

LUXEMBURG-CASCO HIGH SCHOOL CO-CURRICULAR CODE OF CONDUCT

PHILOSOPHY

Luxemburg-Casco High School sponsors co-curricular activities to provide students with opportunities for personal growth, self-discipline, skill development, teamwork, cooperation with others, and creativity. Although the academic program is our school's primary mission, participation in a co-curricular program can enhance the total educational experience and provide personal connections to the educational setting that may not be available through formal classroom activities alone. But participation in a co-curricular program is a privilege, not a right, so it can be expected that student participants subscribe to a set of rules and regulations which promote the program in the best light (365 days a year, 24 hours a day) if they are to continue participating in co-curricular programs. Consequences are stated so students and their parents/guardians understand that an impartial system is in place in the event that an infraction occurs.

DEFINITION OF CO-CURRICULAR ACTIVITIES

GROUP 1—All WIAA Sports, Dance Team

GROUP 2—All Academic Teams, Class officers, Community Problem Solvers, Theatre Arts Club, Future Problem Solvers, Conservation Club, DECA, District-State Solo Ensemble, Environthon, FBLA, FFA, Forensics, Jazz Band, Leo's Club, Life Smarts, Musical, National Honor Society, Newspaper, Ocean Bowl, One-Act Play, , SADD, Student Reps, Ski Club, Trees for Tomorrow, Variety Show, Vocal Jazz, Yearbook, Manager of a Sports Team, Spanish Club, Journalism Club, Tech Ed Club, Math League

PARTICIPATION REQUIREMENTS

Any student planning on participating in any Group 1 or Group 2 activities are required to attend a mandatory Co-Curricular meeting with a parent/guardian before being eligible to participate.

The Luxemburg-Casco Board of Education, in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for remediation and treatment, establishes a program of random suspicionless drug testing.

Co-Curricular Participants

Luxemburg-Casco High School students who choose to exercise the privilege of participating in co-curricular activities that are defined in this Co-Curricular Code of Conduct must consent to participate in the random suspicionless drug testing program. Student participants registering for co-curricular activities will be provided with a consent form. The completion of the consent form by the student and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities.

Attendance

Co-Curricular participants must attend the entire day on which they participate in a practice, a formal competition, or a rehearsal. All exceptions must have the principal's approval. Failing to follow this procedure, will result in sitting that day of practice, competition, or rehearsal.

Conduct Expectations

Co-Curricular student participants are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, appropriate use of language, and appropriate dress at all times.

Student participants must refrain from any conduct at any time that would reflect unsatisfactorily on him/her or the school.

Conduct which would reflect unsatisfactorily on the student or on the school includes, but is not limited to, the following:

1. Possession, use, sale, transfer, distribution or purchase, of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverage, tobacco in any form, illegal drugs, mood altering substances, anabolic steroids, inhalants or facsimiles, prescribed medications used in a manner other than that for which they were directed.

Note--Any student in violation of the above condition will be required to attend provided Mandatory Education and possible AODA Assessment. A student who is serving their second violation for the above, will be required to attend provided Mandatory Education and will be required to be assessed by a Wisconsin state certified AODA counselor at their own expense before being allowed to compete.

In addition—any student who produces a non-negative test result will have that result reviewed by a Wisconsin State certified Medical Review Officer to determine if there is a legitimate medical explanation for the result.

2. Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are present or intended to be used.
3. Vandalism, harassment, hazing, bullying, or theft of any kind.
4. Loitering in an establishment that serves or sells alcoholic beverages.
5. Use of or presence on the Internet, not limited to: Facebook, Twitter, blog sites, social media sites, instant messaging, text messages that evidences a violation of this code
6. **Misuse/inappropriate use of social media including but not limited to sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions; derogatory language regarding school personnel or other students; comments designed to harass or bully students and/or school personnel; nude, sexually-oriented, or indecent photos, images or altered pictures.**
7. A civil or criminal infraction including but not limited to theft, willful damage to property, serious misdemeanors or felonies, as is determined by the Principal or Athletic Director.
8. Association with a violation of rules 3, **5**, **6** and 7 above. A co-curricular participant is prohibited from participating in acts of **vandalism**, harassment, hazing, bullying, theft, **misuse/inappropriate use of social media**, or criminal violations. Being associated/involved with such acts/events is also violation of this code. Recognizing that there can be various levels of association/involvement in

prohibited conduct, the district shall weigh the facts of each incident on a case by case basis.

