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MONTELLO SCHOOL DISTRICT

Montello School District

Co-Curricular Handbook

2023-2024

This handbook has been developed for the benefit of the student(s), and their parent(s) or guardian(s), in an effort to make the co-curricular rules of Montello Public Schools consistent between programs. The established rules set forth in this handbook will govern the code of conduct for all Montello School District students. Remember: Participation in co-curricular activities is a privilege not a right, and the student's foremost responsibility is academic achievement.

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Montello School District does not discriminate against individuals on the basis of age, sex, race, religion, national origin ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.

Montello School District's (MSD) Co-Curricular Code of Conduct

Participation in any Montello School District (MSD) co-curricular program is a privilege, not a right, and is governed by this code. Students participating must abide by specific rules of eligibility. These rules of eligibility are established by sanctioned governing bodies (examples include the Wisconsin Interscholastic Athletic Association (WIAA) and the Wisconsin School Music Association (WSMA)) and are supplemented by locally developed MSD rules.

Each participant is responsible to read a copy of the co-curricular handbook that contains all of the codes of conduct. **Students and Parents are required to attend the Summer Co-Curricular meeting in order for students to participate in a sport or activity. Alternate arrangements for extenuating circumstances can be made if a student or parent cannot attend.** It shall be the student's responsibility to view the handbook online or take the handbook home to review the content with their parent(s)/guardian(s), it is also required that coaches/advisors meet with those students participating in their co-curricular program to review the co-curricular handbook and individual activity expectations. The participant may not practice or compete in any co-curricular activities until the appropriate forms are properly signed and returned to the office.

The administration or their designee retains jurisdiction over all students with regard to the enforcement of the rules set forth in this handbook. These rules remain in full force and effect, year round, beginning with the student's first day of enrollment in the district.

PARENT EXPECTATIONS AND CODE OF CONDUCT

We are continuing to become increasingly deliberate in teaching our participants specific behaviors that model the values that will serve them in College, Career and Community. We would like to invite our parents to participate in specific things that they can do to help us model these values and participate in our culture.

1. Be Patient, Communicate, and Be Understanding
2. Positively promote the co-curricular programs in person and through social media platforms
3. Remember that you are the most influential voice representing our programs to the public. Please be good representatives of all participants' efforts, sacrifice, contributions, and be respectful of their commitment to their respective TEAM(S).
4. Be kind to the media and thank them for their coverage
5. Find ways to serve by helping when needed

Studies show that what players want to hear most from their parents and families is:

"I am so proud of you."

"I love to watch you play."

Studies also show that a participant's most dreaded time with their sports or activity parent is the car ride home and the coaching and comments that come with it.

In addition to the above, during contests you should:

1. Be a crowd-builder. Bring a friend. Give a ride.
2. Talk positively about our team(s)
3. Treat participants, coaches and officials with respect
4. Applaud for participant's when they come out of a game
5. Greet all participants after contests and let them know you are proud of them

We want all participants to feel like they are a part of something special here at Montello!

MSD CO-CURRICULAR SPONSORED PROGRAMS

Co-curricular usually means the activity is conducted outside of the school day and participants are not graded. Although not an exhaustive list, the following includes many of the co-curricular events that are available to students attending the Montello School District.

Category 1 - ATHLETICS

Any WIAA, WIHSEA, or WIFA sports including but not limited to: Baseball, Basketball, Cheer & Stunt, Dance Team, Fishing, Cross Country, Dance, eSports, Football, Golf, Soccer, Softball, Swimming, Track, Volleyball, Wrestling.

Category 2 - CLUBS AND ACTIVITIES

Category 2 activities are designed to meet the special interests expressed by students. They consist of clubs and other recreational activities that provide an outlet for students' energies and interests. Any new activity that gains school sponsorship will fall under these categories. Advisors for activities are responsible for creating and disseminating student expectations for participation that align with this code at the beginning of the activity. Activities included under Category 2, but not limited to the following listing include: Academic Bowl/Decathlon, Forensics, Musical, Honors Band, Honors Choir, Plays, Prom Court, Snowball Court, Homecoming Court, Class Officers, National Honors Society, Student Council, Sources of Strength, FFA, Math Team, Badger Boys/Girls State, Solo and Ensemble, Drama Club, Conference Art Show, Spanish Club, and other social functions.

Category 3 TRIPS

This includes trips or activities outside of school that are sponsored by a co-curricular organization, club, or class. They must make up as much work as required by the teachers before they leave. Students who have violated tobacco, alcohol, drug policies, or have attendance issues may not be able to participate. These decisions are left solely to the advisors of the trip and the activities/athletic director, and aligned with the policies of the Montello School District, and the Co-Curricular Code.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION **RULES OF ELIGIBILITY FOR ATHLETES**

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. The Montello School District adopts all WIAA rules of eligibility and incorporates them by reference into this handbook. All of the WIAA high school rules and regulations can be found on-line at:

www.wiaawi.org

- 1) Click on the publications link
- 2) Select senior high handbook

The WIAA requires that student-athletes **may not practice for or participate in** interscholastic athletics until the school has written evidence on file in its office attesting to: athletic fee sheet signed by the parent or legal guardian and fee paid; signed parent permission form to participate; athletic permit form and/or physical permit form; acknowledgement of receiving the school athletic code and WIAA Rules of Eligibility; a concussion information sheet signed by both the student-athlete and their parent or legal guardian; and athletic emergency form. Concerning the WIAA Rules of Eligibility, parents and student-athletes must: read the High School Athletic Eligibility Information Bulletin, sign a statement indicating they understand and agree to abide by all of the information contained in the bulletin, and further certify that, if they don't explain understand any information contained in the document, they have sought and received an explanation of the information prior to signing the acknowledgement statement. The WIAA High School Athletic Eligibility Information Bulletin is found at the back of this handbook.

