

# NORTH LAKE SCHOOL ACTIVITIES HANDBOOK



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Revised Annually Since 2002  
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North Lake School District  
P.O. Box 188, N75 W31283 Hwy VV  
North Lake, WI 53064

NORTH LAKE SCHOOL'S ROLE  
IN  
EXTRA-CURRICULAR ATHLETICS  
& ACTIVITIES

North Lake School will support and promote all athletic, academic and artistic teams at the school. It will work to provide opportunities for maximum student participation whenever possible. The school will recommend guidelines for students, parents, coaches and spectators in order to ensure the best possible program for all of the students.

Every effort will be made to encourage participants and to promote self-respect, teamwork and accomplishments. School spirit and school pride will be positively targeted each year through the extra-curricular program, through student leadership activities.

North Lake School's Activities Mission:

To provide athletic, academic, and artistic opportunities which support the North Lake School Community and compliment the school's efforts to provide comprehensive educational growth opportunities. These opportunities will help each participating student:

- \* develop an improved level of skill
- \* develop an appreciation for the values of discipline
- \* develop teamwork and school spirit
- \* develop sportsmanship with appropriate actions and attitudes about winning and losing on and off the "field"
- \* develop and display proper respect toward coaches, teachers, officials, other athletes and participants, community and him/herself.

Objectives:

1. To encourage all students to participate in extra-curricular activities
2. To include all students expressing an interest in participating in their chosen activity
3. To promote the need for good physical and mental health and wellness
4. To learn the rules and fundamentals of each sport or activity
5. To enhance self-esteem through extra-curricular activities
6. To participate in interscholastic competition

## THE COACH...

- Knows the activity they are coaching and understands the developmental level of their participants.
- Inspires in participants a love for their activity and the desire to accomplish a personal or team goal.
- Teaches the participants that it is better to lose fairly than to win unfairly.
- Leads the participants and spectators to respect officials by setting a good example.
- Is a role model for the participants.

## THE OFFICIAL...

- Knows the rules.
- Knows the game or activity is for the participants and lets them have the spotlight.
- Is fair and firm in all decisions.
- Treats participants, coaches, and spectators courteously.

## THE PARENT AND SPECTATOR SHOULD ALWAYS...

- Cheer positively and appropriately. Please refrain from bringing noisemakers or other devices that could interfere with the activity or other spectators.
- Show appreciation for all good efforts and plays made by all participants.
- Keep negative emotion and comments to themselves. If there is a perceived problem with the activity's officiating, coaching, or play, issues should be addressed with the coach or activities director in a private and respectful manner.
- Allow the coach to do the coaching. If there is a problem, it should be addressed privately and respectfully.
- Understand that they are representing their family, school, and community with their behavior in the stands and audience.
- Supervise all children that attend with them at all times. Keep younger children in designated areas available to spectators. Please keep all non-participants from playing on the gym floor or stage during intermissions. The school hallways and classrooms are off limits during athletic, academic, and artistic events and competitions.

# ACTIVITIES GUIDELINES

## STUDENT REQUIREMENTS

- North Lake School is committed to promote "personal pride" by implementing a No "F" Policy. Students may not participate (practice or play) in any school sponsored extra-curricular activity when their grade average is failing in any subject. As soon as the "F" has been resolved, the student is welcome to resume their participation in their chosen activity immediately.
- Grades will be checked during the duration of the activity. Students must maintain a C average to be eligible to participate in athletic, academic, or artistic competition. The average will be calculated on all core subjects. The superintendent/activities director will be in charge of determining eligibility. Individual circumstances may dictate a conference between the student, parent, teacher(s), coach and principal waiving this requirement. Our goal is to inspire our students to commit to their schoolwork as well as provide activities to enhance their school experience.
- Students must have a medical form on file prior to participating (practice or play) in extra-curricular sports. Medical forms are good for 2 calendar years.
- Students must sign up for the sport/activity and pay the fee during the sign-up period. Students will be given a refund of their user fee if they choose not to participate after the first week of practice. No refunds will be given after the first full week of practice. No fees will be refunded due to academic ineligibility.
- Students are expected to conduct themselves in an appropriate manner at all events or they will risk losing game playing time or suspension from the team.
- Students receiving a detention will be suspended for the next athletic event; however, attendance is required.
- Students who receive a school suspension will be suspended for the next game and will be ineligible for team participation during the duration of the suspension.
- Students receiving three suspensions during a school year will become ineligible for extra-curricular athletics the rest of that school year.
- Student conduct violations will be reviewed by administration on a case by case basis when students participating in a non-athletic activity have broken the activity code.
- Students found to be using tobacco, alcohol or illegal drugs will become ineligible for extra-curricular activities during the rest of that school year.

## GUIDELINES FOR STUDENT PLAYING TIME

- Students must consistently attend and participate in practice sessions to be eligible for game play.
- Students absent from school on the day of a game/activity will not be eligible to participate in the activity that day. (Exceptions include: funeral, a doctor/dentist appointment, family business) Approval by the Activities Director is necessary.
- Students having excused absences require a written note from a parent.
- Students with three or more unexcused absences for practice or games will result in a minimum one game/meet suspension. Continued absences will result in dismissal from the team.
- Student attendance at all games/activities is required even if the student is not participating.
- Students will show respect towards the coach, officials and fellow players or will risk losing playing time.
- Students must strive to improve their skills for themselves and the team. Outside development of skills is encouraged.
- Students are expected to be neat and dress in proper uniform and shoes for all games. Uniforms are to be returned in good order promptly at the end of the season.
- Coaches should strive to play all 5<sup>th</sup> and 6<sup>th</sup> grade athletes equally in all regular season competition unless athletes have not complied with the student requirements stated in this handbook.
- 7<sup>th</sup> & 8<sup>th</sup> grade athletes are expected to play in all regular season competition; but playing time may be limited by competitive situation, or by failure to comply with the student requirements in this handbook.

