



# Potosi Activity Code Handbook

## 2017-2018

### Co/Extra Curricular Activities Code Procedure

The co/extra-curricular activities are grouped into two categories and are governed by codes as described below. Each category is evidenced by the groups listed but not limited to the groups listed. All students in 5<sup>th</sup> grade and up come under the provisions of this code.

#### **GROUP A**

Interscholastic Athletics  
Managers of Athletic Teams

Forensics

Musical/Play  
Prom and Homecoming Court  
Class Officers

#### **GROUP B**

All clubs and activities, such as

Music Performance Groups

Odyssey of the Mind

The School District of Potosi Activities Code and Potosi Schools Student Handbook will govern all students.

WIAA Athletic Code also governs interscholastic athletics.

Clubs/group by-laws govern other groups where applicable.

**Educational Philosophy of the Potosi School District - We believe all students should have opportunities to develop and express their talents and abilities in diversified ways – to acquire, express, question, organize and apply knowledge.**

### **ATHLETES - YOUR PARKING COOPERATION IS NEEDED PLEASE**

**Athlete parking during an event – We ask that on the evening of the athletic event, football, softball, and baseball players are asked to park in the front lot and volleyball and basketball players are asked to park in the student parking lot. The intent is to allow community members the opportunity to park closer to the entrance. We appreciate your cooperation – Potosi - A community of character.**

The Potosi Activities Board consists of the following members that oversee the Activity Code Handbook. Please contact the coaches or members of the Activities Board for suggestions/concerns regarding the Potosi School District Activity Code Handbook.

## THE ACTIVITIES BOARD

Membership: All positions will be for a two-year term and appointed by the school board.

1. Activities Director
2. Guidance Counselor
3. One Principal/Dean of Students
4. One club/activities advisor
5. One faculty at large

In the event of a case in which an Activities Board member has a personal interest with the student in question, a proxy will be appointed.

Guidelines:

1. The board is an appeals board for suspensions and reinstatements of students in violation of the Activities Code.
2. Quorum consists of three (3) of the total membership of five (5).
3. The Activities Code and its interpretation will be reviewed on an annual basis and recommended changes will be submitted to the school board for approval.

**School Insurance - The Potosi School District does not provide primary or secondary health insurance while students are attending school or participating in extracurricular events. Sole insurance coverage is provided by the parents/guardians. WIAA does provide concussion insurance if you do not have your own health insurance to cover it.**

### **Ticket Prices**

- High School individual games – students = \$3, adults = \$4.
- JV Football – ticket not required
- Middle School individual games (indoor events only) – students = \$1, adults = \$2.
- Yearly Athletic Passes = Students = \$30.00, Adults = \$60.00, Family \$150.00, this pass includes up to 2 parents/guardians and all PK thru grade 12 students. Children who are adult and not current students must obtain a separate adult pass or pay entry fee per event. Each qualifying family member will be provided a personal laminated pass that is Non-Transferable.
- Senior Citizens 62 and older - Free with a Six Rivers Senior Pass (which can be obtained at no charge in the Potosi High School or District Office)

### **I. Eligibility**

- A. Students in all groups will be governed by state and/or national guidelines when applicable.
- B. Each student and parent or guardian must attend an activities code meeting once per year.
- C. A statement signed annually by both student and parents/guardians indicating an understanding of the activities code must be turned in to the Activities Director before students may participate in club activities or athletic contests.
- D. Academic eligibility.
  1. Students in grades 9-12 must be enrolled in a minimum of the equivalent of five assigned periods in a school day.

2. Initial eligibility will be determined by student's previous quarter's grades. Students' fourth quarter grades will be used to determine the eligibility for the first quarter of the following school year.
3. **Freshman eligibility will be determined by grades earned in the 4<sup>th</sup> quarter of the eighth grade.**
4. Failure in **one** class will result in being ineligible for all extra-curricular activities for **ten** (10) school days. Failure in **two or more** classes will result in **15** days ineligibility for all extra-curricular activities.
5. At the end of the 10 or 15 day period, if a student is passing all classes, he/she shall regain eligibility. Academic Imperative may also be in effect.
6. Students who make up a credit during summer school, still have to serve the ineligibility period.
7. Incompletes must be completed within two weeks of the end of the grading period to maintain eligibility.
8. A student placed on academic probation (within the Academic Imperative Policy) during the school year will become ineligible if, after a one-week warning period, he/she has an F.
9. Students who are academically ineligible will not be allowed to leave school early to participate in extracurricular activities.
10. If elections for class officer are held in the spring of the previous school year. If a student who wishes to be a class officer fails a class third quarter, he/she has 15 days to be passing all classes. Any student still failing a class at that time is ineligible to run for a class office. If elections are in the Fall 4th quarter grades will determine eligibility.