MSD PARTICIPATION GUIDELINES

For conference dates, results, by-laws, rules, etc., please visit <https://www.trailways-athletics.org/>

1. Procedure for joining any of the Montello School District high school and co-op athletic squads requires procuring the following items from the coach or Athletic Director and returning them to the school when completed:
 - a. Athletic Permit Form and/or physical permit card (an athlete must have a physical by a licensed physician every other year). Check WIAA guidelines for dates of how physicals count for school years.
 - b. Signed agreement of parents and athlete form
 - c. Fee must be paid before athlete can practice
 - d. Signed acknowledgement of WIAA Rules of Eligibility
 - e. Co-Curricular Verification/Medical Emergency Consent Form
 - f. The State of Wisconsin has adopted the following concussion law:
Wis. State Statute 118.293: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if they are under the age of 19, by their parent or guardian.
2. The MSD recognizes the right of Students with Disabilities (SWD) to participate in co-curricular athletics and activities equal to those students without disabilities, in accordance with state and federal law and regulations. In accordance with Wisconsin Statutes 118.13, the district prohibits discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Section 504 of the Vocational Rehabilitation Act of 1973 and amended by the Americans with Disabilities Act Amendments Act of 2008 (34 C.F.R. 104.3(j)), the district is required to provide a qualified student with a disability an opportunity to benefit from the school district's program equal to that of students without disabilities. For purposes of section 504, a person with a disability is one who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. A student who is "qualified" means a person (i) of an age during which persons without disabilities are provided such services, (ii) of any age during which it is mandatory under state law to provide such services to a person(s) with disabilities, or (iii) to whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA) of 2004.
3. The Montello School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability in any of its student program and activities.

The following individuals have been designated to serve as the District's Compliance Officers and handle inquiries regarding non-discrimination policies:

Jeremy Fritz
7-12 Assistant Principal/Activities Director
222 Forest Lane
Montello, WI 53949
608-297-7617
jfritz@montelloschools.org

Barbara Beyer
Director of Special Education and Pupil Services
222 Forest Lane
Montello, WI 53949
608-297-7617
bbeyer@montelloschools.org

You may also file a complaint of discrimination with the U.S. Department of Education Office for Civil Rights. More information on filing a complaint with the Office of Civil Rights can be found at: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at www.montelloschools.org. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a complaint of Sexual Harrassment, and how the District will respond.

CO-CURRICULAR RULES OF ELIGIBILITY FOR ALL STUDENTS

In addition to the Rules of Eligibility as published by the WIAA, the Montello School District has developed rules that supplement those of the WIAA. They consist of the following:

The following are the criteria that determine the academic eligibility of student at the high school level:

Note: A full time student is a student where the member school is responsible for programming 100% of the student's day. The student is eligible for like or similar awards, privileges and services as all other students, without exception. Legislation passed in the summer of 2015 (Wi. Stat. 118.133) states "a school board shall permit a pupil who resides in the school district and is enrolled in a home-based private educational program to participate in interscholastic athletics in the school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate."

1. There will be four academic periods throughout the year: Quarter 1 progress, Semester 1 final, Quarter 3 progress, Semester 2 final.
2. Students become academically ineligible to participate for either of these reasons:
 - a. One or more "F's" during an academic period (0.5 or 1.0 using Standards-Based Grading scale)
 - b. A GPA below 2.0 during the academic period.
 - i. Incomplete grades count as an "F" in this provision until completed. The High School Principal may waive this provision under extraordinary circumstances such as medical absences, family issues, etc. that caused the student to receive the "F" or incomplete.

When a student becomes ineligible:

1. They are suspended from competition for 15 school days, but are still permitted to practice. On the next calendar day, the student becomes eligible if they have a GPA at or above 2.0 and are passing all classes (no "F's" or incompletes).
2. Should the student remain ineligible after this check, they remain ineligible for another 15 days and the cycle continues until the student becomes eligible.
3. Semester 2 grades determine a student's eligibility for the following school year (Fall).

- a. Students entering the Fall sports season academically ineligible will have their 15 day period start on the day of the first competition and continue for a minimum of three weeks from that date when competitions begin prior to the start of the school year.
 - b. Students may restore academic eligibility status by recovering credit/making up failing grades in specified classes during summer school as approved by the High School Principal.
3. **A student must be present at all classes on the day of a practice or competition/performance to be eligible to participate. Students must also be present and on-time on the day after a competition/performance.** Only permission from school administration or the Athletic Director will permit a student to compete after missing classes unexcused. Students will be allowed to compete/practice if they are excused, but not ill. Examples of excused reasons would be attendance at a funeral, a doctor, dentist, or other medical health care provider appointment (with a physical doctor's note), and absence that is related to a classroom grade (e.g. field trip), or the like. Students may not participate in any competition/performance or practice if they are out ill **for any or all** of the school day without permission from school administration or the Athletic Director.
4. An athlete competing on a varsity, junior varsity, or JV2 team may compete in only one sport in any one season. Athletes may change sports or participate in multiple sports during the same season only if the following procedure is followed:
 - a. Written communication takes place between players and both coaches involved.
 - b. Parent(s) or guardian(s) notify the coach that they are aware of the change.
 - c. Each coach agrees to the change prior to the actual change taking place.
 - d. No student who is dropped from one squad for disciplinary reasons, or who quits, shall be eligible to compete in another activity for that particular season without mutual agreement of both coaches/advisors. However, a student who is cut from a squad may compete in another activity during that season.
 - e. With both coaches written approval, an athlete may compete in more than one (1) sport each season with the following provisions: The athlete must designate a primary sport in writing to the Athletic Director; the coach of the primary sport has sole discretion of what practices or contests they will allow the athlete to miss; if the athlete does not abide by the decision of the primary sport's head coach, the athlete will forfeit the opportunity to participate in the secondary sport.
5. All student athletes must ride in school provided transportation to out-of-town contests. A student who travels to an out-of-town contest with a school team/activity must return with the team/activity. The only exception to this rule is if a student's parent is present at the out-of-town site, they may request that the student returns with the parent. This request must be made **in person by the parent** to the coach/advisor in charge and the parent will also have to sign off that they are taking their child(ren). Any exception to this policy, must be pre-approved by the Athletic Director/Activities Director.
6. All injuries must be reported to the supervising coach immediately. The coach should also be informed if the injured athlete must consult a physician. If an injury is discovered after the athlete has returned home, the coach should be notified as soon as possible. As soon as possible the injured athlete must fill out an insurance form in the school office. Parents must inform the coaching staff of any special medical problems of the athlete or any pertinent medical history. It is recommended that all athletes who participate in sports have a current inoculation against tetanus. Athletes and their parents or guardians must realize that participation in interscholastic athletics involves the potential for injury or, in extreme cases,

