

**DELAVAN-DARIEN SCHOOL DISTRICT  
ATHLETIC DEPARTMENT**



**INTERSCHOLASTIC ATHLETIC  
HANDBOOK FOR STUDENTS AND  
PARENTS**

**Adopted by Board of  
Education February 10,  
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## **I. PHILOSOPHY**

The school administration and coaches of the Delavan-Darien School District have developed an athletic program which they feel will develop students into good citizens-- mentally, morally, and physical. It has been the consistent aim and purpose of the coaching staff and the athletic philosophy of the school district to provide every student an opportunity to participate in one or more sports during each school year.

It is the sincere hope of the athletic staff of the school district that all students take advantage of the excellent additional educational opportunity they have for self- improvement through athletics.

## **II. ATHLETIC ELIGIBILITY INFORMATION**

As a member of the Wisconsin Interscholastic Athletic Association, the rules and regulations of the W.I.A.A. govern the participation in athletics and sport activities by boys and girls both in and outside the school.

## **III. CONDUCT OF ATHLETES**

Developing sportsmanship in young people is one of the primary objectives of interscholastic athletics. The idea of "fair play" is seen in every aspect of modern day living. It is a quality of responsible behavior, including self-control and self-discipline. Good sportsmanship is a necessary part of the interscholastic athletic program, and it is the hope that by reiterating the fundamentals of sportsmanship and responsibilities of participants that we can help instill in the minds of young athletes how important good sportsmanship is as a way of life and to ultimate success.

### **Fundamentals of Sportsmanship**

1. Show respect for the opponent at all times. The opponent should be treated as a guest and accorded the tolerance, honesty, and generosity, which all human beings deserve. Good sportsmanship should be a top priority in all programs.
2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good Sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

4. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his or her own bias for prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good Sportsmanship is concerned with the behavior of all involved in the game.
5. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

#### **IV. ACADEMIC ELIGIBILITY**

##### **A. Grade Eligibility**

**Students who represent DDHS on the athletic field must display the highest type of citizenship. Certain academic standards must be maintained in order to be eligible to participate in interscholastic competition. A student who has failed or received incompletes in any subject during the same grading period shall be ineligible until removing the credit and/or grade deficiencies, but not for less than 15 consecutive scheduled school days and nights. Established exceptions have been made to these rules by the WIAA in the fall when athletic contests are scheduled prior to the start of classes.**

**If a student is failing a course at the quarter, the student will be put on watch. If the student is failing at semester, they will be placed on probation for one year at that point. During probation, grades will be checked every three weeks for students on probation. If at any point during the probationary period, a student is deemed to be failing a course at the check period, they will become ineligible for the next 15 consecutive scheduled school days. To regain athletic eligibility, after 15 consecutive scheduled school days and nights, a student is to submit a grade report of their current standing in each of their classes to the Athletic Director. Coaches/Advisors will be supporting probationary students that make the watch list or who are on probation. The watch list begins at the end of the first quarter of the 2018-19 academic year, with probation beginning in January, 2019.**

The ineligibility status described above will be adjusted for students in fall sports, which begin competition before the first day students are in class. The period of ineligibility shall be a minimum of three weeks (21 consecutive calendar days) except that it shall not extend over more than

three games.

B. Procedure for Regaining Academic Eligibility

A student ineligible by reason of academic failure may pick up a form from the athletic director three weeks from the day report cards are issued. This form is to be signed by all the student's teachers and then this record of their classroom work during this period of ineligibility should be submitted to the athletic director.

In such instances, a student may not receive failing grades in any subject. In the event they do, their ineligibility will be continued for three additional weeks. A student may continue to practice before eligibility is regained either during or at the beginning of a season, but they may not participate or suit up for games. Before an ineligible student may compete, he/she must present his/her coach written approval from the athletic director.

## **V. PHYSICAL EXAMINATION REQUIREMENTS**

The W.I.A.A. and the Delavan-Darien School District require all students who participate in interscholastic athletics have a physical examination by a qualified physician every two years. It is important to remember that physical examination cards are filed by school year. This means physical exams taken during any month of a school year are good for that school year and the next one only, **UNLESS** the physical is taken after **April 1st** (in which case it is good for the remainder of that school year and the next two school years.) The green colored card is for recording physical examinations and the buff colored card is the alternate year permit.

## **VI. GROOMING AND DRESS POLICY**

There is no dress code for athletes as such, however, it has been a tradition that athletes dress up on days in which they participate in athletic contests.

