

2024–2025

# CO-CURRICULAR RULES AND REGULATIONS HANDBOOK

**Grades 9–12**  
Athletics and Activities



SUN PRAIRIE EAST  
**CARDINALS**

SUN PRAIRIE WEST  
**WOLVES**



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Sun Prairie Area  
School District  
Futures depend on us...every child, every day.

# EDUCATIONALLY BASED ATHLETICS

## AT THE SUN PRAIRIE AREA SCHOOL DISTRICT

Sun Prairie High School student-athletes are committed to understanding that participation is a privilege. It is something that needs to be earned every day. We are providing an educationally based experience that is an extension of the classroom. Within this experience are many life lessons, which are rooted in these core traits. These traits complete the statement, "At Sun Prairie East and West High School, our student-athletes are people who demonstrate...."

**Accountability**-Putting forth the effort and attitude to make yourself and your team better by doing what is right even when no one is watching. Your success in the classroom, community and in your sport starts with your decisions.

**Respect**-Respect of coaches, teammates, opponents, fans and all other aspects of the privilege to participate in an educationally based sport.

**Coachability**-Having the desire to improve and the will to accept constructive feedback from coaches and peers. Being willing to do the extra work to be the best at your role.

**Passion**-No team can be successful without having passion. Love for the game and the desire to make those around you better portrays a team-first attitude.

**Discipline**-Training hard, making good life choices, being early and staying late. If a student-athlete is disciplined, they will value these things.

**A Spirit of Sacrifice**-A real student-athlete will give up something temporarily for the purpose of making others better. You can't have it all and do it all. Over committing and under delivering are not enduring qualities.

**Integrity**-A student-athlete must possess a moral foundation when it comes to fulfilling his/her expectations. Playing above and beyond the rules shows that you are someone to be trusted in the classroom, in the community and on the competition field.

**Commitment**-Making a conscious decision to fully invest in the team pursuits and protecting your team from things that could get them off the path.

**Unity**-Treat your teammates, teachers, and coaches how you want to be treated. Choose words, actions and responsibilities that draw you closer to the team goals.

### Statement of Nondiscrimination

No student may be unlawfully discriminated against in any school programs, activities or in facilities usage because of the student's sex (gender identity, gender expressions, and non-conformity to gender role stereotypes), color, religion, profession, or demonstration of belief or non-belief, race, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation, age, or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the District. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur. (SPASD Policy JB)

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the Sun Prairie Area School District ("District") does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

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## **ATHLETICS AND ACTIVITIES**

### **Sun Prairie Area School District - Fan Code of Conduct**

Sun Prairie Schools promote sportsmanship at all High School Athletic events. Sportsmanship is an essential part of any athletic competition and is expected from all athletes, coaches, and fans. As a fan (student or adult), we want you to be a positive example while supporting our athletes, coaches, and officials.

Sun Prairie Area School District encourages enthusiastic support of your team, a family friendly atmosphere, and good sportsmanship at all times. Our behavior should be positive, respectful, and encouraging of the athletes, coaches, and officials before, during, and after the game.

**Sun Prairie Schools discourages the following unacceptable behaviors:**

1. Obscene, foul, or abusive language and gestures.
2. The use of alcohol, tobacco/vaping devices, and other illegal drugs at Sun Prairie High School events.
3. Physical touching of players, coaches, officials, and fellow fans in a threatening way.
4. Rudeness to officials, players, coaches, and fellow fans.

Fans who display unacceptable behaviors will be subject to sanctions, including refusal of admittance, removal, and arrest.

Per WIAA Bylaws a spectator ejected from interscholastic athletic competitions for flagrant harassment or unsporting conduct will be issued a suspension from no less than the next competitive event or meet in the same sport and level of competition that the ejection occurred.

Sun Prairie is a wonderful community and we are all proud of the student athletes playing for our programs. Please display and encourage others to cheer on the athlete with the pride and support our athletes deserve.

## **MISSION STATEMENT**

Welcome to the Sun Prairie Athletics and Activities Program. The mission of Sun Prairie athletic and activities program is to foster excellence by creating an educational and competitive experience while displaying positive sportsmanship. Our students will be leaders in competition, in the classroom, and in the community. Our students will walk away with life lessons that will allow them to be a positive force both on their team and in society.

### **Our Purpose**

The co-curricular program is an integral part of the high school experience. It is a privilege intended to enrich student learning and connectedness to their school, community, and each other. Participation in co-curricular activities assists in the physical, social, and emotional development of students. Additionally, activities provide opportunities for participants to become their own advocates and work with coaches and advisors to set goals, overcome adversity, and work cooperatively to make experiences rewarding.

Co-curricular activities are optional and are not required in order to graduate from Sun Prairie High Schools. Thus, participation requires some additional expectations for participants. This codebook defines those expectations. A goal is that the code be used as an educational tool that encourages participants to make positive choices. It is the responsibility of each student to know and follow the policies outlined in this handbook.

### **Responsibilities**

The privilege of participating in our athletic and activities programs is extended to all full time Sun Prairie Area School District students in grades 9-12 who are willing to assume certain responsibilities. Parents/caregivers are expected to attend one co-curricular code meeting with their child along with reviewing all policies in this handbook.

Your greatest responsibility is to be a credit to your team/group, school, parents/caregivers, and community. Therefore, it is required that you...

- Display high standards of social behavior.
- Follow the student code of conduct on a year-round basis (365 days per year).
- Display outstanding sportsmanship as a participant and fan.
- Display proper respect for those in authority, including teachers, coaches, and officials.
- Display a real spirit of cooperation and sportsmanship.
- Dress appropriately when attending a contest or activity away from home.
- Use language that is socially acceptable. Profanity will not be tolerated.
- Provide a reasonable level of dedication/commitment to your school, activity, sport, coaches, advisors, and teammates.

### **Sports Offered**

Sun Prairie Area School District offers the following sports opportunities:

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country - Boys & Girls	Basketball - Boys	Baseball
Football	Basketball - Girls	Golf - Boys
Golf - Girls	Gymnastics	Lacrosse - Boys & Girls
Soccer - Boys	Hockey - Boys & Girls	Soccer - Girls
Swim/Dive - Girls	Swim/Dive - Boys	Softball
Tennis - Girls	Wrestling	Tennis - Boys
Volleyball - Boys & Girls		Track - Boys & Girls
Co-ed Cheer & Pom-Dance	Co-ed Cheer & Pom-Dance	

## WIAA

All athletes must comply with all current rules as established by the following groups:

WIAA - Wisconsin Interscholastic Athletic Association

- Big 8 Conference
- Universal Cheerleaders Association
- Universal Dance Association
- Badger Conference – Girls Hockey, Football and Lacrosse
- Sun Prairie Area School District

## Definitions to Rules

### ATODA

Alcohol, Tobacco and Other Drug Abuse

### Attendance/Knowing Presence Violation

Attendance at an event or party, without the participant's parent/caregiver being present, where the participant is knowingly in the presence of (1) an underage person possessing or using alcohol, or (2) a person possessing or using an illegal drug. Being in the presence of a person using tobacco is not a violation herein. A participant has not committed a violation hereunder if he/she leaves the event or party with appropriate promptness under the circumstances. The participant is expected to make a rational "exit decision."

### Co-Curricular Activities

Activities that are those that have a specific relationship with a class in which a student is or has been enrolled for a grade. Students will not be held out of co-curricular activities when his or her grade would be affected. Examples of these would include music concert performances, FFA activities for class credit, etc.

## Community Service Hours (CSH)

Non-athletic activity students are expected to use CSH as a means of giving something positive

back to the community. These hours may include, but are not limited to church, neighborhood, school or community activities. Students may not be compensated or paid in any way for service hours. A CSH form can be obtained in the Activities Office or from your advisor. Students are required to submit their completed hours to the Activities Director or club advisor upon completion.

### **CO-Curricular Activities**

Activities that do not have a specific relationship with a class in which a student is or has been enrolled. The student is participating in these activities in order to enrich their school experience. There is no grade or credit attached to these activities that is reflected in their class work. Team sports and student council are examples of these activities.

### **Plagiarism**

Is the use of another person's published ideas, works, or research and presenting it as one's own by not properly crediting the author. This includes downloading papers from the Internet and downloading parts of a paper from the Internet without enclosing the downloaded material within quotation marks and/or without crediting the source.

### **Self-Referral**

When a student violates a co-curricular rule and makes an honest effort to come forward and report the violation to the Activities Director, other school administrator, coach/advisor or Student Services Personnel, **prior to staff awareness** of the violation. This is only for a student-athlete's first code violation.

Self-referrals must be made 48 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire calendar year.

### **Simultaneous Athletic/Activity Consequences**

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be held according to the code for both activities.

**TYPE I Violations** - A student participates in golf, DECA and Three Act Suspension from Sport: 25% of games.

Suspension from Clubs: No activities until 15 hours of community service are completed.

### **TYPE I & II Violations**

Offenses that are considered minor.

### **TYPE III Violations**

Offenses that are considered serious. (Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations)

### **TYPE IV Violations**

Offenses that are considered extremely serious, such as criminal behaviors.

### **Voluntary**

In reference to a situation when a student voluntarily enters him or herself into a treatment program for an ATODA substance abuse problem. Voluntary means that it is unrelated to a specific ATODA incident and the student has not committed an ATODA code violation.



# STUDENT CO-CURRICULAR ACTIVITY ACCOUNTABILITY MAP

Students who choose to participate in co-curricular activities are afforded full participation. However, when a student chooses to participate in co-curricular activities at Sun Prairie Area School District certain responsibilities accompany this participation. The main responsibility is to follow the code of conduct outlined in this handbook. At times, when a student chooses not to follow the code of conduct, a student is held accountable at multiple levels.

All Sun Prairie Area School District students are expected to follow school, community, and state laws.

## Law Enforcement Rules:

There are local and state rules that are addressed in the code policy. At times a citation is administered. These are law enforcement policies that are above and beyond the consequences of the code. A student may receive a citation for underage drinking and will also serve a suspension from participation in athletics and activities.