death. Parents, guardians and athletes must understand that even with the best coaching, use of the most protective equipment, and strict observance of rules, injuries are still a possibility. Be aware that an injury may be severe including but not limited to fractures, brain trauma, paralysis, or death. Parent(s) or guardian(s) are reminded that MSD pays for athletic insurance. However, this insurance provides SECONDARY coverage, therefore the parent(s) or guardian(s) insurance is the first line coverage. In the event the parent(s) or guardian(s) have no insurance, the athletic policy becomes first coverage within its limitations. Copies of this school's athletic insurance policy are available upon request.

7. Each student is responsible for the equipment issued to them. This equipment must be returned at the end of the season. Failure to return such equipment will result in one or several of the following:
 - a. The student will not be allowed to participate in any future co-curricular activities.
 - b. Awards earned by the individual will not be presented until equipment is returned, or lost equipment is paid for.
 - c. Lost equipment will be paid for by the individual that it was issued to.
 - d. Any equipment (even if paid for as a lost item) still remains the property of the Montello School District and will be repossessed if found.
 - e. Any individual who is in possession of any equipment from another school district may have that equipment repossessed and disciplinary action taken, including preventing the individual from participating in future co-curricular activities.
 - f. Any individual who knowingly continues to hold on to equipment will also be reported to local law enforcement.
8. A student, when they join a squad, is expected to dedicate the time specified for practice/squad activities by the coach or advisor of the activity. Regular attendance at practice is expected and required. Failure to attend may possibly result in suspension from contests or removal from the sport or activity, regardless of the excuse for the absence (i.e. vacation). The only exception to this rule is if a student is involved in a sport and activity, or an activity and activity that has practices at the same time. It is expected that the coaches/advisors discuss this and share students as much as possible.
9. If the number of students trying out for an activity is more than the facilities and equipment can accommodate, or more than the WIAA permits, selection will be made on a number of factors including, but not limited to the basis of ability shown, attitude, work ethic, and desire to better the team/activity. **Selection to a team/activity and participation on a team/activity is under the sole authority and at the discretion of the coaching/advising staff.**
10. A student is expected to commit oneself to the team/activity and to represent the team/activity, school, and community in a positive manner. It is also expected that each student will appear for competition/performance dressed in the uniform provided by the district and in compliance with those standards established by the coach/advisor.
11. Use of Cameras and other recording devices in locker rooms is governed by School Board Policy 9151.
 - a. The board of education recognizes the importance of protecting the privacy interests of the district's students and is committed to safeguarding students' privacy in the locker room facilities.
 - b. As required by law, the board establishes the following locker room privacy policy:

- i. To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.
- ii. Encourage the local press and student reporters to wait outside the locker room to get necessary interviews/photographs.
- iii. The following recording devices will be permitted in the locker room and for the particular use described:
 1. Video recording devices of any type may be used in the locker room, provided that no students are present in the locker room when the recording device is being used.
 2. Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a district staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.
 3. Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students that violates school rules. Use of such surveillance must be approved by the superintendent. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.
 4. Parents/Guardians may enter the locker room on a limited basis, with prior approval of the coach or teacher. The parent/guardian is not permitted to interview or seek information from any student or use any recording device to record or transfer images. A "recording device" means a camera, video recorder, cell phone with video and/or photograph capabilities, or any other device that may be used to capture, record or transfer images.

No images of a nude or partially nude person in the locker room may be captured, or transferred under any circumstances by any individual.

To protect the privacy of the district's students, parents/guardians, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone or any electronic device to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate state law.

175.22, 942.08, 942.09, Wis. St. Stats. Neola 2012

12. Please note the following WIAA rule concerning non-school participation: "It is the philosophy of the WIAA that a student owes loyalty and allegiance to the school and team of which they are a member during the season of a given sport. Athletes may compete in not more than two

non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Non-school competition will not be allowed during the respective WIAA tournament series in a sport. A student becomes ineligible in a sport for the remainder of the season for **not receiving school approval beforehand and/or** competing in more than two non-school games, meets, or contests in the same sport during the season of practice and competition established by the school. The penalty may be reduced, with the forfeiture of the two non-school opportunities, upon the request of a school on the basis of documented extenuating circumstances.” (2023-24 WIAA High School Athletic Eligibility Bulletin).

CODE OF CONDUCT

The code of conduct established by the Montello School District is written for the best interest of the students and the team/activity. The student who follows the rules is demonstrating dedication to self-improvement as well as enhancing the best interest of fellow teammates, coaches/advisors, the school and the Montello community as a whole. Participation is not reserved for the most talented students, but is also for students to display pride in their school and community by abiding by rules. The code of conduct is to be observed by all students throughout the calendar year, not only when they are participating during their respective seasons, but also when school is not in session, including the summer. *In all situations involving possible violations of the code of conduct, administrative discretion (i.e Athletic/Activity Director/High School Principal) will determine whether or not there is an actual violation of the code of conduct.*

It is important for all student-athletes to understand that involvement in our athletic program is a privilege. With the responsibility of being an athlete, comes a commitment, which is a condition of this code of conduct. In the event that a student-athlete comes under investigation for possible violations to the provisions of this code, it is expected that:

- the student-athlete shall be truthful.
- the student-athlete will be forthcoming with information.
- the student-athlete will not be deceptive or untruthful.
- the student-athlete will be cooperative.

