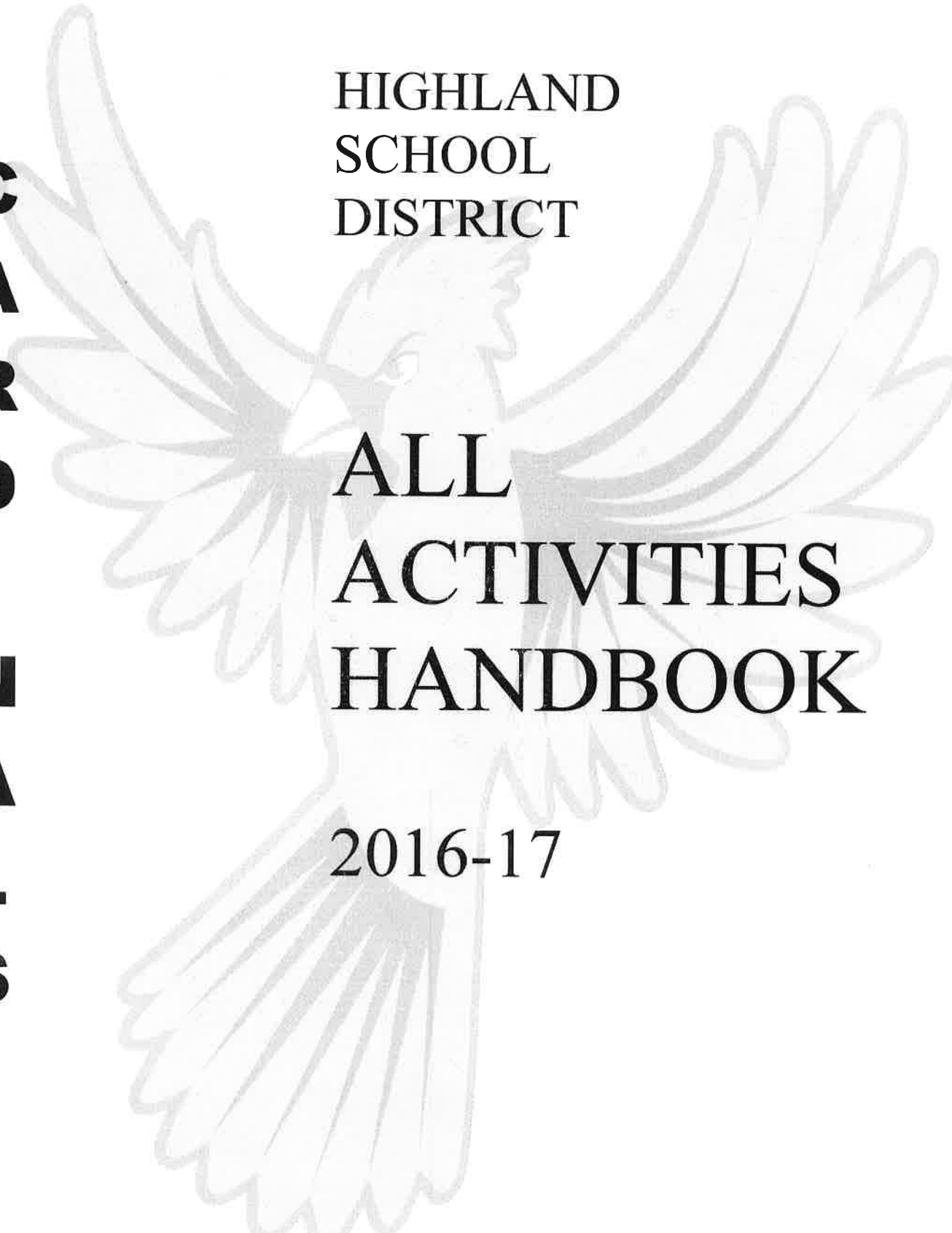


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HIGHLAND
SCHOOL
DISTRICT

**ALL
ACTIVITIES
HANDBOOK**

2016-17



I. Rules for Participation

A. Athletic Eligibility

1. Before beginning practice in a sport, the student must:
 - a. have a physical examination every other year,
 - b. return the completed physical exam card or alternate year card to the office and
 - c. Return orange emergency card
2. Before participating in interscholastic competition, the student must return a completed pledge sheet and concussion awareness sheet (attached to this handbook).
3. Non-school participation. Rules indicate athletes may not participate in more than two non-school competitions during the school season, in the same respective sport with school approval. WIAA rules do not prevent athletes from practicing with non-school teams or from receiving private skills instruction during the school season. However, they may not participate in any non-school competitions or races, including scrimmages, against other teams. This restriction applies to normal non-school games as well as “gimmicks” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, etc.), fun runs (including “banditing”), etc. During the season, athletes may participate in a skills contest with approval of the school. Specific skills 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.

