

2023-2024
Mt Horeb High School
Co-Curricular
Code of Conduct



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Philosophy and Purpose of the Code of Conduct

Expectations of Conduct for Students Who Participate in Extracurricular Activities

Participants on a school team, club, or organization represent not only themselves and their families, but also their teammates, their coaches or sponsors, their schools, and the Mount Horeb Area School District. Additionally, extracurricular activities often draw high public interest, visibility, and focus of attention in the media. Since public support is an essential ingredient of public education, the behavior of students who participate in extracurricular activities has a significant impact on the school district's pursuit of its mission. High standards of conduct and citizenship are essential precepts of the school district's extracurricular program. These high standards include instilling students with a positive attitude, building strong character, teaching responsibility, and demanding integrity. Participants must set a positive example and be role models for all. To maintain high standards for all extracurricular programs throughout the entire school district, a firmly and fairly enforced code of conduct is necessary. Therefore, all participants shall abide by a code of conduct specifically for extracurricular activities.

The WIAA mandates that a member school have a code of conduct for athletes. The code should describe the circumstances under which co-curricular participation is limited or suspended. The purpose of the Code of Conduct is to specify, as clearly as possible, the circumstances under which limits are placed upon co-curricular participation by students. Realizing no code can address every situation that might arise, it may be necessary at times for the administration to make changes to this handbook. Focusing on our educational mission sometimes means restricting or limiting student's opportunities to participate in co-curricular programs. When necessary, we limit those opportunities with regret. ***It is important to remember that participation in co-curricular activities is a privilege, not a right.***

The Privilege of Participation

Participation in extracurricular activities is a privilege, not a right. School officials may deprive a student of the privilege of participation when they determine that the student's continued participation is not consistent with the high standards of conduct expected of all participants. In particular, whenever a student violates this code of conduct, the student is subject to losing the privilege of participation in extracurricular activities.

Any MHHS student who participates in a public activity under the auspices of a club, organization, or team that is sponsored by the school is required to follow the Code of Conduct except when the activity is a course requirement and/or tied to a grade. Limitations on participation will vary depending on the nature of the co-curricular activity and these limitations are described later. Individuals who graduate early will not be allowed to be in **ANY** activities that are school sponsored.

Code of Conduct Sanctioned Activities

Any activity through which the student participant represents or promotes MHASD will be potentially sanctioned. Activities and examples are grouped below to facilitate the discussion of limitations and consequences.

1. Interscholastic Athletics

2. Student Performances

- Students in co-curricular music ensembles, plays or musical cast member.
- All concerts by non-classroom groups [Chamber Singers, Vocal Jazz, etc.]
- All plays, drama productions, and musicals [all participants, including cast, crew, pit orchestra, etc.]
- Any student performance or portrayal for a MHHS co-curricular activity.

3. Student Representatives – Students elected to class or student council offices, students chosen by faculty or peers to represent the school (e.g. Badger State), club official, or student court representatives.

4. Students in Clubs – e.g. Spanish, Science Olympiad, Art Club, Academic Decathlon, etc.

5. Students in Service Clubs – e.g. SAGA, Ecology Club, National Honor Society, etc.

Becoming Eligible for Co-Curricular Participation

All Co-Curricular participants (clubs & athletics) and a parent/guardian must submit a Code of Conduct agreement each year. The code remains in effect 12 months of the year.

Submitting the Code of Conduct Agreement indicates that parent and participant have knowledge, understanding, and are in agreement with the standards set forth to afford the privilege of participation. The agreement must be submitted prior to the start of practice for any contest or event participation. **Failure to submit the Code of Conduct Parent and Participant Agreement will immediately disqualify a student from participating in all co-curricular activities until a signed agreement is turned in.**

Other requirements for initial Eligibility in Co-Curricular Athletics

All athletes wishing to participate on an athletic team or program must complete and have on file with the Activities Department, the following documents prior to the first practice; you will be eligible to practice until all items are completed:

1. Current WIAA Physical
2. Emergency Contact Information
3. Code of Conduct View & Google Acknowledgement Form Submitted
4. Athletic Fee of \$80.00
5. Concussion & Sudden Cardiac Arrest Waiver

Once all items have been completed, your WIAA eligibility status will be updated for your coach to confirm that you are eligible to begin the season. **In addition**, students who have outstanding school obligations (registration, activity, library, lost equipment/uniforms, etc.) may not participate in or start until all fees/fines and/or obligations are taken care of.

Academic Requirements

The academic eligibility standard at Mount Horeb High School is that a student must be passing all classes to be eligible to participate in any co-curricular activity. A student's first priority must always be academic performance. This standard is applied through the **weekly grade report**. Beginning on the 4th Wednesday of each quarter and all following Wednesdays of the quarter, the Activities Department will print grades of students that are currently participating in a co-curricular activity.

The Activities Department will notify advisors/coaches of participants that are earning a failing grade. The advisors/coaches will discuss this with the student. If failing a course, the student will be placed on a one-week academic *probation* Monday through Sunday of the following week. The student can and will be expected to continue participation, but must raise the specific course(s) grade(s) in order to be eligible the following week. If passing the following week when the next weekly grade report is printed, the student is no longer on academic probation. If failing the following week, the student will become ineligible from Monday through Sunday of the following week. Such students will remain ineligible through that week *and* until she/he is passing that particular course but is eligible to continue practicing. Managers do not travel or sit on the bench

for the week of their ineligibility. Students must serve their one week ineligibility status, even if the grade improves that week.

Quarter Grades on the Report Cards

One or Two Failing Grades

- Co-curricular students will not be allowed to participate in competitions, performances, court duties or other meetings or activities for a minimum of **two calendar weeks** beginning on the Monday following the posting of grades. Grades are considered “posted” when they are received by the Activities Principal from the Guidance Office. Periods of ineligibility for grades begin on the Monday following the posting of grades.
- Students will regain eligibility to participate by proving they have passing grades in **all subjects** after the two week ineligibility period is served. This is verified by the weekly academic monitor. If a student fails to improve his/her grades to a passing level, the student shall continue to be ineligible for the following week (Monday through Sunday).
- 4th Quarter F. Per the WIAA: When the earliest **allowed** WIAA game/meet takes place before the first day of classes at a member school, “the maximum ineligibility period shall be the lesser of: a). 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b). one third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).”

