

ROYALL MIDDLE AND HIGH SCHOOL

CO-CURRICULAR AND ATHLETIC CODE 2025-2026



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DISTRICT MISSION STATEMENT

The Royall School District is committed to provide the best education for every student in collaboration with the home and community and to empower each student to be a responsible, contributing citizen in an ever-changing world.

CO-CURRICULAR PHILOSOPHY

Students participating in a school board sponsored co-curricular activities have certain responsibilities. It is a privilege, not a right, as a registered, eligible student in the Royall School District to participate in co-curricular activities. Because it is a privilege, participation in co-curricular activities carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society.

The Royall community expects participants to be a credit to themselves, their family, their school, and their community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in co-curricular activities.

It is recognized that personal problems can interfere with the health and well being of students and their ability to participate in co-curricular activities. This code therefore includes provisions for support, intervention, and referral in order to help students achieve their full potential.

Parents/guardians have a responsibility to cooperate with the school district in assuring that the student will comply with the rules and standards of the co-curricular program.

GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular participation has the following major objectives:

- To teach leadership, responsibility, sportsmanship, respect and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To provide opportunities for the expression of gifted and talented abilities.
- To encourage lifetime interests and healthy habits in programs begun in school.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, develop character, and to help create school unity.
- To provide students with opportunities to place the unit, team, squad, class, and school above personal desires.
- To provide students with opportunities for competition.
- To strengthen school and community pride.

DEFINITION OF CO-CURRICULAR ACTIVITIES

Co-curricular activities include any school-related, organized activity that is offered outside of academic class requirements. Cocurricular activities are divided into two distinct categories, each of which will be explained in the sections that follow. School district policies and school rules govern all student activities. In addition, each category has unique rules and expectations, which regulate participation. Suspensions will be cumulative over a participant's high school career.

WIAA NON-SCHOOL PARTICIPATION RULES

WIAA regulations state that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school.

RESPONSIBILITIES

Parent/Guardian Responsibilities

This material is presented to you because your son/daughter has indicated a desire to participate in the Royall athletic/extracurricular program, and you have expressed your willingness to permit him/her to participate. We believe that participation in sports and extra-curricular activities provides a wealth of opportunities and experiences that assist students in personal, athletic, and academic growth.

As a parent/guardian of a student involved in athletics and/or extra-curricular activities, you have also committed yourselves to certain responsibilities and obligations. Your first obligation is attending a preseason meeting or reading a letter from your coach/advisor before your son/daughter can participate in any athletic or extra-curricular activity.

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide a greater benefit to the student. As parents/guardians, when your son or daughter becomes involved in our programs, you have a right to understand what expectations are placed on your student. Before a parent/guardian makes contact with an advisor or coach, the child should approach the coach and/or advisor and discuss their concerns with them. Many times things can be worked out with the coach or advisor before anyone else needs to get involved.

Appropriate concerns to discuss with Coach/Advisors

- Ways to help your child improve.
- Concerns about your child's behavior.
- The treatment of your child

Issues not appropriate to discuss with Coaches/Advisors

- Playing time
- Positions
- Team strategy
- Play calling
- Other students who are participating

Parents/guardians should be supportive of all participants, coaches, advisors, officials or judges, before, during and after contests or performances. You are setting an example not only to your child, but to other children involved in the activity.

Parents/guardians should accept the decisions of officials or judges without dispute.

Procedure to share a concern:

The district has adopted a 24-hour wait time before lodging a concern. It is ill advised to confront a coach immediately after a game/event, or during a game/event. The 24-hour wait time gives everyone time to evaluate the situation before discussing a concern. If, after the 24-hour period you still feel the need to lodge a concern with a coach/advisor, you must follow this procedure:

1. Student should approach the coach/advisor with their concern.
2. Parents may call the coach/advisor to set up a meeting with the coach/advisor, the Athletic Director, the athlete & the parent
3. If you cannot reach the coach, call the Athletic Director. If this is an extra-curricular issue and you cannot reach the advisor call the building principal. The Administrator will set up the meeting if the coach or advisor cannot be reached.
4. The student should accompany the parent/guardian to this meeting. During the meeting, please list your concerns, try to be respectful at all times. This can be an emotional time for both the parents/guardians, the coach and student. If people become distraught and accusing, no resolution can be made.