Since pride is a very essential part of how one performs in any activity, it goes without saying that in athletics this is of tremendous importance. Coaches, by in large, believe that it is important to look good, not only on, but off the playing court as well. With this in mind, we would like our athletes to set the example in dress at all times, that is during school, game days, and when traveling to out-of-town games.

## **VII. TRAINING RULES AND REGULATIONS**

### **A. Team Training Rules**

The use and/or possession of alcoholic beverages, tobacco, Federal Legend drugs- with no prescription, and Schedule One drugs (those that have no proven medical use) as specified by the Bureau of Narcotics and Dangerous Drugs, is strictly prohibited.

The administration of the Delavan-Darien School District reserves the right to administer consequences for any infractions of school rules. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances. In all cases, students will receive due process in accordance with school board policy. If an alleged student violator refuses to cooperate with an investigation, DDSB reserves the right to determine consequences based upon the information gathered.

### **B. Violation – When a violation takes place, the following action will be taken:**

#### **1. First Training Rule Violation - Grades 9-12**

Suspension for three games, meets, matches for those activities with 11 or less scheduled contests; suspension for four contests

for those with 12-14 scheduled contests; and five contests for those with 15-18 or more scheduled contests. The W.I.A.A. tournament series would not be considered as a scheduled contest when figuring the total games in a season; however, in the event an athlete violated a training rule, a tournament series contest would count toward the number of suspended contests.

2. **Second Training Rule Violation**

Suspension for two consecutive athletic seasons in which the athlete would participate in; from the date of offense. The remainder of the current season will be considered part of the suspension period. The number of scheduled contests remaining in the current season will determine the length of the entire suspension.

3. The above penalties can be reduced by  $\frac{1}{2}$  (1 time) if the student athlete chooses to participate in the Walworth County Underage Alcohol Violators Program or any other related course that the athletic director has given prior approval.

4. **Third Training Rule Violation**

Suspension for three sport seasons in which the athlete would participate in from date of the offense.

5. A Fourth training rule violation will result in suspension from all sports while a student at DDHS.

6. Violations are cumulative grades 9-12.

C. **Additional Provisions:**

1. Suspension for any reason only becomes final after the Athletic Director has heard and approved the reason that a coach feels such action is necessary.
2. Students under suspension may practice but may not suit up for a contest or assist in any way.
3. A student who violates an athletic team-training rule would not be eligible for either a nomination or be a recipient for any award at the conclusion of the season. In addition, a student who violates a training rule may not continue to serve as a captain during the season of suspension. If the violation occurs after the season was concluded and the award not made, it shall be forfeited. The athletic director and principal must approve any departure from this policy.
4. Student athletes are to observe training rules year round as long as they are a candidate for any athletic activity.
5. The athletic director will be informed of all training rule violations and other suspensions, and a letter explaining the action taken will be sent by the athletic director to the parents of

students involved in training rule violations.

6. Students who plan on participating in the athletic program are required to sign a training rule agreement before they may begin practice.
7. Students either suspended or dismissed for disciplinary reasons and/or violation of the athletic code may not try out for another team until such time as all provisions of the original disciplinary action have been satisfactorily resolved.

## **VIII. CURFEW**

Students on athletic teams are to follow the curfew of the City of Delavan.

## **IX. SCHOOL CITIZENSHIP**

- A. Students who represent Delavan-Darien High School in interscholastic athletics must be good citizens in the school and good citizens in the community. A student who indicates by his/her behavior that he/she is not a responsible citizen of the school and the community may be removed from athletic participation by the athletic director or principal for a period that is commensurate with the misbehavior.
- B. Insubordination or disrespect to any coach will not be tolerated. It could mean suspension or dismissal from the squad.

## **X. HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Under Wisconsin State Statutes hazing is defined as follows:

948.51 Hazing. (1) In this section "forced activity," means any activity, which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts, which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub. (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another. (b) A Class E felony if the act results in great bodily harm or death to another.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal who will then inform the superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy or fail to report hazing incidents may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion. Disciplinary action for staff members may include, but not be limited to, termination of employment.

Retaliation against anyone reporting or thought to have reported hazing behavior is prohibited. Encouraging others to retaliate is also prohibited. Both actions are subject to disciplinary actions.

Legal Reference: PI 9.03, Section 118.13  
Wis. Stats. 895.77(2), 947.0125, 947.013, 948.51(2)

## **XI. DEFINITIONS**

- A. For purposes of clarity, there are three athletic seasons in a school year - fall, winter, and spring.
- B. Awards are defined as any type given in recognition of excellence in a leadership role and athletic skills, such as captain, all conference, most valuable player, etc.

