

# COLBY HORNET ACTIVITIES HANDBOOK FOR THE COLBY SCHOOL DISTRICT

2023-2024

This policy was developed to give the students, parents and administration a full understanding of the guidelines in athletics and activities. To prevent any misunderstanding, if you have any questions involving this policy or interscholastic athletics and activities, please contact any head coach, advisor, the Activities Director, or the Administration. In the past, we have been proud of the accomplishments of our young men and women who have taken part in this program. We feel it plays a big part in their physical, social and mental development.

District Administrator – Dr. Patrick Galligan (715) 223-2301 ext. 1001  
High School Principal – Steve Wozniak (715) 223-2338 ext. 5123  
Middle School Principal – Jim Hagen (715) 223-8869 ext. 4225  
Co-Activities Director – Bryon Graun (715) 223-8869 ext. 5149 and Jim Hagen  
Colors – Green and Gold  
Team Nickname – Hornets  
School Song – Washington and Lee Swing  
Conference – Cloverbelt  
WIAA District – 2

## PHILOSOPHY

Co-curricular activities are those voluntary activities which act as an extension of the classroom and serve to enhance the motivation and experience of the student. They are an integral and valuable part of the student's high school experience.

It is a well-documented fact that students who participate in co-curricular activities do better in the classroom. In addition, these activities teach commitment, teamwork, cooperation and a work ethic that is valuable throughout life's endeavors. The School District of Colby is committed to offering a wide variety of co-curricular activities with a desire that all students will choose one or several in which to participate.

Winning is not the measure of success in co-curricula's, but "Excellence" is our goal. We strive for excellence in preparation, in presentation, in sportsmanship, and in the effort of our participants. We are committed to providing the best possible coaches and advisors available to our students. In return, we expect the students to make the high level of commitment necessary for achieving "Excellence."

## PURPOSE

The purpose of the School District of Colby Co-Curricular Code of Conduct is to establish clear and definite expectations for students to follow if they choose to participate in co-curricular activities.

**Participation in co-curricular activities is a privilege, not a right.** The co-curricular code establishes academic and behavioral expectations for students to follow if they want to enjoy the privilege of participating in co-curricular activities.

## CO-CURRICULAR GOALS

1. Provide co-curricular activities which encourage student participation in order to develop lifetime interests, acquire new skills, and enhance existing skills.
2. Pursue excellence in co-curricular activities through the proper mental, physical, and emotional growth of students.
3. Provide an environment conducive to co-curricular excellence which includes, but is not limited to:
  - \* Safe and appropriate physical facilities
  - \* Qualified, dedicated, and motivated advisors/coaches/staff
  - \* Strong community support
4. Provide co-curricular programming in such a fashion as to generate a feeling of unity between all stakeholders including but not limited to students, faculty, administration, parents/guardians, and the community.

## CO-CURRICULAR VALUES

1. Co-curricular participants are expected to be successful academically.
2. Co-curricular participation is a privilege which incorporates responsibilities to fellow students, faculty, administration, and the community.
3. Co-curricular students should possess a desire to pursue excellence in such a fashion as to provide a positive image for the community.
4. Provide co-curricular programming that will allow participants opportunities to be exposed to:
  - \* Physical, mental, and emotional growth and development.
  - \* Development of commitments such as loyalty, cooperation, fair play, and other desirable social traits.
  - \* Emotional stability, self-discipline, self-motivation, excellence and other ideals of good sportsmanship.
  - \* Creation of a desire to succeed and excel.

### **DEFINITION**

Co-curricular activities are those voluntary activities that are school related. Activities that are a required part of a course and contribute to a student's grade for the course are not considered co-curricular activities\*\*. Co-curricular activities include, but are not limited to:

Athletics	Show Choir Competitions	SADD
FCCLA	Math League	NHS
Skills-VICA	FFA	Solo Ensembles
Spanish Club	Chess Club	FBLA
Student Council	Forensics	NHS
*Homecoming Court	*Prom Court	Special Olympics

\*The actual election for these positions, as well as other officer elections, is not considered participation, only the actual activity will be considered as participation.