If the meeting is unsuccessful and parents/guardians would like to make a formal complaint. The parent(s)/guardian(s) will need to make a formal written complaint. This complaint should be addressed to the Athletic Director and a copy will be given to the coach. The athletic director will then investigate the complaint and meet with parent/guardian and the coach to try to resolve the matter within 5 days of receiving the complaint.

If this does not resolve the issue, the written complaint should proceed to the Building Principal, who will investigate and have a meeting with all parties within 7 days.

If a parent/guardian/student continues to be dissatisfied with the outcome, they should issue the written complaint to the District Administrator. The District Administrator will have 10 days to investigate and meet with the concerned parties. The District Administrator's decision will be final.

Note: If the Principal or Athletic Director is the coach then parents should contact the District Administrator, and if the District Administrator is the Coach then parents should contact the Principal).

No complaints will be investigated if the complaining person refuses to give his or her name at the start of the process.

Coaches Responsibilities

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the student. This begins with clear communication from the coach.

Communication from the coach to the parent/guardian:

1. Expectations the coach/advisor has for your son/daughter and the team.
2. Locations and times of practices, contests, performances.
3. Team requirements, i.e. fees, special equipment, off-season conditioning, team/individual camps.
4. Medical procedures, should a participant get hurt.

Student Responsibilities

As a student participant, you will be expected to understand and abide by these rules and your team's rules. It is your responsibility to follow them to the fullest.

Responsibility to yourself:

The most important of these responsibilities is to develop strength of character and positive values and behaviors. You owe it to yourself to get the greatest possible benefit from your high school experiences. Your academic studies and your participation in other extra-curricular activities, as well as in sports, help to prepare you for your adult life. Accept decisions of judges without dispute. They are seldom responsible for your success or failure, so do not blame them for your circumstances.

Responsibilities to your school:

Another responsibility you assume as a team member is to your school. You assume a leadership role when you are on an athletic team or involved in an extra-curricular event. The student body and citizens of the community know you. The student body, the community, know you both on and off the field. Because of this leadership role, you can make positive contributions to school spirit and community pride. In addition, you are a role model for younger students. These students look up to you and dream of being as successful as we hope you to be. Be sure the example you set is a positive one. Royall cannot maintain its reputation as an outstanding school unless you do your best in whatever activity you wish to engage.

Responsibility to others:

As a team member, you also bear a heavy responsibility to your family. When you know that you have lived up to all of your commitments that you have practiced with great enthusiasm and that you have played the game to the best of your ability, you can keep your self-respect and your family can be justly proud of you. In addition, be supportive of all participants, coaches, advisors, officials or judges, before, during and after all contests.

PRE-SEASON PARENT/ATHLETE MEETING or LETTER

This Co-Curricular Code will be made available to each participant during each specific activities' pre-season meeting or on the first day that he/she reports for a co-curricular activity. Signed copies shall be placed on file with the athletic director and/or principal. Participants should read all items and ask for clarification from the coach or advisor of any items not understood.

- Parental/guardian attendance at pre-season meetings is critical and involvement throughout the season is encouraged
- Each Extra-Curricular Activity will have a meeting or send home a letter discussing all expectations prior to starting

PARTICIPANT INJURIES

- Any participant who is injured during a practice or event must report the injury immediately to the coach/advisor, which will refer him/her to the Licensed Athletic Trainer. The LAT has the final say on the participant's return unless a physician is seen.
- If the injury requires a physician's care, an accident report must be filed by the coach/advisor with the activities office and a physician's permission to return letter must be presented before the participant is allowed to return.
- Should an injury be discovered after the athlete has returned home, the coach/advisor should be contacted as soon as possible.
- In the event of any serious injury during a practice or event, the nearest emergency medical service will be obtained.

EQUIPMENT

It is expected that participants will take excellent care of their equipment. Each participant is responsible for the school equipment issued. The participant is financially responsible for all lost, misplaced or stolen equipment. Each participant will be responsible for the return of the original equipment issued. Substitutions will not be allowed.

- School equipment and/or uniforms may be worn on the day of the athletic event during school hours as directed by the head coach. It may not be worn during any physical education classes or any other period of exercise outside the time required for practice sessions and/or game situations.
- A participant will not be allowed to participate in another activity until he/she has either returned or paid for all equipment that was issued to him/her.