4.

B. Academic Eligibility

1. In the latest grade-reporting period, the student must have earned:
 - a. a grade of “C” (2.0 on the grading scale) or higher in at least three classes
 - b. No “F”s”.
 - c. A “C-“does not qualify as a “C”.
2. The “latest grade-reporting period” refers to:
 - a. first quarter grades
 - b. first semester grades
 - c. third quarter grades
 - d. second semester grades.
3. If not academically eligible at latest grade reporting period, he/she shall be ineligible for a minimum of 15 consecutively scheduled school days. This 15-day period of academic

ineligibility shall commence the next school day after quarter grades have been submitted and shall continue through the fifteenth consecutively scheduled school day. If, at the end of this period of ineligibility, the student meets the academic standards described above, he/she may return to competition on the day following this 15-day ineligibility period. The process described in this section is repeated until eligibility is reestablished. Student athletes participating in fall sports are subject to the 15 day academic ineligibility period or 1/3 of the season, whichever comes first.

Academic Imperative

Academic Imperative reporting will start after the third week in every quarter. At this time, grades checks will be taken on Monday and Thursday mornings. If a student has an F in any class, he/she will have two weeks to get that grade to a D- or higher in order to participate in competition. If after two weeks, the student still has an F, he/she will then be ineligible.

How to regain eligibility

Students can regain eligibility by raising their grades back to passing with a D- or higher by Thursday morning or Monday morning.

Students can only become ineligible on Monday of each week. They can regain eligibility on Monday and Thursday.

If a student who was ineligible on Monday, but got his/her grade up to passing by the Thursday check he/she would be eligible. If the grade drops back down to an F, the student will start the probation process over again.

4. A student is academically eligible if he/she is enrolled in any state-approved EEN (Exceptional Educational Needs) Program and who receives no usual grades for such courses and is making satisfactory progress in his/her total school program as indicated by his/her IEP (Individual Education Plan).
5. A student is academically eligible if he/she is identified as a Student at Risk by state standards and who is making satisfactory progress in his/her school program as determined by a team consisting of the Guidance Counselor, Athletic Director, Individual Teacher, At Risk Coordinator, and Study Skills Teacher.

II. Appeals Board

1. The Appeals Board shall be composed of the Principal or designee, the Athletic Director, a parent representative, two (2) coaches and/or advisors, and two (2) students. The Appeals Board will be selected prior to the student activities meeting. The Appeals Board may select an alternate in the event of a conflict of interest.
2. Its function shall be to review matters of this handbook which require its attention.
3. See Section VI for appeal process

III. Athletic Insurance

1. Athletic insurance coverage provided by the school district is through Student Assurance Service, Inc. It is a supplemental program of insurance.
2. This insurance offers protection for all students enrolled in the school while
 - a. Practicing for or competing in interscholastic sports, which are scheduled by the school, and while the student is under direct supervision of a school employee.
 - b. Traveling to and from such competition while under the direct supervision of a school employee.
3. Student must be treated by a licensed physician within 60 days of the date of injury.
4. Claim Filing Procedures – Filing of the claim is the parent’s responsibility.
 - a. Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it’s a school injury.
 - b. Parents complete Part B. Answer all questions.
 - c. Dental accidents are often covered by health insurance, please submit charges for all dental accidents to your family health insurance first.
 - d. Parents submit copies of your itemized bills to your own family insurance first, even if you have a large deductible. You will be sent a report called an Explanation of Benefits (EOB).
 - e. Parents send the claim form, copies of itemized bill and the EOB to:
Student Assurance Service, Inc.
PO Box 196
Stillwater MN 55082
 - f. The claim will be completed when all of the above documents have been provided.

IV. Injuries

1. All injuries must be reported immediately to the coach by the student.
2. Coaches should be notified prior to any medical treatment received by the student.
3. After receiving medical treatment, the student must give the coach a doctor’s written

permission slip to return to competition before returning to participation in any sport.

V. Disciplinary Procedure

Major/Minor Protocol Violations and Consequences:

1. Major Violations: (Carryover each year from grades 6 - 8 and grades 9 - 12)

- Use/Possession of alcohol and/or tobacco products (smoking, chewing tobacco or snuff)
- Use/Possession of illegal drugs.
- Illegal use/sale of illegal or prescription drugs.
- Offenses including felony, theft, vandalism, disorderly conduct and other misdemeanors whether criminal charges or ordinance citations are issued or not.
- Charged, by legal authority, with verbal, physical or sexual harassment of another student, school employee, or school representative.