## **XII. STUDENT ASSISTANCE PROGRAM**

The student assistance program is to provide students with an alcohol or other drug problem an opportunity to continue to participate in the interscholastic athletic program. Athletes may not use the program to avoid the assessment of penalties for the violation of training rules.

If an athlete feels he/she has a problem with either drugs or alcohol and voluntarily becomes involved in the SAP, members of the coaching staff will not be informed of the student's participation in the program. However, in the event a training rule violation is reported to either the coaching staff or school administration after an athlete has become actively involved in the SAP, penalties as outlined in the code will be enforced. Students may contact either any member of the Student Assistance Core Group or the Athletic Director to become involved in this program.

### **XIII. REQUEST FOR HEARING**

Athletes and their parents who wish to appeal a decision relating to eligibility may request a hearing by notifying the principal. The principal will, as soon as possible, set a mutually agreed upon time and date. The principal may request that the athletic director, coach, and other concerned individuals be present to hear the aggrieved statement. At the conclusion of the hearing a decision will be made and the student and parents will be notified of the decision within four school days.

### **XIV. ATTENDANCE**

- A. Students that are suspended from school will not participate in either practice or any athletic competition during the suspension.
- B. Students must attend school the **entire** day (7:30 a.m. – 2:43 p.m.) in order to practice or participate in athletic contest on that day. Those students who are on the work release program must attend half a day. Pre-arranged requests for absence for extenuating circumstances (i.e. Dr. appointments, college visits, etc.) would be subject to approval by the principal or athletic director.

- C. Students who have medical excuses for physical education may not participate in the interscholastic program.

**XV. DUAL PARTICIPATION POLICIES**

Under very specific guidelines a student may be permitted to participate in two different sports that have concurrent seasons. Form must be picked up from the athletic director. See dual participation guidelines in the appendix.

**XVI. AWARD POLICIES FOR ALL SPORTS**

- A. All W.I.A.A. requirements must be met. High school scholastic, citizenship, and sportsmanship requirements and all training rules must be followed. In addition to school rules, coaches may establish rules that pertain to the sports that they coach.
- B. The student must have the attitude of true sportsmanship; this should include knowing the rules of play and playing fair, hard, and clean. Above all, he/she shall bring no discredit to teammates and school by unsportsmanlike acts. The athlete should set the example in the way of conduct for all other students of the school. For example, he/she shall attend school regularly, be punctual, and show respect for others.
- C. Regular attendance at practice sessions must be maintained. Coaches of individual sports will make the decision whether an absence is either excused or unexcused.
- D. All school equipment must be returned.
- E. Letters will be awarded to seniors who have completed four years of participation in any sport, even though they may not have met the point or playing time requirements during their four years of competition.
- F. Additional provisions of the granting of other awards are included and part of the training rule code.
- G. Numerals are awarded to members of 'B' teams or junior varsity teams during either their freshman or sophomore year; and freshmen who earn a letter.
- H. A student will receive only one actual chenille letter. After the first letter, certificates and/or gold service bars will be awarded.
- I. In cases of extenuating circumstances, such as injury or illness, all specific playing time requirements could be waived if in the opinion of a coach all other award requirements have been met. Injury or

illness, however, does not necessarily automatically assure participants awards.

- J. In order to receive a varsity letter in a sport, an athlete must participate in all levels of W.I.A.A. tournament competition if required to do so by a coach
- K. Selection of team captains by letter winners may be done either at the end of the season for the following year or an honorary captain may be selected for the season just completed. Team captains should be seniors if at all possible who have lettered in their junior year and who have exhibited good leadership qualities in previous years. Co-captains may be selected if the coach approves. Coaches may appoint meet or game captains in lieu of a season captain elected by letter winner members of the current team.
- L. Students either suspended or dismissed for disciplinary reasons and/or violation of the athletic code, may not try out for another team until such time as provisions of the original disciplinary action have been satisfactorily resolved.