To illustrate, a participant could be present at an event of vandalism with knowledge that the vandalism would likely occur but not participate in the act of vandalism. This presence at the act would be a passive association with the event and would still be prohibited by this code. Another participant may have encouraged and provided the means to commit or assist in committing the act of vandalism by another but not attended the actual act. A third participant may have acted as a look out or as the person who drove the actual perpetrator to and from the act of vandalism. All of these acts are violations of the code but some merit more consequence than others. The degree of association/involvement will be considered when determining the appropriate consequence.

Another example would be agreeing, liking, or commenting a defamatory or derogatory comment or comments designed to harass or bully students and/or school personnel on a social media website such as Twitter or Facebook.

The degree of association/involvement shall be based on factors such as the following:

1. Degree of planning and participation in any planning for the prohibited act
2. Presence at the prohibited act
3. Degree of actual contemporaneous assistance of the prohibited act
4. Evidence of encouragement or coercion to bring about the completion of the prohibited act by another
5. Number of persons involved in carrying out the prohibited conduct
6. Any personal benefit to the participant
7. Any actions by the participant that facilitated the commission of the violation of this code
8. Any other factor that would reasonably indicate that the participant was involved in the commission of the violation of this code.

Disciplinary Action—Group 1

Consequences - if at any time during the year, a student is identified as committing any of the above violations listed in “Conduct Expectations,” the student will experience the consequences listed below. An alleged violator's case will be brought before the athletic director/principal. Any individual willing to testify as to the offense, may do so by contacting the athletic director or the principal in person or by a signed written statement.

Unsigned or anonymous letters will not be acted upon. In the case of a written statement, a phone call will be made to verify the signature.

First Violation: The athlete/dance team member will be suspended from participation in 50% of the scheduled games, matches, performances or meets of which he/she is participating at the time of the violation. Student Athletes who break the Code of Conduct outside of their season will begin a penalty from the first day of their next sports season. A student-athlete must complete an entire season in order to fulfill their suspension. If a student decides to join a sport after the season has started and has a code violation to serve, they will serve the full penalty in the sport they joined late and their next sport. If the violation occurs with less than 50% of the current season remaining, the suspension will carry-over into the athletes next sport season. In order to fulfill a carry-over penalty, an athlete must complete the season as a member of the team. (See Attachment Chart for First Violation for “In Association” consequences).

Second Violation: The athlete/dance team member will be suspended from participating in 100% of the scheduled games, matches, performances or meets, of which he/she is participating at the time of the second violation. Student Athletes who break the Code of Conduct outside of their season will begin a penalty from the first day of their next sports season. A student-athlete must complete an entire season in order to fulfill their suspension. If a student decides to join a sport after the season has started and has a code violation to serve, they will serve the full penalty in the sport they joined late and their next sport. If the violation occurs with less than 100% of the current season remaining, suspension will carry-over into the athlete's next sport season. In order to fulfill a carry-over penalty, an athlete must complete the season as a member of the team, unless the coach chooses to remove the participant from the activity for the betterment of the team. (See Attachment Chart for Second Violation for "In Association" consequences).

Third Violation: The athlete/dance team member will no longer be allowed to participate in co-curricular activities at Luxemburg-Casco High School.

Disciplinary Action—Group 2

Students will be suspended from all Group 2 activities until the required community service hours have been completed.

First Violation: 20 Hours approved community service (community service must be approved by building principal and participation in any other Group 2 activities cannot take place until penalty is served.) (See Attachment Chart for First Violation for "In Association" consequences).

Second Violation: 40 Hours approved community service (community service must be approved by building principal and participation in any other Group 2 activity cannot take place until penalty is served.) (See Attachment Chart for Second Violation for "In Association" consequences).

Third Violation: Student will no longer be allowed to participate in co-curricular activities at Luxemburg-Casco High School.

Other Conditions Affecting Participation In Co-Curricular Activities

Simultaneous Group 1/Group 2 Consequences— If a student is participating in Group 1 and Group 2 activities simultaneously, and a violation occurs, then he/she will be penalized according to the Code for both activities.