C. Penalties – Major Violations

1. The penalty for the first major violation shall be a suspension from half of the athletic season and six weeks of non-academic activity participation. During this suspension the student must participate in practice and must travel and be seated with the team. Failure to do this will result in a suspension for the season.

Penalties can be reduced for underage drinking and or the use of tobacco violations through a self-referral made by the parent and/or student. A self-referral must be made in writing to the athletic director or the high school principal by 1:00 p.m. the next working day following the infraction. Working days are considered to be Monday through Friday year round unless it is a holiday. Self-referral will result in the penalty being equal to the WIAA required sanction for that particular year and two weeks of non-academic activities.

***Self-referral is an option for a first offense only.**

***Self-referral is not an option if official police action is involved.**

2. The penalty for a second major violation shall be suspension from “all” athletic seasons for one calendar year and “all” non-academic activities for one calendar year. During the suspension the student must participate in practices and must travel and be seated with the team. Failure to do this could result in further suspensions to be determined by the Appeals Board.
3. The penalty for the student’s third major violation shall be suspension from all athletic and non-academic activities competition during their high school career.
4. The violation percentage is calculated on the guaranteed number of matches or contests

scheduled for that season. If your season is extended, the suspension continues until it is fulfilled under the terms of the original infraction. All violations will carry over from sport to sport.

2. Minor Violations: (Do not carryover from year to year)

- Unexcused absence on all or part of the day of the contest/performance.
- Chronic unexcused tardiness or leaving school without clearance.
- Other conduct unbecoming of a co-curricular code participant, i.e. cheating, fighting, stealing.

D. Penalties – Minor Violations

1. First offense is a minimum of one game/activity with Principal's discretion.
2. Second offense is a minimum of two games/activities with Principal's discretion.
3. Third offense is a minimum of four games/activities with Principal's discretion.
4. Fourth offense is a minimum of eight games/activities with Principal's discretion.

3. Coach's/Advisors Protocol

- Violation of coach's rules or disrespect to head coach, assistants and advisors.
- Any action a coach/advisor determines to be inappropriate behavior.
- Coaches will have rules/expectations for each student and parent in writing.

Consequences: These are handled by the head coach/advisor (with assistance if necessary from the Athletic Director and/or Administration) and can lead to game/event suspensions or expulsion from the team.

Issues not appropriate to discuss with coaches:

- Playing time of other athletes
- Team strategy
- Play calling
- Other student-athletes in general

If there is a concern to discuss with a coach, the following procedure should be followed:

Step One:

- a. The athlete speaks with the coach.

Step Two:

- a. The parent asks for a conference with the coach (staff) and the athlete. The athlete must be present if a meeting is to take place. If the coach cannot be reached, the parent should contact the Athletic Director and he/she will arrange for the coach to contact the parent.

Step Three:

- a. If the conference between the parent/athlete and coach does not resolve the concern, there will be a meeting set up by the Athletic Director. The AD will moderate the conference.
- b. The conference will deal with the specific issues that the parent/athlete has. Both parties will be allowed to speak in an uninterrupted manner. The conference will be in a non-threatening environment.

Parents must wait at least 24 hours following a competition before contacting the coach to schedule a meeting or discuss a concern.

E. Other Violation Considerations:

1. A student is required to follow the school's code of conduct on a year-round (12 month) basis (WIAA requirement).
2. All students involved in non-academic extra-curricular activities, including, but not limited to OM, Forensics, FBLA, FFA, Student Council, NHS, Prom Court, Homecoming Court, Pride Day, Spanish Club, Art Club, Senior Class Trip, etc. are subject to the disciplinary procedure of the activity code.
3. Any student who is suspended from athletic competition for violating the athletic code must serve the suspension in a sport that he/she had been involved in during the previous school year. (Freshmen would be the only exception.)
A student violated the code before the end of or between the winter and spring sports seasons. They decide to "go out" for a spring sport for the first time. They will be allowed to participate in the sport without a penalty, but will serve the suspension in the next fall or winter sport season in which they competed the previous year.)
4. Any student/athlete committing a major violation will be prohibited from participating in any post-season all-star game in any sport and will not be eligible for team, conference, or state awards for that sport that year.
5. All students are subject to any other WIAA rules or activity by-laws.
6. The WIAA website: <http://www.wiaawi.org>

VI. Due Process

1. Activity Code violations may be observed or reported by administrators, faculty, parents, students, community members, or the student themselves. Suspected major violations require a written report including the date, time, place, individuals

involved, and description of the incident to the Athletic Director or principal. When appropriate, the anonymity of the informant will be maintained. After the written report is filed, the Athletic Director or principal will conduct an investigation including an interview with the accused to determine if the incident did occur.

