



**WIAA
Extra-Curricular
Code of Conduct
2023-2024**

The Lincoln Academy (TLA)

CEO: Dr. Kristi Cole
Principal: Mrs. Janae Gile
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The following rules have been adopted by The Lincoln Academy Governing Board of Education and are the result of input from The Lincoln Academy administrators, coaches, advisors, parents, and the Wisconsin Interscholastic Athletic Association (WIAA).

The codes in this handbook govern all seasonal and year-long activities sponsored by TLA including, but not limited to:

- Sports Teams - Baseball, Basketball, Cheerleading, Cross Country, Golf, Track and Field, Volleyball, Softball, Wrestling
- Clubs - Art Club, Boys Volleyball, Book Club, Cooking Club, Drama, Gaming Club, National Honor Society, Skills USA, Scholar Council, and Soccer
- And other school sports (as approved by the Governing Board) and clubs
- Work-Based Learning

Academic Rigor, Character Development, and Career Exploration are the three pillars of The Lincoln Academy. Sports and extracurricular activities support all three pillars. It is our goal to provide rigorous academics and fundamental skills for our scholars at TLA. Extra-curricular activities provide additional opportunities for participants to enhance their academic, physical, social, and emotional development. We offer extra-curricular activities to all scholars in grades 6-12. Scholars who have elected to participate in the program will be required to practice and participate in scheduled events after regular school hours and possibly on non-school days. The supervision of practices, games, and travel will be provided by the school.

All participants are subject to the school's discipline policies listed in the [Family Handbook](#).

Procedures for discipline will be closely aligned with TLA's vision and values.

Coaches, scholars, and parents/guardians should be aware of school and state policies and procedures that support our TLA Extra-Curricular Program. A complete list of WIAA guidelines and procedures is available from the Athletic Director or online at wiaawi.org.

Eligibility Requirements

1. All scholars must satisfy all eligibility requirements before participation and during participation in extracurricular activity.
2. A scholar may not compete if she/he becomes nineteen (19) before August 1 of any school year.
3. Before a scholar can practice, he or she will be presented with the Extra-Curricular Code of Conduct. Scholars and parents must sign the code of conduct and the school will keep it on file. All scholars will abide by the Extra-Curricular Code of Conduct throughout their enrollment in the program.

4. In-season or out-of-season conduct by TLA scholars is expected to be exemplary. Therefore, all athletic and activities code rules and regulations will apply all 12 months of the year.
5. Scholars will be required to pay the athletic user fee for the sports season prior to participation.

Required Forms-All forms must be completed prior to participation.

1. [Emergency Medical Authorization Form](#): Each scholar's parent/guardian shall complete an Emergency Medical Authorization form permitting the treatment by a physician or hospital when a parent is not available or cannot be reached. A copy of the form will be kept with the head coach for availability at all practices and games.
2. Transportation: All scholars are required to ride the school bus or van to and from all events held at sites away from the school. A completed [Transportation Form](#) must be submitted before the start of the season. If the scholar's parents are present at the event and wish to transport their child home following the event, the scholar will be allowed to accompany the parent if a written request is filed with the coach/advisor by the parent or guardian of the parent scholar.
 - a. Transportation to Practice Facility - Scholars with a valid driver's license may drive themselves to practice with a written permission slip signed by the parent or guardian. No scholar may be permitted to be transported by another scholar unless a written permission slip has been signed by the parent or guardian and approved by Athletic Director.
3. If a scholar is injured in a school sport, the scholar and/or the scholar's parents should notify the coach. An Incident Report will be provided upon request. The Incident Report must be completed and a record of the injury maintained for any injury that occurs in a school sports activity.
4. Each participant and parent is required to read and sign the [Code of Conduct Form](#).
5. The Emergency Medical Authorization, Transportation, Code of Conduct, and Concussion/Cardiac Arrest forms will be provided online via Skyward. The Sport Physical form or Alternate Year Card needs to be submitted in paper to the Athletic Director.

Additional Required Forms for Athletes Only

1. A [Physical Examination Form/Spanish Physical Examination Form](#) must be completed by qualified medical personnel and submitted before the start of any sports season. The examination covers all sports for two school years provided it was administered after April 1. In alternating years scholars must complete and submit [WIAA alternate Card](#). Parent signature is required.
2. [Concussion Agreement](#): All parents and scholars participating in a sport must sign the concussion agreement and be made aware of the dangers a concussion may have on a scholar. TLA will provide a [Concussion Information Sheet](#) for both parents/guardians and scholars to review before participation may occur.

Academic Requirements

1. A scholar must meet school and DPI requirements defining a full-time scholar.
2. A scholar will lose eligibility if he or she has either:
 - More than one F in a grading period **OR**
 - GPA less than 2.0 for that grading period
3. Eligibility for the next grading period will be determined the first day following the completion of grades. Scholars not meeting the academic standards will be ineligible for 15 school days. During the 15 days, a scholar may regain eligibility by raising grades. If they do not regain eligibility during the 15 school days they will remain ineligible until the next grading period.
4. Scholars who are ineligible are expected to remain part of the team and are required to attend

all activities and practices but be non-participant during competition. Scholars may miss practice due to meeting with teachers in regards to grades.

5. Ineligibility status will be adjusted for scholars who ended Quarter 4 ineligible. Ineligibility will be 21 calendar days starting the first day of participation allowed for that activity per the WIAA. Scholars may take credit recovery in the Summer to regain eligibility for the Fall.