Three or More Failing Grades

- Students are dropped from all activities until the next quarter grading period at which time the student must demonstrate passing grades in each class to resume participation.

Incomplete Grades

All incomplete grades (I) or unsatisfactory grades (U) are treated as failing grades and will make the student ineligible to participate in any activity. Upon verification by the teacher issuing the incomplete, a student who completes the necessary requirements to attain a passing grade will immediately regain his/her eligibility providing he/she meets other academic requirements. A student has two weeks in which to raise an incomplete to a passing grade.

Dropped Courses

If a student **drops** a class after the first week of classes in any semester, they will receive a failing grade for that class. Failing grades resulting from dropped classes are treated as failing grades on progress reports and on quarter and semester report cards.

Attendance and Eligibility

Event Day Attendance

Students must be in attendance the entire school day to participate in a contest(s) or event(s) scheduled for that day. Students may not be more than fifteen (15) minutes late to school or for any class on a contest or event day. **Parental excuses are not an excuse that allows a student to play/participate on an event or game day.**

Students are allowed to keep medical and/or dental appointments, college visits, or funerals on a contest or event day. Written verification from the medical or dental office must be turned-in to the attendance office before the student may participate. The Principal, Assistant Principal or the Activities/Assistant Principal may approve individual exceptions prior to a student's absence. If a student needs to leave school for any reason on the day of an event, approval must be given by the Activities/Assistant Principal.

Unexcused Attendance

Students with an unexcused period absence(s) will not be allowed to participate in Athletic/Activity contest(s) or event(s) until it is cleared. If an absence(s) is/are not cleared prior to the next contest, the student will serve a one game/event suspension for **each** unverified absence. Five unexcused tardies = 1 unexcused absence.

In the event that there is a late discovery of a violation of any attendance eligibility rules after the day of an actual contest or event will result in the suspension from participation on the next event or contest date.

Truancy

The high school administration will deal with repeated attendance issues and may result in dismissal from a team, activity, or club.

Student Conduct and Eligibility

General principles of conduct and eligibility

- Conduct rules are in effect for all **twelve** months of the year and a new agreement must be submitted each year.
- Violations that occur over the summer break will result in a suspension of eligibility in the next school year.
- Violations will result in the suspension of eligibility.
- Suspension from athletics is based on a percentage of contests. Suspension from all other co-curricular activities is based on specific events that the co-curricular activity may sponsor or attend. Please see chart on page 14.
- Consequences may increase with repeated offenses.

Code of Conduct Violations

Unacceptable Conduct

Certain conduct by any participant is absolutely unacceptable and will not be tolerated. Examples of such unacceptable conduct include, but are not limited to; theft, vandalism, disrespect, hazing, harassment, violation of alcohol, tobacco and illegal substances restrictions, vaping, major infractions of the Student Code of Conduct, or violations of law. This unacceptable conduct rule shall be in force twelve months of the year. This means a student may be penalized or punished if he/she engages in unacceptable conduct during the school term, over a holiday break, or while school is out of session. This also means that the school district may impose sanctions for unacceptable conduct which occurs at school, at a school sponsored event, or off school grounds. The penalty for engaging in unacceptable conduct can include revocation of the privilege of participating in extracurricular activities.

General definitions of specific kinds of unacceptable conduct:

- **Theft:** stealing or taking personal property that belongs to another person, school, team, or organization.
- **Vandalism:** willful or malicious breaking, destruction, or defacement of public or private property.
- **Disrespect:** actions that show or express a lack of high regard or respect for others (fellow students, opponents, teachers, coaches, administrators, parents, or adults). This includes actions that result in school suspensions and the use of unacceptable language. Depictions of such actions on social networking sites such as Facebook, Snapchat, Instagram, YouTube or any other similar Web sites are prohibited.
- **Hazing:** any action that humiliates, degrades, abuses, or endangers another person, regardless of that person's willingness to participate. These actions may include initiation rituals into a team, club or organization.
- **Harassment:** All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person. Harassment, intimidation, bullying or sexting means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another

particular student or students, including within a dating relationship, or toward school personnel, and the behavior both causes mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

- **Depictions of Prohibited Conduct:** Students must not make, reproduce or distribute videos, images, sound recordings or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, Twitter, Snap Chat, Instagram, YouTube or any other similar Web sites are prohibited. Reproduction and distribution of these items will result in disciplinary action.

- **Sexting:** Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging.

- **Alcohol, tobacco, vape, and illegal substances restrictions** – Purchasing, selling, possession or consumption of substances such as alcohol or tobacco products, illegal controlled substances (mood-altering substances, controlled substances or look-a-like drugs, performance enhancing substances or street drugs), possession of drug paraphernalia, or prescription drugs prescribed for someone else are prohibited.
 - The term “tobacco product” means any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means. Examples include but are not limited to, cigarettes, cigars, little cigars; dry snuff, moist snuff/chewing tobacco; snus; dissolvables; hookah; and blunt wrap. The term “electronic cigarettes” means any oral device that provides a vapor of liquid nicotine, lobelia and/or other substances, and use or inhalation of which simulates smoking. The term should include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, VAPE, or under any other product or descriptor. The term “tobacco-related devices” applies to cigarette papers, pipes for smoking or any component, parts, or accessories of electronic cigarettes, including cartridges.

