



Potosi Activity Code Handbook

The Potosi School District's primary mission is an educational one. Although extra and co-curricular activities expand upon the educational experience, they are not an entitlement. Participation in extra and co-curricular activities is a privilege that requires good academic standing and appropriate personal conduct. The Potosi Activity Code identifies academic and attendance eligibility standards and provides a sequence of progressive discipline for personal conduct code violations.

diversified ways – to acquire, express, question, organize and apply knowledge.

Mission:

Extra and co-curricular activities at Potosi Schools develop lifetime skills which foster emotional, social, intellectual, and physical growth. Students who choose to participate assume additional responsibilities as representatives of their school, their families, and their community.

For the Student:

The activities program can be an important part of your high school years. Extra and co-curricular activities provide new opportunities, new experiences, and help you develop your interests and skills. Students who participate in the school's extra and co-curricular programs are expected to conduct themselves at all times and in all places, in a positive manner that will bring credit to themselves, their school, and their community.

This code is in effect 24 hours a day and 12 months a year. When you and your parent/guardian sign this activity code you agree to abide by the regulations and consequences outlined.

Athletic Participation Philosophy – Potosi

The Potosi Athletic Participation Philosophy will cover sports that the Potosi School District sponsors at the middle school, junior varsity, and varsity levels. It pertains to those sports during their regularly scheduled sports seasons.

Middle School

All students will be given the opportunity to participate equally in the middle school level. Coaches will attempt to make participation during competition as equal as possible. Also taken into account will be factors such as attitude, attendance at practices, following rules, etc.

Junior Varsity

While participation will still be emphasized, the junior varsity level will take into account preparation for playing at the varsity level. Factors such as attendance, attitude, following rules, etc. will also be considered. Coaches, athletic director, and the school board will provide additional playing opportunities for junior varsity members by providing a reserve and/or freshmen teams if numbers warrant such an action.

Varsity

Participation at the varsity level will be based on ability if all other factors such as attendance, attitude, following rules, etc. are followed. The coach, athletic director, and school board will look at the feasibility of providing additional playing opportunities through the use of reserve games if enrollment numbers warrant such an action.

Out of season

If coaches who are hired by the school are helping with organizing and/or coaching during the "off season", expectations, rules and other information will be clearly communicated to parents and players.

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 5th grade and up come under the provisions of this code.

Athletics

Interscholastic Athletics

Non-Athletics

All clubs and activities, such as, but not limited to:

Music Performance Groups

Forensics

Musical/Play

Prom and Homecoming Court

Class Officers

Managers of Athletic Teams

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

WIAA Athletic Code governs interscholastic athletics.

WIAA REQUIRED DOCUMENTATION – A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:

- 1) Parental permission each school year including an acknowledgement of receiving the school athletic code,
- 2) Acknowledgement of receiving the WIAA Rules of Eligibility,
- 3) Athletic Emergency Form
- 4) Current physical fitness to participate in sports.

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

THE ACTIVITIES BOARD

The Potosi Activities Board consists of the following members that oversee the Activity Code Handbook.

Please contact a member of the Activities Board for suggestions/concerns regarding the Potosi School District Activity Code Handbook.

Membership: All positions will be for a two-year term and appointed by the Principal and Activities Director

Activities Board:

Activities Director

Principal

Member of the Athletic Coaching Staff

Club Advisor

Activity Advisor

Fine Arts Representative

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 by the remainder of the Activities Board

Guidelines:

1. The board is an appeals board for suspensions and reinstatements of students in violation of the Activities Code.
2. Quorum consists of five (5) of the total membership of seven (7).
3. The Activities Code and its interpretation will be reviewed on an annual basis by the Activities Board and recommended changes will be submitted to the school board for approval.