2. Violation reports must be received within 30 calendar days from the supposed occurrence of the violation. An exception may be made to this time line by school administration for major violations. If a violation is substantiated by reasonable grounds, the established penalties will be imposed by the Athletic Director or principal after meeting with the student and the student's parent/guardian if the student is under the age of 18 and giving the student and parent or guardian an opportunity to provide any relevant information they wish to present. Unless extraordinary circumstances as determined by the Athletic Director or Principal exist, the student must be present at the meeting and no meeting will be conducted only with parents or guardians. If the student fails to sign the disciplinary form and fails to appear for the meeting prior to imposition of discipline, any appeal of the disciplinary action is deemed waived. In the event there is an appeal, the disciplinary action taken will remain in effect during the appeal process.

3. Appeal Process - General

Participation in co-curricular activities is a privilege, not a right. The District wishes to provide students and/or their parents/guardians with a fair process in which to explain any disagreement regarding violations of this Code. However, nothing in this Code is intended to convey any due process rights to a student or parent/guardian other than those rights expressly and specifically recognized by applicable law or set forth in this policy.

4. Appeal Process – Procedure

- a. If the accused student believes that the Athletic Director or principal's finding of a violation or the penalty imposed is not consistent with the Code, the student may contest the decision. The student must submit (in writing) within five (5) school days after meeting with the Athletic Director and/or Principal to the Athletic Director and/or Principal, a request for a hearing before the Appeals Board. If the student does not file a written request for a hearing within five (5) school days, the student will be deemed to have waived the right to contest the decision of the Athletic Director and/or Principal. The Appeals Board may overturn a decision when they believe that the requirements of the code have not been followed. In determining this, the Appeals Board should consider whether or not the evidence against the student is reasonable, and whether or not the penalty was in accordance with this code.

- b. The Appeals Board will meet to conduct a hearing within 48 hours, weekends excluded, after receiving an appeal unless an extended timeline is acceptable to both the student and the Appeals Board.
- c. The student will be required to appear before this Appeals Board. Parents of the student may attend the hearing if they wish. Witnesses and testimony will be allowed for both sides.
- d. After the hearing, a secret ballot will be conducted to determine the guilt or innocence of the accused. A majority vote will decide the issue. If there is a failure to reach a majority, the case will be dismissed. The decision and any applicable consequences will be given to the student in writing, with a copy mailed home to the parents.
- e. The decision of the Appeals Board is final.

Members of the Appeals Board must understand that any student appealing an Activities Code violation has a right to expect that the matter will be kept confidential. The privacy of student disciplinary actions is protected under state or federal law. Any Appeals Board member who violates these rights will immediately be deemed to have vacated his or her Board position. In addition, the District will inform parents and/or students of violations of student privacy laws, including the name of the violator and the facts and circumstances related to the violation.

Any and all student athletes in cooperating programs will abide by the Activities Code of the Highland School District.

VII. A. Equipment

- 1. Each athlete is responsible for the proper care and return of the equipment issued to him/her. Lockers should be locked when not in use. Each student is responsible for **ALL** items in his/her locker.
- 2. Athletic equipment which is school property is to be used at practices/contests in that season only.
- 3. Lost or damaged equipment must be paid for by the student through the school office.

B. Travel

- 1. Team or club members must use the mode of transportation provided by the school both to and from the contest. The exception to this allows the student, under certain

circumstances, to be transported by his/her parent (only) and requires verbal and written request from the parent to the coach for approval. Other transportation requests need to be approved by the Athletic Director prior to the event.

2. The school assumes no liability for the student who attempts to travel to/from the contest site by another means.
3. Students represent their parents, school, team, club, and community and are expected to conduct themselves in a positive manner.

C. Attendance

1. Students are expected to attend all practices. Penalties for unexcused absences and tardiness will be levied by the coach.
2. A student must have actively participated in five individual practices before he/she can participate in a contest.
3. A student who has an unexcused absence (full day or partial) may not be allowed to participate in the next scheduled activity, contest, or game that the team or individual is to participate in. If the unexcused absence is on a Friday, the student-athlete may be ineligible for the entire weekend.
4. Students should be in school the day of a contest or for a regular practice unless an excused absence has been arranged. Even with an excused absence for an illness, students need to be in school by the end of lunch to the end of the day to participate in practice or an event that evening. Any student who leaves school due to an illness will not be eligible to participate in practice or a competition that evening.
5. If school is in session, students are expected to be in school the day after an event. If they are not in school, they need to have an excused written explanation or they will be ineligible for their next event. (Prearranged appointments/doctor's visits, illness, or injuries sustained from the previous event will be the only exceptions.)
6. A student who has been removed from class due to behavior reasons will be considered unexcused and may not be allowed to participate in the next scheduled activity, contest, or game that the team or individual is to participate in. If the unexcused absence is on a Friday, the student-athlete may be ineligible for the entire weekend.