- **Attendance at Gatherings. Attendance at gatherings** where drugs and/or alcohol are being used/consumed by underage drinkers is prohibited. ***Students should avoid placing themselves in situations where their innocence is questioned.*** The amount of time spent at the gathering is inconsequential; the time it takes to place a phone call and walk off the premises is the expected amount of time for a choice to be made. **Hosting a gathering where drugs and/or alcohol are present will result in a loss of co-curricular privileges for one calendar year.**

NOTE: Presence at parties where drinking or use of alcoholic beverages by underage drinkers or use of illegal drugs is occurring is prohibited. "Holding" an alcoholic drink, tobacco product, or illegal drugs shall be considered use of the product.

This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like a golf course, clubhouse, or bowling alley where alcoholic beverages are served. **A student must have a legitimate reason for being there.** Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served but may not consume alcohol nor be in possession of alcoholic beverages even though they have parental permission.

This list of examples is not intended to be exhaustive and the appropriate staff members may impose disciplinary action for conduct not specifically listed here.

Consequences

Generally, when the Activities Director/Assistant Principal has reason to believe that a student participant has engaged in unacceptable conduct as described in this code of conduct, he/she shall notify the student of the violation and provide the student with the opportunity to present his/her account and explanation. The Activities Director/Assistant Principal or his/her designee will determine the appropriate sanction or penalty to be imposed. The level of discipline imposed is at his/her discretion, and sanctions may range from reprimands to suspension from a game or contests, or in the most serious incidents of misconduct, dismissal from a team or permanent denial of participating for the remainder of the student's high school career.

- **Suspension** means that the student is not allowed to dress-out or participate in a contest or event. It may also include suspension from practice. However, the participant may be required to continue to practice with the team or program.
- **Dismissal** means that the student is no longer a part of the team or program. If dismissed, the participant's uniform and equipment will be collected and his/her name will be removed from the team or program roster. Re-instatement into the athletic program will be considered only after one calendar year. The principal, after consultation with the Activities Director/Assistant Principal, must approve any re-instatement.

Under no circumstances will any student who has been suspended from school pursuant to the general code of conduct participate in extracurricular activities during the suspension period.

Students in all co-curricular programs are expected to adhere to the highest standards of social behavior, sportsmanship, and show proper respect for authority at all times - in school and within the community. Examples of violations of this rule might include: vandalism, harassment, bullying, cheating, plagiarism, illegal or criminal activity (misdemeanors), gross insubordination such as abusive language or behavior directed at another, truancy or refusal to follow school rules resulting in disciplinary action or any other conduct in direct violation of the philosophy of the co-curricular activity program. The Principal and the Activities Director/Assistant Principal have wide discretion in applying this rule.

Inappropriate Student Conduct Consequences

Alcohol, Tobacco, and Illegal Substance Use Consequences:

When a coach, teacher, or school administrator determines that a participant has violated the alcohol, tobacco, or illegal substances (including vaping) restrictions as noted above, the following penalties shall apply:

First Violation Penalties: The participant will be suspended from a minimum of 25% of the scheduled contests in the participant's sport or 30 days from co-curricular activities. If the sport or activity is out of season, then the penalty will be administered at the very next season in which the student is a participant.

A student with suspension penalties must begin and end their respective season for the suspension to be completed. If the student is not involved in any co-curricular activities at the time of the violation, the penalty will apply to the next season of participation. Students are not eligible to begin an activity after the first practice/rehearsal in order to serve a suspension. In other words, a student may not go out for a sport or join an activity after the first day of practice to serve the suspension. The suspension will also not be considered to be served if the student quits before the season is complete.

Student-athletes with this violation will be ineligible for consideration of team awards, all-conference awards, all-state awards as well as the Outstanding Senior Athlete awards, and WIAA Scholar Athlete. Students will also be ineligible to participate in any way with any courts (court, grand march, decorating or escorting a court member) for one calendar year from the date that the code violation has been determined.

Second Violation Penalty: The participant will be suspended immediately for a minimum of 50% of the scheduled contests. If the sport/activity is out of season, the penalty, or remainder thereof, will be administered at the very next season in which the student participates.

Third Violation Penalty: The participant will be dismissed from participation in all extracurricular activities for the remainder of the student's high school career.

# of events missed*	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1st Violation (25%)	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6
2nd Violation (50%)	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11

***number of contest/events are always rounded up.**

Note: When violation of the alcohol, tobacco, and substance abuse restrictions also results in criminal charges, the section below (Criminal Infractions) will also apply.

Criminal infractions: Some forms of misconduct may violate local, state, or federal criminal law. If a student participant is charged with a criminal offense (other than a minor traffic violation), the student shall immediately be suspended from participation in extracurricular activities until the responsible school officials have an opportunity to review the circumstances surrounding the arrest. After reviewing the circumstances that led to the student's arrest, the school official may elect to continue the period of suspension until the criminal charges are resolved or impose disciplinary consequences, to include suspension from games or contests, based on the conduct that led to the student's arrest. Depending on the amount of time necessary for the criminal matter to be resolved and the facts of the matter, the responsible school official shall have the discretion to lift the suspension and return the student to participation on probation pending resolution of the matter.

If the participant is convicted of the offense or pleads "no contest," the responsible school official will impose a minimum one game suspension up to a maximum dismissal of the participant from all extracurricular activities. If criminal charges are dropped or if the participant is found not guilty, he/she may return to regular participation (except to the extent that punishment under either the general or extracurricular code of conduct precludes a return to participation).

It is important to note, however, that regardless of the outcome of any criminal charges, a participant will be subject to punishment under the Code of Conduct if the responsible school official determines that a student has engaged in conduct that violates the Code of Conduct.

In School or Out of School Suspensions

A student who is serving a school suspension may not be on the school grounds during the suspension. Therefore, the student may not participate in any practices or contests on days or portions of days of scheduled contests, functions, and practices when the suspension is in effect until it is fully served. This may include Saturday competition, i.e., suspended on Friday and Monday. Students may not practice on days when a suspension is in effect.