\*\*Participation in co-curricular activities during a suspension for a Code of Conduct violation that are a required part of a course and contribute to a student's grade, shall be limited to local (no travel) events in which no admission fees are charged.

### **SCHOLASTIC ELIGIBILITY**

A student is not eligible to participate in any co-curricular activity for a period of 15 scheduled school days following one or more failures, either quarter or semester failure. Ineligibility starts on the 3rd scheduled school day following the last day of the previous quarter (other than 1st quarter). If a student is earning passing grades in all subjects after 15 scheduled school days, he/she will be allowed to participate starting with the 16th day. If a student is failing one or more classes after 15 scheduled school days, they will remain ineligible until they become passing in all classes. Another grade level check will be done on the 30th scheduled school day of the quarter and any student failing one or more classes at that time will become ineligible until earning a passing grade in all classes. Saturdays, Sundays and scheduled school vacation days in which students are not present are excluded from the count. Weather emergencies or other emergency days that result in school being canceled will be counted in the fifteen days. Eligibility forms must be signed by all of the student's teachers and given to the principal and/or AD. It is the student's responsibility to initiate a grade check and complete the form. Eligibility forms can be picked up and turned into the high school office. The principal/AD shall be the school official that declares a student eligible.

The principal/AD will be responsible for sending a letter to the parents of these students to notify them of academic ineligibility. Notification of eligibility will be given to all advisor/coaches.

Eligibility under this code is based as follows:

- Second quarter eligibility is determined by the first quarter grades.
- Third quarter eligibility is determined by the second quarter grades and 1st semester grades.
- Fourth quarter eligibility is determined by the third quarter grades.
- Eligibility for activities that commence on or before the first quarter of each new academic year shall be based on the fourth quarter and 2nd semester of each previous academic year. Fall eligibility will coincide with WIAA minimum consequences as described in the WIAA Official High School Handbook.

Students who receive an Incomplete as a grade will be considered ineligible until it becomes a letter grade. If the grade turns into an F, the days already served for ineligibility will be counted towards the 15-day period. EEN student academic eligibility is based on the success of their academic plan (IEP). Students can participate in meetings/practices while ineligible at the coaches'/advisors discretion; but they may not miss class because of practice, meetings, or attending a competition.

## **SCOPE**

This code shall be in effect for all Colby Middle/High School students at all times.

### **PHYSICAL/ALTERNATE YEAR CARD**

For a student to be eligible to participate in athletics, they must do the following:

1. He/she must have a signed physical card and WIAA Alternate Year Athletic Permit Card/Permission Form handed in **before** he/she can participate. A parent/guardian must sign this card. These cards should be returned to the High School/Middle School office. It is a WIAA requirement that all student-athletes have a physical every two years. If student-athletes participate in athletics from 7th through 12th grade, they will need a physical in grades 7, 9, and 11.

**\*Note:** The physical card is only good for two years. If a student-athlete participated in grade 7 and then did not participate again until grade 9, he/she would have to have another physical, because the original would have expired. If a student-athlete starts to participate in athletics when he/she is in the 8th grade, he/she would have a physical card in grades 8, 10 and 12. A student-athlete only has to hand in one (1) card each year, which makes him/her eligible for the entire year. A card handed in for the spring sports season dated after April 1st is also good for the following school year.

### **ACTIVITIES HANDBOOK PARENT/GUARDIAN SIGNATURE FORM**

Every student who wishes to participate in a co-curricular activity **MUST** have their parent/guardian sign the form at the end of this document. The form must be completed and turned into the high school or middle school office **BEFORE** a student will be allowed to participate in any scheduled contests, matches, games, meets, competitions.