## PARENT REQUIREMENTS

- Parents are responsible for transportation to and from all events and practices unless otherwise specified prior to the event.
- Parents are required to attend all parent meetings as called by the Activities Director.
- Parents are responsible for signing the parent form and paying the user fee on time.
- Parents are responsible for uniform or equipment replacement costs for damage not caused during normal use or for a uniform not returned.
- Parents are responsible for ensuring that the medical form is on file prior to participation.
- Parents are responsible for proper conduct and sportsmanlike behavior during games and practices.
- Parents are responsible to accept the results of each game and encourage sportsman-like behavior in their child whether the team wins or loses.
- Parents are required to complete and turn in to the Activities Director, at the end of the season the North Lake Athletic Season/Coach Evaluation.
- Parents are required to participate in supporting the activities program by volunteering at tournaments, and/or fund raising activities when help is needed. Information will be provided regarding volunteer options with the registration information.

## COACHES REQUIREMENTS

- Coaches are required to follow all guidelines and procedures set in the North Lake School Board Policy Book - job descriptions.
- Basketball coaches are required to attend, without exception, the mandatory Coaching Development Clinic presented by AMSAC prior to the basketball/volleyball season. Attendance for retraining is required every two years.
- Coaches are required to report all student/adult injuries to the school office.
- Coaches are required to attend all areawide coaches meetings and Local Athletic Director meetings as called.
- Coaches are responsible for understanding and enforcing all the policies set forth in the Activities Handbook.
- Coaches are expected to provide the fundamentals of their respective sports/activities, the basics of good sportsmanship and the benefits of team participation and camaraderie.
- Coaches are expected to develop and enhance skills and team development as is warranted and as is consistent with the team's ability to participate competitively in league play.
- Coaches are expected to come to practice organized and prepared. They are encouraged to seek training to enhance their coaching skills. Coaches are expected to ensure safe conditions at all times for their players.
- Coaches are expected to demonstrate effective motivational skills that provide positive and appropriate feedback to the players.
- Coaches are expected to apply specific competitive tactics and strategies appropriate for the age and skill levels involved.

- Coaches may seek volunteer assistants to help with skill development, management of large student numbers, and other practice concerns per discussion with the Activities Director.
- Coaches must have tournament commitments pre-approved by the district administrator prior to submitting form/fees.
- Coaches must have activities that are above and beyond the typical scope of the schedule pre-approved by the district administrator.
- Coaches must have a copy of the team roster along with the practice and game schedule on file in the school office. This information will also be sent home to parents as soon as it becomes available.

## TEAM STRUCTURE

North Lake School Board Policy will be followed for team structure and competition level. An inclusionary approach will be used at all levels. Guidelines for game playing time will be: 5th/6th grades - all players will play approximately equal time; 7th/8th grades - game playing time will be based on the competition level of the game (coaches' discretion). The guidelines listed below may be modified dependent on league schedules and recommendations and/or School Board policy/procedure. If teams are split, they will be done so as to create two equally talented teams at the 5-7<sup>th</sup> grade level. Grade 8 will follow the AM SAC guidelines for A/B split teams.

## GUIDELINES

5th, 6th 7th and 8th Grade Basketball: Each team will be open to 5th, 6th, 7th and 8th grade respectively, each grade running its own girls team and boys team - one coach per team. The minimum number to run a team will be 7 players. The suggested number to split to two teams - two coaches is 16 players.

Spring Girls and Boys Volleyball: The teams will be open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. The minimum number to run a team will be 8 players and one coach. The suggested number of players to split to two coaches/teams will be 16 players.

## CONFLICT RESOLUTION

- All conflicts involving extra-curricular activities should be addressed solely with the individuals involved whenever possible. Conflicts should be brought to the attention of the coach first in order to settle the matter informally between parties. (i.e.: student/coach, student/student, parent/coach).
- All concerns between parties should be addressed as soon as practical and in a respectful and confidential manner.
- If the matter cannot be solved informally, then either party and/or the coach may submit a "Conflict Resolution" written form to the Activities Director for review.
- The Activities Director will contact the party(ies) submitting the form to schedule a confidential meeting with the Activities Director and possibly the superintendent, to explore other options.
- If other options cannot be found, either party may request a confidential hearing with the full School Board. The decision at the School Board level will be the final decision in the mediation process. There will be no appeal of the School Board's decision. The School Board will reply in writing per policy #8005.1 "Citizen Complaint Policy." A copy of the written response will go to all parties involved.

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## CONFLICT RESOLUTION FORM

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_



Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

1. SUGGESTION/STATEMENT OF CONCERN

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2. SPECIFIC FACTS LEADING TO SUGGESTION/CONCERN

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3. ACTION WHICH IS SOUGHT

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Signature/Date: \_\_\_\_\_

Received by/Date: \_\_\_\_\_