SUSPENSION CHART

Violation	Offense	Athletics	Activities
Drug/Alcohol Offense Use/Possession**	1st Offense	25% of contest in season*	30 Calendar days & minimum of 1 performance or event
	2nd Offense	50% of contest in season*	60 Calendar days & minimum of 1 performance or event
	3rd Offense	Participation privileges revoked for remainder of HS career	Participation privileges revoked for remainder of HS career
Hosting a Drug/Alcohol Party	1st Offense	One Calendar Year	One Calendar Year
	2nd Offense	Privileges revoked for remainder of HS career	Privileges revoked for remainder of HS career
	3rd Offense		
Attendance at a Drug/Alcohol Party	1st Offense	25% of contest in season*	30 Calendar days & minimum of 1 performance or event
	2nd Offense	50% of contest in season*	60 Calendar days & minimum of 1 performance or event
	3rd Offense	Participation privileges revoked for remainder of HS career	Participation privileges revoked for remainder of HS career
Tobacco/Tobacco Products	1st Offense	25% of contest in season*	30 Calendar days & minimum of 1 performance or event
	2nd Offense	50% of contest in season*	60 Calendar days & minimum of 1 performance or event
	3rd Offense	Participation privileges revoked for remainder of HS career	Participation privileges revoked for remainder of HS career
Theft/Vandalism/ Discrimination/Violence/ Aggression/Harassment/Hazing/ Cheating/Threatening Others/Any Inappropriate Conduct	1st Offense	25% of contest in season*	30 Calendar days & minimum of 1 performance or event
	2nd Offense	50% of contest in season*	60 Calendar days & minimum of 1 performance or event
	3rd Offense	Participation privileges revoked for remainder of HS career	Participation privileges revoked for remainder of HS career
**May not be on school grounds during a school or out of school suspensions; therefore no participation in meetings, practices or events until suspension is served			
*Penalties will carry over into second sports season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next			
All of the code Violations will result in the loss of all award privileges for the season; such as, but not limited to: team & special awards (such as All-Conference, MVP, MIP, Captain, Outstanding Senior Athlete), Marine or Army awards & WIAA Scholar Athlete. These violations will also result in the student not being eligible for Prom or Homecoming Court.			
Severity Clause: Any student who supplies alcoholic beverages, controlled substances and/or unlawfully possesses or uses a weapon will receive at least a one-year suspension from participation in co-curricular activities.			

Suspended Students/Carry Over/Calculations

Students will be penalized for the sport and/or activity in which they currently participate. Students who violate the Code of Conduct outside of their sport season will begin a penalty from the first day of their next sports season, as per WIAA regulations. Other co-curricular participants will begin their penalty(ies) beginning on the day they are suspended.

Penalties will carry over into a second sport season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next.

Penalties will be cumulative over a student's high school career. A student may, however, be returned to a first violation status upon being free of all penalties for a period of **two years**. A student must have a clean record for two years running before another violation is considered their first violation. For example, a student violating the code for the first time at the start of his/her freshman year would start with a clean slate at the start of his/her junior year.

An activity sport "season" is considered over upon the issuing of awards at the season ending meeting. If no such event exists, then the last event shall be considered the end of the season.

A student wishing to participate in co-curricular activities who has never participated before nor signed a code of conduct, but has a known record of past violations will automatically start on level two. The next offense will be a one-year suspension.

Reporting & Administration of the Code of Conduct

The Activities Director/Assistant Principal will administer the Code of Conduct, weekly academic progress monitor, and grade records pertaining to violations and penalties for all activities. The Assistant Principal or Activities Director/Assistant Principal will maintain these records in the student disciplinary files. Only school officials will have access to these files.

The standard of proof required for disciplinary action will be reasonable cause. The Activities Director/Assistant Principal must have reasonable cause to believe that a violation has taken place. The student must be given due process, which will be in the form of a conference at which time the student will have the opportunity to present his/her side of the story.

Students are encouraged to report themselves as violators of the code. Whatever the source of information about a violation, the usefulness of this Code of Conduct in the long-term will depend upon the perception of students that the code is reasonable and the enforcement of the code is fair.

The school recognizes that there must be a timely connection between the violation of the conduct rules and when the violation is reported to school administrators. This is necessary to establish reasonable cause as well as to make the imposition of a sanction a learning experience.

Penalty Reductions for ATODA Violations Based on Participation in Screening

This option is available to first-time ATODA offenders only. Subsequent violations will not be eligible for reductions in penalties. Students who elect to participate in a Student Assistance Program Screening in order to have their penalty reduced must comply with the following:

- a) SAP-Completion: A participant must complete a screening within two weeks of the violation report.
- b) Screening: Screening will include at a minimum an individual meeting with a Student Services staff member and a parent conference.
- c) Recommendations: Student Assistance Program counselor's recommendations may include referral to outside agencies for comprehensive assessment and/or treatment.

Students who agree to comply with recommendations made by a Student Assistance Program counselor will regain eligibility for participation after the minimum ineligibility period related to the violation has been served.

To maintain eligibility the student must continue, until completed, any recommended activities and or programs. If a student fails to participate in or complete recommended activities, he/she will become ineligible until the maximum ineligible period for the violation is served, or until he/she demonstrates that they are actively following the recommendations of the Student Services staff.

If a student self-reports a violation to the Activities Director/Assistant Principal within three days of an incident, and **prior** to being questioned by the Activities Director/Assistant Principal regarding the incident in question, the suspension will be reduced to 15% of the season to include at least one contest or event. When school is not in session, students are expected to leave a detailed message with the Activities Director/Assistant Principal on their office phone outlining the date of the infraction, details of the incident, and the date and time of the telephone call.

For ATODA violations, students are required to complete the following steps:

- a. Within seven school days of receiving written notification of the suspension, meet with designated Student Services member in order to share referral information and complete releases.
- b. Complete an Alcohol, Tobacco and Other Drug Use (ATODA) assessment by an appropriate, licensed agency/professional.

c. Meet with SSW/ATODA Coordinator for the purpose of collaboration with the assessment agency and/or with the recommended treatment provider.

d. Complete the recommendations made by the ATODA assessment and provide written notice of compliance, with recommendations, to the SSW/ATODA Coordinator.