## **XVII. LETTER REQUIREMENTS**

- A. Fall
  - 1. **Cheerleading** – Must attend all but three scheduled cheering events. J.V. member will receive a letter if asked to perform in 6 or more games.
  - 2. **Cross Country** - Must earn a minimum of 100 points based on a point value table established for places earned in meets, as well as participation. This table will be provided each participant at the start of the season.
  - 3. **Football** - Must have played in half the quarters of all scheduled games or have playing time the equivalent of two full games.
  - 4. **Girls Tennis** - Must participate in at least 20% of the scheduled matches.
  - 5. **Girls Golf** - Must participate in at least 20% of the scheduled matches.
  - 6. **Volleyball** - Must participate in half the games played during the established season.
  - 7. **Girls Swimming** - Must earn 20 points in varsity competition. May also earn a letter by placing among the first six places in either the W.I.A.A. sectional or conference meet.
  - 8. **Boys Soccer** - Must have played in half of all scheduled games or have playing time the equivalent of two full games.
  - 9. **Pom/Dance** – Letter requirements to be determined
- B. Winter
  - 1. **Cheerleading** - Must attend all but three scheduled cheering events.

J.V. member will receive a letter if asked to perform in 6 or more games.

2. **Pom/Dance** - Letter requirements to be determined
3. **Boys & Girls Basketball** - Must play in half of the quarters of scheduled games or playing time equivalent to four full games.
4. **Boys Swimming** - Must earn 20 points in regular scheduled varsity competition; or by placing among first six places in the W.I.A.A. sectional or conference meet.
5. **Wrestling** - Must earn 18 points in varsity competition; or by scoring a minimum of two team points at either the conference meet or any of the W.I.A.A. tournament series matches.

C. Spring

1. **Boys & Girls Track** - Must score a total of 15 points in varsity competition; or by scoring a minimum of one point at either the conference meet or any of the W.I.A.A. tournaments meets.
2. **Boys Tennis** - Must participate in 20% of the scheduled matches.
3. **Baseball** - Must participate in one half of the scheduled games.
4. **Boys Golf** - Must participate in 20% of the scheduled matches.
5. **Softball** - Must participate in half the scheduled games.
6. **Girls Soccer** - Must have played in half of all scheduled games or have playing time equivalent to two full games.

## **XVIII. NUMERAL REQUIREMENTS**

Participated at the junior varsity level of competition or if earning first varsity letter and never have participated at the JV level or to be determined by coaches and athletic director.

## **XIX. MANAGER AWARDS**

In the first year, if a student serves as a manager of a junior varsity or varsity team, numerals will be awarded.

In the second year, if a student serves as a manager of a varsity team, he/she will be awarded a letter.

Juniors and seniors may receive a letter for serving as a manager for two different varsity teams in the same school year.

## **XX. CERTIFICATES OF PARTICIPATION**

Certificates of participation will be awarded to all students who complete the season as members of a freshman team or a member of a varsity team that did not meet the criteria for a letter.

## **XXI. SPECIAL ATHLETIC AWARDS**

### **A. Individual Athletic Awards**

1. At any of the three awards nights, each head coach may present two individual awards (they may give only one or none, but no more than two.)
2. Athletes who are elected captains will be given the traditional captain's star.

### **B. All Conference Awards**

Students selected to all-conference teams will receive awards that have been established by the conference.

### **C. J. Arthur Moran Outstanding Athlete Award - Presented at the spring awards night.**

#### **1. Criteria for Selection by the Committee**

- a. The nominees must rank in the upper two-thirds of their class and be completing their senior year in school. Academic achievement is very desirable and should be considered by the committee. However, if all things are equal, the nominees with the outstanding athletic ability should be selected.
- b. The nominee must have won letters and enrolled in three different sports, including their senior year, while attending Delavan-Darien High School. One sport per season: fall, winter, spring.
- c. School citizenship.
- d. Nominations for this award are to be made by the members of the committee, and final selection is to be made by a majority vote of the same group. This award is presented to one male and one female, if all qualifications are met.

#### **2. General policies**

- a. The award will not be given if, in the opinion of the committee, none of the nominees meet the requirements.
- b. Any training rule violation, serious incident of misbehavior or other forms of poor school citizenship will eliminate the nominee.
- c. To give the committee freedom in making a selection, in cases of extenuating circumstances or some unforeseen development, any of the foregoing requirements could be waived except the three-season requirement and the school citizenship requirements.

### **D. The Delavan-Darien School District Foundation Sportsmanship Award**

Varsity coaches nominate a student from their team at the

conclusion of each sport season if in their opinion they have a student who meets the established criteria as stated on the nomination form.

#### Additional Provisions

1. Plaques will be presented at an awards program to all students nominated by their coaches.
2. All varsity athletes are eligible regardless of year in school.
- 3.