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. Scholastic ineligibility **may not** be appealed.
 - 4. Freshman eligibility will be determined by grades earned in the 4th quarter of the eighth grade.
 - 5. Failure at the quarter in **one** class will result in being ineligible for all extra-curricular activities for **ten** (10) school days. Failure at the quarter in **two or more** classes will result in **15** days ineligibility for all extra-curricular activities.
 - 6. 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.
 - 7. Students who make up a credit during summer school will have eligibility reinstated provided they pass an approved course at their expense.
 - 8. Incompletes must be completed within two weeks of the end of the grading period to maintain eligibility.
 - 9. 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.
 - 10. Students who are academically ineligible will not be allowed to leave school early to participate in extracurricular activities.
 - 11. If elections for class officer are held in the spring of the previous school year, 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.
- E. **Failing a class after 1st, 2nd, or 3rd quarters:**
 - 1. A. 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. 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.
- F. **Failing a class after 4th Quarter:**
 - 1. A. Failure in one class after the last day of school will result in being ineligible for all extra-curricular activities for an equivalency of 15% of the games scheduled for the season.
 - 2. B. Failure in multiple classes after the last day of school, will result in being ineligible for all extra-curricular activities for an equivalency of 30% of the games scheduled for the season.

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 – 9th 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 9th hour – which runs from Thursday through 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 9th 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 9th 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 9th 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 9th hour – the student must attend 9th hour first then detention in the office from 4:00 to 4:30.
6. If the student has subsequent weekly poor performance reports in any class, the student will continue

in 9th 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. If a student is ineligible due to poor grades in classes which base grades only on limited tests/performance assessments, 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

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 5th hour 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

Personal Conduct Requirements:

Character counts at Potosi and lack of character as demonstrated by inappropriate personal conduct is considered a violation of the Activity Code. A student's conduct is bound by this Code at all times during the calendar year. If a student is not involved in an activity at the time of the violation, enforcement begins at the start of the student's next activity. Personal conduct violations and corresponding consequences are outlined below. **Violations of the Code accumulate through the student's high school career. The administration reserves the right to suspend a student athlete for an event(s) if the student's conduct/actions is not satisfactory to school rules.**

- A. Students shall abide by the rules of eligibility in regard to conduct throughout the calendar year. (January through December, 24 hours a day, 365 days a year)
- B. Reporting Violations – Violations can be reported in the following manner.
 - a. Verbal from law enforcement
 - b. Written report signed by the person reporting the violation
 1. Anonymous referrals will not be acted upon without a signed written report from an individual reporting the violation. ie – emails, photographs, video.

2. **Truth Clause** - if a student lies about involvement in a co-curricular violation, and is later found to be involved, his/her penalty doubles.

Violations will be reported to the Principal or Activities Director.

In the event of a reported violation, a written report will be completed by the Principal or Activities Director.

A copy of the written report will be given to the following within 5 school days:

- a. Athletic Director or Principal
- b. Director of the activity (activities) involved
- c. Parent/Guardian

Major Violations will include but are not limited to the following:

- A. Alcohol: The use, consumption, possession, and/or purchase of alcoholic beverages are prohibited.
- B. Use/possession of E-cigarette's.
- C. Being present without your parent/guardian at a place/event where alcohol, tobacco and/or drugs are being used illegally (If a student is at a gathering and they notice there is alcohol, tobacco and/or drugs are being used illegally they should leave immediately and contact a coach or member of administration stating what happened. Students should make every attempt possible to remove themselves from the situation. Students need to text, call or email the coach, advisor or member of administration that night to report this and state what happened.) It is the school's belief that these underage drinking parties will not occur if people do not attend them.
 - a. Attendance at family gatherings, (weddings, graduation parties, and other similar occasions) where alcohol is consumed, will not be considered a violation. However, "holding" an alcoholic drink, tobacco product, or illegal drugs will be considered a violation.
- D. Verbal or physical aggression towards an official.
- E. Assault: The physical or verbal (i.e., use of profane or abusive language) assault of any adult or student will not be tolerated, in or out of school.
- F. Bullying, Harassment, and Hazing: that causes mental/bodily harm or creates a credible threat of mental/bodily harm
- G. Participation in any form of harassment.
- H. Drugs: The possession, sale, purchase or use of controlled substances, street drugs and performance enhancing substances is prohibited.
- I. Theft: Theft, in or out of school, will not be tolerated.
- J. Tobacco: The use, smoking, chewing, or possession of any tobacco product is prohibited.
- K. Use or possession Vaping devices/paraphernalia. ie: juul.
- L. Vandalism: Vandalism, which is the damage of any property, is prohibited.
 - a. Destruction of Chrome Books
 - b. Destruction of other school property
- M. Use of performance enhancing substance(s) when not prescribed for a medical issue
- N. Major Violations of Social Media/Online Representation to be defined as the following.