**\*NOTE:** The WIAA incorporates the following rule in conjunction with forms dealing with athletic eligibility:

If a student or a student's parents/guardian falsify any information furnished to the school, and a student participates, resulting in an order of forfeiture, the student becomes ineligible in all sports for one calendar year from the date of the last game or meet in which the student participated.

### **INJURIES AND INSURANCE**

Parents/guardians of student-athletes must realize that a student-athlete who participates in athletics in the Colby School District may suffer serious injury, including, but not limited to, sprains, fractures, brain damage, paralysis, or even death. Parents/guardians of student-athletes must be fully aware and understand the risk of serious injury that may result from such participation.

\* All injuries, other than emergencies, must be reported immediately to the advisor/coach by the participant. The advisor/coach shall complete the injury report as soon as possible. Advisors/coaches should be notified prior to any medical treatment on the part of the student whenever possible.

\* Insurance claims are filed with the injured athlete's insurance company.

### CARE OF EQUIPMENT

- \* The various departments, in conjunction with the school, will provide safe equipment that meets WIAA/Federation standards. The care and maintenance of equipment will be the co-responsibility of participants and the school district.
- \* Participants are responsible for immediately turning in equipment at the end of the season.
- \* Individual awards may be withheld if equipment is not turned in on time.
- \* Students will not be issued equipment in the next activity they participate, until all equipment is turned in or paid for.
- \* Lost and/or damaged items must be paid for through the high school/middle school office.

### TRAVEL AND CONDUCT ON TRIPS

All participants are expected to travel to and from the activities with the team/club and/or coach/advisor. Students who do not travel on the bus and have not received approval from the coach will face discipline measures at school, which can include suspension from upcoming events. Participants may be allowed to return home with their parents/guardians if the parents/guardians are present and sign a release form supplied by the coach/advisor. Any exception to this rule must be approved by the AD by completing a travel release form at least one day prior to the event. The forms can be picked up in the high school or middle school offices.

### ATTENDANCE

Students are expected to be in attendance the entire school day prior to an after school or evening practice or contest. Situations arise where this expectation cannot always be met. The following will be in effect for all students participating in co-curricular activities:

- \* Students must attend 4 consecutive hours (240 minutes) in the day to participate in any after school activities, and that includes if a co-curricular bus leaves early. If for example, a bus leaves for a sporting event at 2:00pm, the student must be in school by 10:00am.
- \* If any class periods are missed, they must be excused in order for the student to participate. Serious illness or death in the immediate family, medical/dental appointments, and special situations such as field trips, college visits, etc. for which an excuse has been secured beforehand from the office are examples of excused absences. **Deer hunting will not be an excused absence.**
- \* Students under suspension are ineligible to participate in all school activities until the suspension has been lifted.

### STUDENT TRANSFERS

All code violations and penalties shall carry forward for athletes to a new school district during the school year. The WIAA regulations on transfer student's eligibility will also be followed.

### CO-OPERATIVE PROGRAMS

Students who participate in co-operative programs will fall under the code of the school in which they are enrolled.

## **CONDUCT**

This code must be reviewed by the student and his/her parent/guardian on a yearly basis before the student can participate in any extracurricular activities. Each coach/advisor should discuss the extracurricular code and make sure that all participants have a signed code on file with the office. Student will not be able to participate in any scheduled contests, matches, games, meets, competitions until they sign a copy of the code. **NOTE: This code is in effect year round, including summer.** The following behaviors are considered violations of the co-curricular code and will result in the penalties listed in the consequences section.

1. Purchasing, possessing or using tobacco in any form, including e-cigarettes.
  2. Purchasing, possessing, transporting or drinking alcoholic beverages.
  3. Purchasing, possessing or using illegal drugs or look-a-like drugs.
  4. Being charged with a violation of the Wisconsin Criminal Code or Federal Criminal Code.
  5. Other serious misconduct violations, including but not limited to, theft of school property, vandalism, or threatening a District employee.
  6. Attendance\* at any gathering or party at which there is use of illegal drugs by anyone at the gathering or party or at which there is consumption of alcohol by any persons at the party or gathering that is not of legal age (guilt by association).
  7. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/ her debt to society and the courts consider the sentence served (including probation, community service, etc.) ("WIAA Felony Rule").
- \* Attendance is defined as being "present" in person in a location or on the property of any gathering with alcohol or illegal drugs being used. For the application of this code; waiting off property or in a vehicle off site for the purpose of picking up others is not considered "attendance".

Presence in bars or attendance at parties where alcohol, illegal drugs, and tobacco substances are available is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like a golf course clubhouse where alcoholic beverages are served where a participant would have a legitimate reason to be there. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring will not be considered a violation. (This does not allow the use of these products.) These exceptions would include such logical events at family weddings, graduation parties, and other similar occasions. "Holding" an alcoholic drink, tobacco product, or illegal drugs shall also be considered a violation of this code. Participants should avoid acts of impropriety or the appearance of impropriety.

## **NON-ATHLETIC CONSEQUENCES**

**First violation** - removal of student from participation in all co-curricular activities for a period of 40 school days. The ineligibility period will be cut in half to 20 school days if the student undergoes a Student Assistance Program (SAP) sponsored by the school at a cost to the student of \$50. The SAP program will need to be completed within 14-calendar days.

**Second violation** - removal of student from participation in all co-curricular activities for a period of 80 school days. The ineligibility period will be cut in half to 40 school days if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be the responsibility of the student.

**Third violation** – End of co-curricular activities for the remainder of the student's high school career or removal of student from participation for 80 school days if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be the responsibility of the student.

**Fourth violation** – The student will not be able to participate in co-curricular activities for the remainder of their high school career.

### **ATHLETIC ONLY CONSEQUENCES**

**First violation** - removal of student from participation in athletics for 40% of the total number of contests scheduled of that present sport. The ineligibility period will be cut in half to 20% of the sport if the student undergoes a Student Assistance Program (SAP) sponsored by the school at a cost to the student of \$50. The SAP program will need to be completed within 14-calendar days. If an athletic season consists of 20 contests, a student with a 40% suspension will miss 8 contests ( $40\% \times 20 = 8$ ). If an athletic season consists of 24 contests, a student with a 20% suspension will miss 5 contests ( $20\% \times 24 = 4.8$ ). All numbers will be rounded to the nearest whole number. In order for the suspension to be served the athlete must complete the remainder of the season including attending and participating in all practices. Students will not be allowed to serve their suspension and then drop out of an activity.

**Second violation** - removal of student from participation in athletics for 60% of the total number of contests scheduled of that present sport. The ineligibility period will be cut in half to 30% of the sport if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be paid by the student. If an athletic season consists of 20 contests, a student with a 60% suspension will miss 12 contests ( $60\% \times 20 = 12$ ). If an athletic season consists of 24 contests, a student with a 30% suspension will miss 7 contests ( $30\% \times 24 = 7.2$ ). All numbers will be rounded to the nearest whole number. In order for the suspension to be served the athlete must complete the remainder of the season including attending and participating in all practices. Students will not be allowed to serve their suspension and then drop out of an activity.

**Third violation** – End of co-curricular activities for the remainder of the student’s high school career or removal of student from participation in athletics for 60% of the total number of contests scheduled of that present sport if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be paid by the student. If an athletic season consists of 20 contests, a student with a 60% suspension will miss twelve contests ( $60\% \times 20 = 12$ ). If an athletic season consists of 24 contests, a student with a 60% suspension will miss 14 contests ( $60\% \times 24 = 14.4$ ).

**Fourth violation** – The student will not be able to participate in athletics for the remainder of their high school career.

### **PENALTY CARRY-OVER**

If the penalty for a violation cannot be enforced totally during one athletic season, the number of contests remaining will be carried over to the next activity the student participates in. For example, an athlete violates the code and is given a 20% penalty with two contests remaining in the season, the penalty should be four contests because 20% of 20 contests is four. By sitting out only two contests, there are still 2 contests to be served. If the student goes out for another sport, they will need to sit out 2 contests and also finish the season in good standing.

### **HONESTY CLAUSE**

Can be used only ONCE during the grades 5-8 and then once during grades 9-12 of a student career and only at the first violation stage of infractions. Under this clause a student covered by this code admits to breaking a rule within the code before the student is confronted by the principal or AD. Self-referral must be made to the coach, principal or AD within 72 hours of the code violation. If the honesty clause is utilized the penalty for the first violation will be reduced from 20% to 10% (athletics) or 20 school days to 10 school days (non athletics). The student will still need to go thru the schools SAP program with a cost of \$50.

### **LEADERSHIP POSITIONS**

Any student who violates the conduct portion of this code must relinquish any and all leadership and captain positions he/she presently holds in any sport, school organization or class. This provision will be in effect for the remainder of the school year or term of office. If a student is under the code during an election, they may be considered for the election.

### **REPORTING PROCEDURE**

Activities code violations may be observed or reported by administration, faculty, parents, or community members. Suspected violations reported (including social media networks or pictures) by school or non-school personnel require a **written report** (example at end of packet) including the date, time, place, individuals involved, and the description of the incident. When appropriate, the anonymity of the informant will be maintained. However, the administration will NOT act on anonymous tips, phone calls, pictures or letters; only a completed code violation form, that is signed, will be investigated. Following are the procedures for processing reported violations:

A code violation charge will be submitted in writing to the AD/principal as soon as the offense was observed or was published (unless, for some reason, this is not possible)

\* The AD/principal will meet the alleged offender and investigate the charge. The alleged offender will have the opportunity to present testimony and evidence at this time. The AD/principal will make a decision within a reasonable amount of time unless the offense occurs during a vacation period. The athletic director/principal shall clearly define the dates of the suspension.

\* The AD/principal shall inform the student of the appeal procedure.

### **APPEAL TO HEARING BOARD**

If a student desires to appeal the decision of the AD/principal that the behavior was in violation of the code of conduct, the student shall deliver a written request for a hearing before a Hearing Board appealing the finding of a code violation to the principal within three (3) school days from the day that the consequence was invoked. (The student remains ineligible for co-curricular activities unless the decision of the athletic director/principal is overturned by the appeal process.) A hearing before the Hearing Board shall be set as soon as possible after receipt of the request by the principal. The Hearing Board shall include the following people: (Note: In the event multiple appeals arise out of the same incident, the same Hearing Board shall, wherever possible, hear all these appeals.)

- a. One member of the school board, selected by the lottery method;
- b. One teacher from the Middle/High School staff, also selected by the lottery method;
- c. One member of the coaching staff or co-curricular staff, selected by the lottery method.
- d. An explanation of the evidence and facts from the investigation, including written or oral statements from witnesses gathered as part of the investigation or summaries of such statements, or direct testimony, will be submitted by the AD/principal at this hearing.
- e. The student will be given an opportunity to present testimony and evidence.

Any of these members may decline or be removed from the appointment if he/she has a valid conflict of interest. These three people shall listen to the information provided by the school district and the student. This hearing shall be conducted as follows:

- a. The student will have the right to confront any witnesses and examine evidence;
- b. The school athletic director/principal will represent the school district;
- c. The student has the right to be represented by counsel.

Finding by the Hearing Board shall be by a majority vote and shall be delivered in writing to the school principal and the student within five (5) school days after final hearing arguments.



### **APPEAL TO SCHOOL BOARD**

If the student or his/her parent(s) or guardian(s) are not satisfied with the decision of the Hearing Board, they may appeal the decision of the Hearing Board to the Board of Education of the School District of Colby. A student requesting a Board of Education hearing shall present the Superintendent of Schools with a written request within five (5) school days of receiving written notice from the Appeal Hearing Board. The decision of the school board shall be final.