## Academic Probation

A student will be placed on academic probation under the following circumstances:

- a. A student receives a D-, F, or Inc., for any quarter grade.
- b. A student receives a D-, or F on any mid-term progress grade.
- c. A student is identified at teachers' discretion as undergoing academic difficulty.

Academic probation will result in weekly grade checks beginning with the 3rd week of the quarter with all teachers until the end of the next quarter grading period. Weekly checks will be reviewed by the office and appropriate coach/advisor. If a student is failing any course for longer than a one-week period, eligibility will be lost until the student is once again passing all classes.

## Academic Imperative - Probation/Procedures – 9<sup>th</sup> Hour

See copy of Academic Imperative Responsibility, Intervention, and Resolutions

1. The third week of each quarter, all teachers will submit a list of students currently earning a D+ or lower.
2. All students with a D+ or lower will be placed on study hall keepers until all grades are at least a C-, which will be determined at the next weekly grade report.
3. **Step One – First report of poor performance.** If a student is receiving a D- or an F in any class, the classroom teacher will contact parent/guardian and inform them of the student's poor progress and that student will have until the next grade check (typically the following Tuesday) to bring grades up to at least a D or be placed on **9<sup>th</sup> hour – which runs from Thursday thru and including the following Wednesday – 3:30 to 4:00 daily for High School Students and Middle School Students. A letter will also be mailed home informing the parents/guardians of their student's academic situation.**
4. **Step Two – Following week – subsequent report of poor performance in ANY CLASS.** All students earning a D- or F at that time (second week in a row) will be placed on academic probation – and placed in 9<sup>th</sup> hour. If they have an F in any class, they are also ineligible for all extra-curricular activities

until the next grade check. Faculty members submit weekly progress grades to the office – Wednesday AM. **Parents/guardians will not receive a second contact by the office or faculty member. It will be the responsibility of the student to inform their parents/guardians and make the necessary arrangements to attend 9<sup>th</sup> hour. Parents/guardians are encouraged to use their Skyward Family Access to monitor their student's grades. Students will be informed of their required attendance by the office.**

5. Students must bring academic material to 9<sup>th</sup> hour. Students also have the option to make arrangements to work with an individual teacher after school, whose class they are failing with the hope that more individualize guidance can take place. Students may not attend any extra-curricular activity until the end of the after school half-hour study time. (Includes practice and contests.) **If a high school student has been issued a detention as well as assigned to 9<sup>th</sup> hour – the student must attend 9<sup>th</sup> hour first then detention in the office at 4:00 to 4:30.**
6. Subsequent weekly poor performance reports in any class, the student will continue in 9<sup>th</sup> hour study hall. In addition - a student failing **ANY** class will remain/become ineligible for extra-curricular activities until the next grade check.
7. If a student is removed from the poor performance report eligibility is reinstated. Any future report of poor academic performance, the student would start over on step one.
8. Classes, which base grades only on limited tests, a student may regain eligibility with teacher approval. The basis will be that the student has no missing assignments and student is showing improvement.

## II. Attendance

In order to participate in athletic practices and contests a student must be in school the day of the contest/regular practice or arrive in time for the beginning of 5<sup>th</sup> hour (12:23) and stay through the end of the day.

Exceptions are:

1. Pre-arranged parental request days as per school policy.
2. Medical appointments, provided there is a note from the physician that accompanies upon return.
3. Administrative approval.

## III. Travel

- A. Team or club members must use the mode of transportation provided by the school both to and from the contest. The only exception to this allows the student, under unusual circumstances, to be transported by only his/her parent/guardian and requires a written request from the parent/guardian.
- B. The school assumes no liability for the student who attempts to travel to/from the contest by another means.