During the investigation of any student-athlete violation the student-athlete must be truthful and forthcoming with information, or the High School Principal and/or the Activities/Athletic Director has within his/her power to impose a greater level of consequence, if it is determined that the student-athlete has lied, been deceptive or untruthful, prior to, or after the determination of guilt and/or consequences. Great weight must be placed on the privilege of representing our community outside the confines of our community and any athlete that would fail to be truthful and/or cooperative would jeopardize the perceived character of our programs.

1. A student must refrain from any conduct, at any time that would reflect unfavorably on themselves or the school. Conduct that would reflect unfavorably on a student or on the school includes, but is not limited, to the following:

Level 1 Offenses

- a. **Use, possession, buying, or selling of controlled substances, street/illegal drugs and/or performance enhancing substances, alcohol, or tobacco products (including vape devices/cartridges), and/or drug paraphernalia (use of certain substances for religious use is exempt from this policy).** In situations where alcohol, tobacco, drugs and/or drug paraphernalia, controlled substances, etc. is/are found in a student's possession (including a student's personal property, or the student is in possession in a picture), the student will have the burden to prove to administration by a preponderance of the evidence that the alcohol, tobacco, drugs and/or drug paraphernalia, controlled

substances, etc. were not the student's or the student was unaware of the existence of such prohibited items. The Athletic/Activity Director and/or High School Principal will make the final determinations as to whether a student was knowingly in possession of such prohibited item(s) in violation of this provision.

- b. **Presence in a bar or tavern where the required age for entry is 21 or older without a parent or guardian.**
- c. **Hosting a party.** Any student participating in co-curricular activities and/or their parents/guardians who have a gathering at their home, property or personal property (car, boat, camper, campsite, etc.) where alcohol, tobacco, drugs, or drug paraphernalia are permitted by such person to be used and/or brought into the home, property or personal property by a co-curricular participant may be given a penalty at a higher level. Administrative discretion (i.e. Athletic/Activity Director, High School Principal/Assistant Principal) will determine the length of the penalty.
- d. **Supplying/Bringing alcohol/drugs.** Any student participating in co-curricular activities and/or their parents/guardians who bring/supply alcohol, tobacco, drugs, or drug paraphernalia to another co-curricular participant may be given a penalty at a higher level. Administrative discretion (i.e. Athletic/Activity Director, High School Principal/Assistant Principal) will determine the length of the penalty. In the event another individual engages in this behavior on behalf of the athlete, there will be a presumption that the other individual acted as an agent of the athlete and the athlete will receive the same punishment as if the athlete had been the supplier.

Level 2 Offenses

- a. **Criminal offense/violation of state statute or city/county ordinance.** Criminal offense or a violation of a state statute or city/county ordinance having statutory counterpart, not to include such violations as traffic, jaywalking, or other similar minor citations, regardless of whether the offense has been fully adjudicated by the courts.
- b. **Violence.** Physical violence or threatening violence against another individual, the school, another entity or organization.
- c. **Vandalism**
- d. **Harassment (including Hazing).** The National Federation of State High School Associations defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.
- e. **Behavior or conduct which reflects unfavorably on a student.** This includes racism, sexism, homophobia, or bullying.
- f. **Illegal or inappropriate use of the Internet and/or electronic devices.** Any posting or communication via social networking websites which disrupts either the educational or athletic environment is unacceptable. This includes but is not limited to: the consumption of alcohol or the use of illicit drugs or facsimiles, inappropriate sexually oriented material, or activities involving bullying, hazing or harassment.

Level 3 Offenses

- a. **Unsportsmanlike conduct (see WIAA Fundamentals of Sportsmanship)**
- b. **Truancy**
- c. **Violation of student rules.** These rules are as described in the student handbook and set forth by classroom teachers/administrators.
- d. **Attendance and behavioral rules and guidelines.** Failure to follow the attendance and behavioral rules and guidelines for an individual program as set by the coach/advisor, subject to administrative approval and on file with the Athletic/Activities Director(s) and/or school principal.
- e. **Squad curfews.** Failure to follow squad curfews may be determined by the coach of each activity.

- f. **Not using, but knowingly in the presence of alcohol, illegal drugs/drug paraphernalia.** In situations where it is noticeably apparent to law enforcement officials that alcohol, illegal drugs, and/or drug paraphernalia are present the district's determination will be that the student was knowingly in the presence of alcohol, illegal drugs and/or drug paraphernalia **BUT NOT USING DRUGS OR ALCOHOL**. Students may be present at an establishment which is primarily for eating and may be present at a ceremony-type activity such as a wedding reception. Students may only be present at a bar or tavern if they are with their parent(s)/guardian(s).
- g. **Conduct unbecoming an athlete.** This includes, but is not limited to:
- i. Insubordination during activity involvement. Insubordination is defined as intentionally refusing to follow a coach's/advisor's directions. The significance of the violation will be evaluated and the penalty, which may involve game suspensions, will be determined based on the severity of the offense.
 - ii. Profanity or obscene gestures during an activity involvement. The significance of the violation will be evaluated and the penalty, which may involve game suspensions, will be determined based on the severity of the offense.
 - iii. Behavior or conduct which reflects unfavorably on the student. The significance of the violation will be evaluated and the suspension will be determined based on the severity of the offense.
 - iv. Cheating. 1st offense during one's high school career: The teacher involved will handle the situation in the classroom and will make contact with the Athletic/Activity Director. 2nd offense during one's high school career: The student will be referred to the Athletic/Activity Director for a behavioral offense or code of conduct violation.
 - v. Failure to be a "Student in Good Standing". A student must be a "Student in Good Standing" at each school year checkpoint in order to compete in any co-curricular event.