## School District Policies:

All students who are enrolled in a SPASD school follow the same rules. There is no choice here. School rules are enforced first and then code violation consequences are enforced next.

In addition to consequences at the community and school level, students who participate in extra-curricular programs are held accountable to the extra-curricular code of conduct.

## When a Code of Conduct Violation Occurs -- Student is Accountable to the Following:

### Family Rules:

Your family has their own set of rules for students to participate that may go beyond the code of conduct. This is a family decision.

### Co-curricular Activities Code:

Participation is a choice. By participating, you are choosing to follow the code of conduct. This could mean a ticket from law enforcement, a school suspension, a consequence at the family level and a consequence restricting a student from participation in co-curricular activities.

## **Academic Eligibility**

1. Students are eligible for co-curricular programs (athletics and activities) if they have received no F's or incompletes, and are passing all classes from the previous grading period, as follows:  
**FIRST QUARTER (Mid-Semester Summary)**  
**FIRST SEMESTER**  
**THIRD QUARTER (Mid-Semester Summary)**  
**SECOND SEMESTER**
2. Any student who has a cumulative GPA below a 2.0 from the above grading period(s) may be placed on academic probation for the entire season. The coach may require weekly grade checks to be turned in on Monday of each week.
3. Students, who receive a posted grade of an F or Incomplete, in any class for the above-mentioned grading periods, are ruled ineligible for fifteen (15) consecutive school days and nights. Note: Day one (1) is the first school day following notification. Posted report card / progress report grades are final unless due to teacher error.
  - a) The student becomes eligible if, at the end of the fifteen (15) school days and nights, they are doing passing work in all classes.
    - On the 15th day, it is the responsibility of the student to initiate a grade check with all classroom teachers.
    - A grade check form can be obtained from the Activities Office. When completed, grade checks should be turned into the Activities Office (for athletes) or the Activity Advisor (for co-curricular activities).
  - b) A student regains eligibility immediately if incomplete grades are made up within two weeks after a grade-reporting period.
4. For Fall sports, the minimum ineligibility period shall be the lesser of the following (includes grade levels 10-12):
  - a) 21 consecutive calendar days beginning with the date of earliest competition/performance
  - b) Grades 10-12: One-third of the maximum number of games/meets/performances allowed (rounded to the nearest whole number)
5. Students may erase ineligibility for grades by retaking and passing the failed course during summer school if that particular class is offered. Summer school courses must coincide with the offered summer school dates.
6. Midterm Academic Probation/Ineligibility: Students may be placed on academic probation at any time within a quarterly grading period if it is determined they are failing any course. When placed on probation, students have ten (10) school days and nights to raise a failing grade(s) to a passing level. If still failing after ten (10) school days and nights, students will be considered *academically ineligible* for competition/performance until a passing grade is achieved. Weekly grade checks are required for the remainder of the season, and are to be turned in to the coach/advisor on Monday of each subsequent week.
  - There are no Sun Prairie Area School District or WIAA restrictions on practicing, competing/performing while on academic probation. Coaches/Advisors may, however, develop individualized plans for improvement as circumstances warrant.
7. If a student or a student's parents/caregivers falsify any information submitted to a school, and a student participates resulting in an order of forfeiture, the student becomes ineligible in all activities for one calendar year from the date of the last game or meet in which the student participated.
8. Credit recovery programs, such as ELO (Extended Learning Options) do not qualify a student for academic eligibility.
9. It is important for a student with an IEP or 504 accommodation plan to be able to access extracurricular activities and the success and personal development opportunities such activities provide, behaviors (academic or otherwise) directly related to the disability will not negatively impact participation in extracurricular activities.

## **Attendance Requirements**

Unless an absence has been pre-arranged (doctor/dental appointments, etc.), a student must be in school for the entire day to participate in practice, rehearsals, club activities or athletic contests, etc. on that given day. Additionally, a student who has an unexcused absence on a Friday may not participate in a scheduled weekend event.

Students who develop a pattern of tardiness will not be eligible to participate in the next athletic contest or club activity, etc. This pattern is described as every fourth reported tardy or one IST (In-school Suspension for Tardiness) in a given semester. See Sun Prairie High School Student and Family Handbook for a more complete description.

It is the responsibility of the parent/caregiver to notify the school's attendance office either on or before 9:00 A.M. of the day that a student will be absent from school due to an appointment; failure to do so will result in a student being restricted from participating that day. A student may not be excused from any part of the school day retroactively (after 9:00 A.M. the day of the absence) by anyone for athletic or activity participation purposes.

## **Chain of Communication when You Have a Concern with a Program**

Communication among or between students, parents/caregivers, and coaches is encouraged and becoming ever more necessary. Coaches are encouraged to operate under an open door policy where they will candidly respond to questions and concerns from either the athlete or the parent/caregiver. There are situations that may require a conference between the coach and the parent/caregiver. It is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, the following procedure should be followed to help promote a resolution to the issue:

1. If the student or parent/caregiver has a question or concern about the program, the question or concern should be brought directly to the coach/advisor.
2. Contact with the coach/advisor should be accomplished as much as possible during normal school hours via the tool established by the coach/advisor (i.e. email, phone call, office hours, etc.). Face to face or phone call is preferred.
3. Coaches/advisors should schedule the meeting with the student and/or parents/caregivers in a private setting. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
4. If the student, parent/caregiver, and coach/advisor cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Activities Director.

## **Communication Expectation from Parents/Caregivers**

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student. Our goal is for the student, parent/caregiver, and coach to work together in establishing positive communication.

- Concerns should be expressed directly to the coach.
- At no time should a parent/caregiver approach a coach before or directly after an event.
- Encourage students to advocate for themselves with support from parents/caregivers.
- Notification of any schedule conflicts in writing well in advance.
- Information about your student's health and safety.
- Your understanding of the commitment necessary to participate.

### **Pre-Season Squad Meetings**

Athletic coaches are expected to hold a pre-season meeting with parents/caregivers and students. At this meeting, the following should be addressed in writing:

- Practice schedule
- Coaching philosophy statement
- Game schedule
- Lettering policy
- The tool and time for talking with the coach
- Team rules
- Special dates and events
- Cut policy
- How players earn playing time

### **Pre-Season Activities Code Meeting**

In addition to distributing this booklet through coaches and the Activities Office, it will also be available on our department website. Parents/caregivers and students are expected to view the online code meeting each year.

### **Student Transportation**

Travel to and from activities or athletic contests will be only on school-provided transportation, when team numbers permit. A parental/caregiver release or [STUDENT TRAVEL PERMISSION FORM](#) would allow a student to return from away contests/activities with their parent/caregiver. The permission form must be submitted **ONE DAY** in advance to the Head Coach or Activities Office, and signed by either the head coach or athletic department staff. The student is responsible to give a copy of the signed release to the coach prior to the event. \*\*Please do not ask a coach to release your child after a game without following the correct procedure. If a student wishes to ride home with another student's parents/caregivers, both sets of parents/caregivers must sign the Student Travel Permission Form. The **student-athlete** is to hand the signed copy of the form to the advisor or coach.

Teams of less than eight (8) students, or teams with low numbers, may need to provide their own transportation to off-site practices, and/or competition sites. **Students are not permitted to transport other students.** The Student Travel Permission Form is available in the high school Activities Office, and on the athletic department website.

### **Student Surveys – End of Season**

Sun Prairie Area School District is committed to offering the best possible experience to all of our student athletes. Prior to the end of their athletic season, our athletes will take an end of the year satisfaction survey regarding their experience during the season. It is imperative that they answer these questions honestly. The survey is anonymous and is conducted at all levels of every sport.

### **Transgender Student-Athletes**

The Sun Prairie Area School District is committed to the principle that transgender students have the opportunities to participate in WIAA sponsored athletics and school sponsored activities. The WIAA has developed a policy to address participation and eligibility of transgender student athletes. The SPASD embraces the WIAA policy, which seeks to balance the important goals of equity, physical safety and competitive quality. The SPASD is committed to having a written participation plan for each transgender athlete in place. This is located in section nine of the gender support plan.



# POLICIES AND INFORMATION FOR STUDENTS WHO ARE PARTICIPATING IN INTERSCHOLASTIC ATHLETIC PROGRAMS AT SPASD

## ATHLETICS Statement of Risk for Participation

Physical activity yields many benefits but may result in catastrophic injuries. All sports involve movement; some involve contact. Sports may be a high risk area for serious injuries. Although the Sun Prairie Area School District endeavors to operate athletic activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports. Therefore, parents/caregivers and student athletes should consider these risks carefully before deciding to participate in interscholastic activities. Student athletes are recommended to obtain adequate health/accident insurance. If families have concerns about additional insurance, please contact the **Business Services** office at 608-834-6511.

**The Sun Prairie Area School District is not responsible for and does not provide insurance coverage for student-athletes and their injuries. As a service, a Voluntary Student Insurance Plan is available to purchase privately. This information is available in the Business Services at 608-834- 6511 and is also available on our department and school district websites.**

**PLEASE NOTE:** HEALTH CONCERNS, HEALTH PROTOCOLS, AND EMERGENCY MEDICATIONS NEED TO BE PROVIDED TO THE ATHLETIC COACHES BY THE PARENT/CAREGIVER. PLEASE BE CERTAIN TO PROVIDE ANY NECESSARY INFORMATION AND/OR MEDICATION TO THE COACHES AND/OR ATHLETIC TRAINER.

**\*\*\*NOTE: A CONCUSSION & CARDIAC ARREST, PARENT/CAREGIVER-STUDENT AGREEMENT IS PART OF THE ONLINE REGISTRATION.**

As a parent/caregiver and as an athlete it is important to recognize the signs, symptoms, and behaviors of concussions. By signing the agreement form once a year, you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury. Please refer to the "Concussion Management Plan," Appendix B, in this handbook.

### **FORMS ARE NEEDED FOR ATHLETIC PARTICIPATION**

No athlete may try out, start practice, or receive any equipment until all forms are properly processed in their school's activities office.