Profanity and Conduct

Students should conduct themselves in a manner that is in line with the standards of the Potosi School District and should refrain from using profanity on social media. Profanity and speech that is insulting, but not does not provide an immediate avenue for harm will be responded to with a warning and detention or suspension at the discretion of the principal or member of the activities board that it was reported to. Further disciplinary action including suspension and code violations may be implemented upon further offenses.

Distribution of Obscene Materials

1. *Indecent visual depiction*, which means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person. 2. *Non-consensual dissemination of private sexual images*, which is a crime that is committed when a person:
 2. intentionally disseminates an image of another person:
 0. who is at least 18 years of age; and
 1. who is identifiable from the image itself or information displayed in connection with the image; and
 2. who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and
 3. obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and
 4. knows or should have known that the person in the image has not consented to the dissemination
3. Violation of any of the following will result in a code violation, as well as the notification of the police. Charges may be pressed against the possessors or distributors of above images.

Major Harassment online

Criteria

Potosi Schools will not tolerate online harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to:

1. Use of derogatory slurs,
2. Innuendoes,
3. The use of social media to spread rumors or other false information to defame or insult an individual
4. Distribution of insulting or inappropriate caricatures or doctored materials.
5. Stalking,
6. Causing psychological harm,
7. Threatening or causing physical harm. Or evidence thereof,
8. Threatened or actual destruction of property, Or evidence thereof,
9. Wearing or possessing items depicting or implying hatred or prejudice of any specific person or group of persons
10. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel under any circumstances.

Minor violations - violations are punishable at the discretion of the coach/advisor for both athletics and extra-curricular activities. Minor violations can include, but are not exclusive to: unexcused absences from school, flagrant fouls or unsportsmanlike conduct during contests, violation of curfews, disrespect to school personnel, academic fraud/cheating, plagiarism

Penalties for Minor Violations

1. First Violation – Coach/Advisor/Principal/Administration discretion
2. Second Violation – period of ineligibility from 1 regularly scheduled contest.
3. Third Violation – period of ineligibility from 2 regularly scheduled contests.
4. Fourth Violation – period of ineligibility from 4 regularly scheduled contests.
5. Additional Violations – each additional will result in an additional period of ineligibility of 4 contests.

V. Penalties - Students that participate in both Athletics and activities in the Non-Athletic category, will serve suspensions in both areas. Athletic Penalties will not be served concurrently. The penalized participant must attend all practices during the period of ineligibility. Major violations will result in the following penalties:

- a. **First offense**-Suspension from interscholastic competition shall be a minimum of 25% 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 50% of scheduled contests.
 - c. **Third offense**-Suspension from all sports for the term of one calendar year from date of offense.
 - i. Upon the third offense a student may regain 50% of lost activity time by completing 100 hours of community service during the calendar year. (E.G., if upon completion of the 100 hours of community service, 6 contests remain, 3 may be participated in.). Community service must be approved by the Activities Board or Administration and documented in a manner that can be verified and approved by the activities board. The activities board reserves the right to approve or deny community service activities based on the board's discretion.
 - d. The remaining percentage of any uncompleted ineligibility contests will carry-over to the next sport season. Not finishing a season will not erase an 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, and 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 that season's major team and all-conference awards as well as conference and state All-Star games.
- b. Penalties for Non-Athletics 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 100 hours of community service, will regain eligibility after 90 school days. Community service must be approved by the Activities Board or Administration and documented in a manner that can be verified and approved by the activities board. The activities board reserves the right to approve or deny community service activities based on the board's discretion.
 - d. **Fourth offense** will eliminate students from participating in any extra-curricular activities for the remainder of their high school careers.
- c. **Violation Administration**
- a. 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 8th grade at the beginning of the freshmen year.
 - b. **A student must complete the full term of their athletic and activity suspension. Not finishing a season will not erase an activity code violation, as suspensions must be completed in full and will carry over to the next sport season. E.G. If student A is suspended for 4 games of the spring sport, and the sport ends after 2 suspended games, they would be suspended from 2 games in the fall sport.**
 - c. **A student who joins a sport must participate in the sport for its full time for the suspension to be counted. E.G. Student B signs up for the spring sport and is suspended for the first 4 games, then quits. This student would then need to sit out**

the first 4 games of the fall sport. A student who signs up for a spring sport, sits 4 games, then plays the rest of the season would be regain full eligibility.

- d. Student Referrals during their Senior Year will result in automatic disqualification from being considered as an Outdoor Ed Counselor.**
- e. In the event a student has multiple offenses on separate days and/or multiple legal violations, each offense will be treated as a separate instance.**

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 /. Student Activity Referral forms will be confidential.
- 2. The Principal 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 by the Activities Board the student 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 the notification of the referral and disciplinary action or 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) school days of receipt of such written appeal, the Activities Board shall meet. The student will be informed of the time and date of the meeting. Attendance by the student is optional. The results of the meeting will be mailed to the parents/guardians of the student. The results of the Activities Board Meeting are **final**.

The following apply to Athletics only.

- A. The coach will provide athletes and the Activities 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/ Activities Director when quitting a sport and does not turn in his/her equipment will be ineligible for the next sport.

VIII. Other Items

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.

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.

Ticket Prices

- High School individual games – students = \$3, adults = \$5.
- 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)

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.

Link to Concussion and SCA

Information - <https://dpi.wi.gov/sped/program/tbi/concussion>

Agreement signature page - <https://dpi.wi.gov/sites/default/files/imce/sped/pdf/tbi-conc-sca-parent-coach-athlete-agreement.pdf>

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, cooley@potosisd.k12.wi.us

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

Kurt Cohen, Superintendent

Potosi School District

128 Hwy 61 N.

Potosi, WI 53820

(608) 763-2162, cohenk@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/Sudden Cardiac Arrest

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 and sudden cardiac arrest. 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 and SCA 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.

I have read the Sudden Cardiac Arrest Information sheet. I understand that student athletes should stop activity/exercise immediately if they have any warning signs of sudden cardiac arrest and report the symptoms to their coaches and report to us as parents/guardians.

Parent/Guardian Signature _____ Date _____

Athlete Agreement:

I have read the Athlete Concussion and Head Injury and SCA 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. I have read the Sudden Cardiac Arrest Information sheet. I understand that I should stop activity/exercise immediately if I have any warning signs of sudden cardiac arrest and report the symptoms to my coaches and my parents/guardians.

Potosi Middle/High School - Parent-Student Concussion/Head Injury/Sudden Cardiac Arrest – Signature Page

Athlete Signature_____Date_____

Athlete Signature_____Date_____

Athlete Signature_____Date_____

Athlete Signature_____Date_____

Athlete Signature_____Date_____

Potosi School District Activity Code

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

Month Day Year

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
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_____ Student Name	_____ Student Signature	_____ Date
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_____ Student Name	_____ Student Signature	_____ Date
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_____ Student Name	_____ Student Signature	_____ Date
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_____ Student Name	_____ Student Signature	_____ Date
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