Failure to complete these steps will result in additional penalties. All costs associated with the assessment and treatment will be the responsibility of the student's parent/guardian. An ATODA assessment is an in-depth, formal evaluation by a certified agency or individual outside of the school. It is anticipated that the assessment will determine the degree of the problem and the appropriate recommendations.

Conditions for return to (completion) programs following an ATODA violation are as follows:

A student making a choice to use or possess alcohol, tobacco, or other drugs has an impact on self and the team/group. In order for the student to return as a fully contributing member of the team / activity, he/she must participate in a restorative process to repair the damage done to the relationships. Restorative options, which should be respectful of all involved, could include:

- The student accepts responsibility for violating the code of conduct and negatively impacting the team or activity.
- The student addresses the coaching staff and the team as a restorative measure.
- The student re-signs the code of conduct in front of teammates/activity participants and coaching staff / Advisor.
- Community service (Minimum of 10 hours) arranged by the student and approved by the Activities Director/ Assistant Principal.

The Appeals Process

If a student or parent wishes to appeal, they may do so in writing to the Activities Director/Assistant Principal within five (5) school days after being informed of the decision.

Upon receiving the written appeal, the Principal and/or the Activities Director/Assistant Principal will meet with the student and the student's parents. If the student wishes to continue the appeal, the Principal and/or the Activities Director/Assistant Principal will schedule a meeting of the Code of Conduct Appeals Council to be held within three (3) school days. The student and parents will have the opportunity to present evidence or challenge evidence presented at this meeting.

The Code of Conduct Appeals Council will limit its deliberations to the evidence presented at the meeting.

The Code of Conduct Appeals Council will be comprised of:

- One Building or District Level Administrator
- Two head coaches and one activity advisor
- One teacher not involved in co-curricular activities
- One of the above adults will be selected by the principal to serve as the chairperson and not vote unless there is a tie

No member of the Code of Conduct Appeals Council shall have a conflict of interest. No coach/advisor may pass judgment on a case involving his/her student athlete.

The Code of Conduct Appeals Council may take one of two actions:

- Uphold the Principal's and/or the Activities Director/Assistant Principal's decision.
- Overturn the Principal's and/or the Activities Director/Assistant Principal's decision.

(Note: The council may overturn a decision when they believe that the "technical requirements" of the code have not been followed. In determining this, the council should consider whether or not the evidence against a student is reasonable and whether or not the penalty was in accordance with this code. The intent of this paragraph is to limit the reasons for overturning the Principal's and/or the Activities Director/Assistant Principal decision to technical reasons rather than reasons which stem from personal disagreements with the code itself).

The decision of the Code of Conduct Appeals Council will be final with no further appeals by the student nor any further disciplinary action by the Principal and/or the Activities Director/Assistant Principal that would affect a student's co-curricular participation.

All suspensions remain in effect during the appeal process.

Any appeal dealing with academic eligibility will be handled according to School Board policy #870

Travel Agreement

Travel to and from contests or events will be done using school transportation. However, sometimes, other arrangements must be made when leaving an event. In those cases, the following procedures must be followed:

a.) A parent or guardian must submit a signed, written request in advance to the coach or advisor. If approved, the parent must have face-to-face contact with that coach or advisor before the student will be released to ride home with the parent

b.) For parents or guardians who fail to make arrangements in advance, the coach or advisor will have parental release forms available at away contests. The form must be completed there and given to the coach or advisor before the parent will be allowed to take his/her child home. This procedure is meant to accommodate unplanned circumstances only and is not to be used routinely

c) Student participants, regardless of age, will **not** be allowed to drive to or from an away game or event.

d) Student participants will not be allowed to leave an away event with parents other than their own.

**Please visit the Mt. Horeb High School Athletics website to print this form & return to your coach/advisor for individual events that your student may be riding home with a parent/guardian vs. via school transportation. This is required for these circumstances.

[Website Link:](https://www.mounthorebschools.org/schools/high/activities-athletics/athletic-forms.cfm)

<https://www.mounthorebschools.org/schools/high/activities-athletics/athletic-forms.cfm>

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION
2023–2024 High School Athletic Eligibility Information Bulletin

To: Student–Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and Mt Horeb High School

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 they reach their 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 they are carried on the attendance rolls as a duly enrolled fulltime 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 they have 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 they have 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 their 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 their 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, they 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, they become eligible.

H. A student-athlete will not be eligible if their 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 they transfer 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 will be subject to the transfer rules for one calendar year, 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 and 12th grade are restricted to nonvarsity opportunities for one calendar year. [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.]

D. 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.

E. 10th, 11th or 12th 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).

F. 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.

G. District policies with respect to intra-district transfer do not supersede WIAA transfer rules.

H. 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 their new school until the fifth calendar day of such transfer.

I. 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. [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.]

J. 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.

K. 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 their 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.

L. 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 they 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 their school's code of conduct (training rules) on a year-round basis.

A. A student-athlete who violates their 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 their debt to society and the courts consider the sentence served (including probation, community service, etc.).

D. A student-athlete who violates their 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 their 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 their 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 their 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.

5/2023



Homeschool Students on Public School Teams

***If you have a homeschooled student interested in participating in WIAA athletics, please contact the High School Athletic Office for more information before registering.**

Who may participate on public school teams?

- Full-time public school students who attend the school in grades 9–12 and receive **100%** of their educational programming from that member school.
- A Home-based Private Education (home school) student who resides in the school district and meets the state law definition of Home-based Private Education student. The law states: "(3g) HOME-BASED PRIVATE EDUCATION PROGRAM. "Home-based private educational program" means a program of educational instruction provided to a child by the child's parent or guardian or by a person designated by the parent or guardian. An instructional program provided to more than one family unit does not constitute a home-based private educational program."

Verifying a student meets the state law:

- The student is enrolled in home school via the DPI form PI-1206 online before participating.
- The student resides in school district (driver's license, utility bill, etc.).