"Student in Good Standing" is defined as follows:

- 1) You adhere to your high school behavioral expectations.
- 2) You adhere to your high school attendance and tardy policies.
- 3) You have no outstanding disciplinary referrals.

Only administrative approval will allow a student to compete in co-curricular events if a student is not a "Student in Good Standing" at each checkpoint.

Disciplinary Referral checkpoints are the same as grading period checkpoints.

Reporting Violations:

School officials have the obligation and right to investigate possible violations of the Code. Only formal complaints of alleged code violations will be investigated. Any person can make a formal complaint by submitting a signed accusation to the building principal or activities director.

- The signed accusation must acknowledge the accuser's agreement to appear before a hearing with the accused, if necessary.
- Any person making an accusation must have first-hand knowledge of the alleged violation(s); Penalties for violations of the co-curricular code will not be based on hearsay.

It is within the discretion of the building principal and/or athletic/activities director to make an exception to the requirement for a written complaint, such as when information is shared by the police or human services. Administration will consider statements made by students to law enforcement or human services (which are either shared verbally with school administration and/or are found in a written law enforcement report) as factual and truthful statements. If a student, upon questioning by a school

official, recants on such statements made to law enforcement or human services, the district's position will be that the statements made to law enforcement or human services were truthful and as such, it will be up to the student to convince school administrations otherwise. Any student in this situation who makes a statement to law enforcement or human services which is determined to violate the district's code of conduct will be ineligible for competition until otherwise determined eligible by school administration.

When an alleged violation is reported, the principal, advisor, and/or athletic/activities director shall arrange a meeting with the student to take place as soon as possible, but no later than five (5) school days after the formal complaint has been received. Note: pre-school year football, volleyball, cross country, soccer, etc. practice days will be counted as school days for these purposes.

If the alleged actions and behavior of the accused are also a violation of another Board of Education policy, the accuser is encouraged to file a complaint under those policies as well.

- Bullying allegations should be reported using the complaint procedures outlined in Board Policy 5517.01.
- Harassment allegations should be reported using the complaint procedures outlined in Board Policy 5517.
- Pupil discrimination allegations should be reported using the complaint procedures outlined in Board Policy 2260.

A complete copy of Board of Education policies on bullying, harassment, and pupil discrimination may be found online at, <https://www.boarddocs.com/wi/monsd/Board.nsf/Public>.

Guidelines for Penalties

As to violations pertaining to alcohol, tobacco, nicotine and related products and drug possession/use, all code of conduct policies are superseded by MSD School Board policies. A student suspended or expelled from school will be barred from participation in, or attendance at activities and sporting events during that time. However, if the violation suspension is a shorter period of time than the code dictates, then the code penalty will prevail.

Participation in athletics and activities is a privilege, not a right. Failure to abide by the established training rules will result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting for the minimum penalty that will be imposed. Code of conduct violations are cumulative during a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a second penalty offense for the second violation, even if it were not alcohol. The classification of offense will determine the severity of the consequence however (e.g. students who commit two Level 1 offenses and then a Level 3 offense will be subject to the Level 3 consequence for third offense, "Suspension for 1 game", not the more extensive Level 1 consequence of "Suspension for 1 calendar year.")

In addition to the penalty provisions set forth below, code of conduct violations may adversely affect school and/or conference awards.

When a violation occurs, the suspension will be served in a WIAA sport in which the student currently participates in or the next WIAA sport in which the student participates. A student who participates in a WIAA sport and receives a code of conduct or behavioral offense suspension **MUST** serve the suspension in a WIAA sport.

In the case of serving a suspension in the next WIAA sport a student participates in (provided they have never participated in the WIAA sport and/or activity before), permission from both the Athletic Director and head coach/advisor of the new WIAA sport and/or activity must be given. Also, a student may not join a sport to serve a suspension after the first scheduled contest in that sport has taken place. Also, the student must complete that season "in good standing" as outlined by both the Athletic Director and

head coach/advisor for the suspension to be served. Failure to meet the “in good standing” requirement results in the student not receiving any credit for time served and having to serve the entire suspension again in the next WIAA sport and/or activity in which they participate.

When a second violation occurs prior to a first violation penalty being served, the two penalties must be served consecutively; they are not to be served concurrently. A student with suspension penalties must begin and end their respective season “in good standing” in order for the suspension to be completed.

Students in all WIAA sports (including cheer and dance) who break the code of conduct outside their season will begin a penalty from the first day of their next WIAA sport season or cheer/dance season. Penalties will carry over into a second WIAA sport season if the suspension is not completed in the original season or from one school year to the next.

When any suspension results in a fraction of a game, the number shall be rounded up to the nearest whole number of games (i.e. 2.1 or 2.8 games equals 3 games). NOTES: 1) This is a minimum penalty and may not be reduced by any other provision of the school code. 2) Any portion of the suspension not completed during the current season will carry over to the next sport or sport season.

Students may participate in simultaneous activities, however, if a student incurs a violation, they shall be penalized according to the code for each activity (ex. category 1 and category 2) if any or all activity seasons are taking place simultaneously. All category 1 activities have defined beginning and ending dates.

The Athletic/Activities Director or Principal(s) can determine a level or length of discipline that fits the offense if needed in extenuating circumstances.

Penalties for Code of Conduct Violations Without a Self-Referral

Offenses **without self-referral**

The penalties are:

First Violations

Category 1 Activities:

Level 1 Offense: Suspension for 12.5% of the regular season or the equivalent of 12.5% of the regular season and the student MUST also complete a Screening, Brief Intervention, and Referral to Treatment program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 12.5% of the regular season contests and practices.

Level 3 Offense: Suspension for 1 game.

