.
6. Bus drivers are not responsible for supervision of students during the activity. Students arriving by bus are to return by bus unless parents submit prior written request.
7. When returning from an activity, students will be allowed to exit the bus in locations that are enroute and are deemed safe by the driver **PROVIDED**: Parents have submitted a prior written request for such exception.
8. Passengers, for their own safety and those around them, are expected to remain seated while the bus is in motion. Smoking, lighting matches or lighters or the use of any flame or sparking device is considered unsafe, and as such, will not be permitted on the school bus.
9. Using vulgar or obscene language or gestures while riding a school bus is not acceptable behavior.
10. Students are expected to keep their head, hands or arms inside the bus whether the bus is in motion or standing still.
11. Students are requested to keep the bus clean and not track unnecessary dirt onto the bus. Spitting is not acceptable behavior.

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12. Students are not to throw refuse from the windows.

13. Any piece of equipment that is transported in the interior of the bus will be kept in the students' control at all times. Transporting any equipment that does not fit on a student's lap, or in the luggage compartment will be secured firmly between the seats in order to avoid impairing the safety of those passengers on the bus.

14. Athletic events at Creston and Wilbur on Saturday's will be considered home events and no transportation will be provided for athletes. (*added 8-03*)



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**AWARDS AND LETTER INFORMATION**

**AWARDS FOR ATHLETICS**

An athlete award is a symbol of athletic accomplishment, good sportsmanship, and observance of athletic policies. Since the award is a symbol of accomplishment, its value lies in its implication rather than its monetary worth.

In order to qualify for an athletic letter, a student athlete must meet the requirements as set forth below. **Athletic letters and awards shall be presented only to participants who complete the entire season, which includes maintaining eligibility and attending the sports banquet for a given sport.** (This does not apply to participants who are unable to complete a season due to illness or injury.)

A JV Pin (gold lettered with JV) will be offered to jv players. *(added 8/03)*

<b>A season is defined as: ACTIVITY SEASON</b>
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The rules and regulations apply to each student who participates during the activity
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season, which begins with the first team practice and continues through the WIAA State Championships as defined in the WIAA Handbook. <u>If a sport season overlaps the athlete will be considered in the sport they are currently practicing.</u> <i>(added 8/03)</i>
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**\*\*\*AN ATHLETE MAY BE DENIED AN ATHLETIC LETTER OR AWARD FOR NON-ATTENDANCE AT THE SPORTS BANQUET FOR THAT SPORT.**

Athletes returning from disciplinary action, shall only be eligible to receive certificate of participation awards.

Upon voluntary dropping out of a squad team or being dropped from the squad for disciplinary reason, a student athlete automatically forfeits any points, awards, or letter he/she may have received in that sport.

**The coach maintains the right to recommend any student athlete for a letter award if for some reason he/she believes the athlete to be deserving.**

**ADDITIONAL REQUIREMENTS FOR LETTERING**

1. Each student must complete the sports season, unless injured or excused by the coach, to be eligible to receive a letter.
2. A student athlete who is a senior and has participated in three (3) consecutive years of service for a given sport may letter.
3. A student serving as a team manager will earn a letter at the discretion of the coach.
4. A certificate of participation will be awarded to each member of a team not receiving a letter.
5. Statisticians may receive either certificates of participation or letter awards.
6. A student athlete who meets the requirements for a letter for the first year will receive a letter, certificate of lettering and an emblem for the sport in which the letter is earned.
7. A student athlete who meets the requirements for a letter after the first letter will receive a certificate of lettering, and an emblem for each sport where letter is earned.

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8. Turn in all athletic equipment and pay for any fines and obligations involved with that particular sport.
9. All coaches are to state their lettering requirements at the beginning of the season. (*added 8/03*)

**UNIFORM COLLECTION:** A player who does not turn in a uniform by the requested time determined by the coach will not receive a letter or award until they are turned in.

## WILDCAT ATHLETICS

### COMMUNICATION AND COMMITMENT

**Philosophy:** Communication and problem resolution occur best in an environment of mutual respect and civility among coaches, players, parents and the community. Because of the emotional framework surrounding competitive athletics and the number of people involved, problems will occur. In dealing with the conflicts faced in athletics, communication must be established, role responsibilities defined and expectations communicated so that resolution and closure of issues can be accomplished. Each group represented in competitive athletic shares the following ideals and commitments.

**Player Commitment:** Players are committed to an attitude and philosophy that enhances group unity and teamwork. Each player should communicate directly and honestly with fellow players and with coaches in any area of athletic concern or conflict.

**Coach Commitment:** Coaches will respect the dignity and individual value and honesty with players, parents and administration. Coaches must approach situations and in a “no surprises” manner. Coaches are responsible for but not limited to issues such as those involving playing time, team selection and offensive/defensive strategies. Decisions in these areas need to be communicated with players, again supporting a “no surprises” process. Coaches must be committed to facilitating communication.