#### Athletic Physical

- a. if we do not have a current physical
- b. if the current physical has expired

Note: By registering online student-athletes and their parent/caregiver agree to:

- 1. The high school rules and regulations
- 2. [The Concussion & Cardiac Arrest Acknowledgement Agreement](#)

### **Athletic Fees:**

Fees will be paid online as part of the registration process. Athletes that are cut from a sport will have their fee refunded. Athletes that quit after the first two weeks, will not have their fee refunded. **NOTE: Athletic fees are not included in high school registration, class, or activity card fees.**

### **More on Athletic Physicals**

An athlete must have a physical by a licensed physician, (MD or DO) / APNP activities office, every other year and have the [Physical / Participation Form](#) on file in their school's activities office BEGINNING WITH THE STUDENT'S NINTH GRADE YEAR. In alternate years, the Physical / Participation Form must be completed and on file in their school's activities office. **All freshmen must have a physical before participation in a sport at SPSHS. All foreign exchange students must have a physical in the United States.**

*In April, 2003 the Health Insurance Portability Accountability Act (HIPAA) went into effect. Among other things, this law was passed to help ensure the protection and privacy of an individual's past, present, and future medical information. All information included on the athlete's physical and insurance/health history forms will be kept strictly confidential and will not be available for view or use by the general public.*

*Current interpretation of the HIPAA law does allow for discussion of an athlete's relevant medical history and current injury status between the medical staff and that athlete's coaching staff. This is to ensure the safety of the athlete through clear lines of communication between athletes, parents/caregivers, coaches, and the medical staff regarding an athlete's ability to safely participate in a sport or activity.*

*Information on rights and protections provided by HIPAA law and current HIPAA policy and procedures are available on site from the Activities Office or the attending athletic trainer. For information on obtaining a free physical, contact Elizabeth Feisthammel, District Health Nurse (Grades 6-12).*

## **General WIAA (Wisconsin Interscholastic Athletic Association) Rules**

### **For Athletic Participation**

Sun Prairie East and Sun Prairie West are members of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school. A student-athlete must follow his/her school's code of conduct on a year-round basis.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents/caregivers should have an understanding of these requirements. Equally important is that student-athletes and/or parents/caregivers talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org). This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

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

## **Age**

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

## **Academics**

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

## **Attendance**

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

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

- A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the schools' summer athletic schedule.
- A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- A student-athlete may not participate in school sports for more than four different years, and a student-athlete may not participate in the same sport for more than one season each school year.

## **Determining Residence for Public School Students**

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

- Board of Education approved full-time student(s), paying their own tuition and residing full time with parents/caregivers in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- The residence of a student' parents/caregivers shall determine eligibility in cases where both parents/caregivers of a student are deceased. The execution of guardianship papers in situations where one or both parents/caregivers are living does not by itself make a student eligible.
- In the event of a divorce or legal separation, whether pending or final, a students' residence at the beginning of the school year shall determine eligibility, except in situations involving transfer

after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine the beginning of the school year. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

- A student whose tuition is paid by the school within whose attendance boundaries parents/caregivers reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- A student whose tuition is paid by the school within whose attendance boundaries parents/caregivers reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer section of this document.
- A student may continue being eligible in the same school even though parents/caregivers and/or student move from within that schools' attendance boundaries, provided enrollment is continuous (unbroken in that school).
- After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- Except in situations involving transfer after a students' fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for non-varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

### **Determining Residence for Nonpublic School Students**

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

- In the event of a divorce or legal separation, whether pending or final, a students' residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after a students' fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine "beginning of school year." Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- Residing full time with caregivers shall determine eligibility in cases where both parents/caregivers of a student are deceased. The execution of caregiver papers in situations where one or both parents/caregivers are living does not by itself make a student eligible.



- A student may continue being eligible in the same school even though parents/caregivers and/or student move from within that schools' traditional attendance area, provided enrollment is continuous (unbroken in that school).
- Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester, students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents/caregivers in their primary residence.
- Except in situations involving transfer after a students' fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for non-varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

## Transfers

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

- A student who transfers from any school into a member school after the sixth consecutive semester following entry into grade 9 shall be eligible for practice but ineligible for competition for one calendar year, unless the transfer is made necessary by a total change in residence by parents/caregivers. The calendar year (365 days) will be determined from a students' first day of attendance at the new school.
- Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- Open enrolled and/or tuition paying students entering 11th grade are restricted to non-varsity for one calendar year.
- 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- 10th, 11<sup>th</sup>, and 12th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided non-varsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9, the student is ineligible to practice and compete for one calendar year.
- District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for practice and competition for one calendar year (365 days beginning with first day of attendance at the new school).
- Unless transfer, including an accompanying change of parents'/caregivers' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for non-varsity opportunities only for

the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9, the student is ineligible to practice and compete for one calendar year.

- A student may not have eligibility in more than one member school at the same time. A parent/caregiver who moves from a primary residence within one schools' attendance boundaries, to a secondary residence within another schools' attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
- A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
- No eligibility will be granted for a student whose residence is within a schools' attendance boundaries, with or without parents/caregivers, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

### **Physical Examination and Parents/Caregivers Permission**

A student-athlete whether an adult or not, must have written permission of parents/caregivers to participate in school athletics and he/she must have a physical examination (signed by a licensed physician, MD or DO / APNP\*, every other school year. \*Physicians may authorize Nurse Practitioners or Physicians Assistants to stamp the physical/participation form with the physician's signature or the name of the clinic with which the physician is affiliated. A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for the remainder of that school year and the following school year.

### **Training and Conduct**

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

- A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out-of-season offenses and for any other unacceptable conduct contrary to the ideals, principles and standards of the school and this Association including but not limited to criminal behavior.
- A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport.
- A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

## **Amateur Status**

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

- A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffle bags, backpacks, watches, rings, billfolds, coupons, gift certificates, regardless of their value for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- A student-athlete may receive awards for school achievement which are symbolic (non-utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event T-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, e.g.
- A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.
- A student-athlete may not be identified as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

## **Sports Activities Outside of School**

A student-athlete in a given sport may not compete in that same sport outside of school either as a team member or an individual or independent entry during the same time he/she is participating with the school team.

- 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 games, including scrimmages against other teams.
  - 1) This restriction applies to normal non-school games as well as “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
  - 2) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the schools’ official opening day of practice in order to continue non-school training and/or competition.
- During the school year before and/or after the school season of a sport, a student-athlete may participate in sport activities outside of school with these restrictions:
  - 1) A student-athlete must not participate in non-school programs, activities, camps, clinics and/or competition that is limited to individuals who are likely to be candidates for the school team in that sport in the following season.
  - 2) Non-school activities in which students are engaged may not resemble in any way a school team practicing or competing out of season.
- In the summer non-school roster restrictions are not in effect and members of a school’s team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- A student-athlete or his/her parents/caregivers must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.

## **NON-SCHOOL PARTICIPATION - OUT OF SEASON**

- The WIAA membership has placed several rules in the Rules of Eligibility which affect the non-school participation of WIAA member athletes during the school year. The first, during the season of the sport: It is the philosophy of this Association that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a nonschool game, meet, or contest in the same sport during the season of practice and competition established by the school. (ROE, page 37, Art VI, Sect 1, Par A)
- A second rule, addresses assembly during the school year is the preseason assembly rule: It is the philosophy of this Association that athletes should not be unreasonably restricted. Subsequently, students may voluntarily assemble at any time without school and/or school coach involvement. (ROE, page 37, Art VI, Sect 1, Par A)
- The third part of the rule is the All-Star competition rule: A student becomes ineligible in a sport for a maximum of one year from the date of last offense for participating in an all-star game or similar activity. (ROE, Page 38, Art VI, Sect 3, Par B)

## **NON-SCHOOL PARTICIPATION - IN SEASON**

- The rule allows any individual student-athlete, [with school approval](#), to participate in up to two non-school contests during the regular season in the same sport. The non-school opportunities will not count against the individual maximum in that sport.
- The exceptional athlete provision recognizes only invitations to international competitions sanctioned by each sport's identified National Governing Body (NGB) and Olympic Development Programs (ODP) in representing the USA as eligible for an exceptional athlete waiver. This waiver will allow non-school competition for a qualifying exceptional athlete during the regular season and during the WIAA Tournament Series.
- During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
- Additionally, a student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue non-school training or competition. (RE – Art. VI)
- A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. The sports of baseball, cross country, golf, gymnastics, softball, swimming, tennis, track & field, and wrestling are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in postseason play (e.g., Babe Ruth league team). Some postseason all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

## **General SPASD Rules for Athletic Participation**

1. All students participating in a school sponsored program must be full time students in the Sun Prairie Area School District, in grades 9-12.
2. Student-athletes may not quit one sport to go out for another after tryouts have been completed and team divisions/cuts have been made in the same season.
3. Students who are dropped from one sport for disciplinary reasons, or who quit, shall not be eligible to compete in another sport for that particular season without mutual agreement of the coaches and the Activities Director.
4. Students are expected to register to try out for a sport prior to the first practice. Once competitions begin, no new participants will be added to the roster. Special circumstances may be taken into consideration. (i.e. recent transfer or student cut from another sport during tryouts). Coaches reserve the right to not accept any new participants to their program once competition has begun.
5. Student-athletes may be dropped from an athletic team by the coach or Activities Director for not being in good standing, such as: repeated or flagrant discipline problems; failure to attend all classes, study halls, and practices, and other reasons detrimental to the team.
6. Student-athletes serving an athletic code suspension, who have either been dropped from or quit a team at any part of the season, will be considered as not having completed their suspension and must re-serve their full suspension during the next sport they participate in.
7. Team managers will be treated as student-athletes for the purpose of enforcing the co-curricular Code consequences.
8. Special Awards Restriction. Student-athletes who violate the co-curricular Code will NOT be nominated for any special end of the season awards (including MVP, captain, all conference, all area, and all state, etc.) or Big 8 Conference awards during the season of participation or any season in which the suspension is served.
9. Policy Enforced Year-Round. The co-curricular Activities Code will be enforced 365 days a year. Students are expected to abide by all rules regardless of their geographical location. Once the co-curricular Expectations and Participation Agreement is signed by a student, the code is then in effect until the student graduates from Sun Prairie Area School District.
10. Students participating in Interscholastic and Co-Curricular Activities are subject to school and media recognition, via rosters, photography, newspaper articles, the school website, etc.

## **Student Injuries / Concussion & Cardiac Arrest**

- Sun Prairie Area School District student-athletes and parent/caregiver acknowledge concussion and cardiac arrest education and responsibilities, included in this booklet, by signing the athletic code. (Appendix B)
- Any student who is injured during a practice or contest must report the injury to the coach/advisor at once.
- Should an injury be discovered after the student has returned home, the coach/advisor should be contacted at once.
- The school athletic trainer will handle minor emergency treatments.
- In the event of any serious injury, parents/caregivers will be contacted and nearest medical service will be obtained.
- [Concussion and Cardiac Arrest Information](#)



## **Parent/Caregiver Partnership**

At the Sun Prairie Area School District our athletic programs are educationally based. They are different from club sports, recreational sports, traveling teams and special all-star teams. We do not plan to have elite programs and each season brings a new opportunity for students to try out for our teams. While a parent/caregiver should be hopeful that their child successfully makes it onto a team roster, there are never any guarantees. Should your child represent a Sun Prairie Area School District athletic team, we expect that you would support that privilege by understanding and agreeing to abide by all policies in this code.

1. Support your child by being a positive listener, especially after a tough loss.
2. Support the coach and administration in public around other parents/caregivers and fans. We all have the same goal and should be on the same team.
3. Avoid speaking negatively about the coach in front of your child. It may create a major barrier in the child's hope for improvement in the sport. It will damage the coach/player relationship.
4. Understand the ultimate purpose of high school athletics; it exists as an integral part of the total educational mission of the school and participation in athletics is a privilege and not a right.
5. Contribute to the booster club by volunteering to help with projects and committees.
6. Display excellent sportsmanship at all times. Teach your child to always play by the rules and to be fair and honest with you and their abilities.
7. Follow the chain of command when you have a concern. Your athlete should speak to the coach first. The next step would be for you to contact the coach in order to set up a meeting at a mutually convenient time. If you are not satisfied after the meeting with the coach, please contact the athletic director to request a meeting to discuss your concerns.
8. Understand that the coach makes all personnel decisions.

## **SPASD - Social Media**

Social networking sites such as Facebook/Instagram/X/Snapchat/TikTok, chat rooms, bulletin boards, and texting can be an important part of a young person's life and also pose a serious danger. Since participation is a privilege and not a right, a student needs to accept responsibility for appearing, posting, sharing or liking content on a social media platform.

When visiting or appearing on any internet site, students at Sun Prairie Area School District will maintain acceptable standards. These acceptable standards will be based upon the policies and regulations described within the Student and Family Handbook and the Sun Prairie Co-Curricular Rules and Regulations Handbook, as well as individual team rules. Any posting or communication via social networking websites which disrupts either the educational or athletic environment or which advocates the violation of any school or team policy would be unacceptable.

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- The consumption of alcohol or the use of illicit drugs or facsimiles.
- Comments designed to harass or bully students or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures.
- Comments while at school or while under the supervision of a school authority which endanger the property, health or safety of others.
- Comments while not at school or while not under the supervision of a school authority which endanger the property, health or safety of others at school or under the supervision of a school authority or endanger the property, health or safety of any employee or school board member of the school district in which the student is enrolled.
- Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosive.

Additional items may be prohibited by the District's Student Code of Conduct, the District's policies and state and federal law.

**NOTE: Students are expected to not place themselves in situations or environments where they could be implicated as violating the Co-Curricular Rules and Regulations Handbook.** For example, students have been implicated in violations via pictures, videos, texting, Facebook postings, and other social networking sites. Students who attend drinking parties or who engage in code violations and are then captured in video, in photos, or have their images posted on social networking sites, may be subject to consequences as described in this Co-Curricular Rules and Regulations Handbook.

It is the intent of Sun Prairie Area School District to provide leadership, education and protection of students from the dangers involved with some Internet sites and to maintain the positive aspects of an education-based athletic program.

### **Bullying, Cyber-Bullying, and Hazing**

All types of bullying, cyber-bullying, and hazing are prohibited. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, email, cell phones, text messages, instant messages, chat rooms, and social websites. "Hazing" is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of student's willingness to participate. Policies [JBA](#), [JBA-R](#), [JBA-F](#), [BDDI](#)

## Conference Affiliation

Sun Prairie Area School District is a member of the Big 8 Conference for all sports except football, girls hockey, and lacrosse. Football, girls hockey, and lacrosse are members of the Badger Conference. This membership affords us the opportunity to compete in conference play with several other area schools. We share the responsibility in maintaining and promoting the integrity, sportsmanship, and character that the Big 8 Conference represents.



### Big 8 Member Schools

Janesville Craig	Madison Memorial	Sun Prairie East
Janesville Parker	Madison West	Sun Prairie West
Madison East	Middleton	Verona Area
Madison La Follette		

### **Big 8 Conference: Fighting and Unsportsmanlike Behavior Policy**

Sun Prairie Area School District abides by the Big 8 Conference policy against fighting and other unsportsmanlike behavior. Any athlete, coach, or team personnel member ejected by a contest official from any contest for acts of harassment, fighting, taunting, or flagrant unsportsmanlike conduct or such acts as witnessed by a school official before, during, or after any contest will be subjected to the penalties listed hereafter.

Violation of the prohibition against harassment, fighting, or flagrant unsportsmanlike conduct shall bring an automatic suspension for the remainder of the contest plus suspension from the next scheduled contest date.

A more severe penalty may be assessed against an individual by a school for a violation if, in the judgment of the school, such action will be beneficial to the future of the sport.

**For unsportsmanlike conduct** resulting in an ejection, a second violation by the same individual during the same season brings automatic expulsion from the sport for the remainder of the season plus suspension from any and all tournament contests of that same season. If a second violation occurs during the last contest of a season, the individual is suspended from any and all tournament contests of that season plus suspension from the next contest date normally eligible for during the next season he or she participates in and completes in good standing.

**For harassment incidents** resulting in ejection, a second or subsequent violation, at any time, brings automatic expulsion for one calendar year from the date of ejection.

The member school may make unsportsmanlike conduct suspension appeals and the local Principal, following communication with the other involved Principal, will rule on the suspension. For harassment ejections, there is no appeal.



### **Fighting or Flagrant Unsportsmanlike Conduct**

- **Fighting** in any sport shall be construed to consist of an invitation to fight (closely following an opposing player during a disturbance and making any menacing or taunting gesture or sound), punching or slugging whether or not contact is made, and wrestling or tackling an opponent as part of an altercation. ***In addition, leaving the player box or player bench area to approach an altercation shall be construed as participation in the altercation.***
- **Unsportsmanlike conduct** in any sport shall be construed to consist of disrespectful language or conduct or profanity directed at another player, contest official, school official, or law enforcement agent.
- **The conference considers all forms of harassment** (including *racial, sexual, national origin, sexual orientation*, and all other forms as described by Board Policy JB) to be unacceptable behavior because such conduct undermines productivity, degrades, intimidates, isolates, discriminates against individuals in the school environment, and creates unreasonable interference with an individual's ability to perform. In order to maintain a positive environment for players and spectators, the Conference expressly prohibits such practices and will take all necessary steps to prevent acts of harassment from occurring.
- Athletes who are **subjected** to harassment violations will **IMMEDIATELY**:
  - Report the incident to their coach,
  - the coach will report the incident to a contest official, and
  - the official will inform the opposing coach of the allegation. Officials will be expected to rigorously enforce sportsmanship regulations and will be especially alert for repetition of the alleged incident.
- Coaches notified of allegations will immediately counsel all squad members on the allegations and take appropriate steps to prevent any future incidents.

School officials are required to use the Big 8 Conference "Notification of Harassment Incident" procedure for all ejections and for witnessed incidents that fall outside the jurisdiction of WIAA contest officials.

## Athletic Code of Conduct

Participation in high school athletics is a privilege that is an optional addition to a student's high school experience. Therefore, additional rules apply to those who participate. Students who violate a rule from the Sun Prairie High School Student and Family Handbook will be held accountable for violating both district and co-curricular rules. The student will complete the district consequences prior to serving the co-curricular consequences. Students who participate in both athletic and non-athletic activities and who violate the code will be serving their consequences simultaneously for athletics and non-athletic activities. For all code violations students must complete their season in good standing, attending all practices in order for a suspension to be considered as served. If a student quits the team before the end of the season, the suspension is not considered as served.

### TYPE I VIOLATIONS

The following is a list of violations impacting student-athlete participation. This is not an all-inclusive list.

**\*Disclaimer: Depending on the severity of the offense, a Type II consequence may be applied. Multiple Type I violations can result in a Type II violation consequence.**

**TYPE I** – Offenses that are considered minor

- Academic Dishonesty
- Lying
- Falsifying excuse slip / forgery of document
- Insubordination
- Disrespect (lacks regard of others)
- Minor physical altercation
- Tardiness or attendance issues
- Theft under \$100.00
- Violating school handbook rules (Level one or two behavior)
- Conduct not consistent with representing a WIAA member school as a student-athlete
- Being in the presence of misuse of alcohol, tobacco, and other illegal drugs or facsimiles / look-alikes

Consequences for a Type I violation could be up to, but not limited to, an administrator meeting, a written warning, behavioral contract, or a one contest suspension of the current (or next sport if out of season), at the discretion of the athletic director. During this suspension period a student-athlete will be expected to practice with the team, and complete the season.

### TYPE II VIOLATIONS

The following is a list of violations impacting student-athlete participation. This is not an all-inclusive list.

**\*Disclaimer: Depending on the severity of the offense, a Type IV consequence may be applied. Multiple Type II violations can result in a Type IV violation consequence.**

#### Type II Violations

- Bullying/Harassment
- Theft, \$100 - \$500, or a municipal citation
- Vandalism under \$500.00 or a municipal citation
- Fighting
- Intimidation or threat
- Possession of false identification or school keys
- Violating school handbook rules (Level three behavior)

The student-athlete will be suspended 25% of current (or next sport if out of season) sports season competition dates, or to be extended into successive seasons if the entire suspension is not served within the season during which the offense occurs. During the suspension period a student-athlete will be expected to practice with the team, and complete the season.

### **TYPE III VIOLATIONS**

The following is a list of major violations that impact student-athlete participation. This is not an all-inclusive list. TYPE III offenses are cumulative.

#### **TYPE III – Alcohol, Tobacco and Other Drug Related Athletic Code Violations**

- Buying, possessing, use, of alcohol, tobacco, e-cigarettes, vaping devices, nicotine fluid, and other drugs or facsimiles/look-alikes
- Misuse or being in the presence of prescription or over the counter medications
- Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place, is not acceptable, and will result in a **50%** suspension penalty whether or not the driver stays at the gathering

During the suspension period a student-athlete will be expected to practice with the team, and complete the season.

#### **First TYPE III Violation:**

The student-athlete will be suspended for **50%** of the current (or next sport if out of season) sports season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student-athlete will be expected to practice with the team during this suspension. Meeting with Student Services personnel is required and optional participation in a Student Assistance Program group will be offered.

#### **Second TYPE III Violation:**

The student-athlete will be suspended for **75%** of the current (or next sport if out of season) sports season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student-athlete will be expected to practice with the team during this suspension. A student meeting with Student Services personnel is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by the Sun Prairie Area School District, must be completed in addition to the 75% suspension. Proof or certificate of completion of this assessment and follow-up recommendations (if applicable) must be presented to the Student Services personnel or Activities Director.

#### **Third TYPE III Violation:**

The third violation results in **100%** suspension from the current (or next sport if out of season) sports season competitions, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs.

#### **Fourth TYPE III Violation:**

The fourth violation results in suspension for the remainder of a student's high school career from any co-curricular activity.

### **TYPE IV VIOLATIONS - Extremely Serious Violations**

The following is a list of extremely serious violations that impact student-athlete participation. This is not an all-inclusive list. TYPE IV offenses are cumulative.

#### **TYPE IV – Extremely Serious Violations**

- Organizing, hosting or having gatherings where the consumption of alcohol or the use of controlled substances takes place
- Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look-alike
- Use, possession or possession with intent to deliver anabolic steroids, androstenedione or human growth hormones
- Possession of a dangerous or concealed weapon
- Theft greater than \$500.00
- Vandalism (criminal damage of property)
- Hazing/Initiations
- Battery or sexual assault
- Charged with a serious local, state or federal violation, which may or may not include a citation or arrest
  - A student-athlete who commits any of these violations will be suspended from athletic participation immediately and may be suspended for up to a maximum of **three consecutive** athletic seasons or the equivalent of one full academic year. The Activities Director will determine the eligibility for the student-athlete to practice with a team.
  - All alcohol or drug violations in TYPE IV will require a meeting with Student Services personnel and an Alcohol, Tobacco and Other Drug Assessment, recommended by Sun Prairie Area School District. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services personnel or Activities Director.
  - A second TYPE IV violation will cause a student to be ineligible for any co-curricular activity for the remainder of their high school career.

**\*Any student-athlete or activities participant charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation (practice and competition) until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).**

**\*\*Multiple suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e. an athlete must be academically eligible first in order to then serve any code violation suspension).**

**Per WIAA Code of Conduct when the suspension results in a fraction of a game, the number shall be rounded up to the next whole number of games (i.e. 2.1 or 2.8 games equals 3 games).**

#### **Calculating Suspensions:**

The following describes the general process for determining ineligibility periods.

- The number of normal contests a participant would be determined ineligible is in Appendix A.
- All normal ineligibility periods are calculated prior to introducing any penalty reduction option.
- Penalty reduction options may lead to reduction of up to 25% or 50%. Respective reductions are applied only after the normal contest suspension is applied.
- After applying a reduction option, the final ineligibility period will always be rounded up.

#### **Sample #1: First Violation – Type III Violation (AODA Program)**

Student X participates in a sport with 14 contests. Student X earns a Type III consequence for an ATODA violation. The consequence is 50% of the regular season, which means that Student X will be ineligible to compete in 7 contests.

**However:** Student X completes an AODA program, which may lead up to a 50% reduction of the suspension. If it is determined that Student X has the option of the AODA educator reduction that could mean that Student X will be ineligible for just 3.5 contests. That number will be rounded up to 4 contests. Student X will be ineligible for 4 contests.

### **Sample #2: First Violation – Type III Violation (Self-referral)**

Student Z participates in a sport with 9 contests. Student Z earns a Type III consequence for an ATODA violation. The consequence is 50% of the regular season, which means that Student Z will be ineligible to compete in 5 contests.

**However:** Student Z self-refers, which may lead up to a 50% reduction of the suspension. If it is determined that Student Z has the option of the self-referral reduction that could mean that Student Z will be ineligible for just 2.5 contests. That number will be rounded up to 3 contests. Student Z will be ineligible for 3 contests.

### **Penalty Reduction Options**

#### **1. Penalty Reduction Options Based on Participation in a Student Assistance Program for TYPE III VIOLATIONS**

Students who elect to participate in a Student Assistance Program or other approved ATODA class/counseling in order to have their penalty reduced, must comply with the following:

- a. Sign up with school counselor for an approved ATODA class/counseling within two weeks of violation report
- b. Attend three ATODA sessions with school counselor
- c. Complete a one-page reflection essay on what was learned from the ATODA meetings.

Students who comply with the Student Assistance Program group or approved ATODA class/counseling may be eligible to have their consequence **reduced to 25%**. Programs offered outside the school will be paid at the families' expense. This option is not available in conjunction with any other penalty reduction option.

**Example:** A 10 contest suspension reduced to 25% would mean a student is ineligible for just 5 contests.

#### **2. Honestly Clause (Self-Referrals)**

Any TYPE II or III code violation that is self or family reported to the Activities Director, other school administrator or advisor, prior to staff awareness of the violation may result in up to a **50%** reduction of the normal suspension consequence. **This is for a first code violation only.**

Self-referrals must be made 48 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire year. A message can be left at 608-834-6715.

Should violations occur on school grounds during the school day or during any school activities in the district, it is unlikely that students will be able to exercise the use of the self-referral privilege. Students are strongly encouraged to self-report ATODA violations to assist them in the ATODA assessment process and to minimize suspension penalties.

For instances of self-referral, students are encouraged to participate in an ATODA program, but will not be given the option of any further penalty reduction. This option is not available in conjunction with any other penalty reduction option.

### **Voluntary Entry into a Treatment Program**

A student-athlete who voluntarily enters an approved ATODA Treatment Program will not be required to serve an athletic code suspension. Voluntary means that it is unrelated to a specific ATODA incident and the student has not been cited for an ATODA code violation.

A student-athlete may not participate in an extracurricular activity while involved in a treatment program. Upon written documentation of successful completion of the program, the student-athlete involved may be fully reinstated to an extra- curricular activity. The student, parent/caregiver, coach, advisor, administrator, and Student Services personnel must agree upon a plan for a student's re-entry into an athletic program at the beginning of the treatment process.

### **Procedures for Processing Violations**

- The Activities Director or Assistant Principal (for co-curricular activities) will meet with the alleged offender and investigate the violation. The Activities Director or Assistant Principal may make a decision immediately if he/she, or any Principal, viewed the violation or if the violation was court established.
- The Activities Director or Assistant Principal shall notify the student verbally of his/her decision.
- The Activities Director or Assistant Principal shall give the student and custodial parent/caregiver written notice of his/her decision, and will clearly define the dates of the suspension.

### **Cooperation during Investigation**

It's important that all student-athletes understand that involvement in our athletic program is a privilege. Therefore, committing to the athletic code is their responsibility. In the event a student-athlete comes under investigation for a possible violation of the athletic code, it is expected that...

- The student-athlete be truthful/cooperative,
- the student-athlete be forthcoming with information,
- the student-athlete not be deceptive, and
- the student-athlete be accountable.

Failure to comply with the above conditions may result in full expulsion from athletics for the remainder of the student-athlete's career.

Great weight must be placed on the privilege of representing our community outside the district. Any student-athlete that would fail to be truthful and or cooperative would jeopardize the perceived character of our programs.

### **Appeal Procedure**

**A student may appeal the application of these rules and regulations. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration. If an appeal is not filed within five (5) days after notification of the suspension, the decision stands.**

### **Make appeal directly to the District Administrator or Designee**

Further appeal can be made to the District Administrator through [Policy BDDI](#) and [Procedure BDDI-R](#). If an appeal is not filed within five (5) school days after notification of the suspension, the decision stands.

# **POLICIES AND INFORMATION FOR STUDENTS WHO ARE PARTICIPATING IN ACTIVITIES AT SPASD**

## **ACTIVITIES**

In addition to the policies outlined in this section, students who participate in various clubs and activities must meet the eligibility requirements established for each individual program. These requirements can be obtained via the high school activities website, the Activities Office, or from club advisors.

### **Activity Code of Conduct**

Participation in high school activities is a privilege that is an optional addition to a student's high school experience. Therefore, additional rules apply to those who participate. Students who violate a rule from the Sun Prairie High School Student and Family Handbook will be held accountable for violating both district and co-curricular rules. The student will complete the district consequences prior to serving the co-curricular consequences. Students who participate in both athletic and non-athletic activities and who violate the code will be serving their consequences simultaneously for athletics and non-athletic activities. For all code violations students must complete their season in good standing, attending all practices in order for a suspension to be considered as served. If a student quits the team before the end of the season, the suspension is not considered as served.

### **How is participation limited?**

For violating the code of conduct, a student will be suspended from representing the Sun Prairie Area School District in any activities until all consequences are completed. Activities are defined as competitions, performances, field trips, assemblies, dances, and other activities in which the student participates. This includes homecoming parades, special ceremonies, school dances, etc. Students are allowed to participate in rehearsals and meetings during their suspension.

\*Participation may not be limited if participation is directly tied to student grades.

### **TYPE I Violations**

The following is a list of violations impacting student-athlete participation. This is not an all-inclusive list.

#### **TYPE I – Offenses that are considered minor**

- Academic Dishonesty
- Lying
- Falsifying excuse slip / forgery of document
- Insubordination
- Disrespect (lacks regard of others)
- Minor physical altercation
- Tardiness or attendance issues
- Theft under \$100.00
- Violating school handbook rules (Level one or two behavior)
- Conduct not consistent with representing a WIAA member school as a student-athlete.
- Being in the presence of misuse of alcohol, tobacco, and other illegal drugs or facsimiles / look-alikes

Consequences for a Type I violation could be up to, but not limited to, an administrator meeting, a written warning, or five (5) hours of community service, at the discretion of the athletic director. Students are allowed to participate in club meetings and rehearsals during this period.



**\*Disclaimer: Depending on the severity of the offense, a Type II consequence may be applied. Multiple Type I violations can result in a Type II violation consequence.**

Consequences for a Type I violation could be up to, but not limited to, an administrator meeting, a written warning, or a one game suspension of the current (or next sport if out of season), at the discretion of the

## **TYPE II Violations**

The following is a list of violations impacting student-athlete participation. This is not an all-inclusive list.

### **Type II Violations**

- Bullying (1st offense)
- Theft, \$100 - \$500, or a municipal citation
- Vandalism under \$500.00 or a municipal citation
- Fighting
- Intimidation or threat
- Possession of false identification or school keys
- Violating school handbook rules (Level three behavior)

### **Consequence for TYPE II Violations**

The student will complete 15 hours of community service BEFORE returning to their activity. Students are allowed to participate in club meetings and rehearsals during this period. TYPE II offenses are not cumulative. A student will always be required to serve 15 community service hours as a consequence.

## **TYPE III Violations**

The following is a list of extremely serious violations that impact student-athlete participation. This is not an all-inclusive list. TYPE III offenses are cumulative.

### **TYPE III – Alcohol, Tobacco and Other Drug Related Athletic Code Violations**

- Buying, possessing, use, of alcohol, tobacco, e-cigarettes, vaping devices, nicotine fluid, and other drugs or facsimiles/look-alikes
- Misuse or being in the presence of prescription or over the counter medications
- Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place, is not acceptable, and will result in 30 hours of community service whether or not the driver stays at the gathering. Student is allowed to participate in club meetings and rehearsals during this period

### **Consequences for First TYPE III Violation**

The student will complete 30 hours of community service BEFORE returning to the non-athletic activity. The student is allowed to participate in club meetings or rehearsals during this suspension. Meeting with Student Services personnel is required and optional participation in a Student Assistance Program group will be offered.

### **Consequences for Second TYPE III Violation**

The student will complete 45 hours of community service BEFORE returning to their activity. The student is allowed to participate in club meetings or rehearsals during this suspension.

- A student meeting with the District ATODA Coordinator is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by the SPASD, if applicable, must be completed in addition to the 45 hours of community service. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to Student Services personnel or Activities Director.



### **Consequences for Third TYPE III Violation**

The student will complete 60 hours of community service BEFORE returning to their activity. The student is allowed to participate in club meetings or rehearsals during this suspension.

- A student meeting with the District ATODA Coordinator is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by the Sun Prairie Area School District, must be completed in addition to the 60 hours of community service. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to Student Services personnel or Activities Director.

### **Consequences for Fourth TYPE III Violation**

The student will be suspended for the remainder of his/her high school career from any co-curricular activity.

### **TYPE IV Violations - Extremely Serious Violations**

The following is a list of extremely serious violations that impact student-athlete participation. This is not an all-inclusive list. TYPE IV offenses are cumulative.

#### **TYPE IV – Extremely Serious**

- Organizing, hosting or having gatherings where the consumption of alcohol or the use of controlled substances takes place.
- Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look-alike.
- Use, possession or possession with intent to deliver anabolic steroids, androstenedione or human growth hormones.
- Possession of a dangerous or concealed weapon.
- Reproducing or distributing school keys.
- Theft greater than \$500.00.
- Vandalism (criminal damage of property).
- Hazing/Initiations.
- Threatening a staff member.
- Battery or sexual assault.
- Charged with a serious local, state or federal violation, which may or may not include a citation or arrest.
  - A student-athlete who commits any of these violations will be suspended from athletic participation immediately and may be suspended for up to a maximum of three consecutive athletic seasons or the equivalent of one full academic year. The Activities Director will determine the eligibility for the student-athlete to practice with a team.
  - All alcohol or drug violations in TYPE IV will require a meeting with Student Services personnel and an Alcohol, Tobacco and Other Drug Assessment, recommended by the Sun Prairie Area School District. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services personnel or Activities Director.
  - A second TYPE IV violation will cause a student to be ineligible for any extracurricular activity for the remainder of their high school career.

TYPE IV violations require that a student be suspended from non-athletic activity involvement for up to a maximum of **two full semesters**.

A second TYPE IV violation will cause a student to be ineligible for any co-curricular activity for the remainder of their high school career.

**\*Any athlete or activities participant convicted of a felony will be suspended from participation (practice and competition/performance) for a minimum of one (1) calendar year. Restriction from participation shall be effective from the date of the crime.**

**\*\*Multiple suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e. an athlete must be academically eligible first in order to then serve any code violation suspension).**

**Per WIAA Code of Conduct when the suspension results in a fraction of a game, the number shall be rounded up to the next whole number of games (i.e. 2.1 or 2.8 games equals 3 games).**

### **Calculating Suspensions:**

The following describes the general process for determining ineligibility periods.

- All normal community service hours are calculated prior to introducing any penalty reduction option.
- Penalty reduction options may lead to reduction of up to 25% or 50%. Respective reductions are applied only after the normal community service hours are applied.
- After applying a reduction option, the final ineligibility period will always be rounded up.

### **Penalty Reduction Options**

- **Penalty Reduction Options Based on Participation in a Student Assistance Program for TYPE III Violations**

Students who elect to participate in a Student Assistance Program or other approved ATODA class/counseling in order to have their penalty reduced, must comply with the following:

- a. Sign up with school counselor for an approved ATODA class/counseling within two weeks of violation report
- b. Attend three ATODA sessions with school counselor
- c. Complete a one-page reflection essay on what was learned from the ATODA meetings.

Students who comply with the Student Assistance Program group or approved ATODA class/counseling may be eligible to have their consequence **reduced to 25%**. Programs offered outside the school will be paid at the families' expense. This option is not available in conjunction with any other penalty reduction option. **Example:** A 10 contest suspension reduced to 25% would mean a student is ineligible for just 5 contests.

- **Honesty Clause (Self-Referrals)**

Any TYPE II or III code violation that is self or family reported to the Activities Director, other school administrator or advisor, prior to staff awareness of the violation may result in up to a **50%** reduction of the normal suspension consequence. **This is for a first code violation only.**

Self-referrals must be made 48 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire year. A message can be left at 608-834-6715.

Should violations occur on school grounds during the school day or during any school activities in the district, it is unlikely that students will be able to exercise the use of the self-referral privilege. Students are strongly encouraged to self-report ATODA violations to assist them in the ATODA assessment process and to minimize suspension penalties. For instances of self-referral, students are encouraged to participate in an ATODA program, but will not be given the option of any further penalty reduction. This option is not available in conjunction with any other penalty reduction option.

### **Voluntary Entry into a Treatment Program**

A student who voluntarily enters an approved ATODA Treatment Program will not be required to serve an athletic code suspension. Voluntary means that it is unrelated to a specific ATODA incident and the student has not been cited for an ATODA code violation.

A student may not participate in an extracurricular activity while involved in a treatment program. Upon written documentation of successful **completion** of the program, the student involved may be fully reinstated to an extra- curricular activity. The student, parent/caregiver, coach, advisor, administrator, and Student Services personnel must agree upon a plan for a student's re-entry into an athletic program at the beginning of the treatment process.

### **Procedures for Processing Violations**

- The Activities Director or Assistant Principal (for co-curricular activities) will meet with the alleged offender and investigate the violation. The Activities Director or Assistant Principal may make a decision immediately if he/she, or any Principal, viewed the violation or if the violation was court established.
- The Activities Director or Assistant Principal shall notify the student verbally of his/her decision.
- The Activities Director or Assistant Principal shall give the student and custodial parent/caregiver written notice of his/her decision, and will clearly define the dates of the suspension.

### **Appeal Procedure**

**A student may appeal the application of these rules and regulations. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration. If an appeal is not filed within five (5) days after notification of the suspension, the decision stands.**

Make appeal directly to the District Administrator or Designee

Further appeal can be made to the District Administrator through [Policy BDDI](#) and [Procedure BDDI-R](#). If an appeal is not filed within five (5) school days after notification of the suspension, the decision stands.

***CONCUSSION MANAGEMENT PLAN***

**FOR:**

**SUN PRAIRIE AREA SCHOOL DISTRICT**

**SUN PRAIRIE, WI 53590**

FEBRUARY 20, 2023

PREPARED BY: BEN BECKER MS, LAT, CSCS  
in conjunction with  
BRIAN REEDER, MD

## 1. Overview

1.1 In response to the growing concern over concussion in athletics there is a need for High Schools to develop and utilize a “Concussion Management Plan.” While regional limitations in the availability of specifically trained school and medical personnel are acknowledged, the following document serves as a standard for concussion management.

1.2 The following components will be outlined as part of a comprehensive concussion management plan:

- Concussion Overview (section 2)
- Concussion Education for Student-Athletes and Parents/Caregivers (section 3)
- Concussion Education for Coaches (section 4)
- Concussion action plan (section 5)

## 2. What is a Concussion?

2.1 Concussion, or mild traumatic brain injury (mTBI), in accordance with the 3<sup>rd</sup> International Conference on Concussion in Sport (2008), is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Common elements include but are not limited to:

Confusion	Balance problems	Post-traumatic Amnesia (difficulty remembering items after the event)
Feeling ‘in a fog’, ‘zoned out’	Retrograde Amnesia (difficulty remembering items prior to the event)	Vacant stare (Glassy eyed)
Sleep disturbances	Emotional changes	Pressure in the head
Dizziness	Inability to focus	Difficulty concentrating
Headache	Excessive Drowsiness	Nausea/Vomiting
Sensitivity to noise	Visual Disturbances including light sensitivity, blurry vision, or double vision	

## 3. Concussion Education for Student Athletes and Parents/Caregivers

3.1 At the beginning of individual sport seasons, student-athletes shall be presented with a discussion about concussions and given a copy of appropriate concussion education materials.

3.2 This information will be prepared by the school Licensed Athletic Trainer and/or Athletic Director in cooperation and consultation with the athletic trainers supervising physician. Additional local medical resources may also participate as needed.

3.3 Examples of educational material are available through the CDC’s website. These materials are available free of charge from the CDC. To view, go to the CDC concussion webpage or use the following link:

<https://www.cdc.gov/traumaticbraininjury/>

<https://www.cdc.gov/headsup/index.html>

[https://www.cdc.gov/headsup/basics/concussion\\_what\\_is.html](https://www.cdc.gov/headsup/basics/concussion_what_is.html)

3.4 All student-athletes and their parents/caregivers will sign a statement in which the student-athlete accepts the responsibility for reporting their head injuries to the coaching/athletic training staff, parents/caregivers, or other health care personnel including signs and symptoms of concussion. This statement will also acknowledge having received the above-mentioned educational handouts and/or presentation.

Per Wisconsin State Statute 118.293 Concussion and head injury. Section 1 (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/caregiver”

#### **4. Concussion Education for Coaches**

4.1 It is required that each year that the schools administrative staff, coaches, Licensed Athletic Trainers, and the schools nurse shall review the concussion management plan and a copy of the CDC's [“HEADS UP to School Sports: Coaches”](#)

4.2 All coaches, Licensed Athletic Trainers, other medical staff, administrative personnel and school nurses shall complete a course dealing with concussion, its signs, symptoms and management. This course shall be completed prior to August 1<sup>st</sup>. After August 1<sup>st</sup> the course shall be completed prior to working with student-athletes. The CDC, in partnership with the National Federation of State High School Associations, has developed a free web based course, “Concussion in Sports: What you need to know”, to be used for this purpose.

4.2.1 As determined by Sun Prairie High School Administration, repetition of the course may be required in subsequent years.

4.2.2 The [“Concussion in Sports: What You Need to Know”](#) on-line course is available free of charge.

#### **5. Concussion Action Plan**

5.1 When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition and evaluated by school personnel, the Licensed Athletic Trainer, or other health care professional with specific training in the evaluation and management of concussion.

5.1.1 School personnel, including coaches are encouraged to utilize a pocket guide on the field to assist them in recognizing a possible concussion. A pocket guide should be kept in all first aid kits. UW health has developed a Concussion Management Card (copy attached.) This should be found in all first aid kits. This card can be given to parents/caregivers if it is felt an athlete has sustained a concussion.

5.2 An athlete displaying any sign or symptom consistent with a concussion shall be withheld from further competition or practice and shall not return to any Sun Prairie Athletics activity until he or she is evaluated by a health care professional and receives a written clearance to participate in the activity from the health care provider.

5.3 The student-athlete and parent/caregiver will be given written instructions upon dismissal from the practice/game, from the athletic trainer and/or physician.

5.4 In accordance with the Sun Prairie Area School District emergency action plans, immediate referral to Emergency Medical Services should be provided for any of the following “Red Flag Signs or Symptoms”.

5.4.1 Loss of Consciousness

5.4.2 Seizure like activity

5.4.3 Slurring of speech

5.4.4 Paralysis of limb(s)

5.4.5 Vomiting

5.4.6 At any point where the severity of the injury exceeds the comfort level of the on-site medical personnel

5.5 For the purposes of this document, a healthcare professional is defined as one who is trained in management of concussion and who is a/an:

5.5.1 Licensed physician (M.D. /D.O.)

5.5.2 Advanced nurse practitioner

5.5.3 Neuropsychologist

5.5.4 Physician assistant (PA) working under the direction of a physician (M.D. /D.O.)

5.5.5 Licensed athletic trainer working under the direction of a physician (M.D. /D.O.).

5.6 Subsequent management of the student-athlete's concussion shall be at the discretion of the treating health care professional, and may include the following:

5.6.1 As deemed appropriate, neurocognitive testing with comparison to normative data. Neuropsychological testing can be helpful to provide objective data to athletes and their families after a concussion. Neuropsychological testing is one tool in the complete management of a sport-related concussion and alone does not make a diagnosis or determine when return to play is appropriate.

5.6.2 Medication management of symptoms, where appropriate

5.6.3 Provision of recommendations for adjustment of academic coursework, including the possible need to be withheld from coursework obligations while still symptomatic.

5.6.4 Direction of return to play protocol, to be coordinated with the assistance of the licensed athletic trainer.

5.6.5 Final authority for Return-to-Play shall reside with the attending health care professional (see 5.5), or their designee. Prior to returning to competition, the concussed student athlete must have a return-to-play clearance form signed by the treating health care professional.

5.7 The incident, evaluation, continued management, and clearance of the student-athlete with a concussion shall be documented by the school Licensed Athletic Trainer or other designated Athletic Department Staff.

## SPASD SPORTS CONCUSSION MANAGEMENT PLAN

The following instructions are to be given to each athlete and their parent/caregiver after sustaining a concussion, as identified in section 5 of the Sun Prairie Area School District, Sun Prairie, WI concussion management plan.

### Head Injury Precautions

During the first 24 hours:

1. Diet – Normal healthy diet with extra fluids as accepted
2. Pain Medication – DO NOT take aspirin. The athlete is allowed to take acetaminophen or ibuprofen
3. Activity – activity should be limited for the first 24-48 hours; this would involve the discussion of not attending school, no video games, no extracurricular or physical activities or work when applicable.
4. Observation – several times during the first 24 hours:
  - a. Check to see that the pupils are equal. Both pupils may be large or small, but the right should be the same size as the left.
  - b. The athlete should be allowed to sleep without disturbance when they are ready to sleep
    - i. Note: In the past, it was recommended to awaken the concussed individual every 2-3 hours. This has been found to be disruptive to the athlete's healing process. Allow the athlete to remain asleep.
  - c. Check for and be aware of any significant changes. (See #5 below)
5. Conditions may change significantly within the first 24 hours. Immediately obtain emergency care for any of the following signs or symptoms:
  - a. Vomiting
  - b. Breathing or heart rate irregularities
  - c. Difficulty in being aroused
  - d. Vision changes (double or blurred vision)
  - e. Continuing or worsening headache
  - f. Seizures
  - g. Slurring of speech
  - h. Confusion/difficulty remembering recent events
  - i. Weakness or numbness in and of the limbs
  - j. Unusual or bizarre behavior change – increasing irritability
  - k. Loss of consciousness
6. Improvement
 

The best indication that an athlete who has suffered a significant head injury is progressing satisfactorily is that he/she is alert and behaving normally without complaints of signs or symptoms..



<b>REASONABLE ACCOMMODATIONS FOR THE STUDENT ATHLETE RECOVERING FROM CONCUSSION</b>	
<b>Accommodation</b>	<b>Rationale</b>
Excused absence from class	Several days of complete rest, progressing to limited attendance, may be needed
Rest periods during the school day	When symptoms flare, brief rest and pain medication may allow student to return to class
Extension of assignment deadlines	Information processing speed and ability to handle full workload may be impeded
Postponement or staggering of tests	Mental effort to prepare and then take test may worsen symptoms
Excuse from ( or un-weight) specific tests and assignments	Relieves emotional pressure and allows return to regular workload as soon as possible
Extended testing time	Information processing speed may be impeded
Accommodate for light or noise sensitivity	Fluorescent light and high-stimulation environments may cause symptoms
Excuse from team sport practice and gym activities	No physical activity progresses to limited physical activity as tolerated.
Monitor backpack weight, stair use, playing of wind instruments	Avoidance of other physical
User of a reader (or recorded books) for assignments and testing	Lessens visual scanning and concentration demands
Use of a note taker or scribe	Lessens visual, attention and concentration demands
Use of smaller quieter examination room	Lessens stimulation and distraction
Preferential classroom seating	Lessens distraction
Temporary assistance of a tutor	Assists in organizing and prioritizing assignments

*McGrath N (2010) Supporting the Student-Athlete's Return to the Classroom After A Sports-Related Concussion*

## SPORTS CONCUSSION MANAGEMENT PLAN

- Recovery from concussion and progression through the Return-to-Play stages is individualized and determined on a case-by-case basis. Many factors influence the rate of progression and include previous concussion history, duration and types of symptoms, age and sport/activity that the athlete participates in. Athletes with a history of prior concussion, extended duration of symptoms, or participation in collision or contact sports may progress more slowly.
- The following table is adapted from the 3rd International Conference on Concussion in Sport and provides the framework for the return to play protocol.
- It is expected that student-athletes will start in stage 1 and remain in stage 1 until symptom free.
- The athlete may, under the direction of the health care professional and the guidance of the Licensed Athletic Trainer, progress to the next stage only when the assessment battery has normalized (including symptom assessment, physical exam and stress testing).
- It is anticipated that at least 24 hours will be required, at a minimum, of being asymptomatic with each stage before progressing to the next stage.
- Utilizing this framework, in a **best case scenario**, a patient sustaining a concussion and being asymptomatic by the next day will start in Rehabilitation Stage 1 at post injury day 1 and progress through to stage 6, 'Return-to-Play' by post injury day 6.
- There may be circumstances, based on an individual's concussion severity, where the return to play protocol may take longer. Under all circumstances the progression through this protocol shall be overseen by the managing health care professional and licensed athletic trainer.
- When the athlete has successfully passed through stage 5 (Full Contact Practice) and has previously been evaluated, verbal clearance to return to play may be obtained by the licensed athletic trainer or designated school personnel. If required by reason, a visit with a physician is made before such clearance to return to play will be granted.
- A completed evaluation and exam indicating the student is medically released to return to full competition shall be provided to school officials prior to a student's being allowed to resume competition after suffering a concussion. The record will be kept with the licensed athletic trainer.