Category 2 Activities: There are no stipulated conduct or academic standards for participation in this handbook, but advisors are **required** to use standard conduct and academic standards that align with the district’s code of conduct. These standards will be required to be approved by the Activity Director and Principal each school year if language is changed. Each advisor will monitor their respective group to uphold and maintain those standards. In cases where disciplinary actions arise, the advisor will confer with the Principal and Athletic/Activities Director to determine appropriate actions.

Category 3 Activities: Students must adhere to the Rules for Participation on a trip (i.e. band/choir trips, Washington D.C. trip, anything that is outside of a regular curricular field trip) that will be clearly delineated when a student registers for a trip.

Second Violations

Category 1 Activities:

Level 1 Offense: Suspension for 50% of the season or the equivalent of 50% of the season and the student MUST also complete Screening, Brief Intervention, and Referral to Treatment program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 50% of the season or the equivalent of 50% of the season.

Level 3 Offense: Suspension for 1 game.

Third Violations

Category 1 Activities:

Level 1 Offense: Suspension will be one (1) calendar year (365 days) from all activities and the student MUST also complete a Screening, Brief Intervention, and Referral to Treatment program or similar approved educational program in order to be reinstated.

Level 2 Offense: Suspension will be one (1) calendar year (365 days) from all activities.

Level 3 Offense: Suspension for 1 game.

Fourth Violations

Category 1 Activities:

Level 1 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one (1) calendar year suspension.

Level 2 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one (1) calendar year suspension.

Level 3 Offense: Suspension for 1 game and possible creation of a Probationary Conduct Contract with the Athletic Director, Principal, and Coach/Activity Advisor.

Penalties for Code of Conduct Violations with Self-Referral

For the following violations (with self-referral) or honesty referral:

Self-Referral: If a student presents themselves to the High School Principal and/or Athletic Activities Director at their school as a person who has violated the code of conduct, that student will have their penalty reduced. For this to occur, the student must self-admit no later than the first school day after the violation has occurred. Administration may grant an extension to the one school day provision due to extenuating circumstances. Students and/or their parents are strongly encouraged to self-report violations of the code of conduct during the summer months to the High School Principal/Assistant Principal/Athletic Director as soon as possible.

Honesty Referral: If a student upon a first questioning by the Athletic/Activities Director or other school administrator provides truthful information about committing a code of conduct violation, that student will have their penalty reduced. For this to occur, the school must be conducting an investigation and not have had a law enforcement report and/or published written account and/or by other factual, credible means confirming the student had committed a code of conduct violation.

Offenses with Self-Referral:

The penalties are:

First Violations

Category 1 Activities:

Level 1 Offense: Suspension for one (1) game/contest. The student MUST also complete a Screening, Brief Intervention, and Referral to Treatment program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for one (1) game.

Level 3 Offense: Loss of playing time as determined by head coach/advisor.

Category 2 Activities: There are no stipulated conduct or academic standards for participation in this handbook, but advisors are **required** to use standard conduct and academic standards that align with the district's code of conduct. These standards will be required to be approved by the Activity Director and Principal each school year if language is changed. Each advisor will monitor their respective group to uphold and maintain those standards. In cases where disciplinary actions arise, the advisor will confer with the Principal and Athletic/Activities Director to determine appropriate actions.

Category 3 Activities: Students must adhere to the Montello School District Rules for Participation on a Trip (i.e. band/choir trips, Washington D.C. trip, anything that is outside of a regular curricular field trip) that will be clearly delineated when a student registers for a trip.

Second Violations

Category 1 Activities:

Level 1 Offense: Suspension for 12.5% of the season or the equivalent of 12.5% of the season and the student **MUST** also complete a Screening, Brief Intervention, and Referral to Treatment program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 12.5% of the season or equivalent to 12.5% of the season.

Level 3 Offense: Suspension for one (1) game/contest.

Third Violations

Category 1 Activities:

Level 1 Offense: Suspension for 50% of the regular season contests and practices and the student **MUST** also complete a Screening, Brief Intervention, and Referral to Treatment program or a similar approved educational ATODA program in order to be reinstated.

Level 2 Offense: Suspension for 50% of the regular season.

Level 3 Offense: Suspension for one (1) game/contest.

Fourth Violations

Category 1 Activities:

Level 1 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one (1) calendar year suspension.

Level 2 Offense: The student loses the privilege to participate in all co-curricular activities during the remainder of their academic career in the district, unless the student participates in an approved treatment program and serves a minimum of one (1) calendar year suspension.

Level 3 Offense: Suspension for 1 game and possible creation of a Probationary Conduct Contract with the Athletic Director, Principal, and Coach/Activity Advisor.

Special Notes:

1. **WIAA Rule:** Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid their debt to society and the courts consider the sentence served (including probation, community service, etc.) (See the WIAA High School Eligibility Bulletin). **Please note the following MSD rule could apply in addition to the WIAA rule above:**

If a student is charged with a felony, the student **COULD** lose the right to participate in athletics, activities and/or clubs for the remainder of their high school career in the district.

If a student uses the self-referral and/or honesty referral option outlined previously in this handbook their suspension may be reduced depending on the severity of the offense (for first and second violations only and excludes all felony charges). This does not include minor traffic violations such as speeding or parking tickets.

2. The minimum penalty for code of conduct violations or any behavioral offenses that result in a student-athlete being suspended for any portion of WIAA tournament competition, is immediate disqualification of the student-athlete for the remainder of the total tournament series in that sport. Athletes who are ineligible during the WIAA Tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA Tournament. EXCEPTION: An injured student-athlete will be allowed to participate in the awards ceremony provided they are included in the roster allotment for that game.

Appeal Procedure for a Code Violation:

A student may appeal when a violation of the Code of Conduct and/or WIAA rules is found. The student must notify the District of their intent to appeal in writing as soon as practical, but no later than five (5) calendar days from the date of the initial finding of a violation. Any penalty or sanction imposed as a result of an initial finding of a violation remains in effect and shall be enforced while any appeal is pending.