Attendance Requirements

1. A scholar must be in school for the entire day to attend practice, compete, or perform.
2. If a scholar is truant from an assigned class period, he/she forfeits his/her opportunity to practice, perform, or compete on the first school day after which the administration becomes aware of the truancy.
3. If a scholar is not well enough to attend school, he/she is not well enough to participate in activities. Exceptions to this are excused school trips and passes issued for appointments that are approved in advance and are verified with a doctor's note.
4. Scholars suspended from a class or school for any reason are not eligible to participate in any activity/competition until fully reinstated in the class.
5. Scholars are expected to be in all classes on the day after an activity/competition.
6. Some events will inevitably be scheduled during school vacation times. It is an expectation that each scholar will dedicate his/herself to their activity/competition, and we encourage families to do their best in setting up their schedule so that their scholar does not miss events.

Scholar Responsibilities

1. Equipment Care
 - a. The scholar is responsible for the proper care and safekeeping of the equipment issued to him/her.
 - b. Lost items will be charged to the scholar's school Skyward account. Failure to pay may impact ability to participate in future extra-curricular activities . Fees should be paid to the school office
2. Travel and Conduct on Trips
 - a. Team/Activity members shall use the mode of transportation provided by the school to reach the site of the contest, performance, or practice. Team/Activity members shall also return to school via the same mode of transportation unless traveling with his/her parent or guardian. This parent or guardian must provide " _ permission/signature to the advisor or coach.
 - b. School transportation shall leave at pre-designated times.
 - c. All scholars shall conduct themselves in such a way as to reflect positively on themselves, their family, and the school while representing the school.
 - d. Overnight trips to cities for multi-day tournaments, competitions, performances, or special activities must be approved by the CEO or his/her designee. The decision to house the participating athletic team or activity group shall be made solely by the administrative team based on the schedule of events, costs, and conduct of the scholar group. Scholars shall return to Beloit after elimination from the tournament, competition, or performance.
 - e. Coaches/Advisors shall have the responsibility for scholars' behavior and the cleanliness of any rented transportation or room in which food or beverages are consumed.
3. Dismissal
 - a. A scholar who is dropped from one team for disciplinary reasons shall not be eligible in another sport during that same season. However, any scholar who is cut may participate in another sport during the same season with the mutual written consent of

the head coaches and Athletic Director. A scholar must serve any consequence received on the prior team before he/she participates on the next team.

Amateur Rule

1. A scholar must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association to compete in any sport.
2. A scholar may not receive or accept reimbursement for play in the form of salary, cash, or merchandise, i.e. jackets, sweaters, watches, rings, balls, etc.
3. A scholar may not permit the use of his/her name, picture, or personal appearance, as a scholar, in the promotion of any commercial endeavor.
4. A scholar may not play in a contest under a name other than his/her own.

Conduct Infractions

1. Possessing, selling, sharing, or using alcohol, tobacco products (including cigarettes, e-cigarettes, and vaping), or illegal or controlled substances.
2. Engaging or attempting to engage in inappropriate, unsafe, or unwanted physical contact (including sexual harassment, sexual misconduct, and physical or sexual assault).
3. Committing an infraction after repeated suspensions or other disciplinary actions.
4. Threatening violence or harm. Possession of a weapon or anything else that could be considered a dangerous object.
5. Not following transportation policies set by this code.
6. Engaging or attempting to engage in stalking, intimidation, bullying, discrimination, harassment, coercion, or extortion of any member of The Lincoln Academy community.
7. Destroying or attempting to destroy school property or property belonging to any member of The Lincoln Academy community.
8. Consistently arriving late to school or class, or violating the school's attendance policy.
9. Being present at a party or gathering where alcohol or other drugs are being consumed by minors. Once a scholar finds out that alcohol or other drugs are present, the scholar must leave within 15 minutes or will be guilty by association.
10. Violation of Wisconsin Criminal Code or State Statutes.

Infraction Process

1. Reports of Extra-Curricular Code of Conduct infractions shall be presented to the Athletic Director, Dean of Scholars, Principal, or other designees within 30 calendar days of the occurrence. The 30-day reporting limit does not apply to situations involving legal action or criminal proceedings that become public record.
2. The scholar will be allowed to discuss the infractions. If the scholar admits that the infractions are true, he/she will receive the consequences according to this code. If he/she denies the infraction, a written appeal must be filed within 10 calendar days. Code consequences will apply during the investigation. The Athletic Director or other designees will complete an investigation and determine the validity of the infraction within 10 school days.
3. The offending party may dispute and appeal the findings of the investigation, not the issues of the consequences. A request for formal review may be filed with the Director of Scholar Services within 10 calendar days of receipt of the prior decision. A formal review will be completed within 15 calendar days. The scholar is ineligible during the appeal process.

Infractions/Consequences

Consequences		
First Offense	Second Offense	Third Offense
Suspension from 25% of the total season.	Suspension from 66.7% of the total season.	Suspension from all extra-curricular activities for one year.

- If at the end of a season, there are not enough games or matches remaining to satisfy the penalty, the consequence will be prorated and will extend into the next season in which the scholar participates.
- Any scholar or activities participant convicted of a felony will be suspended from participation (practice and competition/performance) for a minimum of one (1) calendar year. Restrictions from participation shall be effective from the date of the crime per WIAA.
- Multiple consequences and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e. a scholar must be academically eligible first to serve any infraction consequences).

Detach and Return to Athletic Director or Extracurricular Advisor

PARENT-TLA SCHOLAR CODE OF CONDUCT
SIGN-OFF FORM – 2023-2024

I certify that I have read, understand, and agree to abide by all of the information contained in this packet. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information before signing this statement.

School Name: The Lincoln Academy

Scholar's Name (Please Print) Grade Date

Scholar's Signature Date

Parent/Guardian's Signature Date

This form must be completed and submitted to the Athletic Director/Advisor before a scholar is declared eligible to participate.