D. Locker Rooms

1. Locker rooms are for coaches and students only. Other persons are not allowed in the locker rooms before, during, and after practices and contests.

2. Locker rooms shall be kept clean and orderly at all times.
3. Lockers should be locked at all times. Locks will be provided by the Athletic Director or Physical Education Teacher.

ATHLETIC/ACTIVITIES CODE VIOLATION REPORT

Name of Student _____

Grade _____ Date of Report _____

Alleged Code Violation:

Date of Alleged Violation _____

Person Making Report _____

I agree to appear before the Activities Board if requested.

Signature

Comments on admission or denial of person accused of violation:

Action taken as a result of the reported violation:

Action taken after full investigation (if necessary):

Parents notified of violation and action taken:

Date _____ Method _____

Date when student is restored to full athletic participation:

Date when student is restored to full activity participation:

Additional comments:

PARTICIPATION FEE WAIVER APPLICATION

*The information on this form will remain confidential
Please return to your building principal*

Student Name _____ Grade _____

Parent/Guardian _____

Address _____

City, State, Zip _____

Annual Household Income _____ Household Size _____

Comments: _____

Parent/Guardian Signature _____ Date _____

District Office Use Only

Approved

Disapproved

Building Principal _____ Date _____

District Administrator _____ Date _____

Concussion Information - When in Doubt, Sit Them Out!

1. Before a student may participate in practice or competition: 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 he or she is under the age of 19, by his or her parent or guardian.
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

<p>These are some SIGNS concussion (what others can see in an injured athlete):</p> <ul style="list-style-type: none"> 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 	<p>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</p> <ul style="list-style-type: none"> Headache Nausea Dizzy or unsteady Sensitive to light or noise Feeling mentally foggy Problems with concentration and memory Confused Slow
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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. "When in doubt sit them out."

It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

RETURN TO PLAY

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have 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 very 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.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging

STEP TWO: More strenuous running and sprinting in the gym or field without equipment

STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting

STEP FOUR: Full practice with contact

STEP FIVE: Full game clearance

118.293 Concussion and head injury.

(1) In this section:

(a) "Credential" means a license or certificate of certification issued by this state.

(b) "Health care provider" means a person to whom all of the following apply:

1. He or she holds a credential that authorizes the person to provide health care.
2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.
3. He or she is practicing within the scope of his or her credential.

(c) "Youth athletic activity" means an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity. "Youth athletic activity" does not include a college or university activity or an activity that is incidental to a nonathletic program.

(2) In consultation with the Wisconsin Interscholastic Athletic Association, the department shall develop guidelines and other information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of concussion and head injury in youth athletic activities.

(3) 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 he or she is under the age of 19, by his or her parent or guardian.

(4) (a) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

(b) A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

(5) (a) Any athletic coach, official involved in an athletic activity, or volunteer who fails to remove a person from a youth athletic activity under sub. (4) (a) is immune from civil liability for any injury resulting from that omission unless it constitutes gross negligence or willful or wanton misconduct.

(b) Any volunteer who authorizes a person to participate in a youth athletic activity under sub. (4) (b) is immune from civil liability for any injury resulting from that act unless the act constitutes gross negligence or willful or wanton misconduct.

(6) This section does not create any liability for, or a cause of action against, any person.

Your School High School

Statement Acknowledging Receipt of Education and Responsibility to report signs or symptoms of concussion to be included as part of the "Participant and Parental Disclosure and Consent Document".

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

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/guardian.

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/play.

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

Athlete Signature _____ Date _____

DETACH AND RETURN THIS SIGNED PLEDGE SHEET TO THE
ATHLETIC DIRECTOR

PLEDGES

I agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practices and games.

I agree to return all equipment according to regulations and further agree to pay for any and all equipment which I may lose, misplace or damage through carelessness or intent.

I agree to abide by all rules and regulations set forth in this handbook.

Date

Student's Signature

I, as a parent/guardian of the above student, have read the policies and rules set forth for athletic or other extracurricular participation at Highland Schools and give permission to my son/daughter to participate under those conditions. I also will do all I can to help my son/daughter abide by these rules.

Date

Parent's or Legal Guardian's Signature

Please list below any special medical problems or handicaps your son/daughter has:

