
SUN PRAIRIE HIGH SCHOOL

EXTRA-CURRICULAR RULES AND REGULATIONS HANDBOOK

2018 – 2019

GRADES 9-12 ATHLETICS
GRADES 10-12 ACTIVITIES

EDUCATIONALLY BASED ATHLETICS

AT SUN PRAIRIE HIGH SCHOOL

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 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.

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 834-6620.
Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 834-6620.

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If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 834-6630.
Yog tus me nyuam lub xiv los yog niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawm ntawm no ua lus Hmoob, thov hais rau peb paub rau ntawm 834-6630.

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)

SUN PRAIRIE HIGH SCHOOL

2018-2019

Interscholastic and Extra-Curricular Activity Rules and Regulations Handbook

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ATHLETICS AND ACTIVITIES

Sun Prairie High School - 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 High School encourages enthusiastic support of your Cardinals, 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 or tobacco 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.

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 Cardinals 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 a leader 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 FOR EXTRA-CURRICULAR ACTIVITIES

The extra-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 extra-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.

Extra-curricular activities are optional and are not required in order to graduate from Sun Prairie High School. 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 students who are willing to assume certain responsibilities. Parents are expected to attend one extra-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, 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.

Sun Prairie High School 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	Soccer – Girls
Swim/Dive – Girls	Hockey - Girls	Softball
Tennis – Girls	Swim/Dive - Boys	Tennis – Boys
Volleyball - Girls	Wrestling	Track – Boys & Girls
Cheer – Co-ed		
Pom/Dance		

INTRODUCTION

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

- Big 8 Conference – <http://www.big8conference.net>
- Universal Cheerleaders Association
- Universal Dance Association
- Madison Area Lacrosse Association
- Wisconsin Lacrosse Federation
- Badger Conference – Girls Hockey
- Sun Prairie Area School District

DEFINITIONS

ATODA

Alcohol, Tobacco and Other Drug Abuse

Attendance/Knowing Presence Violation

Attendance at an event or party, without the participant's parent 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 "exiting 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.

Exit Interview

An exit interview is a short meeting initiated by the student-athlete who has quit or severed ties from an athletic team. The student-athlete is expected to explain the reason for their decision and discuss options for future participation.

Extra-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

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 an extra-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. A message can be left at 834-6715.

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.

Example: TYPE I violation - 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 EXTRA-CURRICULAR ACTIVITY ACCOUNTABILITY MAP

Students who choose to participate in extra-curricular activities are afforded full participation. However, when a student chooses to participate in extra-curricular activities at Sun Prairie High School, 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.

Extra-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 extra-curricular activities.

ACADEMIC ELIGIBILITY

1. Students are eligible for extra-curricular programs (athletics and activities) if they have received no F's or incompletes, from the previous grading period, as follows:

FIRST QUARTER, FIRST SEMESTER, THIRD QUARTER, 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 be turned in on Monday of each week.
3. Students who fail, receive an 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. 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, Assistant Principal, or Student Services Office. When completed, grade checks should be turned in to the Activities Office (for athletes) or the Activity Advisor (for extra-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/performance 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 parent(s) or guardian(s) 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/guardian to notify the Sun Prairie High School attendance office (834-6993) 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, 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. There are situations that may require a conference between the coach and the parent. 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 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 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, and coach/advisor cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Activities Director. The Activities Office phone number is 834-6715.

COMMUNICATION COACHES EXPECT FROM PARENTS

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, and coach to work together in establishing positive communication.

- Concerns should be expressed directly to the coach.
- At no time should a parent/guardian approach a coach before or directly after an event.
- Encourage students to advocate for themselves with support from parents.
- 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 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 and students are expected to attend these meetings which will take place in June and August each year. The code meeting can also be viewed online.

STUDENT TRANSPORTATION

Travel to and from activities or athletic contests will be only on school-provided transportation, when team numbers permit. A parental release or STUDENT TRAVEL PERMISSION FORM would allow a student to return from away contests/activities with their parent/guardian. 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, both sets of parents 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 High School 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 SUN PRAIRIE HIGH SCHOOL

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 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 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 office at 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. PLEASE BE CERTAIN TO PROVIDE ANY NECESSARY INFORMATION AND/OR MEDICATION TO THE COACHES AND/OR ATHLETIC TRAINER.

*****NOTE: A CONCUSSION PARENT AGREEMENT FORM MUST BE COMPLETED ONCE A YEAR.**

As a parent 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 NEEDED FOR ATHLETIC PARTICIPATION**

No athlete may tryout, start practice, or receive any equipment until all forms are properly processed in the SPHS Activities Office.

1. Athletic Physical / Participation Form (one each year)
2. Blue Coaches Medical History Card for each sport a student participates in.
3. Concussion Agreement, once a year.
4. ATHLETIC FEE is payable online after students are placed on a roster for each sport a student participates in.

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, every other year and have the Physical / Participation Form on file in the SPSHS Activities Office BEGINNING WITH THE STUDENT'S NINTH GRADE YEAR. In alternate years, the Physical / Participation Form must be completed and on file in the SPSHS 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/guardians, 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

The Sun Prairie High School is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school. 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 should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaa.org. This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office. 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 school's 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. 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.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. 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 school's summer athletic schedule.
- D. 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.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

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

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at 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.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible,
- H. 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.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's 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 nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

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

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester, students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- E. Except in situations involving transfer after a student's 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 nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into grade 9.

Transferring schools at any time may result in restrictions being imposed on eligibility or in some cases a denial of

eligibility. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school 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 parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. 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.
- C. Open enrolled and/or tuition paying students entering 11th grade are restricted to non-varsity for one calendar year.
- D. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 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.
- F. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. 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.
- H. 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).
- I. Unless transfer, including an accompanying change of parent's 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.
- J. 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 nonvarsity 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.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
- L. 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.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics 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 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. 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).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.

- C. 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.
- D. 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.
- E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- F. 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 schools 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. 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.
- B. 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.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. 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.
- D. 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.
- E. 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.

- A. 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 school's official opening day of practice in order to continue non-school training and/or competition.
- B. 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.
- C. 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.
- D. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.
- E. 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 post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

GENERAL SUN PRAIRIE AREA SCHOOL DISTRICT RULES FOR ATHLETIC PARTICIPATION

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Any student-athlete who quits a team is required to have an exit interview with the Activities Director before they can try out for another athletic activity in any season.
7. Team managers will be treated as student-athletes for the purpose of enforcing the Extra-curricular Code consequences.
8. Special Awards Restriction. Student-athletes who violate the Extra-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 Extra-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 Extra-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.
10. Students participating in Interscholastic and Extra-Curricular Activities are subject to school and media recognition, via rosters, photography, newspaper articles, the school website, etc.

STUDENT INJURIES / CONCUSSION LAW

- Sun Prairie High School student-athletes and parent/guardians acknowledge concussion 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 will be contacted and nearest medical service will be obtained.

PARENT/GUARDIAN PARTNERSHIP

At Sun Prairie High School 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 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 High School 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 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.

SUN PRAIRIE HIGH SCHOOL - SOCIAL MEDIA

Social networking sites such as Facebook/Instagram/Twitter/Snapchat, 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 or posting on certain websites.

When visiting or appearing on any internet site, students at Sun Prairie High School 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 High School Extra-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 Extra-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 describe in this Extra-Curricular Rules and Regulations Handbook.

It is the intent of Sun Prairie High School to provide leadership, education and protecting 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. (Policy JBA, JBA-R, JBA-F, BDDI) See Appendix F, G, H, J.

CONFERENCE AFFILIATION

Sun Prairie High School is a member of the Big 8 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.



Beloit Memorial
Madison East
Madison West

Big 8 Member Schools

Janesville Craig
Madison La Follette
Middleton
Verona

Janesville Parker
Madison Memorial
Sun Prairie

BIG 8 CONFERENCE: FIGHTING AND UNSPORTSMANLIKE BEHAVIOR POLICY

Sun Prairie High School 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

1. **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.***
2. **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.
3. **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.
4. 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.
 - 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.
5. 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 extra-curricular rules. The student will complete the district consequences prior to serving the extra-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.

TYPE I – Offenses that are considered minor

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

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

*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.

*See Appendix A for Chart of Ineligibility

TYPE II VIOLATIONS

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

Type II Violations

1. Bullying (1st offense)
2. Theft, \$100 - \$500, or a municipal citation
3. Vandalism under \$500.00 or a municipal citation
4. Fighting
5. Intimidation or threat
6. Possession of false identification or school keys
7. 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 season 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

1. Buying, possessing, use, of alcohol, tobacco, e-cigarettes, hookah pens, nicotine fluid, and other drugs or facsimiles/look-a-likes
2. Misuse or being in the presence of prescription or over the counter medications
3. 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 Sun Prairie High School, 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 extra-curricular activity.

***See Appendix A for Chart of Ineligibility**

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

1. Organizing, hosting or having gatherings where the consumption of alcohol or the use of controlled substances takes place
 2. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look-a-like
 3. Use, possession or possession with intent to deliver anabolic steroids, androstyline or human growth hormones
 4. Possession of a dangerous or concealed weapon
 5. Reproducing or distributing school keys
 6. Theft greater than \$500.00
 7. Vandalism (criminal damage of property)
 8. Hazing/Initiations
 9. Threatening a staff member
 10. Battery or sexual assault
 11. Charged with a serious local, state or federal violation, which may or may not include a citation or arrest
- a. 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.

- b. 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 High School. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services personnel or Activities Director.
- c. A second TYPE IV violation will cause a student to be ineligible for any extra-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).**

******See Appendix A for Chart of Ineligibility**

CALCULATING SUSPENSIONS:

The following describes the general process for determining ineligibility periods.

1. The number of normal contests a participant would be determined ineligible is outlined in Appendix A.
2. All normal ineligibility periods are calculated prior to introducing any penalty reduction option.
3. 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.
4. After applying a reduction option, the final ineligibility period will always be rounded up.

SAMPLE #1 CALCULATION OF SUSPENSION: 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 CALCULATION OF SUSPENSION: 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:

1. Sign up with school counselor for an approved ATODA class/counseling within two weeks of violation report
2. Attend three ATODA sessions with school counselor
3. 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. 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 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 extra-curricular 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/guardian, 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

1. The Activities Director or Assistant Principal (for extra-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.
2. The Activities Director or Assistant Principal shall notify the student verbally of his/her decision.
3. The Activities Director or Assistant Principal shall give the student and custodial parent/legal guardian 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
- 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 SUN PRAIRIE HIGH SCHOOL

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 extra-curricular rules. The student will complete the district consequences prior to serving the extra-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 Sun Prairie High School 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

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

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. Student is 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.

*See Appendix A for Chart of Ineligibility

TYPE II VIOLATIONS

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

Type II Violations

1. Bullying (1st offense)
2. Theft, \$100 - \$500, or a municipal citation
3. Vandalism under \$500.00 or a municipal citation
4. Fighting
5. Intimidation or threat
6. Possession of false identification or school keys
7. .
8. 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. Student is 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

1. Buying, possessing, use, of alcohol, tobacco, e-cigarettes, hookah pens, nicotine fluid, and other drugs or facsimiles/look-a-likes
2. Misuse or being in the presence of prescription or over the counter medications
3. 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

CONSEQUENCE FOR FIRST TYPE III VIOLATION

1. The student will complete 30 hours of community service BEFORE returning to the non-athletic activity.
2. 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.

CONSEQUENCE FOR SECOND TYPE III VIOLATION

1. The student will complete 45 hours of community service BEFORE returning to their activity.
2. The student is allowed to participate in club meetings or rehearsals during this suspension.
3. A student meeting with the District ATODA Coordinator is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by Sun Prairie High School, 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.

CONSEQUENCE FOR THIRD TYPE III VIOLATION

1. The student will complete 60 hours of community service BEFORE returning to their activity.
2. The student is allowed to participate in club meetings or rehearsals during this suspension.
3. A student meeting with the District ATODA Coordinator is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by Sun Prairie High School, 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.

CONSEQUENCE FOR FOURTH TYPE III VIOLATION

1. The student will be suspended for the remainder of his/her high school career from any extra-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

1. Organizing, hosting or having gatherings where the consumption of alcohol or the use of controlled substances takes place.
 2. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look-a-like.
 3. Use, possession or possession with intent to deliver anabolic steroids, androstydyne or human growth hormones.
 4. Possession of a dangerous or concealed weapon
 5. Reproducing or distributing school keys
 6. Theft greater than \$500.00
 7. Vandalism (criminal damage of property)
 8. Hazing/Initiations
 9. Threatening a staff member
 10. Battery or sexual assault
 11. Charged with a serious local, state or federal violation, which may or may not include a citation or arrest.
- a. 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.

b. 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 High School. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services personnel or Activities Director.

c. 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 extra-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).**

CALCULATING SUSPENSIONS:

The following describes the general process for determining ineligibility periods.

1. All normal community service hours are calculated prior to introducing any penalty reduction option.
2. 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.
3. After applying a reduction option, the final ineligibility period will always be rounded up.

PENALTY REDUCTION POSSIBILITIES

1. PENALTY REDUCTION OPTIONS FOR TYPE III VIOLATIONS

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:

1. Sign up with school counselor for an approved ATODA class/counseling within two weeks of violation report
2. Attend three ATODA sessions with school counselor.
3. 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.

2. 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 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 extra-curricular 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/guardian, coach, advisor, administrator, and ATODA coordinator must agree upon a plan for a student's re-entry into an activity at the beginning of the treatment process.

PROCEDURES FOR PROCESSING VIOLATIONS

1. The Activities Director or Assistant Principal (for extra-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.
2. The Activities Director or Assistant Principal shall notify the student verbally of his/her decision.
3. The Activities Director or Assistant Principal shall give the student and custodial parent/legal guardian 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.

ATHLETICS CHART OF INELIGIBILITY

Total Number of Season Contests/Events	Suspension		
	25%	50%	75%
1	1	1	1
2	1	1	2
3	1	2	2
4	1	2	3
5	1	3	4
6	2	3	5
7	2	4	5
8	2	4	6
9	2	5	7
10	3	5	8
11	3	6	8
12	3	6	9
13	3	7	10
14	4	7	11
15	4	8	11
16	4	8	12
17	4	9	13
18	5	9	14
19	5	10	14
20	5	10	15
21	5	11	16
22	6	11	17
23	6	12	17
24	6	12	18
25	6	13	19
26	7	13	20

* THIS CHART IS INTENDED FOR CALCULATING A NORMAL SUSPENSION PERIOD.

CONCUSSION MANAGEMENT PLAN

FOR:

SUN PRAIRIE AREA SCHOOL DISTRICT

888 GROVE ST.

SUN PRAIRIE, WI 53590

MAY 7, 2012

PREPARED BY: KENDRA TRILLING MS, LAT
AND
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:

1.2.1. Concussion Overview (section 2)

1.2.2. Concussion Education for Student-Athletes and Parent(s)/Guardian(s) (section 3)

1.2.3. Concussion Education for Coaches (section 4)

1.2.4. Pre-season concussion assessment (section 5)

1.2.5. Concussion action plan (section 6)

2. What is a Concussion?

2.1. Concussion, or mild traumatic brain injury (mTBI), in accordance with the 3rd 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	Disequilibrium	Post-traumatic Amnesia (PTA)
Feeling 'in a fog', 'zoned out'	Retrograde Amnesia (RGA)	Vacant stare (Glassy eyed)
Disorientation	Emotional lability	Delayed verbal and motor responses
Dizziness	Inability to focus	Slurred/incoherent speech
Headache	Excessive Drowsiness	Nausea/Vomiting
Loss of consciousness (LOC)		
Visual Disturbances including light sensitivity, blurry vision, or double vision		

3. Concussion Education for Student Athletes and Parent(s)/Guardian(s)

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.

3.1.1. This information will be presented 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.

3.2. Examples of educational material are available through CDC's "Heads Up: Concussion in High School Sports – A fact sheet for Athletes". These materials are available free of charge from the CDC. To order or download go to the CDC concussion webpage or use the following link:

http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf

http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf

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

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 or guardian"

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: Concussion in High School Sports – A Guide for Coaches" (attached) <http://www.cdc.gov/concussion>

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 1st. After August 1st 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 after registering at <http://www.nfhslearn.com>

5. Pre-season concussion assessment

5.1. Optimally a concussion history should be included as part of all of a student/athlete's pre-participation physical health examinations with their health care professional.

5.2. Every two years (freshmen and junior year) student-athletes participating in **football, volleyball, soccer, hockey, wrestling, basketball, baseball** will complete a baseline neurocognitive assessment (**ImPact test**) prior to the beginning of the school year or their individual sports seasons as appropriate. Sun Prairie High School has chosen to partner with ImPACT applications for this purpose. These dates will be set up by the coach and athletic trainer. Students are required to attend. If the student cannot attend the scheduled assessment time they are required to make other arrangements with their coach and athletic trainer.

5.2.1. The ImPACT program is designed to measure specific brain functions, including memory skills, concentration and reaction time, that may be altered following a concussion. The program is designed in such a way as to allow athletes to be tested pre-season so that post injury performance may be compared to the athlete's own baseline.

5.2.2 Neurocognitive baseline testing may be administered by the school Licensed Athletic Trainer or other designated school personnel trained in test administration in a controlled, proxied environment.

6. Concussion Action Plan

6.1. 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.

6.1.1. 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 if it is felt an athlete has sustained a concussion.

6.2 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 Athletic Department 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.

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

6.4. In accordance with Sun Prairie High School emergency action plans, immediate referral to Emergency Medical Services should be provided for any of the following "Red Flag Signs or Symptoms".

6.4.1. Loss of Consciousness

6.4.2. Seizure like activity

6.4.3. Slurring of speech

6.4.4. Paralysis of limb(s)

6.4.5. Unequal pupils or dilated and non-reactive pupils

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

6.5. For the purposes of this document, a health care professional is defined as one who is trained in management of concussion and who is a/an:

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

6.5.2. Advanced nurse practitioner

6.5.3. Neuropsychologist

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

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

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

6.6.1 As deemed appropriate, repeat neurocognitive testing with comparison to baseline test results. 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

6.6.2 Medication management of symptoms, where appropriate

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

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

6.6.5. Final authority for Return-to-Play shall reside with the attending health care professional (see 6.5), 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.

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

SUN PRAIRIE HIGH SCHOOL SPORTS CONCUSSION MANAGEMENT PLAN

The following instructions are to be given to each athlete and their parent/guardian after sustaining a concussion, as identified in section 6.4 of the Sun Prairie High School, Sun Prairie, WI concussion management plan.

Head Injury Precautions

During the first 24 hours:

1. Diet – drink only clear liquids for the first 8-12 hours and eat reduced amounts of foods thereafter for the remainder of the first 24 hours.
2. Pain Medication – do not take any pain medication unless specifically directed and prescribed by a physician.
3. Activity – activity should be limited for the first 24 hours, this would involve no school, video games, 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. Check the athlete to be sure that he/she is easily aroused; that is, responds to shaking or being spoken to, and when awakened, reacts normally.
 - c. Check for and be aware of any significant changes. (See #5 below)
5. Conditions may change significantly within the next 24 hours. Immediately obtain emergency care for any of the following signs or symptoms:
 - a. Persistent or projectile vomiting
 - b. Unequal pupil size (see 4a above)
 - c. Difficulty in being aroused
 - d. Clear or bloody drainage from the ear or nose
 - e. Continuing or worsening headache
 - f. Seizures
 - g. Slurred speech
 - h. Inability to recognize people or places – increasing confusion
 - i. Weakness or numbness in the arms or legs
 - j. Unusual 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.

REASONABLE ACCOMMODATIONS FOR THE STUDENT ATHLETE RECOVERING FROM CONCUSSION	
Accommodation	Rationale
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

SUN PRAIRIE HIGH SCHOOL 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 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 and cognitive assessment with computerized or other appropriate neurocognitive tool).
- 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.
- Each student-athlete with a concussion shall be personally evaluated by a health care professional at least one time during this process.
- When the athlete has successfully passed through stage 5 (Full Contact Practice) and has previously been evaluated by a physician, verbal clearance to return to play may be obtained by the licensed athletic trainer or designated school personnel. Otherwise, a visit with a physician is required before such clearance to return to play will be granted.
- A completed "Return to Play Clearance Form" 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.

Stage	Functional Exercise or Activity	Objective	Recommended Tests Administered before advancing to next stage
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
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 -computer based Neuropsychological Testing when possible
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
5. Full Contact Practice	Full Contact Practice	Assess functional skills by coaching staff, ensure tolerance of contact activities	- Symptom checklist
6. Return to Play	Regular game competition		

Sun Prairie Area School District

Section J Students

POLICY JB**STUDENT DISCRIMINATION AND HARASSMENT**

Adopted by the School Board: December 13, 1993

Revised by the School Board: March 11, 1996; April 23, 2001; March 24, 2003; November 28, 2005; September 11, 2006; June 26, 2017

Technical Revision: September 22, 2008; March 3, 2010; June 26, 2017

LEGAL REF.: Wisconsin Statutes, 118.13 and 947.0125; Wisconsin Administrative Code, PI 9 and PI 41; Federal Laws, Title IX, Education Amendments of 1972; Title VI, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act; McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq)

CROSS REF.: BDDI-R(1), *Procedures for Responding to Public Concerns, Complaints, or Suggestions for Improvement*; GBA, *Employee Discrimination and Harassment*; IFF, *Parent Rights and Educational Programs/Activities*; IGBA, *Programs for Students with Special Education Needs*; IGBB, *Advanced Learners Program*; IGBJ, *Response to Intervention*; IGDA, *Student Activities*; IGDJ, *Interscholastic Athletics*; IIAC, *Selection of Classroom Instructional Materials and Resources*; IIBGA, *Technology and Communication Resources Acceptable Use By Students*; IKA, *High School Grading Systems*; IKE, *Promotion Criteria for Grades 3-8*; IKF, *Graduation Requirements*; IL, *Assessment Programs*; INB, *Controversial Issues*; IND, *Accommodating a Student's Beliefs*; JB-R, *Student Discrimination and Harassment Complaint Procedures*; JBA, *Bullying, Cyber-Bullying, and Hazing*; JEC, *School Admissions*; JEC-R(2), *Procedures for Admitting and Placing Homeless Students*; JFCE, *Code of Classroom Conduct*; JFG, *Student Interviews with Law Enforcement Officers*; JG, *Discipline, Suspensions and Expulsions of Students*; JHG, *Reporting Child Abuse/Neglect*; JI, *Scholarships and Awards*; JO-R, *Guidelines for the Maintenance and Confidentiality of Student Records*; KH, *Public Gifts and Donations and to the School Districts*; KLB, *Handling Complaints About Learning Materials and the Curriculum*; Special Education Resource Guide; Administrative Guidelines for Student Discrimination and Harassment Response: Implementing Policy JB & Procedure JB-R

RELATED FORMS: JB-F(1), *School -Based Discrimination or Discriminatory Harassment Report Form*; JB-F(2), *Formal Student Discrimination Report Form*

The Sun Prairie Area School District is committed to providing equal access to educational services for every student in the district and to providing a learning environment free of any form of harassment against or between students.

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 expression 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.

For purposes of this policy, we will utilize the following definitions:

- **"Discrimination"** means any unlawful action or practice including bias, stereotyping or student harassment detrimental to a person or group(s) of persons and differentiates or distinguishes among persons or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based on any personal characteristic described above.
- **"Harassment"** means behavior toward or between students based on any personal characteristic described above which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment. Harassment can arise from a broad range of physical or verbal behavior that can include, but not be limited to: physical or mental abuse, racial insults, ethnic or religious slurs, unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements or discriminating remarks that are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.

This policy does not prohibit the provision of special programs or services to students based on objective standards of individual need or performance.

Homeless children unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) and youth residing in the District shall be provided with equal access to the District's educational programs, have an opportunity to meet the same challenging State of Wisconsin and Sun Prairie Area School District academic standards and shall not be segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination based on their homelessness.

Students who have been identified or regarded as having a disability under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (**ADA**) or the Individuals with Disabilities Education Act (**IDEA**), shall be provided reasonable accommodations in educational services or programs and facilities. When program or classroom modifications are necessary in order to provide a disabled student with equal opportunity, they will be made as required by law. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The district also shall provide for the reasonable accommodation of a student's sincerely held religious beliefs in accordance with established Board policies. Any modifications or accommodations granted under this policy shall be provided to students without prejudicial effect. School Board Policy: IND, Accommodating a Student's Beliefs

Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter in accordance with established complaint procedures. Complaints or questions regarding this policy shall be referred to:

**Sun Prairie Area School District Office
Attention: Assistant Superintendent of Operations (Title IX Coordinator)
501 South Bird Street
Sun Prairie, Wisconsin 53590**

All reports regarding student discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. The district shall take all appropriate and necessary action to eliminate student discrimination and harassment, up to and including discipline of the offenders. There shall be no retaliation against any person who files in good faith (or who is believed to have filed a complaint) under this policy. It is also against this policy to retaliate against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint underneath this policy. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and discrimination.

Employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including termination. In addition, employees who engage in behaviors found to be discrimination or harassment will be subject to disciplinary action up to and including termination.

Notice of this policy and its accompanying complaint procedures shall be published annually in the District's official newspaper and posted in each school building in the district. In addition, this policy and its accompanying complaint procedures shall be included in student and staff handbooks. Further, a student nondiscrimination statement shall be included in course selection handbooks and other published materials distributed to the public describing school activities and programs.

Staff training shall be provided as necessary and appropriate to help administrators and other staff members implement the district's student nondiscrimination and harassment policy and complaint procedures.

School-Based Discrimination or Discriminatory Harassment Report Form

(School Based Initial Reports – to be given to principal or designated student complaint facilitator)

Name: _____ Grade: _____ School: _____

Today's Date: _____ Date(s) Actions Occurred: _____

Type of Discrimination or Harassment you believe occurred (check all that apply):

- ☐ Sex ☐ Color ☐ Religion ☐ Belief or Non-belief ☐ Race ☐ National Origin ☐ Ancestry
☐ Creed ☐ Pregnancy ☐ Marital/Parental status ☐ Homelessness Status ☐ Disability
☐ Sexual Orientation ☐ Gender Identity ☐ Gender Expression ☐ Age

Name(s) of alleged discriminator/harasser: _____

Describe exactly what happened. Please tell in detail WHAT happened WHERE and WHEN. Also, please tell us what you think should be done to fix this problem.

(attach additional pages if more room is needed, and then mark an 'x' here: ☐)

Who else saw what happened?

Who else has been told about this concern so far (students, teachers, principal, parents, minister, etc.)? Please list their names.

Report completed by: _____

Signature of the reporter: _____

=====For School Use: Response to Parent, Student, & for Records=====

Type of complaint: ☐ student x student
☐ student x employee (notify Director of Human Resources)

Complaint received by	_____	on	_____
Parent of alleged victim (V) contacted by	_____	on	_____
Parent of alleged perpetrator (P) contacted by	_____	on	_____
Parent (V) provided Policy JB & Procedure JB-R by	_____	on	_____
Parent (P) provided Policy JB & Procedure JB-R by	_____	on	_____
Student (V) provided Policy JB & Procedure JB-R by	_____	on	_____
Student (P) provided Policy JB & Procedure JB-R by	_____	on	_____
Administrator notified by	_____	on	_____

Recommendation/Action taken: _____

Person responsible for actions:

Members of decision team:

Outcome: _____

(Attach additional pages if more room is needed, and then mark an 'X' here: ☐)

Student – Entered in Student Information System ☐ yes ☐ no

Student – Copy to Student Services

Employee – Documentation to file ☐ yes ☐ no

Employee – Copy to Human Resources

Administrator Signature _____ Date _____

Formal Student Discrimination or Discriminatory Harassment Report Form

To be given to the Assistant Superintendent of Operations (Title IX Coordinator)

Name: _____ Grade: _____ School: _____

Today's Date: _____ Date(s) Actions Occurred: _____

Type of Discrimination or Harassment you believe occurred (check all that apply):

- ☐ Sex ☐ Color ☐ Religion ☐ Belief or Non-belief ☐ Race ☐ National Origin ☐ Ancestry
☐ Creed ☐ Pregnancy ☐ Marital/Parental status ☐ Homelessness Status ☐ Disability
☐ Sexual Orientation ☐ Gender Identity ☐ Gender Expression ☐ Age

Name(s) of alleged discriminator/harasser: _____

Describe exactly what happened. Please tell in detail WHAT happened WHERE and WHEN. Also, please tell us what you think should be done to fix this problem.

(attach additional pages if more room is needed, and then mark an 'X' here: ☐)

Who else saw what happened? _____

Who else has been told about this concern so far (students, teachers, principal, parents, minister, etc.)?

Please list their names: _____

Signature of the reporter: _____

Complaint received by _____ on _____

JB-F(2) Last Revised by the Administration: June 26, 2017

PROCEDURE JB-R STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

Adopted by the School Board: April 25, 1994

Revised by the School Board: March 26, 1996; April 23, 2001; November 28, 2005; September 11, 2006;
June 26, 2017

Technical Revisions: March 3, 2010; June 26, 2017

CROSS REF.: JB, *Student Discrimination and Harassment*; Administrative Guidelines for Student Discrimination and Harassment Response: Implementing Policy JB & Procedure JB-R

A. Filing Complaints

1. Informal Complaint Procedure [JB-F(1)]

Every attempt should be made to resolve student discrimination and harassment complaints at the level closest to which they occur. Except as otherwise provided, a complaint should be presented verbally or in writing to the principal or a designated student complaint facilitator.

If a complaint involves harassment or discrimination by the principal, the complaint should then be presented directly to:

Sun Prairie Area School District Office
Attention: Assistant Superintendent of Operations (Title IX Coordinator)
501 South Bird Street
Sun Prairie, Wisconsin 53590

If a complaint involves the Assistant Superintendent of Operations (Title IX Coordinator), the complaint should be presented to the Superintendent.

The principal will attempt to resolve the complaint through informal channels. This resolution may include student misconduct referral(s) and/or other school disciplinary procedures. If attempts to resolve the complaint through informal channels are not satisfactory, the complainant may process the complaint through the district's formal complaint procedure.

a. Parents or guardians of a student under 18 shall be contacted and provided opportunity for involvement in all processes when their student is either an alleged victim or perpetrator of discrimination or harassment. They shall be provided with a copy of Policy JB and Procedure JB-R.

b. If the complaining student, the parent, the alleged harasser, or the designated student complaint facilitator chooses not to use an informal procedure, or any of them feel that the informal process has been unsatisfactory, they may proceed to the formal resolution procedure.

c. School-based discipline is a type of informal resolution. Victims (and parents) should still be offered the right to file a formal complaint of discrimination and/or harassment if they are not satisfied with the resolution.

d. It may be possible to resolve concerns through a voluntary conversation (facilitated by a school employee, principal or designated student complaint facilitator) between the complaining student and the alleged harasser. (Note: This type of resolution is not appropriate for minor student/adult employee concerns unless a parent or guardian of the student consents and is present. Similarly, depending upon the allegations and the facts involved complaints of sexual harassment and sexual violence may forego this process as determined by the Assistant Superintendent of Operations (Title IX Coordinator). Both the complaining student and the alleged harasser may be accompanied by a person of their choice for support and guidance. If the complaining student and the alleged harasser feel that resolution has been achieved, no further action need be taken.

e. The result of an informal resolution should be recorded in the Student Information System as a disciplinary record, and the results shall be reported in writing by the designated student complaint facilitator or principal on the designated form.

Note: Questions or concerns about accommodations relating to educational programs or student services should be made to the Director of Student Services.

2. Formal Complaint Procedure [JB-F(2)]

a. A written statement of the complaint shall be prepared by the complainant on the form provided, signed and delivered to the Office of the Assistant Superintendent of Operations (Title IX Coordinator) at the following address: Sun Prairie Area School District, 501 South Bird Street, Sun Prairie, WI 53590. Assistance in filling out the complaint form is available from designated student complaint facilitators at each site.

b. Student discrimination complaints relating to the identification, evaluation, placement or provision of free appropriate public

(1) education (FAPE) of a student with a disability shall be processed in accordance with established procedures outlined in the district's Special Education Resource Guide.

(2) Student discrimination complaints relating to programs specifically governed by federal law or regulation under 20 USC 1231e-3 and 34 CFR 76, 700-714 commonly referred to as Federal Education Department General Administrative Responsibilities (EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

- c. The Assistant Superintendent of Operations (Title IX Coordinator) will assign a complaint investigator, who will investigate the matters of the complaint and will contact all parties involved. They shall provide written acknowledgement of receipt of the complaint within five business days and then establish a conclusion and respond in writing to the complaint within 20 business days.
 - (1) The 20 business day timeline may be extended by the complaint investigator due to factors beyond the control of the complaint investigator, for example, but not limited by enumeration, the breadth of the investigation, the availability of witnesses or the interaction of the complaint with an open criminal investigation.
- d. If the complainant remains unsatisfied, they may appeal through a signed, written statement to the Superintendent within 10 business days of receipt of the complaint investigator's written response. In an attempt to resolve the complaint, the Superintendent shall meet with concerned parties and/or their representatives within 20 business days of receipt of such an appeal. A written copy of the Superintendent's response of the appeal shall be sent to each concerned party within 10 business days of this meeting.
- e. If the complainant remains unsatisfied, they may appeal through a signed, written statement to the School Board within five business days of receipt of the Superintendent's written response. In an attempt to resolve the complaint, members of the School Board shall meet with concerned parties and/or their representatives within 20 business days of receipt of such an appeal. A written copy of the School Board's disposition of the appeal shall be sent to each concerned party within 10 business days of this meeting. The complainant shall be informed of their right to appeal the School Board's decision within 30 days to the State Superintendent of Public Instruction.

If the complainant is dissatisfied with the School Board's decision, they may appeal the decision in writing to the State Superintendent of Public Instruction. An appeal to the Department of Public Instruction (DPI) should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the complainant believe discrimination occurred; and the relief or outcome the complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Department of Education's Office for Civil Rights (OCR) in Chicago, as authorized by various federal laws, or a complaint or suit may be filed with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the District's local procedures.

3. Complaint Procedure- Special Education

- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

4. Complaint Procedure –Federal Programs

- a. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

5. Complaint Procedure- Other Statutory Procedures

- a. Nothing in these procedures precludes pursuit of other avenues afforded by law to deal with a student discrimination or harassment complaint in addition to or in lieu of these procedures.

B. Investigating Complaints

Both formal and informal student discrimination and harassment complaints shall be treated seriously and properly investigated. Even anonymous complaints should be treated seriously where there are indications of reliability, for example, sufficient detail.

2. Conducting Interviews

The assigned complaint investigator shall conduct interviews regarding the complaint with the complainant, the alleged perpetrator of the discrimination or harassment, witnesses, and others as appropriate and necessary to determine the facts. Parents or guardians of a student under 18 shall be contacted and provided opportunity for involvement in all processes when their student is either an alleged victim or perpetrator of discrimination or harassment. They shall be provided with a copy of Policy JB and Procedure JB-R.

3. Concluding the Investigation

The assigned complaint investigator shall conclude the complaint investigation as follows:

- a. Determine whether discrimination or harassment did occur.
- b. Make recommendations to the Assistant Superintendent of Operations (Title IX Coordinator) as to the action that should be taken regarding the complaint, including potential disciplinary action.
- c. Review the results of the investigation with the complainant.

d. Review the results of the investigation with the alleged perpetrator of the discrimination or harassment and proceed with any action that was deemed appropriate by the Assistant Superintendent of Operations (Title IX Coordinator).

e. The complaint investigation will be documented in writing.

4. Documentation and Follow-up - The assigned complaint investigator shall document in writing all actions taken by the district regarding the discrimination or harassment complaint and follow-up on such actions as necessary.

If the alleged perpetrator disagrees with the recommended action, they have the right to appeal through district policy or other available means.

C. Maintenance of Complaint Records

- a. Records shall be kept of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:
- The name of the complainant and his/her title or status.
 - The date the complaint was filed.
 - The specific allegation made and any corrective action requested by the complainant.
 - The name(s) of the respondents.
 - The levels of processing followed, and the resolution, date and decision-making authority at each level.
 - A summary of facts and evidence presented by each party involved.
 - A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

D. Definitions

Definitions are written and included to assist with the interpretation and application of Policy JB and Procedure JB-R.

1. Ancestry: Refers to the country, nation, tribe or other identifiable group of people from which a person descends. It can also refer to the physical, cultural or linguistic characteristics of the person's ancestors.

2. Complainant: Any person eligible to file a complaint under the District's Non-Discrimination Policy, this includes students, staff and visitors to District grounds and activities.

3. Creed: A system of religious beliefs, including moral or ethical beliefs about right and wrong that are sincerely held with the strength of traditional religious views.

4. Disability: Persons with a physical or mental impairment which substantially limits one or more major life activities. People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major

life activities, are also covered under this umbrella. Major life activities include but are not limited to caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning. Some examples of impairments which may substantially limit major life activities, even with the help of medication or aids/devices, are: AIDS, alcoholism, blindness or visual impairment, cancer, deafness or hearing impairment, diabetes, drug addiction, heart disease, and mental illness. This definition includes students who have been identified as having a disability under the Individuals with Disabilities Education Act (IDEA) or under Section 504.

5. Discrimination: Any action, policy, or practice, including bias, stereotyping, and student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on their membership in a protected class, or which perpetuates the effects of past discrimination.

6. Equal: Having the same privileges, status or rights.

7. Equitable: Exhibiting or characterized by equity; impartial or reasonable in judgment or dispensation; not necessarily equal or the same.

8. Evidentiary Standard: Standard used to determine if harassment/discrimination allegations are true. The standard applied to discrimination complaints is a "preponderance of the evidence" (defined below).

9. Gender Expansiveness: An umbrella term used for individuals that broaden commonly held definitions of gender, inducing its expression, associated identity, and/or other perceived gender norms, in one or more aspects of their life. These individuals expand the definition of gender through their own identity and/or expression. Some individuals do not identify with being either male or female; others identify as a blend of both, while still others identify with a gender, but express their gender in ways that differ from stereotypical presentation. A gender-expansive person's preferences and self-expression may fall outside commonly understood gender norms within their own culture; or may be aligned with them even as one's internal gender identity doesn't align with the sex assigned at birth.

10. Gender Expression: Refers to the ways in which people externally communicate their gender identity to others through behavior, clothing, haircut, voice, and other forms of presentation. Gender expression also works the other way as people assign gender to others based on their appearance, mannerisms, and other gendered characteristics. Sometimes, transgender people seek to match their physical expression with their gender identity, rather than their birth-assigned sex. Gender expression should not be viewed as an indication of sexual orientation.

11. Gender Fluidity: Gender fluidity conveys a wider, more flexible range of gender expression, with interests and behaviors that may even change from day to day. Gender fluid children do not feel confined by restrictive boundaries of

stereotypical expectations of girls or boys. In other words, a child may feel they are a girl some days and a boy on others, or possibly feel that neither term describes them accurately.

12. Gender Identity: One's innermost core concept of self which can include male, female, a blend of both or neither, and many more - how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different than the sex assigned at birth. Individuals become conscious of this between the ages of 18 months and 3 years. Most people develop a gender identity that matches their biological sex. For some, however, their gender identity is different from their biological or assigned sex. Some of these individuals choose to socially, hormonally, and/or surgically change their physical appearance to more fully match their gender identity and some do not.

13. Gender Nonconformity: A student's nonconformity with sex stereotypes and gender identity.

14. Harassment: Unwanted, deliberate or repeated, unsolicited comments (oral or written), gestures, graphic material, physical contacts, verbal/nonverbal or physical conduct directed to an individual because of their membership in a protected class(es) constitute harassment when this conduct:

- a. has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
- b. has the purpose of unreasonably or substantially interfering with a student's performance in school, including their performance in curricular, extracurricular, and non-academic activities;
- c. otherwise adversely affects a student's opportunities in curriculum, extracurricular, and non-academic activities;
- d. submission to the conduct is made either explicitly or implicitly, a term or condition of a student's opportunity to obtain an education;
- e. submission to or rejection of the conduct by an individual is used as a factor in decisions affecting the student's education;
- f. is sufficiently severe, persistent or pervasive that it adversely affects a student's ability to participate in or benefit from an educational program or activity.

15. Hostile Environment: A situation in which harassment causes the school environment to be permeated with intimidation, humiliation, ridicule or insult that is sufficiently severe or pervasive to reasonably interfere or alter the conditions of the student's education or the employee's work.

16. Marital Status: This includes being married, separated, divorced, widowed, or single.

17. National Origin: An individual's, or ancestor's, place of origin; or the physical, cultural or linguistic characteristics associated with a group's place of origin.

18. Parental Status: The status of being a parent or childless. A 'parent' includes a step-parent, adoptive parent, and foster parent. A person who is pregnant is considered a parent.

19. Preponderance of the Evidence: The evidence submitted shows that it is more likely than not that the act of discrimination/harassment did occur and more likely than not that the alleged perpetrator(s) committed the act.

20. Protected Class: A group of people defined by law, who share common characteristics and are protected from discrimination and harassment by federal, state, and/or local laws. District Policy recognizes protected classes including sex, race, national origin, ancestry, religion, creed, pregnancy, marital status, parental status, sexual orientation, gender identity, gender expression or disability including physical, mental, emotional or learning disability.

21. Religion: All aspects of religious observance and practice, as well as belief. The law protects not only people who belong to traditional organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical or moral beliefs.

22. Retaliation: Any adverse action impacting a student's education experience and/or any adverse action to include any act of revenge, reprisal, intimidation or coercion directed at a student and motivated by the belief that the student has either opposed a violation of this Policy, has filed a complaint under this Policy, or has exercised any other right under the Policy.

23. Sex Discrimination: Treating someone unfavorably because of a person's sex. This includes adverse actions taken because of the person's non-conformance with sex-stereotypes.

24. Sexual Harassment: Unwanted, deliberate, or repeated unsolicited comments (oral or written), gestures, graphic material, physical contacts, unwelcome requests for sexual favors, and/or verbal/nonverbal or physical conduct directed to an individual because of the student's sex. Sexual harassment includes conduct directed by a person at another person of the same or opposite sex.

25. Sexual Orientation: Refers to being romantically or sexually attracted to people of a specific gender. Sexual orientation and gender identity are separate, distinct parts of a person's overall identity.

26. Stereotyping: Attributing behaviors, abilities, interests, values, and roles to a person or group of persons on the basis, in whole or in part, of their protected class(es).

27. Transgender: An umbrella term describing a person whose gender identity or expression is different from that traditionally associated with their assigned sex at birth.

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 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:
Keith Nerby, Principal 608-834-6717	Amy Giza	Don Karsh, 608-834-6728
Nicole Toepfer, Associate Principal 608-834-6711	TJ Hansen, 608-834-6726	Kati Telford, 608-834-6726
Chad Whalley, Associate Principal 608-834-6710	Amy Kohl, School Psychologist 608-834-6724	Monica Wagner, 608-834-6722
James Ertel, Dean of Students (D-Mi) 608-834-6718	TBA	Diane Zeman, 608-834-6723
Danyelle Wright, Dean of Students (M-Z) 608-834-		
Eric Nee, Athletic/Activities Director 608-834-6715		

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, Sun Prairie Area School District, 501 South Bird Street, Sun Prairie, WI 53590.

Copies of the school district’s entire policy and procedures regarding Student Discrimination and Harassment (JB and JB-R) are available in the school office and on the district website: www.sunprairie.k12.wi.us.

POLICY JBA

BULLYING, CYBER-BULLYING, AND HAZING

Adopted by the School Board: September 28, 2009; March 26, 2012

LEGAL REF.: Sections 111.31, 118.13, 118.164, 118.195, 118.20, 120.12(26), 120.13(1), 947.013, 948.51, and 947.0125, Wisconsin Statutes; PI 9 of the Wisconsin Administrative Code; Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Equal Protection Clause of the Fourteenth Amendment.

CROSS REF.: BDDI-R, *Procedures for Handling Public Suggestions, Concerns and Complaints*; IAA & IAA-R, *Character Education*; IGBJ, *Response to Intervention*; Procedure IIBGA-R, *Technology and Communication Resources, Acceptable Use Procedure*; JB, *Student Discrimination and Harassment*; JB-R *Student Discrimination and Harassment Complaint Procedures*; JFCE, *Code of Classroom Conduct*; JG, *Student Discipline, Suspensions and Expulsions*; *Administrative Guidelines for Student Discrimination and Harassment Response*

- I. The Sun Prairie Area School District is committed to providing a safe positive learning environment for all students. The expectation is that everyone will treat each other with respect and consideration. Actions such as bullying, cyber-bullying, or hazing create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, all types of bullying and hazing are prohibited.
- II. Definitions & Conditions
 - A. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. It is intentional written, spoken, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture or communication that has the effect of doing any of the following:
 1. Substantially interfering with any student's education.
 2. Creating a threatening or fearful environment in a school setting for any student or group of students.
 3. Substantially disrupting the orderly operation of the school.
 - B. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social websites (e.g., My Space or Facebook). Cyber-bullying is prohibited and treated the same as all other types of bullying.
 - C. "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 students' willingness to participate.

- D. "Discriminatory Harassment" occurs when acts of bullying or hazing are related to, or motivated by a student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, limited English proficiency, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability or any other basis protected by state or federal law. Such incidents shall be handled in accordance with Policy JB, *Student Discrimination and Harassment*.
- III. Bullying, cyber-bullying, hazing, and/or harassment of any student are expressly prohibited in the following settings and/or circumstances:
- A. During any educational program or activity conducted by or sponsored in whole or in part by the school or school district.
 - B. While being transported on a district provided bus or any other district vehicle.
 - C. Accessed, created, expressed, or communicated using any district-owned computer, digital technology, or system network.
 - D. Sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school related or sponsored activity, or on district provided transportation.
 - E. Any type of threat indicated to be carried out in a school setting. This includes threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.
 - F. While the District cannot assume liability for incidents that occur at times or locations not defined above, a student or witness may file a complaint against a student and the school will provide assistance and intervention as deemed appropriate, which may include parent contact and/or referral to law enforcement.
- IV. School officials need not wait for substantial interference with education, the creation of a threatening environment, or the disruption of the operation of the school to occur. School officials may intervene and/or discipline students when it is reasonably foreseeable that bullying or hazing pose a credible threat of creating such interference, threats, or disruption.
- V. All staff members must be alert to and aware of the signs of bullying or hazing and intervene promptly and firmly against it in accordance with this policy.
- VI. Any person who believes that a student has been the subject of bullying or hazing shall promptly report the matter to the school principal or assistant principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All reports of bullying or hazing shall be taken seriously, treated fairly and promptly and thoroughly investigated in accordance with Procedure JBA-R. The incident will be documented.

There shall be no retaliation against any person who makes a report under this policy. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

- VII. School officials shall take all appropriate and necessary action to eliminate bullying and hazing, up to and including disciplinary action towards the offenders and/or involvement of law enforcement.
- VIII. School officials shall inform students, staff, parents, and other adults on school grounds, at least annually, that bullying and hazing will not be tolerated. Such notice shall be by at least two of the following means, as deemed appropriate by the principal.
 - A. Distribution of this written policy
 - B. Publication in student and staff handbooks
 - C. Presentation at assemblies
 - D. Training sessions for students, parents, and/or staff
 - E. Incorporation into character education programming
 - F. Posting of notices or signs

PROCEDURE JBA-R BULLYING, CYBER-BULLYING AND HAZING COMPLAINT PROCEDURES

Created by the Administration: February 29, 2012

When acts of bullying or hazing are related to, or motivated by a student's sex, color, religion, profession, or demonstration of belief or non-belief, race, national origin, limited English Proficiency, ancestry, creed pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability or any other basis protected by state or federal law, they shall be considered incidents of discriminatory harassment shall be handled in accordance with Policy JB, Student Discrimination and Harassment and Procedure JB-R, Student Discrimination and Harassment Complaint Procedures. In all other cases, the following procedures will apply:

A. Filing Complaints

1. The incident will be recorded and given any school staff member. The staff member will submit the complaint to a school principal. The incident will be recorded on the Bullying, Cyber-Bullying, and Hazing Report Form [JBA-F].
2. A school administrator or Student Services designee shall interview all concerned parties and collect whatever other information is necessary to determine the facts and the seriousness of the report.
3. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

B. Sanctions and Supports

1. If it is determined that students participated in bullying or hazing behavior or retaliated against anyone due to the reporting of bullying or hazing, administration will follow progressive discipline, which may include: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Student services staff will provide support for the identified victim(s).
2. Students who have been bullied or subjected to hazing will be supported by:
 - a. Being offered an opportunity to discuss the experience with a school counselor or other student services staff member of their choice.
 - b. Being offered ongoing support with the goal of restoring confidence and a feeling of safety in the school environment.
3. Students who have bullied or participated in hazing will be supported by:
 - a. Being offered an opportunity to discuss the incident with a school counselor, other student services staff member or principal.
 - b. Identifying the bullying/hazing behavior and the need to change.
 - c. Working to discover the reason for their behavior.
 - d. Developing a plan with a school counselor, other student services staff member or principal to demonstrate more social acceptable behavior in the future.
 - f. Enlisting the assistance of the parents/guardians in changing the behavior/attitude of the student.

C. Record-Keeping

1. All schools must record in the Student Information System any disciplinary incident in which a student violates district policy related to bullying, cyber-bullying or hazing.
2. All results of informal resolutions shall be recorded on the designated form [JBA-F]. If the result is disciplinary it shall also be recorded in the Student Information System as a student disciplinary record.
3. Every June, the principal shall submit all records of all complaints of bullying, cyber-bullying and hazing to the Executive Director of Student Services on the designated form [JBA-F].

D. Improvement

Each school shall take steps to increase student respect or prevent or reduce incidents of bullying, cyber-bullying and hazing.

901.Sun Prairie Area School District

BULLYING/CYBER-BULLYING/HAZING REPORT FORM

Please return this to any staff member *or* leave it in the school office or Student Services office. Please be as specific as possible with details. Please attach additional pages if needed.

1. What happened or is happening and who is involved?

2. How long has this been going on?

3. When and where did/does this happen?

4. Do you know anyone else who saw this? Who, when, and where?

5. Do you have (or know about) any other evidence? (Like Facebook print outs, notes, photos, websites, texts, etc. – attach if possible or describe what you think might exist).

6. Have you reported this problem to anyone else? _____ Yes _____ No

If yes, to whom did you report this? _____

7. How would you like to be contacted? Please check the box(es) that you want and fill out the necessary information.

- Thank you. People like you who care are making schools safer! This report will be reviewed within 2 school days. If you fear a student is in IMMEDIATE danger, please contact the principal and police immediately! The Sun Prairie Police Department can be reached at 608-837-7336.**

Date Received:	
Received by:	

If complaint involves protected class, use form JB-F(1)

[illegible]

Administrators are encouraged to use a range of responses to bullying, cyber-bullying, and hazing that balance the need for accountability with the need to teach appropriate behavior.

Each report resolution will include:

- ☐ Parent contact summarizing the event and its resolution. Date contacted: _____
Method of communication: _____
- ☐ Documentation in Student Information System if disciplinary in nature.

Other responses could include:

- ☐ Mediation with the students
- ☐ Development of a Fix-It Plan
- ☐ Development of a Safety Plan
- ☐ Change in bus, classroom, lunch time or other scheduling issues
- ☐ Developmentally appropriate behavior plans/contracts
- ☐ Assignment to a SAIG (Social Academic Instruction Group) to teach appropriate behavior through skills building
- ☐ Assignment to individual skill-building sessions with a Student Services staff member (_____)
- ☐ Referral to law enforcement
- ☐ Other _____

Signature: _____ Date: _____

Administrator or designee

All forms JBA-F(1) will be stored in Student Services until June of each year and then sent to the Executive Director of Student Services.