### **XXII. AWARD NIGHTS**

At the conclusion of each high school sport season, the Athletic Department will sponsor an award night where varsity athletic awards are presented. Varsity athletes are required to be present to receive awards. Those that cannot attend the award night must have made prior arrangements with the coach or athletic department as to why they cannot attend.

#### A. Fall

At this time, usually during the second week of November, varsity awards are made in boys & girls cross country, football, girl's tennis, girl's golf, girls swimming, boy's soccer, volleyball and cheerleading. The Pom/Danze squad is also recognized at this time if there are members that are not on the winter team.

#### B. Winter

At this time, usually held the second week of March, varsity awards are made in wrestling, boys and girls basketball, boys swimming, gymnastics and cheerleading. The Pom/Danze squad is recognized at this time also.

#### C. Spring

At this time, usually during the last week of May or the first week in June, athletic awards earned in boys baseball, boys golf, boys tennis, boys and girls track, girl's soccer, and softball are made. In addition, seniors who have lettered during their senior year, are presented plaques and several special athletic awards are also presented

### **XXIII. MISCELLANEOUS GUIDELINES**

#### A. Insurance Coverage

Insurance is the responsibility of the parent/legal guardian.

#### **XXIV. PARENTS' NIGHT**

Parents' nights are held for members of varsity teams (and in some cases junior varsity teams) for all indoor athletic activities and some outdoor activities. A varsity team member is defined as a person who meets either of these two criteria: either has participated in at least one varsity contest; or is a junior or senior on a varsity team. Coaches of the teams will be asked to provide the athletic director with the names of the parents that team members would like to have invited to the game. These parents will be sent a letter with complimentary tickets for the date that has been selected for the parents' night athletic contest. Usually the letters to parents will be sent out one week before the event is to be held. The letter will explain the procedure for introductions.

#### **XXV. EQUIPMENT**

Each student is responsible for the proper care and safekeeping of the equipment issued to him/her. Lost items must be paid for, at replacement cost, through the school office. No student will be allowed to participate in another sport until equipment obligations for the previous sport have been met. As lost and stolen athletic equipment has become a serious problem, all athletes are urged to be sure and lock their lockers any time they are not in front of them. Above all, students should not tell anyone else their combination and in the event they think or know that someone has access to their locker, they should ask the coach to change the combination.

School athletic equipment is not to be worn outside of scheduled practices and games unless authorized by the head coach of the sport.

It also should be noted that the wearing of athletic equipment from other schools that our school competes with, for obvious reasons, does not reflect too well on the character of the person wearing it. We urge all student athletes and their parents to see to it that all school athletic equipment is returned, regardless of where it came from.

#### **XXVI. ATHLETIC FACILITIES**

Students may only use the athletic facilities (gymnasiums, pool, fitness center, etc.) when under the supervision of a coach at either a regular scheduled in season practice session or intramural activity. All other times these facilities will be closed except as authorized by the school administration, such as open gyms. This would include the supervised Christmas and summer recreation program and between sport seasons when the facilities would be opened for supervised recreation to all students regardless of any team affiliation.

## **XXVII. TRANSPORTATION POLICIES**

Members of athletic teams are required to travel to and from out-of-town games in vehicles hired by the school district. A student missing the bus must be delivered in person by their parent or guardian to the coach along with an explanation of why the athlete missed the bus. A student may return with their parents if this request has been made in advance of the contest (in writing or email) and that the parents personally pick up the student in the coaches presence at the conclusion of the game. While this practice is discouraged, there are times when it would be necessary, such as an early departure on a vacation, etc. A student is not allowed to return from an athletic contest with anyone other than his/her parents. Under no circumstances are students on athletic teams to drive their own, or another person's car to an athletic contest.

## **XXVIII. ATHLETIC INJURIES**

Athletes injured during practice or contest should report the injury to the coach or athletic trainer at once. If the injury is discovered after the athlete has returned home, the coach should be contacted by phone. If the injury is serious, the nearest emergency medical service will be obtained.

Students are to inform their coach of any special medical problem they have at the beginning of the season, or if one develop during the season.

## **XXIX. ATHLETICS AND PHYSICAL EDUCATION POLICIES**

- A. Students who have medical excuses from physical education may not participate in the interscholastic athletic program.



he/she will not be allowed to participate in 2<sup>nd</sup> sport. The student will be done participating in athletics during that particular season. This form must be signed by all required and on file in the Athletic office before first competition of main sport.

**Student Signature:**

**Administrator Signature:**

**Date:**