The appeal will be considered by a three (3) member panel, consisting of an administrator that was not involved in the initial determination, a coach/advisor that was not involved in the initial disciplinary determination, and a member of the Board of Education. The three (3) member panel shall be appointed by the Board of Education, and its members may be changed on a case by case basis, as the Board President deems appropriate. The appeal panel will meet with the student and their parent(s), as well as the activities/athletic director and/or principal that made the initial finding of a violation (or his/her designee(s)) to hear the appeal. The appeal process will follow the open meetings law and will be posted as such.

The hearing may consist of a presentation of investigation findings, including but not limited to reports, witness statements, recorded material (e.g., videos, photographs, recordings, or digital images), and other information deemed relevant by the panel. However, participation in District programs is a privilege, not a right, and consequently no full due process hearing is contemplated or required; instead, the student and parent shall simply be given an opportunity to provide information and the reasons why they believe the rule violation did not occur.

The appeal panel will make a decision following the hearing. The appeal panel's decision shall be final.

Additional Information Pertaining To Athletic/Activity Participation:

Athletic/Activity Injury (Reporting & Care):

- 1) All injuries must be reported to the supervising coach immediately. The coach should also be informed if the injured athlete must consult a physician. If an injury is discovered after the athlete has returned home, the coach should be notified as soon as possible.
- 2) As soon as possible the injured athlete must fill out an insurance form in the school office.
- 3) Parents must inform the coaching staff of any special medical problems of the athlete or any pertinent medical history.
- 4) It is recommended that all athletes who participate in sports have a current inoculation against tetanus.
- 5) Athletes and their parents or guardians must realize that participation in interscholastic athletics involves the potential for injury or, in extreme cases, death. Parents, guardians and athletes must understand that even with the best coaching, use of the most protective equipment, and strict observance of rules, injuries are still a possibility. Be aware that an injury may be severe including but not limited to fractures, brain trauma, paralysis, or death.

Parent(s) or guardian(s) are reminded that the school purchases Student Accident insurance coverage for PreK-12 students while participating in or attending any regularly scheduled school activity. The maximum amount of medical expenses covered for each injury is \$25,000. This coverage is excess over other collectible insurance for the same accident, meaning that the District's coverage is secondary to the Parent/Guardians insurance. Maximum allowable amounts may apply to certain services provided. Please contact the school office to obtain the proper paperwork if an accident occurs.

Coaches Code of Conduct and Parent/Student-Athlete Complaint Process

Coaches employed by the Montello School District will be expected to model appropriate behaviors that are expected of our student-athletes. They will also adhere to the WIAA Coaches Code of Conduct which is adopted from the NFHS. These guidelines are listed below.

NFHS Coaches Code of Conduct:

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

1. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
2. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
3. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
4. The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
5. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
6. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
7. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
8. The coach shall not exert pressure on faculty members to give any student-athlete special consideration.
9. The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

If a Parent or Student-Athlete has a complaint in their respective sport or activity, the process for filing a formal complaint is as follows:

1. The student-athlete will bring their concern/complaint to the attention of the coach/advisor. The coach/advisor will discuss this with the student-athlete. If there is not satisfaction:

2. Parent(s) will meet with the coach/advisor to discuss the concern/complaint. If there is not satisfaction:
3. Parent and/or Student-Athlete will file a formal complaint, in writing, with the Athletic Director/Activities Director and the Principal/Assistant Principal to bring the concern to their attention. After gathering information and talking to all parties involved, a decision regarding the concern/complaint will be made and communicated to all parties. If there is not satisfaction:
4. The formal complaint, in writing, will be filed with the District Administrator. The District Administrator will gather information that has been presented in previous meetings, gather more information, and render a decision regarding the concern/complaint. This information will be communicated to all parties involved. If there is not satisfaction:
5. A formal complaint can be filed with any member of the school board. Any such request must be submitted promptly after the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees. The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board or a committee of the Board prior to making a final decision on the matter. The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised. If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to Board policy 9130 or the District Administrator for further assistance.

Addendum I – WIAA Eligibility Information



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

2023-2024 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and Montello District Schools

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaawi.org.

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing. Reading and signing this form is a condition of participating in interscholastic athletics at WIAA member schools. It does not guarantee a student-athlete's athletic eligibility nor does it give rise to any contractual rights, direct or indirect, to student-athletes or their parents.

These are WIAA eligibility rules, which are **current for the 2023-2024 school year**:

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for any portion of a spring athletic schedule not completed by the end of the academic year. Mid-year graduation ends athletic eligibility on the last day of attendance.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.

- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.

- F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first six consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education. Note: A student who does not serve a penalty for violation by leaving the state and competing in another state, will be ineligible for the balance of the suspension upon return to the state.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
- D. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- E. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.
- G. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.
- I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash (including gift cards) or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

SPORTS ACTIVITIES OUTSIDE OF SCHOOL

Athletes may compete in not more than two non-school competitions with prior school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).
 - (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
 - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme

fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.

- (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.

5/2022

Detach and Return to Athletic Director

PARENT-ATHLETE RULES OF ELIGIBILITY SIGN-OFF FORM – 2023-2024

I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. 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 prior to signing this statement. In signing below, I further acknowledge and understand that no contractual relationship, direct or indirect, is created between the student-athlete or their parents and the Wisconsin Interscholastic Athletic Association.

School Name

Parent/Guardian Signature

Please Print Name

Date

Student-Athlete Signature

Please Print Name

Date

This form must be completed and submitted to the Athletic Director prior to a student being declared eligible to practice and compete.