### **SELF-DISCLOSURE RULE**

If a student voluntarily comes forward and reveals an addiction problem that is of his/her own admission, the student will not automatically be ruled ineligible for co-curricular activities. However, a voluntary admission should lend itself to a diagnostic treatment program or a referral to Social Services. The student's parents will be contacted to provide input into a diagnostic treatment program. Upon satisfactory evidence being presented to the principal by the treatment agency, the student may have his/her eligibility restored to the previous violation status. If a student refuses to seek treatment after making a self-disclosure, they will remain on the code appropriate to their infraction.

**SCHOOL DISTRICT OF COLBY  
STUDENT ACTIVITIES CODE VIOLATION DISPOSITION REPORT**

Name of Student: \_\_\_\_\_

Name of Adult Filling Out Report: \_\_\_\_\_

Name of Administration Contacted: \_\_\_\_\_

Date Contacted: \_\_\_\_\_ Time Contacted: \_\_\_\_\_ AM PM

Please provide a specific explanation of the concern/comment/reason for contact:

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Response Required: \_\_\_\_\_ None      \_\_\_\_\_ Follow-up meeting with individual(s)

\_\_\_\_\_ Other \_\_\_\_\_

Disposition:

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\_\_\_\_\_  
Signature of Person Submitting Report

\_\_\_\_\_  
Administrator/Building Principal



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

**2023-2024 High School Athletic Eligibility Information Bulletin**

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and Colby High School

Your 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.

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.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents 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.

**Student-athletes, as well as parents are asked to read this bulletin, then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.**

These are WIAA eligibility rules, which are **current for the 2023-2024 school year**:

**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 fourth consecutive semester following entry into Grade 9 shall be 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 and/or 12th grade as transfer students are ineligible to compete for one calendar year.
- D. 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 nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- E. 10th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- F. 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 fourth consecutive semester following entry into grade 9 the student is ineligible to compete for one calendar year.
- G. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-4th semester transfers. Intra-district transfers occurring after the fourth consecutive semester following entry into grade 9 result in the student being ineligible for competition for one calendar year (365 days beginning with first day of attendance at the new school).
- H. Unless transfer, including an accompanying change of parents' 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.
- I. 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 fourth consecutive semester following entry into grade 9 the student is ineligible to compete for one calendar year.
- J. 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.

- K. 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.
- L. 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, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

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 for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- F. Any player who spits on, strikes, slaps, kicks, pushes or intentionally and aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.
- H. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

#### **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, duffel 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. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series).

- 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 officially or unofficially (including “banditing”) in any non-school competitions or races, 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 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.
- C. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. 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.
- E. 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 post-season 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.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

## Colby Middle/High School

### Concussion Information - When in Doubt, Sit Them Out!

1. Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

<p><b>These are some SIGNS concussion (what others can see in an injured athlete):</b></p> <p>Dazed or stunned appearance Change in the level of consciousness or awareness Confused about assignment Forgets plays Unsure of score, game, opponent Clumsy Answers more slowly than usual Shows behavior changes Loss of consciousness Asks repetitive questions or memory concerns</p>	<p><b>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</b></p> <p>Headache Nausea Dizzy or unsteady Sensitive to light or noise Feeling mentally foggy Problems with concentration and memory Confused Slow</p>
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Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. "When in doubt sit them out."

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



## **Concussion Information - When in Doubt, Sit Them Out!**

### **What Should Parents Do About A Concussion:**

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.

## CONCUSSION INFORMATION

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

**As a Parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions.** By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury and certify that you have read, understand, and agree to abide by all of the information contained in this sheet. You further certify that if you have not understood any information contained in this document, you have sought and received an explanation of the information prior to signing this statement.

### **Parent Agreement:**

- I have **read** the concussion information and **understand** what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected.
- I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.
- I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach.
- I understand the possible consequences of my child returning to practice/play too soon.