**Parent Commitment:** Parental support and encouragement are a vital aspect in the success of athletic programs. By promoting a strong work ethic and commitment to team unity, parents can enhance the athletic program and the individual growth of their player. Parents will respect those areas of responsibility (listed above) that coaches are charged to fulfill. Input into these areas may be addressed and communicated to coaches, but parents need to respect the coaches’ authority for decision-making in prescribed areas. Parents also need to be committed to facilitating communication.

**Administrative/Board Commitment:** Administrators and board members play an important role in the support of athletic programs. In the communication process, board members and administrators understand the roles and areas of responsibility of the coaching staff.

### Athletic Concern Process

**Operational strategies will be used on a yearly basis in the implementation of the Wilbur/Creston/Keller athletic concern process:**

1. Coaches and Board Representatives will complete conflict resolution training and personal communication training on a yearly, pre-season basis. This will be provided from a scripted list of major points and conducted by the school counselor or other qualified trainer. Participation will be verified by the AD and will be a requirement of employment and evaluation.

Coaches will complete a yearly pre-season review of the athletic concern process. This will be provided and verified by the AD from a scripted list of major points and will be a requirement of employment and evaluation.

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2. Coaches will present and discuss the athletic concern process with players and will discuss roles and responsibilities in the process. The discussion will be based upon a scripted list of main points and a copy will be given to the athlete. A list of names and dates verifying that each athlete received the material will be kept by the coaching staff.

3. The AD and a Board member will be present at each pre-season parent/athlete meeting to explain the athletic concern process, to discuss issues of closure and resolution, and to indicate who the Board representative is in such matters. This discussion will be based upon a scripted sheet of major points. Parents will receive a copy of the process and related points. A list of names and dates verifying that each parent has received the material will be kept by the coaching staff.

4. A Board member will be selected as the Board's specialist in the athletic concern process. Other Board members will refer concern to that representative.

5. The process for dealing with athletic concerns will be included in the student athlete handbook as well as in the coach's handbook.

6. A coach or parent may initiate a discussion of concerns in a conference format if either perceives that there are issues that have become a source of concern to the team, program, coaching staff, or players. That meeting, however, will occur at a designated time and location that allows the AD to promptly intervene as a facilitator if requested by the coach or parent. A coach may also exercise the option of conducting all conferences related to his program in format where the AD is present. Requests for conferences and the arrangement of those conferences may be initiated between parents/coach and AD, by the parent to the Board representative, or between the coach and parent. \*\*If the complainant is not willing to participate in the process in which the issues are conveyed to the coaching staff directly by the concerned party, no further action will occur and concerns will not be forwarded indirectly to the coaching staff.

### **Scripted List of Main Points Athletic Concern Process**

*To be used by Board Members at Pre-Season Meetings*

*To be used by the AD at Pre-Season Coaches' Meetings*

*To be used by Coaches at their Pre-Season Team Meeting*

1. Concern needs expression. (These concerns are related to such issues as playing time, strategies, team selection, practice considerations, etc.) \*\*Issues involving ethical conduct, illegalities, or personnel related issues that would be routinely addressed by a principal to a staff member may be initiated by the AD without the conference process.

2. A coach or parent may initiate a discussion of concerns in a conference format if either perceives that there are issues that have become a source of concern to the team, program, coaching staff, or players. That meeting, however, will occur at a designated time and location that allows the AD to promptly intervene as a facilitator if requested by the coach or parent. A coach may also exercise the option of conducting all conferences and the arrangement of those conferences may be initiated between the coach and parent. (\*\*If the complainant is not willing to participate in the process in which the issues are conveyed to the coaching staff directly by the concerned party, no further action will occur and concerns will not be forwarded indirectly by other parties or the AD to the coaching staff.) Meetings will be setup during the season up to the

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last week of the regular season. No meetings will be scheduled during the post season so as not to interfere with team and coach preparation.

3. A commitment to closure is desired. However, if closure is not achieved, the parties may take their issues before the Athletic Board at their next meeting. The board will hear (take under advisement) concerns from those individuals for no more than 5 minutes. The Athletic Board will refuse to listen to concerns from individuals before they have met with respective coach and AD. In addition, the coach has the option to attend the meeting. Both the parent(s) and the coach(es) will have an opportunity to share (5 minutes), the parent(s) first and the coach(es) second. The parent(s) and coach(es) will wait outside the meeting while the other speaks.

4. Roles and responsibilities of coaches, players, and parents will be discussed at the pre-Season parent meeting by the Board representative/AD and by the coaches with their athletes.

### Athletic Event Cancellations

If school is cancelled due to poor weather, the athletic event and practice for that day is cancelled.

If the athletic event falls on a Saturday or a holiday, the following guidelines will be followed:

**Home Games:** The decision will be made by the visiting school, and will be in communication with Wilbur-Creston.

**Away Games:** The decision for cancellation will be made by the Transportation Supervisors, Superintendents, Principals and Athletic Directors two hours prior to the first bus leaving.

**Away Games Special Situation:** If bad weather occurs at an away athletic event the bus driver(s) make the decision to leave for safety purposes.

It is imperative that coaches alert their players that the game is cancelled or changed through a phone tree or a direct call to each player and support personal. (*added 8-04*)