Hosting a Party- A student who has a gathering at his/her home/property/rental property and knowingly allows or provides alcohol and/or drugs will be given a penalty of not less than 100% of the contests/events in a season.

Incarceration--A student who is released from incarceration due to conviction (under the Huber Law or electronic monitoring program or any other program that releases a student from incarceration to attend school) may not participate in co-curricular activities. When a student is released from his/her incarceration, he/she will not be eligible to participate in an activity until the next full season begins.

General conduct in and out of school shall be such as to bring no discredit to the athlete, school, team, or parents. With this in mind, and because of the grave serious nature of the offense, it is the decision of the Luxemburg-Casco Board of Education to impose at least a one semester minimum suspension upon any student involved in a co-curricular activity who is convicted of a criminal felony charge.

Parental permission does not override the provisions of this code.

The penalty(s) for any violations that occur in at a time when the extra curricular activities are not occurring (for example during summer vacation or between seasons) shall be applied to the next extra curricular activity(s) that the student participates in.

Cyber Images:

Any identifiable image, photo or video which directly implicates a co-curricular participant to have been in possession of alcohol and/or drugs or portrays actual use, or engaging in behavior prohibited by this code, is evidence of a violation of the code. Recognizing that it is sometimes difficult to establish the specific time or place where the image was taken, and that there may be persons, who would attempt to implicate a co-curricular participant by creating such images that falsely portray co-curricular participants in situations where they appear to be in violation of this code. This is the rationale for demanding that co-curricular participants do not place themselves in such environments. The co-curricular participant shall be given an opportunity to explain the time, location and circumstances related to the image. While the co-curricular participant will be given an opportunity to address any such image, the district will determine the credibility of any evidence regarding such images and their validity.

Social Media:

Students who participate in co-curriculars represent Luxemburg-Casco High School all year, not just during their sports season or extra-curricular activity. As a result, Luxemburg-Casco High School encourages safe and responsible student behavior with regard to internet use. We highly recommend our students avoid inappropriate use of public web sites such as Myspace, YouTube, Facebook, Twitter or any other such sites. Any identifiable image, photo, video, or posted on-line conversation discovered which implicates a student to have been in violation of our Alcohol and Drug Policy and Co-Curricular Code of Conduct will be investigated and action taken by the Administration.

Social Media has become engrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

Luxemburg-Casco School District recognizes and supports its student-athletes' right to freedom of speech, expression, and association, including the use of social networks. In this context, each student must remember that participating and competing for Luxemburg-Casco High School is a privilege, not a right. The student represents his or her school and district, and therefore, they are expected to portray themselves, their team, and their high school in a positive manner at all times. Any online posting must be consistent with federal and state laws, as well as school and district rules and regulations.

Specifically prohibited behaviors include but are not limited to:

- **Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.**
- **Derogatory language regarding school personnel or other students.**
- **Comments designed to harass or bully students and/or school personnel.**
- **Nude, sexually-oriented, or indecent photos, images or altered pictures**

Examples of Violations and Penalties:

Example 1: The student commits his/her rule violation during a sport season that has nine regularly scheduled events. (This penalty would be 50% of the regularly scheduled events. This would result in a five game suspension.)

Example 2: A student who is involved in both a Group 1 and Group 2 activities and is suspended may not necessarily serve the suspension for both activities simultaneously. The Group 2 suspension will occur immediately as would the Group 1 suspension if the student is involved in a sport at present. If the infraction is outside his/her sports season, the athletic portion of the suspension would begin at the start of the next season.

Example 3: A student football player who is also involved with the musical experiences a first time alcohol violation in mid-October. As this is a 50% Group 1 infraction and there are 9 games in a regular football season, he will miss the remaining 2 of 9 football games (this will count for 22% percent of his penalty) plus 7 of the 22 basketball games (this covers the 28% left of the 50% from football, where the student served 22%) to satisfy his Group 1 penalty. He will also need to complete 20 hours of community service before he can participate in his Group 2 activity, the musical. If the student completes the community service during football season he will be permitted to participate in the musical even though the entire penalty has not been served on the Group 1 infraction.