POLICY JECAA

NON-PUBLIC SCHOOL STUDENT PARTICIPATION IN DISTRICT COURSES & EXTRACURRICULAR ACTIVITIES

Adopted by the School Board: **December 13, 1999**

Revised by the School Board: **January 22, 2001, November 10, 2014**

Legal Reference: **Wisconsin Statutes, Section 118.04, 118.13, 118.133, 118.145(4), 118.52, 118.53, 121.004(7)(e), 121.004(7)(em), 120.13, 121.54(2)(c), Individuals with Disabilities Education Act.**

Cross Reference: **JEC, School Admissions; JECBA-R, Full-Time Public School Open Enrollment Procedures; BDDI, Public Concerns and Complaints**

Related Forms: **JECAA-F**

The Sun Prairie Area School District extends to students who are enrolled in a private school or a home-based private educational program (non-public schools) the opportunity to participate in District courses and extracurricular activities.

1. A private school student who is a resident of the District may take up to two courses per semester in the High School provided the following conditions are met: (a) the student is eligible for high school admission and has met any established prerequisites for the course(s), (b) the student resides in the District, and (c) there is sufficient space in the classroom.
2. A private school student who is a resident of the District may request to take up to two courses during the school year in an elementary or middle school in the District provided the following conditions are met: (a) the student has met the standards for admission to the course at that grade level established by the Superintendent or designee, (b) the course is not available in or required to be provided by the private school, and (c) there is sufficient space in the classroom.
3. A home-based private educational program student, whether he/she resides in the District or not, may take up to two courses during a semester at any public school in the District provided the following conditions are met: (a) the student has met the standards for admission to the course at that grade level as required by law and as established by the Superintendent or designee and (b) the student is taking no more than two courses in any public school in the state during any semester.
4. A non-public school student who is a resident of the District may participate in other District programs or services as required by law, (for example, summer school programs or certain services for students with disabilities).
5. A student who resides in the school district and is enrolled in a home-based private educational program is allowed to participate in interscholastic athletics and extracurricular activities in the district on the same basis and to the same extent that **students** are allowed to enroll in the school district to participate. Requests should be submitted using the form provided by the Sun Prairie Area

School District, "Application for Participation in Interscholastic Athletics or Extracurricular Activities for Home-Based Private Education Students."

As to any course where there are more otherwise eligible students interested in taking the course than there are spaces available, students will be placed according to the following priority:

- **First Priority:** All students whose primary school enrollment and attendance is within the District's public schools including full-time students of the District and nonresident students who are attending schools in the District under full-time open enrollment, shall receive **first priority** in individual course registration.
- **Second Priority:** Students whose primary school enrollment and attendance is not within the District's public schools, but who reside in the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy.
- **Third Priority:** Students whose primary school enrollment and attendance is not within the District's public schools and who do not reside in the District, but who are otherwise entitled to apply to take the course under state law or under any applicable Board policy.

Within the "Second Priority" and "Third Priority" groups identified above, a random process shall be applied to determine the order of acceptance into the course, except as otherwise approved by the School Board.

Non-public school students participating in courses in the District shall be subject to the same school and District rules, regulations and fees as other students attending schools in the District.

Student transportation to or from the public school shall not be the responsibility of the public school, except as required by law.

Sun Prairie Area School District
Section B Board Operations

POLICY BDDI PUBLIC CONCERNS AND COMPLAINTS

Adopted by the School Board: December 19, 1988

Revised by the School Board: February 16, 1990; April 22, 1996; March 21, 2011; July 23, 2012

CROSS REF.: BAA, Board Operations; BAA-R, School Board Operating Principles and Ground Rules; BDDI-R(1), Procedures for Responding to Public Concerns, Complaints, or Suggestions for Improvement; BDDI-R(2) Procedures for Responding to Employee Concerns, Complaints, or Suggestions for Improvement

The Sun Prairie Area School Board expects employees to act in a professional manner and in accord with accepted educational practice and adopted policies, and furthermore presumes that citizens and employees are both committed to act in the best interest of students. Further, the school district recognizes the right of individuals to share concerns or present complaints about practices occurring in the schools or district.

A concern is defined as "a cause of anxiety or worry". A complaint is defined as "a statement that a situation is unsatisfactory or unacceptable". For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints is identical.

The Sun Prairie Area School Board relies on its teachers, staff, and administrators to resolve such concerns or complaints of citizens. It is the policy of the district to provide for such resolutions first at the level most directly involved and in an informal manner, whenever possible. Further, if such resolution cannot be accomplished, procedures shall be available for review at the highest administrative level with an ultimate opportunity for appeal to the School Board.

In order to facilitate effective communication and resolve issues between the school district and its various publics, the following principles shall be used to address concerns or complaints efficiently and effectively. Citizens, in presenting a concern or complaint, shall:

1. Be provided a reasonable amount of time to present or discuss the matter with the appropriate district staff member.
2. Have the right to present their information and perspective free from interference, discrimination, or retaliation against either him/herself or any of his/her family.
3. Be acknowledged for receipt of and receive a response to the issue as soon as possible.
4. Be able to refer a complaint to the next higher level if a response has not been provided within procedural timelines, or if the response is not deemed satisfactory.

5. Have the right to be accompanied and/or advised by a representative of his/her choice. Further, if such a representative is brought as legal counsel, the appropriate school official shall be advised in advance so a determination can be made whether the school district's attorney and/or collective bargaining representative(s) also need to be present
6. Exhibit common courtesy and civility in contacting and dealing with school district employees.

Nothing in this policy or procedure is intended to supersede time lines or procedures specified in other policies of the district or applicable legally mandated time lines or processes in complaints related to the following:

- Employee Discrimination and Harassment (See Policy GBA/Procedure GBA-R)
- Student Discrimination and Harassment (See Policy JB/Procedure JB-R)
- Special Education (See Policy IGBA and IDEA Regulations)
- Entrance Age (See Policy JEB/Procedures JEB-R(1) and JEB-R(2))
- Complaints About Learning Materials and the Curriculum (See Policy KLB/Procedure KLB-R)
- The Extra-Curricular Rules and Regulations (See Extra-Curricular Rules and Regulations Handbook and WIAA Regulations)
- Promotion Criteria For Grades 3-8 (See Policy IKE)
- Employee Grievances: Discipline, Termination, and Workplace Safety (See Policy GBM)

SUN PRAIRIE HIGH SCHOOL EXTRA-CURRICULAR EXPECTATIONS AND PARTICIPATION AGREEMENT
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The Sun Prairie School Board sponsors extra-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, and community members, has established the Sun Prairie High School Extra-Curricular Activities Code of Conduct. This code represents the belief that the success of an extra-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 an extra-curricular activity. The Extra-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 Extra-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.

I have read the Sun Prairie High School Extra-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 an extra-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/guardian 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 extra-curricular activities under these conditions.

For the purpose of promoting extra-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 IIBGB)

Parent/Guardian Signature _____ **Date** _____

The Extra-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 Extra-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.

CLUB / ACTIVITY ACCEPTANCE FORM ONLY

ATHLETES / SPORTS: FILL OUT THE PHYSICAL / PARTICIPATION FORM AS ACCEPTANCE.

KEEP THIS COPY FOR YOUR RECORDS

SUN PRAIRIE HIGH SCHOOL EXTRA-CURRICULAR EXPECTATIONS AND PARTICIPATION AGREEMENT

The Sun Prairie School Board sponsors extra-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.

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STUDENT NAME (PRINT) _____ **GRADE** _____

Participant's Signature _____ **Date** _____

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Parent/Guardian Signature _____ **Date** _____

The Extra-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 Extra-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.

TURN THIS COPY IN TO:

*******ATHLETIC TEAMS: DO NOT USE THIS FORM, PLEASE SIGN THE ATHLETIC PHYSICAL / PARTICIPATION FORM AS YOUR ACCEPTANCE AND AGREEMENT TO ABIDE BY THE EXTRA-CURRICULAR RULES AND REGULATIONS.**

*******CLUBS: CLUB ADVISOR (FOR EACH CLUB)**