IMPACT OF QUIT/REMOVAL FOR A SPORT

A student who is dropped from one athletic activity for disciplinary reasons shall be ineligible to participate in another activity during that season. A student who quits an athletic activity shall be ineligible to participate in another athletic activity during that season, or rejoin that specific activity for that season, unless the coach chooses to accept that student back due to extenuating circumstances. If eligibility is denied by a coach, the coach will meet with the administrative team to justify their position.

FELONY CONVICTION

A student who has been charged or convicted with a felon will be ineligible for all participation in WIAA activities until the student has satisfied all of the requirements ordered by the court in declaring a sentence served including probation, community service and any other court orders.

ATTENDANCE

Unless excused, a participant must be in school for the entire day in order to participate in that day's practice or event. Any participant with an unexcused absence for any period of time during a school day is ineligible to participate in that day's practice or event. Illness is considered an unexcused absence when pertaining to participation in a practice or event.

A student is required to be in class the entire day after an athletic contest, or they are ineligible to participate in that days practice or event, **(This rule is in place so that students do NOT sleep in on the day of or after an event – it is NOT in place to make sick kids come or stay in school.)** unless there are extenuating circumstances, as determined by the principal, such as but not limited to:

- A. A school-sponsored trip.
- B. A medical appointment (Doctor's note required)
- C. A prearranged legal excuse (Documentation required)
- D. An emergency (determined by the High School Principal).

PRACTICE

Attendance at all practice sessions is mandatory, unless the student athlete is excused by the head coach. It is the responsibility of the student athlete to notify his/her head coach of an expected absence prior to the beginning of the practice session.

SUSPENSION/EXPULSION FROM SCHOOL

Any athlete who is suspended or expelled from school shall be ineligible for all athletic participation including practices during the period of suspension or expulsion. They shall be eligible for athletic competition when they are readmitted to school, unless the reason for suspension or expulsion was based on a violation of the athletic code.

TWO SPORT ATHLETES IN ONE SEASON

Guidelines for Participation

Students in grades 9-12 may participate in two sports during the same season. Dual participation will be permitted provided that ALL of the following guidelines are satisfied.

- The athlete is required to select one sport as the primary sport and must participate in the primary sport whenever there is a conflict; however, an alternative participation schedule may be permitted if both head coaches can agree on one. Once the season has begun, changing the selection of the primary sport is not permitted, and the athlete cannot quit the primary sport to focus on the secondary sport.
- At the AD's discretion, a meeting between the head coaches of each sport, the Athletic Director, and at least one parent/guardian may be required before dual participation will be permitted. This meeting should occur before practices begin for each sport, and must occur before any contests.
- A head coach always has the right to deny the dual participation if he/she feels that the dual participation is detrimental to the athlete's potential in either sport or to team chemistry.
- The athlete may have to practice at odd times in order to accommodate the needs of both teams. This may require the athlete practicing before school or after normal practice times. Under no circumstances does the athlete have the option of choosing which practices to attend on a given day. At the discretion of the primary sport coach, the athlete may be permitted to leave practice to attend secondary sport practice.
- Athlete and his/her parent/guardian understand that splitting time between two sports may result in less participation time in both sports.

Typically, dual participation is more likely to be successful during the fall or spring seasons. In the winter, the numerous conflicts between the sports make it highly unlikely that dual participation would be successful or even permitted.

In schools that have experienced successful dual participation, the number of athletes involved is usually very low. Again, dual participation is not for everyone!

ACADEMIC ELIGIBILITY

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a participant must satisfy district, DPI, and if applicable, WIAA requirements defining a fulltime student.

Student-athletes shall become scholastically ineligible in two (2) ways:

- a. Earning a failing(F) grade in any course for the quarter AND/OR semester

Eligibility may be regained after a participant demonstrates passing work in all classes after the first fifteen (15) scheduled school days into the grading period. An ineligible participant cannot participate in any program's events during the period of ineligibility (participants may practice at the discretion of the coach and Athletic Director).

Middle School students will be ineligible for 25% of the season from the date discovered. Grades will be checked at the end of each quarter.