The student must meet the required rules on the same basis and to the same extent that all other full-time students at the school must provide:

- Physical, Code of Conduct, WIAA rules, Emergency Locator, Grade checks, and Concussion Law
- Student may not receive educational programming online through other school districts.

The Law:

118.133 Participation in interscholastic athletics and extracurricular activities.

(1) INTERSCHOLASTIC ATHLETICS.

(a) 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.

(b) Upon request, the home-based educational program in which the pupil is enrolled shall provide the school board with a written statement that the pupil meets the school board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement under this paragraph. The school

board may not question the accuracy or validity of the statement or request additional information.

(2) EXTRACURRICULAR ACTIVITIES.

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 extracurricular activities in the school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate.

(3) PARTICIPATION FEES.

A school board may charge a pupil who participates in interscholastic athletics or extracurricular activities as permitted under this section participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a pupil who is enrolled in the school district. (Document - Updated 7/21/15 - 3:19p)

Foreign Exchange Student Eligibility

WIAA rules allow for one year of eligibility for foreign students participating in exchange programs. **Eligibility is not automatic**, however, and schools must fill out a request for foreign student eligibility. These students are required to meet existing WIAA rules in areas other than residence.

All foreign students must have a physical conducted in the United States prior to participating in practice or competition at a member school. The foreign exchange program must assign students to host families by a method that ensures that no student, school or other interested party may influence the assignment for athletic or other purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.

Please contact the Mt Horeb High School immediately if you have a foreign exchange student that is interested in participating in a WIAA sport.

Concussion Information

BACKGROUND

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. All concussions are brain injuries. The WIAA recommends avoiding the use of nicknames like “ding” or “bell ringer” to describe concussion because those terms minimize the seriousness of concussion.

A concussion is most commonly caused by a direct blow to the head, but can also be caused by a blow to the body. Even what appears to be a mild blow to the head or body can result in a concussion. It is important to know that loss of consciousness is not required to have a concussion. In fact, less than 10% of athletes lose consciousness.

A concussion is a complex physiologic event that causes problems with brain functioning (energy use and communication between nerves), but does not cause swelling or bleeding that affects brain structure. Therefore, CT/CAT scan and MRI are usually normal in athletes with concussion. Imaging studies are not indicated for most concussions, but may be needed in some instances to rule out more severe injuries, like brain bleeds.

Research has shown that adolescent concussion take longer than previously thought to heal, with 20% of high school athletes taking over 4 weeks to fully recover. Athletes must be fully recovered before considering medical clearance to return to full participation.

There are unique concerns surrounding concussion in high school sports:

1. Adolescents get concussions more often than collegiate and professional athletes
2. Adolescents take longer than adults to heal from concussion, unlike musculoskeletal injuries
3. Most high schools may not have access to a team physician or an athletic trainer for all of their teams & activities, thus the responsibility for identifying a possible concussion falls on athletes, coaches and parents
4. High school players may try to hide symptoms or be reluctant to admit their symptoms due to fear of removal from play

High school injury surveillance research based on injury rates in practice and games has shown that the following sports have higher risk of concussion: Football, Boys & Girls Soccer, Boys & Girls Ice Hockey, Boys & Girls Lacrosse, Wrestling, Girls Field Hockey, Competitive Cheer, and Boys & Girls Basketball.

Noticeable in this data is that the risk for girls is higher than boys in the same sports; in fact, soccer & basketball carry twice the risk for concussion in girls than boys. It is unclear why girls appear to have a higher risk of concussion.

Most importantly, concussion can happen to anyone in any sport. Concussions also occur away from organized sports in physical education class, on the playground, while skiing or snowboarding, and when involved in a motor vehicle collision.

Everyone involved with high school athletics must be alert for potential injuries on the field and be able to recognize signs and symptoms of concussion. While coaches are not expected to make a diagnosis of concussion, coaches are expected to be aware of possible injuries and understand that their athletes may have a concussion. Any athlete with a suspected concussion should be held out of all activity until medically cleared by a healthcare provider. It is important for athletes and coaches to communicate possible injuries to the athletic trainer, parents, and teachers. Schools should educate their athletes, coaches and parents in the preseason about the seriousness of concussion and the importance of athletes honestly reporting their symptoms and injuries.

SIGNS AND SYMPTOMS

Signs are what can be seen by others, like clumsiness / stumbling off the field. Symptoms are what the injured player feels, like a headache. Remember, athletes should report their symptoms, but they may not unless they are directly asked about how they feel. Even then, it is important to consider that athletes may not be telling the truth.

These are some SIGNS of concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Change in the level of consciousness or awareness
- Confused about assignment
- Forgets plays
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior changes
- Loss of consciousness
- Asks repetitive questions or memory concerns

Concussion SYMPTOMS are often categorized into four main areas:

1. Physical – This describes how they feel: headache, nausea, vomiting, dizziness, tired and loss of consciousness (which is uncommon in concussion). Vision and balance problems are also recognized as potential signs and symptoms of a concussion.

2. Thinking – Poor memory and concentration, responds to questions more slowly and asks repetitive questions. Concussion can cause an altered state of awareness and thinking.

3. Emotions- A concussion can make a person more irritable or sad and cause mood swings.

4. Sleep – Concussions frequently cause trouble falling asleep and may wake athletes up overnight, which can make them more fatigued throughout the day.

Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion.

However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. An athlete should never return to play on the same day. “When in doubt sit them out.”

It is important to notify a parent or guardian of any athlete with a suspected concussion. All athletes with a concussion must be evaluated and receive written medical clearance by an appropriate health care provider before returning to practice (including conditioning and weight lifting) or competition.