## IV. Conduct

- A. Students shall abide by the rules of eligibility in regard to conduct throughout the calendar year. (January through December)
- B. The following conduct violations will result in penalties.
  - a. The use, possession, sale or purchase of alcohol or tobacco products or any illegal drugs.

- b. Attendance at events/parties where alcohol and/or other drugs are being consumed
  - c. Committing acts of thefts, vandalism, assault, or disorderly conduct
- C. Violations of any of the above will result in the following penalties. (Group A) Penalties will not be served concurrently.
- a. **First offense**-Suspension from interscholastic competition shall be a minimum of 15% of scheduled contests of current season or next sport in which the athlete participates if not currently on a team.
  - b. **Second offense**-Suspension from interscholastic competition shall be a minimum of 30% of scheduled contests.
  - c. **Third offense**-Suspension from all sports for the term of one calendar year from date of offense. A student who completes an outside assessment **at parent/guardian's expense** and completes a treatment program will regain eligibility after 90 school days and a minimum of 50 percent of the next sport season in which a student participates.
  - d. The remaining percentage of any uncompleted ineligibility contests will carry-over to the next sport season. Not finishing a season will not erase and AC Violation.
  - e. **Fourth offense** will eliminate students from participating in any extracurricular activities for the remainder of their high school careers.
  - f. **Any student that is given an In or Out of school suspension will not be allowed to attend/participate in any extracurricular activity on the day/evening of the suspension. This includes after school practices, traveling with the team or group, sitting on the bench during a contest or attending a home event. Students with multiple days suspension that encompasses a weekend will ineligible for the weekend activities.**
  - g. Students with code referrals will not be eligible for major team and all-conference awards.
- D. Penalties for Group B will be as follows.
- a. **First Offense**-Students will be ineligible for all extra-curricular activities for 25 school days.
  - b. **Second Offense**-Students will be ineligible for all extra-curricular activities for 50 school days.
  - c. **Third Offense**-Students will be ineligible for one calendar year from the date of the offense. A student who completes an outside assessment and completes a treatment program, will regain eligibility after 90 school days.
  - d. **Fourth offense** will eliminate students from participating in any extra-curricular activities for the remainder of their high school careers.
- E. Students with drug/alcohol violations must participate in the Student Assistance Program.
- F. When a student self – reports a code violation and voluntarily enters the Student Assistance Program will not result in a code referral. The student cannot voluntarily enter as the result of a specific violation, with the intent to waive the suspension. If a student commits a violation while in the Student Assistance Program, he/she will undergo the usual game suspension.
- G. Student referrals for violation of the code will not be carried from middle school to high school. Students entering as freshmen will begin with a clean slate. Penalties for violations, however, will be served in full, which may mean serving penalties from 8<sup>th</sup> grade at the beginning of the freshmen year.

## VI. Violation Process

1. A student referral form will be completed when a student violates the Activities Code. It will be filled out by the person receiving the report and forwarded to the building principal/Dean of Students. Student Activity Referral forms will be confidential.
2. The principal/Dean of Students and activities director will meet and make a decision concerning the referral. In the event either of these persons has a personal interest in the case, a proxy will be appointed. The student(s) may attend the meeting and present other evidence on his/her behalf.

3. Decisions of the hearing will be discussed with the student and parent/guardian and put in writing, and a copy will be mailed to the parents/guardians.

## **VII. Appeals Process**

1. Following either the disciplinary action or the suspension, a student and/or his/her parents or guardian may formally appeal the decision in writing to the Activities Board within three (3) days from the first day ineligibility shall take effect. The written request for an appeal must clearly state the reasons for the appeal.
2. Within five (5) working days of receipt of such written appeal, the Activities Board shall meet. The student(s) will be informed of the time and date of the meeting. Attendance by the student(s) is optional. The results of the meeting will be mailed to the parents/guardians of the student(s).