OR

- b. Earn any incomplete(INC) grade in any course for the quarter AND/OR semester

Eligibility may be regained as soon as he/she provides verification to the coach that the incomplete(s) has/have been changed to a passing grade(s). After ten (10) scheduled school days in the grading period the Incomplete will become an F and then the student-athlete will owe the time served plus five (5) additional scheduled school days.

The high school administration reserves the right to void eligibility requirements in special situations. The participant, his/her parent/guardian, and the coach must schedule a meeting with the administration in such instances.

For **fall sports** the ineligibility period will be the lesser of:

- 21 calendar days starting with the earliest allowed competition in that activity.

- 1/3 of the total number of events in an activity.

NOTE: If a student has a code violation and becomes academically ineligible at the same time, whatever is the most amount of time to be served of the two will be the amount of time that is served. They can run concurrently. A student/athlete may erase their ineligibility status related to the last grade-reporting period of the school year through our summer school course offerings. The course that the student received a failing grade in must be a matching course that is also offered through our online program. The student must complete all work and successfully pass the course by the end of the regular summer session in order to regain ineligibility.

ADMINISTRATIVE SUSPENSION

Participants representing the Royall School District by their involvement in the activities program are expected to be lawabiding students. A participant is expected to follow school rules and policies applicable to all students. An administrative suspension or dismissal from participation may be administered for actions such as:

- Habitual truancy, behavior, or safety rules.
- Vandalism or theft involving property of the Royall School District or other school districts.
- Gross misconduct, acts of violence, vandalism or theft outside of school jurisdiction.

CODE VIOLATIONS

All violations will be enforceable for the student's career on a year-round basis. Any information or evidence considered to be relevant, valid, and accurate by any person(s) reviewing a particular alleged violation shall be considered. Parties who provide anonymous information will be asked to provide specific names, dates, times, and infractions. If hearsay evidence cannot be substantiated on the basis of subsequent investigation, it will be treated as rumor.

CATEGORY 1 – ATHLETICS

Interscholastic athletics are governed by the Royall School District co-curricular code and the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated, and nonprofit organization located in Stevens Point, Wisconsin. All public high schools in the State of Wisconsin with interscholastic athletic programs are members. All WIAA and other pertinent national and state governing regulations as published will apply, and are available upon request. The WIAA website, which lists their regulations as well as additional athletic information, is www.wiaawi.org.

Fall: Boys – Football and Cross
Country
Girls –Volleyball and Cross Country

Winter: Boys – Basketball, Wrestling
Girls – Basketball, Wrestling

Spring: Boys - Baseball, Track, Golf
Girls –Softball, Track, Golf

CATEGORY 1 - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 1 activities in which they are involved at the time of the suspension or their next activity season if they are not currently out for an activity.

1. First Offense

- Suspension from participation in 25% of contests scheduled.
- Student must meet with the school counselor for an assessment before returning to competition.

Note The percentage of games missed will always be rounded up to meet the full 25%

2. Second Offense

- Suspension from participation in 50% of contests scheduled.

- b. If the offense is AODA related, the student must obtain an AODA assessment at their own expense from a district approved agency. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

Note The percentage of games missed will always be rounded up to meet the full 25%

3. Third Offense

- a. Suspension from participation in all Category I Activities for one (1) calendar year.

4. Subsequent Offenses

- a. Student will be referred to the Pupil Services Team to determine future opportunities to participate.

CATEGORY 2 – ACTIVITIES

Activities that are competitive in nature or which may include tryouts, as well as activities that have as their membership representatives elected or appointed to positions of leadership and/or public recognition activities, are governed by the same code requirements as interscholastic athletics as well as any applicable national or written club rules (i.e. NHS).

Category 2 activities include, but are not limited to, the following: All Class Officers, Jazz Band, Trap Shooting, Math Team, Homecoming/Prom Court, Forensics, Madrigal Singers, FFA, Musical, NHS, Play, and Student Council.

CATEGORY 2 - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 2 activities in which they are involved at the time of the suspension.

2. **Second Offense** – The participants will be suspended from two events, the definition of which shall be determined by the principal and activity director. If the offense is AODA related, the student must obtain an AODA assessment at their own expense from a district approved agency. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.
3. **Third Offense** – The participant will be suspended one calendar year (twelve months from the date of the offense).
4. **Subsequent Offenses** – The student will be referred to the Pupil Services Team to determine future opportunities to participate.