Some injured athletes may require emergency care & necessitate the activation of the Emergency Medical System (911). If you are uncomfortable with the athlete on the sideline or unable to ensure they are going home to a safe environment, it is reasonable to activate EMS/911. The following are other examples to activate EMS:

1. Loss of consciousness, as this may indicate more severe head injury
2. Concern for cervical spine injury
3. Worsening symptoms
4. Decreasing level of alertness
5. Unusually drowsy
6. Severe or worsening headaches
7. Seizures
8. Vomiting
9. Difficulty breathing

MANAGEMENT

If you suspect a player may have a concussion, that athlete should be immediately removed from play. The injured athlete should be kept out of play until they are cleared to return by an appropriate health care provider. If the athlete has a concussion, that athlete should never be

allowed to return to activity (conditioning, practice or competition) that day. Athletes with a concussion should never be allowed to return to activity while they still have symptoms. A player with a concussion must be carefully observed throughout the practice or competition to be sure they are not feeling worse. Even though the athlete is not playing, never send a concussed athlete to the locker room alone, as the athlete might not have the wherewithal to understand and report worsening symptoms. Never allow the injured athlete to drive himself/herself home. Most concussions are temporary and completely resolve without causing residual or long-term problems. About 20% of high school athletes will take longer than a month to recover. This prolonged recovery is commonly known as PostConcussion Syndrome (PCS). Common PCS symptoms include headache, difficulty concentrating, poor memory, mood changes and sleep disturbances. This prolonged recovery often leads to academic troubles, family and social difficulties.

Allowing an injured athlete to return too quickly increases the risk for repeat concussion. Repeat head injury while still recovering from a concussion may cause Second Impact Syndrome. This is a rare phenomenon occurring in young athletes that leads to rapid brain swelling, brain damage and potentially death.

Repeat concussions may increase the chance of long term problems, such as decreased brain function, persistent symptoms and potentially chronic traumatic encephalopathy (a disorder that cause early degeneration of the brain). It is felt that these long-term complications are very rare in high school athletes, and the risk can be minimized greatly by proper reporting and care of every concussion.

Return to Learn

A major concern in high school students is that concussion can negatively affect school performance and grades. Symptoms (headache, nausea, etc.), poor short-term memory, poor concentration and organization may temporarily turn a good student into a problem student. The best way to address this is to decrease the academic workload, and potentially taking time off from school or going partial days (although time missed should nearly always be less than 5 days). Injured athletes should be allowed extra time to complete homework and tests, and they should be given written instructions for homework. New information should be presented slowly and repeated. Injured athletes will need time to catch up and may benefit from tutoring. If an athlete develops worsening symptoms at school, he/she should be allowed to visit the school nurse or take a rest break in a quiet area. The school and coaches should maintain regular contact with the injured athlete's teachers and parents to update progress.

All injured students should be removed from PE class until medically cleared.

Athletes with a concussion must return to full speed academics without accommodations before returning to sports (practice and competition).

Other Treatment Strategies

Relative rest remains an essential component of concussion treatment. It is helpful for parents to decrease stimulation at home by limiting video games, but a reduction in computer time, phone time, and TV/movies may also be helpful. “Cocoon therapy”, or avoiding all brain stimulation, has been shown to negatively impact recovery and is no longer a recommended treatment style. Physical activity may be beneficial for recovery of injured athletes. However, high-level activity (weight lifting, practice level training and conditioning) should still be avoided. Simple physical exertion, like walking or stationary biking, that does not worsen symptoms may be done for short periods of time. Any post-injury exercise plan should be authorized and overseen by an appropriate health care provider. An athlete’s concussion can interfere with work and social events (movies, dances, attending games, etc.). Good hydration and dietary habits and good sleep habits (8-10 hours per night) are important parts of the recovery process. There are no medications or supplements that help speed the recovery process.

Neuropsychological Testing

Neuropsychological testing has become more commonplace in concussion evaluation as a means to provide an objective measure of brain function. Testing is currently done using computerized neuropsychological testing (example: ImPACT, Cognigram) or through a more detailed pen and paper test administered by a neuropsychologist. It is only a tool to help ensure safe return to activity and not as the only piece of the decision making process. If neuropsychological testing is available, ideally a baseline or pre-injury test is completed prior to the season. This baseline should be done in a quiet environment when the athlete is well rested. It is felt that baseline testing should be repeated every one to two years for the developing adolescent brain. Multi-modal baseline evaluation assessing baseline symptoms, cognitive functioning, visual tracking, reaction time, and balance are ideal. If there is no baseline available, the injured athlete’s computerized test scores can be compared to age established norms. This requires a provider experienced in the use and interpretation of computerized testing. The WIAA feels that neuropsychological testing can be a very useful tool with regard to concussion management.

RETURN TO PLAY

In order to resume activity, the athlete must be symptom free and off any pain control or headache medications that they were not taking prior to the concussion. The athlete should be

carrying a full academic load without any significant accommodations for 1-2 days. Finally, the athlete must have written medical clearance from an appropriate health care provider. The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a prolonged or different return to activity program and should be managed by a physician that has experience in treating concussion. The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

STAGE ONE: Daily activities that do not increase symptoms (gradual reintroduction of school, work and walking).

STAGE TWO: Light aerobic exercise: slow to medium pace jogging, stationary cycling. No resistance training. This allows for increased heart rate.

STAGE THREE: Sport-specific exercise: moderate to higher intensity running or skating drills, but no activities with risk of head impact. This allows for increased heart rate and agility/movement.

STAGE FOUR: Non-contact training: Higher intensity aerobic fitness, and non-contact/non-collision team training drills (e.g., passing drills). May begin progressive resistance training. This increases coordination and thinking during sport.

STAGE FIVE: Full contact practice. Following medical clearance, participate fully in normal training activities. This restores confidence and allows coaches to assess functional skills.

STAGE SIX: Full clearance / Normal game play.

PREVENTION / RISK REDUCTION

There is nothing that truly prevents concussion. Education and recognition of concussion are the keys in reducing the risk of problems with concussion. Wisconsin State Concussion Law (Act 172) was passed in 2011. This law mandates distribution of preseason educational information sheets to be signed by coaches, athletes and parents. It also recommends immediate removal of any athlete with a suspected concussion and no same day return to play. Finally, all injured athletes require written medical clearance from an appropriate health care professional. Research has indicated that the state law has helped improve education and awareness of concussion.