### **Athlete Agreement:**

- I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian.
- I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play.
- I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal.

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## CO-CURRICULAR CODE

Having read the regulations and being a student of the Colby School District, I hereby agree to abide by the above rules and the decisions of the advisors, coaches, athletic director, administration, and board regarding the implementation of these rules. I also understand that in the event of suspicion of drug use, I may be requested to submit to periodic drug testing in accordance with Board of Education Policy #443.41.

In order for a student to participate in co-curricular activities, this form must be completed and submitted to the high school/middle school officer. This co-curricular signature form is required initially for participation in activities during grades 5-8 and then must be resubmitted for subsequent participation in co-curricular activities during grades 9-12. Any changes to the code will be given to the parents and students as they occur.

### **FALSIFICATION OF INFORMATION**

If a student or a student's parents or guardian falsify any information furnished a school, and a student participates resulting in forfeiture, the student becomes ineligible in all sports for one calendar year from the date of the last game or meet in which the student participated. A student in a non-athletic club/organization would also lose one year of eligibility.

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## USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

***In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.***

## **CARDIAC ARREST INFORMATION**

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

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

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

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

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

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

**2023-24 School Year**  
**WIAA ALTERNATE YEAR ATHLETIC PERMIT CARD**  
**PERMISSION FORM**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

1. I hereby give my permission for the above named student to practice and compete and represent the school in WIAA approved sports.
2. I also attest to the fact that the above named student has had no injury or illness serious enough to warrant a medical evaluation prior to participating this school year.
3. Pursuant to the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder (collectively known as "HIPAA"), I authorize health care providers of the student named above, including emergency medical personnel and other similarly trained professionals that may be attending an interscholastic event or practice, to disclose/exchange essential medical information regarding the injury and treatment of this student to appropriate school district personnel such as but not limited to: Principal, Athletic Director, Athletic Trainer, Team Physician, Team Coach, Administrative Assistant to the Athletic Director and/or other professional health care providers, for purposes of treatment, emergency care and injury record-keeping.
4. It is recommended that information regarding your child's allergies and prescribed medication be made available.

**PARENT: If there is any question that this student may not be qualified for athletic competition without, at least, a partial re-evaluation, contact your medical advisor before signing card.**

I certify that I have read, understand, and agree to abide by all of the information contained in the concussion form, alternate year form, co-curricular code, falsification of information, and use of student image. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement. A parent/guardian and student signature must be completed prior to practice or participation. Please check that you are aware of all information and turned in physical form and sports fee if needed.

Co-curricular code  
I understand code

Use of student image  
I understand picture may be used

Cardiac Arrest  
I understand symptoms and warning signs (fainting/blackouts, dizziness, fatigue/weakness, chest pain, shortness of breath, nausea/vomiting, palpitations – heart is beating unusually fast or skipping beats)

Concussion information  
I understand signs of concussion (headache, sensitivity to light, feeling foggy, dazed or stunned appearance, change in level of consciousness or awareness, confused, clumsy, answer more slowly than usual, unsure of score/game/opponent, forgets plays, behavior changes, asks repetitive questions)

Physical form (if needed)

**Parent/Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**COLBY MIDDLE AND HIGH SCHOOL  
EMERGENCY INFORMATION & PARTICIPATION FORM**

TO BE FILLED OUT BY PARENT/GUARDIAN: (Please print)

**Students Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**In case of emergency, contact: (list as many as you feel necessary)**

**Name of Parent/guardian:** \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Name of Parent/guardian:** \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Name of Relative or friend:** \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Name of Relative or friend:** \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Known allergies to drugs/anesthetics:** \_\_\_\_\_

**Other medical conditions:** \_\_\_\_\_

In case of emergency due to accident or injury, I give my permission to have the respective coach/advisor consent to medical attention by the nearest physician/hospital.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date