Addendum II – WIAA/DPI Concussion Education Materials



KNOW YOUR CONCUSSION ABCs

- Assess the situation
- Be alert for signs and symptoms
- Contact a health care provider

Wisconsin Concussion Fact Sheet for Parents

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head and can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports **one or more** of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

SIGNS AND SYMPTOMS OF A CONCUSSION		
SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD	
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about events • Answers questions slowly • Repeats questions • Can't recall events prior to the hit, bump, or fall • Can't recall events after the hit, bump, or fall • Loses consciousness (even briefly) • Shows behavior or personality changes • Forgets class schedule or assignments 	<p>Thinking/Remembering:</p> <ul style="list-style-type: none"> • Difficulty thinking clearly • Difficulty concentrating or remembering • Feeling more slowed down • Feeling sluggish, hazy, foggy, or groggy <p>Physical:</p> <ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Fatigue or feeling tired • Blurry or double vision • Sensitivity to light or noise • Numbness or tingling • Does not "feel right" 	<p>Emotional:</p> <ul style="list-style-type: none"> • Irritable • Sad • More emotional than usual • Nervous <p>Sleep*:</p> <ul style="list-style-type: none"> • Drowsy • Sleeps less than usual • Sleeps more than usual • Has trouble falling asleep <p><small>*Only ask about sleep symptoms if the injury occurred on a prior day.</small></p>

Materials adapted from U.S. Dept of HHS Centers for Disease Control and Prevention



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION






DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Difficult to arouse
- Severe headache or worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)



Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care provider experienced in evaluating for concussion says they are symptom-free and provide written clearance to return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports conditioning, weight lifting, practices and games, or
- Physical activity at recess.

What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.** A health care provider experienced in evaluating for concussions can direct concussion management and review when it is safe for your child to return to normal activities, including school (concentration and learning) and physical activity. If your child or teen has been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury, they may not participate again until he/she is evaluated by a health care provider and receives written clearance to participate in the activity from the health care provider.
2. **Help them take time to get better.** If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen should limit activities while he/she is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, using a computer, texting, or playing video games may worsen or prolong concussion symptoms (such as headache or tiredness). Rest will help your child recover more quickly. Your child may become upset that he/she cannot participate in activities.

3. **Together with your child or teen, learn more about concussions.** Talk about the potential long-term effects of concussion and the problems caused by returning too soon to daily activities to quickly (especially physical activity and learning/concentration).

How can I help my child return to school safely after a concussion?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's school administrators, teachers, school nurse, coach, and counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because he/she cannot keep up with schoolwork and learn as well after a concussion. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.



In español visit: www.cdc.gov/concussion. Para obtener una copia electrónica de este folleto de información en español, por favor visite: www.cdc.gov/concussion

To learn more about concussions go to: www.cdc.gov/Concussion; www.wiaawi.org; www.nflhs.org



PARENT & ATHLETE AGREEMENT

Related to Concussion Law 2011 – Wisconsin Act 172

DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Difficult to arouse
- Severe headache or worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care provider experienced in evaluating for concussion says they are symptom-free and provide written clearance to return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports conditioning, weight lifting, practices and games, or
- Physical activity at recess.

What should I do if my child or teen has a concussion?

1. Seek medical attention right away. A health care provider experienced in evaluating for concussions can direct concussion management and review when it is safe for your child to return to normal activities, including school (concentration and learning) and physical activity. If your child or teen has been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury, they may not participate again until he/she is evaluated by a health care provider and receives written clearance to participate in the activity from the health care provider.
2. Help them take time to get better. If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen should limit activities while he/she is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, using a computer, texting, or playing video games may worsen or prolong concussion symptoms (such as headache or tiredness). Rest will help your child recover more quickly. Your child may become upset that he/she cannot participate in activities.

3. Together with your child or teen, learn more about concussions. Talk about the potential long-term effects of concussion and the problems caused by returning too soon to daily activities to quickly (especially physical activity and learning/concentration).

How can I help my child return to school safely after a concussion?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's school administrators, teachers, school nurse, coach, and counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because he/she cannot keep up with schoolwork and learn as well after a concussion. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.

Questions and Contact Information

Related to Concussion Law 2011 – Wisconsin Act 172

Name _____ Date _____

Address _____

City _____ Zip _____ County _____

Phone _____ Email _____

Age _____ School _____ School District _____

Check all that apply (*This document must be completed at the beginning of every athletic season*)

I participate in:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Football | <input type="checkbox"/> Baseball/Softball | <input type="checkbox"/> Basketball | <input type="checkbox"/> Hockey |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Golf | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Track & Field | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Skiing/Snowboarding |
| <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Tennis | <input type="checkbox"/> Swimming & Diving | |
| <input type="checkbox"/> Other _____ | | | |

Name of Current Team _____

1. Have you ever had a concussion? _____, if yes, how many? _____

2. Have you ever experienced concussion symptoms? _____ Did you report them? _____

Emergency Contacts:

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

Please complete this form and return to the person operating the youth athletic activity.

PARENT & ATHLETE AGREEMENT

(Related to Concussion Law 2011 - Wisconsin Act 172)

As a parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury. This form must be completed for every sports season and every youth athletic organization the athlete is involved with.

PARENT AGREEMENT:

I _____ have read the Parent Concussion and Head Injury information and understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.

I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach.

I understand the possible consequences of my child returning to practice/play too soon.

Parent/Guardian Signature _____ Date: _____

ATHLETE AGREEMENT:

I _____ have read the Athlete Concussion and Head Injury information and understand what a concussion is and how it may be caused.

I understand the importance of reporting a suspected concussion to my coaches and my parents/guardians.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice.

I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal

Athlete Signature: _____ DATE: _____

**PARENT-STUDENT RULES
OF ELIGIBILITY
SIGN-OFF FORM
2023-2024**

I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. 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 prior to signing this statement.

School Name

Parent/Guardian Signature	Please Print Name	Date
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Student-Athlete's Signature	Please Print Name	Date
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This form must be completed and submitted to the Athletic/Activities Director prior to a student being declared eligible to practice and compete.