Proper equipment fit and use may reduce the risk of concussion.

- Mouthguards have been shown to decrease dental injuries, but have not been shown to reduce risk of concussion.
- Soccer headgear has been shown not to reduce the risk of concussion.
- Helmets are useful in preventing facial injuries and skull fractures; however, helmets have not been reliably shown to decrease concussion rates.
- No third party “add-on” equipment for helmets (external padding or strips applied to the outside of the helmet) have never shown a decrease in concussion risk, and any add-on will void the helmet warranty.

Proper technique for hitting/initiating contact is vital. For example, athletes that lower their head while making a football tackle have a significantly higher risk for concussion and neck injuries. Athletes should never lead with their head or helmet.

Rule changes and proper enforcement of rules have been shown to reduce concussion rates. WIAA limitations in contact football practices have reduced concussion rates since implementation.

All schools should have an Emergency Action Plan for each team and practice / competition area. This plan can be used for any medical emergency from a concussion to a neck injury to anaphylaxis (severe allergic reaction). Ideally, these plans are reviewed annually.

The WIAA encourages every member school to promote concussion education and bring about a positive change in culture by discussing concussion with all teachers, coaches, athletes and parents. We recommend a preseason discussion with athletes and families to set expectations for what will happen if a student has a suspected concussion, including the steps the student must go through to return to play. Coaches should use in-season concussions as “teachable moments” to remind teammates about the importance of reporting their injuries and supporting their injured teammate through the recovery process.

Sudden Cardiac Arrest Information

Sudden cardiac arrest; youth athletic activities Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. **Athletes should inform the healthcare provider performing their physical examination about their family's heart history.**

What is Sudden Cardiac Arrest? Cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain, lungs, and other vital organs.

Cardiac arrest usually causes death if it is not treated with cardiopulmonary resuscitation (CPR) and an automated external defibrillator (AED) within minutes.

Cardiac arrest is not the same as a heart attack. A heart attack occurs if blood flow to part of the heart muscle is blocked. During a heart attack, the heart usually does not suddenly stop beating. In cardiac arrest the heart stops beating

What warning signs during exercise should athletes/coaches/parents watch out for?

- o Fainting/blackouts (especially during exercise)
- o Dizziness
- o Unusual fatigue/weakness
- o Chest pain/tightness with exertion
- o Shortness of breath
- o Nausea/vomiting
- o Palpitations (heart is beating unusually fast or skipping beats)

Speak up and tell a coach and parent/guardian if you notice problems when exercising.

If an athlete has any warning signs of SCA while exercising, they should **seek medical attention and evaluation from a healthcare provider before returning to a game or practice.**

The risk associated with continuing to participate in a youth activity after experiencing warning signs is that the athlete may experience SCA, which usually causes death if not treated with CPR and an AED within minutes.

Stop activity/exercise immediately if you have any of the warning signs of Sudden Cardiac Arrest.

What are ways to screen for Sudden Cardiac Arrest (SCA)?

WIAA Pre-Participation Physical Evaluation – the Medical History form includes important heart related questions and is required every other year. Additional screening using an electrocardiogram and/or an echocardiogram may be done if there are concerns in the history or physical examination but is not required (by WIAA). Parents/guardians/athletes should discuss the need for specific cardiac testing with the medical provider performing the review of family history and physical evaluation or after experiencing warning signs of sudden cardiac arrest while exercising. The cost of the pre-participation physical and any follow up examinations or recommended testing including an electrocardiogram is the responsibility of the athlete and their parents/guardians. **Not all cases or causes of SCA in young athletes are detected in the history, examination, or with testing.**

What is an electrocardiogram, its risks, and benefits? An electrocardiogram (ECG) is one of the simplest and fastest tests used to evaluate the heart. Electrodes (small, plastic patches that stick to the skin) are placed at specific spots on the chest, arms, and legs. The electrodes are connected to an ECG machine by wires. The electrical activity of the heart is then measured, interpreted, and printed out. No electricity is sent into the body. Risks associated with having an ECG are minimal and rare. The benefits include that it is an easy procedure to do, can be performed in many health care offices and it may detect heart conditions in children with no symptoms. **ECGs are good at detecting certain heart conditions that may increase risk for SCA but may not detect all such conditions.** If not performed correctly the information is not valid and may lead to more (unnecessary) testing and further examinations. ECGs should be interpreted by experts in reading ECGs in children (i.e., pediatric cardiologists). For more information, view the Johns Hopkins Medicine – Electrocardiogram website.

How may a student athlete and parent/guardian request the administration of an electrocardiogram and a comprehensive physical examination? Athletes participating in WIAA sports are required to have a physical examination and review of family history every other year. Other youth sports have similar requirements. Although the cost of these medical examinations is the responsibility of the athlete's family many school districts can assist students to find low cost or no cost ways to obtain these examinations. Athletes should contact their school athletic director if they need assistance in getting an examination. If an athlete has risk factors, family history of heart disease, or has had warning signs associated with sudden cardiac arrest while exercising, they should tell the medical provider performing the history and physical examination and discuss the possible need for an electrocardiogram.

Pupil Nondiscrimination

The Mount Horeb Area School District does not discriminate against pupils in its educational programs or activities on the basis of sex, race, religion, national origin, ancestry, creed, color, homelessness status, pregnancy, marital or parental status, sexual orientation, transgender status (including gender expression, gender identity and gender nonconformity), physical, mental, emotional, or learning disability, or any other status protected by state or federal law.

The district encourages informal resolution of complaints under this policy. If any person believes that the Mount Horeb Area School District or any part of the school organization has failed to follow this policy or the law and rules of Statute 118.13 Wis. Stats. and PI-9 Wisconsin Administrative Code or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the following address:

District Administrator
Mount Horeb Area School District
1304 East Lincoln Street
Mount Horeb, WI 53572
(608) 437-7006