### **The following apply to Group A only.**

- A. The coach will provide athletes and the Athletic Director a copy of established team guidelines.
- B. All equipment issued will be the responsibility of each individual team member. An athlete unable to account for all equipment, which has been issued to him/her, will be financially responsible for the equipment. Failure to pay will result in ineligibility for the next sport for which the student goes out.
- C. An athlete who does not notify the coach/Athletic Director when quitting a sport and does not turn in his/her equipment will be ineligible for the next sport.

## **Physical Examination/Athletic Injuries and Care**

1. WIAA regulations for physicals will be followed. Athletes will not participate until a completed physical/alternate year card has been turned into the coach.
2. An emergency treatment form must be on file with the coach before the first practice.
3. All student athletic injuries must be reported at once to the coach and the school office.
4. In case of an emergency, students will be sent to the nearest hospital.
5. If an athlete has any special medical problems, he/she should notify the coach prior to participation.
6. If an injury is discovered after the athlete has returned home from a practice or contest, the coach should be notified as soon as possible.
7. If an athlete goes to the doctor for an injury, he/she must obtain a written release from the doctor before participating.

### **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 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 healthcare provider and receives a written clearance to participate in the activity from the health care provider.

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*

These are some of the more common symptoms of concussion (what an injured athlete feels):

- *Headache*
- *Nausea*
- *Dizzy or unsteady*
- *Sensitive to light or noise*
- *Feeling mentally foggy*
- *Problems with concentration and memory*
- *Confused*
- *Slow*

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 weightlifting) 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 weightlifting**
- **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/university activity or an activity that is incidental to a non-athletic 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 healthcare 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.

Possible Information Sheets:

Coaches: <http://www.wiaawi.org/health/CoachGuide.pdf>

Parents: <http://www.wiaawi.org/health/ParentFactSheet.pdf>

Parents: <http://www.wiaawi.org/health/NFHSParentGuide.pdf>

Athletes: <http://www.wiaawi.org/health/AthleteFactSheet.pdf>

Order CDC materials: <http://wwwn.cdc.gov/pubs/ncipc.aspx#tbi4>



# Potosi School District Non-Discrimination Statement

The Potosi School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services, and activities for all students and employees. The Potosi School District does not tolerate discrimination in employment or in its educational programs and activities.

It is the rule of the Potosi School District that no person may be denied admission to our District or be denied participation in, be denied the benefits of, or be discriminated against, in any curricular, extracurricular, pupil service, recreational, or other program or activity or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

Any District staff member who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

If a student, parent, employee, or volunteer believes that he or she has been harassed or discriminated against or are aware of violations of this District harassment and discrimination policy, they should report the violations as soon as possible to the Building Principal or the Pupil Services Director:

**Tammy Cooley, Pupil Services Director**  
Potosi School District  
128 Hwy 61 N.  
Potosi, WI 53820  
(608) 763-2162, cooleyt@potosisd.k12.wi.us

If the complaint involves the Pupil Services Director, it should be reported to the Superintendent:

**Ronald S. Saari, Superintendent**  
Potosi School District  
128 Hwy 61 N.  
Potosi, WI 53820  
(608) 763-2162, saarir@potosisd.k12.wi.us

The Potosi School District will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. Complaint forms are available in the Central Office.

**Potosi Middle/High School**

**Parent-Student Concussion/Head Injury**

**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/Guardian 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 I 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 consequences of returning to practice/play too soon and that my brain needs time to heal.

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

# Potosi School District Activity Code

2017-18

## Parent - Student Signature Page

As the parent or guardian of a Potosi Schools activity participant, I have attended a meeting in which the All School Code was explained. I have also read and understand the contents of this activity handbook. I understand the conduct expected of my son/daughter, and will help him/her to maintain these standards.

\_\_\_\_\_  
Signature of parent/guardian                      \_\_\_\_\_ 2017/18  
Month                      Day

Email Address \_\_\_\_\_

It is important to notify the office if any of the above information changes.

I have attended an All School Code meeting. I have read and understand the rules and regulations in this activity handbook. As a Potosi schools activity participant, I agree to conduct myself accordingly.

\_\_\_\_\_  
Student Name                      Student Signature                      Date

\_\_\_\_\_  
Student Name                      Student Signature                      Date

\_\_\_\_\_  
Student Name                      Student Signature                      Date