SIMULTANEOUS CATEGORY I/CATEGORY II CONSEQUENCES

Participants may participate in simultaneous activities; however, if a participant incurs a violation, he/she shall be suspended according to the code of conduct for both activities (Ex: Football and Student Council).

PROVE INNOCENSE CLAUSE

If a participant is at a gathering where alcohol or other illegal drugs are present or introduced, he/she must leave immediately upon gaining knowledge of the presence of the substances. If the participant is detained while in the act of leaving under the aforementioned conditions, it will be the student's responsibility to provide the burden of proof that they did not consume any alcohol or other illegal substances. If such proof is presented and verified, no suspension will be applied.

DRESS CODE

Although this is an athletic setting, we will still need to be sensitive to our younger students and general public that are in the building after school hours. Boys need to be wearing shirts at all times before, during and after practices. Girls need to be wearing shirts that cover all under garments.

HOSTING A PARTY

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it's their first violation, since the party was at their home/property they would be given a violation as their second offense.

SPECIAL AWARDS RESTRICTION

Participants who violate the code of conduct will be ineligible for any special awards during the season of participation as well as any season in which the suspension is served. No student with a Code of Conduct violation may be nominated for any special end of season award. This shall include, but not be limited to, MVP, MIP, Coaches' Award, Captain, All-Conference, All-Area, and All-State.

REGARDING ESTABLISHMENTS

Point of Clarification: Presence in bars or attendance at parties where drinking of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like golf courses or bowling alleys where alcoholic beverages are served. Participants should avoid placing themselves in situations where their guilt or innocence is questioned.

WEDDINGS/REUNIONS/ETC.

Participants are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission. **Parental/guardian permission does not override the provisions of this code.**

TECHNOLOGY AND VIOLATIONS

Students are responsible for information in written or electronic transmission (i.e. texts, e-mail) and any information posted on a public domain (i.e. internet, chat rooms, Facebook, YouTube, Twitter, Instagram, Snapchat, etc.). Students are not precluded from participation in such social network sites or technology; however, any student that is identified on a social networking site which depicts illegal or inappropriate behavior may be considered in violation with the co-curricular code.

DISCIPLINARY ACTION - PROCEDURAL APPEAL PROCESS

Any initial appeal of the decision will be directed to the building principal. This request must be submitted in writing within seven days of the participant and/or parent/guardian being notified of the consequence. In the appeal, the participant and/or parent/guardian must state what exactly is being appealed by making reference to the date of the incident, the consequences of the violation, and the evidence the participant and/or parent/guardian has to justify the penalty being overturned. The participant and/or parent/guardian may appeal the decision of the Principal to the Superintendent of Schools.

CONCUSSION & SUDDEN CARDIAC ARREST

Coaches are required to distribute information about the nature and risk of concussions and sudden cardiac arrest during such activities. This information was developed by DPI in conjunction with medical experts. This information will also be available on the school website or upon request from the athletic director or athletic trainer.

HS State Athletic Participants – Meal Reimbursement

All qualifying and alternate athletes will be reimbursed for their meals using the district expense reimbursement sheet-with the current listed limits. All receipts must be kept and turned in with the sheet – or no reimbursement. The district will NOT reimburse for any meals for sectional qualifiers. (It is up to the team and coaching staff if they want to use club funds for this.)

DISCLAIMER

This guideline attempts to present a simplified summary of the regulations of the WIAA, the Scenic Bluffs Conference, and the Royall School District. A guideline of this kind cannot cover every possibility. Should questions arise, the participant and/or parent/guardian should consult the coach/advisor or activity director.

Any situation or problem that may arise that is not specifically covered above may be reviewed by the high school administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of their activity rules; however, these rules must not be in conflict with the code of conduct and must be approved by the building administration.

Royall Schools Athletic Fees Procedure
Royall School District Co-Curricular Transportation Decline Form

I, _____ will decline district provided co-curricular transportation
(Name of Parent/Guardian)

for _____ on _____
(Name of Student) (Date of Event)

The sole purpose of this form is to allow parents to decline transportation provided by the Royall School District for CoCurricular events. In no way does this form signify approval of alternate transportation. Once this form is signed, the Royall School District is released from liability and supervision of the above named student.

Parent/Guardian Signature: _____ Date _____

(Original to Coach/Advisor)