<b>Stage</b>	<b>Functional Exercise or Activity</b>	<b>Objective</b>	<b>Recommendations before advancing to next stage</b>
1. No structured physical or cognitive activity	Only Basic Activities of Daily Living (ADLs). When indicated, complete cognitive rest followed by gradual reintroduction of schoolwork.	Rest and recovery, avoidance of overexertion	Initial Post-injury test battery: – Symptom checklist
2. Light Aerobic Physical Activity	Non-impact aerobic activity (e.g. swimming, stationary biking) at < 70% estimated maximum heart rate for up to 30 minutes as symptoms allow.	Increase heart rate, maintain condition, assess tolerance of activity	– Symptom checklist – Asymptomatic following listed activity
3. Moderate aerobic physical activity and Non-contact training drills at half speed	Non-contact sport specific drills at reduced speed; Aerobic activity at 70-85% estimated maximum heart rate; light resistance training (e.g. weights at <50% previous max ability)	Begin assimilation into team dynamics, introduce more motion and non-impact jarring activities	– Symptom checklist – Asymptomatic following listed activity
4. Non-contact training drills at full speed	Regular Non-contact training drills; aerobic activity at maximum capacity including sprints; regular weight lifting routine	Ensure tolerance of all regular activities short of physical contact.	– Symptom checklist – Asymptomatic following listed activity
5. Full Contact Practice	Full Contact Practice	Assess functional skills by coaching staff, ensure tolerance of contact activities	– Symptom checklist – Asymptomatic following listed activity
6. Return to Play	Regular game competition		

## **SUDDEN CARDIAC ARREST**

Sudden Cardiac Arrest Sudden cardiac arrest is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life threatening.

### **What is Sudden Cardiac Arrest?**

- Occurs suddenly and often without warning
- An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart
- The heart cannot pump blood to the brain, lungs and other organs of the body
- The person loses consciousness (passes out) and has no pulse
- Death occurs within minutes if not treated immediately

## **What are the symptoms/warning signs of Sudden Cardiac Arrest?**

1. Fainting/blackouts (especially during exercise)
2. Dizziness
3. Unusual fatigue/weakness
4. Chest pain
5. Shortness of breath
6. Nausea/vomiting
7. Palpitations (heart is beating unusually fast or skipping beats)
8. Family history of sudden cardiac arrest at age < 50

**ANY of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game. \*\* Note that a student-athlete who exhibits unexplained fainting may be SCA because it is the number one warning sign of a potential heart condition.**

There is potential for effective secondary prevention of sudden cardiac death by having automated external defibrillators (AEDs) easily accessible and trained staff available. The presence of trained individuals and access to AEDs at sporting venues provides a potential means of early defibrillation, not only for athletes but also for spectators, coaches, officials, event staff and other attendees in the case of sudden cardiac arrest.

It is advisable to have an Emergency Action Plan in place for all sport practice and competition sites that outlines the plan of action in case of the sudden collapse of an athlete. It is advisable to review and practice the emergency action plan with respective school personnel, coaches, on site medical personnel and local EMS.

**Time is Critical:** If not properly treated within minutes, SCA is fatal in 92% of cases.

### **Basic actions include:**

- have a cell phone available at all venues
- immediately activate EMS
- Immediately initiate continuous CPR (push hard, push fast, push often)

Your school's medical personnel (team physician, licensed athletic trainer, school nurse) and/or local EMS may wish to assist in the development and implementation, if not already in place, of the emergency preparedness plan for the management of the collapsed athlete. the "Inter-association task Force recommendations on emergency Preparedness and Management of sudden cardiac arrest in high school and college athletic Programs; a "consensus statement" is one source of guidance as to the development and implementation of an emergency action plan for the management of sudden cardiac arrest in an athlete.

## **What are ways to screen for Sudden Cardiac Arrest?**

1. The American Heart Association recommends a pre-participation history and physical including 12 important cardiac elements.
2. The WIAA Pre-Participation Physical Evaluation – Medical History form includes ALL 12 of these important cardiac elements and is mandatory bi-annually.
3. Additional screening using an electrocardiogram and/or an echocardiogram is readily available to all athletes, but is not mandatory.

## DISTRICT AND BOARD POLICY APPENDIX

[Notice of Nondiscrimination](#)

[Notice of School District Policies on Sex Discrimination, the District's Title IX Coordinator, and Procedures for Reporting or Filing a Complaint of Sex Discrimination](#)

[Policy JB. Student Discrimination and Harassment](#)

[Procedure JB-R. Student Discrimination and Harassment Complaint Procedures](#)

[JB-F\(1\). School-Based Discrimination or Discriminatory Harassment Report Form](#)

[JB-F\(2\) Student Discrimination or Discriminatory Harassment Report Form](#)

[Policy JBA. Bullying, Cyber-Bullying, and Hazing](#)

[Procedure JBA-R. Bullying, Cyber-Bullying, and Hazing Complaint Procedures](#)

[JBA-F. Bullying/Cyber-Bullying/Hazing Report Form](#)

[JECAA Non-Public School Student Participation in District Courses & Extra Curricular Activities](#)

[Policy BDDI. Public Concerns and Complaints](#)

[Policy ECAD - Locker Room Privacy](#)

# SUN PRAIRIE HIGH SCHOOL

## Notice to Students Regarding Discrimination & Harassment

No student may be discriminated against or harassed based on any of the following personal characteristics: sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or disability.

“Discrimination” means an action like prejudice or stereotyping ***based on any of the personal characteristics listed above*** that harms any person or which limits anyone's chances or possible benefits.

“Harassment” means any speech or behavior ***based on any personal characteristic listed above*** that gets in any way of a student's learning or creates an uncomfortable situation. Harassment can occur many ways, for example, racial or religious insults, unwelcome touching, sexual comments, off-color jokes, or offensive remarks about any personal characteristic described above which cause discomfort, humiliation or interfere with learning.

If you are not sure about what these ideas mean, or whether something you know may possibly be discrimination or harassment, you should talk it over with one of the people listed below, or your parents/caregivers or another trusted adult.

Students who see or hear discrimination or harassment of others should tell the principal or any other person named below right away. You just tell them or use the form on the other side of this notice. Any student who believes that he or she has been the target of discrimination or harassment should tell the principal or any other person named below as soon as possible. Again, you may do so by talking to them or using the form on the reverse of this notice.

The following are this school's discrimination or harassment complaint managers:

Administration:	School Psychologist / Social Worker	Counselors:
Renee Coleman Principal, Sun Prairie East	Katelynn Andrews School Social Worker	Sarah Albright
TBD Associate Principal, Sun Prairie East	Molly Reichelderfer School Social Worker	Katie McCormick
Christine Mitlyng Associate Principal, Sun Prairie East	Amy Kohl School Psychologist	Steven Jordan
Jen Ploeger Principal, Sun Prairie West	Thomas Leslie School Psychologist	Keith Medema
Ed Ford Associate Principal, Sun Prairie West	Amy Giza School Psychologist	Chelsea Saldana
Nehemirah Barrett Associate Principal, Sun Prairie West	Caitlin Fahey School Social Worker	Monica Wagner
Eric Nee Athletic/Activities Director	Susi Sirianni School Social Worker	
Jim Ertel Athletic/Activities, Sun Prairie East		

If a principal or person listed above happens to be the one you think engaged in discrimination or harassment, your complaint should be given to one of the other persons or sent to the Office of the District Administrator, District Support Center, 501 South Bird Street, Sun Prairie, WI 53590.

**Here is the school district's entire policy and procedures regarding Student Discrimination and Harassment, [JB](#) and [JB-R](#).**



## Sun Prairie High School Co-Curricular Expectations and Participation Agreement

The Sun Prairie School Board sponsors co-curricular activities as learning opportunities that contribute to the physical, social, intellectual, and emotional growth of students. Through these activities students develop the positive character traits of responsibility, leadership, cooperation, and teamwork. Moreover, these activities foster honest effort and fair play within the spirit of competition.

To help guide participants toward these goals of physical and mental development, the Sun Prairie School Board, with students, staff, parents/caregivers, and community members, has established the Sun Prairie High School Co-Curricular Activities Code of Conduct. This code represents the belief that the success of a co-curricular program rests not upon an event won or excitement that may last for a day, but rather upon lessons learned and experiences gained that will last for a lifetime.

The original copy of this agreement must be turned into the Activities Office before a student participates in a co-curricular activity. The co-curricular Activities Code will be enforced 365 days a year. Students are expected to abide by all rules regardless of their geographical location. Once the co-curricular Expectations and Participation Agreement is signed by a student, the code is then in effect until the student graduates from Sun Prairie High School.

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I have read the Sun Prairie High School Co-Curricular Activities Code. I recognize that my participation is a privilege that I must earn. I understand the rules and the consequences for violating them, and I agree to abide by all of the rules set forth in this handbook.

As a co-curricular activities participant, I assume full responsibility for all school property and equipment issued to me. I will respect and care for the use of that equipment during practices, games, meets, performances, and events. I further agree to pay for any and all property or equipment that I lose, misplace, or carelessly or intentionally damage.

**STUDENT NAME (PRINT)** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**Participant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

As the parent/caregiver of the above student, I have read this Code of Conduct, understand the rules and the consequences for violating them, and I agree to support the rules set forth in this handbook. I give my son/daughter permission to participate in co-curricular activities under these conditions.

For the purpose of promoting co-curricular programs in positive ways, I hereby grant permission to publish pictures of the student and release their name for external publication on the Sun Prairie Area School District website, which is accessible to the Internet and local media. [Policy IIBGA](#)

**Parent/Caregiver Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The Co-Curricular Activities Code will be enforced 365 days a year. Students are expected to abide by all rules regardless of their geographical location. Once the Co-Curricular Expectations and Participation Agreement is signed by a student, the code is then in effect until the student graduates from Sun Prairie High School.

**STUDENTS IN CLUBS:  
KEEP THIS COPY FOR YOUR RECORDS**

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**STUDENTS IN CLUBS, PLEASE RETURN THIS FORM TO:**

✓ **YOUR CLUB ADVISOR (FOR EACH CLUB)**

✓ **STUDENT-ATHLETES: DO NOT RETURN THIS FORM. THE RULES AND REGS ARE AGREED TO AS PART OF THE ONLINE REGISTRATION PROCESS.**