STUDENT INSURANCE

This school has a low cost student insurance, which provides benefits for bodily injury not covered by other insurance. If a student sustains an injury he/she must consult a doctor within **60 days**. **The Proof of Claim form must be completed and submitted within 90 days from the date the injury occurred.**

OTHER IMPORTANT ITEMS

This Co-curricular Code of Conduct shall become effective upon passage by the Board of Education.

A copy of this handbook shall be given to each participant at the annual mandatory Co-Curricular Code Meeting. This code shall be effective as to all co-curricular participants regardless of whether they have received a copy of this code.

Once a student exits eighth grade, this co-curricular code of conduct will go into effect and stay in effect until he/she has finished his/her career at Luxemburg-Casco High School.

Any violation incurred at the middle school that was not served while attending the middle school, will be served during the first Group 1 activity the student is involved with at the High School but shall not be considered a 1st offense for purposes of the consequence chart of this code.

Within the handbook is the Agreement to Participate in Random Suspicionless Drug Testing (must be signed by all Co-Curricular Participants—Group 1 and Group 2 plus any student driver securing a parking permit), the WIAA agreement, the Prevea Student Information, and the Medical Consent Permission to Treat Form.

If a penalty results in a student-athlete being suspended for one or more WIAA tournament competitions, the student is disqualified for the remainder of the total tournament series in that sport.

Any student-athlete found in violation of this handbook will not be eligible for Bay All-Conference honors in the sport they are serving the higher percentage of their violation.

A student must be academically eligible when serving a Co-Curricular violation. The penalty will be postponed until the student is eligible.

When calculating a number of contests to be missed when using the 50% figure, the figure derived is always rounded up to the next whole number using the number of scheduled games/matches on the schedule. For example: if an individual is suspended for 50% of the regular scheduled events and there are 9 events, the figure calculated would be rounded up to the next whole number, thus being 5 events.

Any infractions occurring after June 7th, 2012 where a student is found to be in violation of this code after junior year up until the Homecoming dance will not be eligible for Homecoming Court. Students who are serving a penalty in their fall activity from a previous violation will likewise be ineligible. Any student found in violation of this code starting the 1st day of summer after sophomore year up until the Prom dance shall not be eligible from Prom Court. Any student who is serving a penalty for any of their sports junior year from a previous violation or have/had a pending criminal charge, fine or forfeiture shall likewise be ineligible from Prom Court.

If an athlete competes on more than one level (example: JV and Varsity), the higher level schedule will be used for determining which games the student will sit out to serve their suspension.

All athletes are required to travel with the team to all out of town contests. A parent may take their son or daughter home after a game with direct permission from the coach. Any exceptions must be approved by the Principal or the Athletic Director in advance.

Profane or abusive language will not be allowed while participating in a sport, during practice, or while on an athletic trip. All coaches will enforce this policy. If the profanity or abusive language constitutes bullying or harassment, it may be treated as a violation of this code and subject to the penalties set forth herein.

Scholastic Requirements

A student-athlete who receives **any** failing grades (including incompletes) in the most recent grade-reporting period is academically ineligible to participate in Group 1 activities. At the end of the first and third quarter, the grade for eligibility purposes will be the quarter grade. At the end of the second and fourth grading period the grade to be used for scholastic eligibility will be the semester grade, not the quarter grade. The student-athlete is eligible to practice while they are academically ineligible, they are not eligible to compete in any Group 1 contests.

The first academic violation will result in the athlete being ineligible for competition for 15 scheduled school days from the time the student is notified by the principal and/or Athletic Director. The student is eligible to practice during this time.

On the 15th day, the student's grades will be checked and will regain eligibility on the 16th day if the student is not receiving **any** failing grade. If on the 15th day, the student is still receiving **any** failing grades, the student will **remain academically ineligible and grades will be checked every 5 school days until the student is passing all classes. Students cannot regain eligibility before the 5 day check. If the student is receiving all passing grades on the 5th school day, they will become eligible that day to compete.**

Fall Sports- The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one –third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

Age Requirements

Students shall be ineligible for interscholastic competition upon reaching their nineteenth birthday prior to August 1 of any given school year. A student may not compete on a grade 9 team after reaching their sixteenth birthday prior to August 1 of any given school year.

WIAA

It is the responsibility of each athlete to have on file in the school office a completed WIAA Physical Exam Card, or an alternate year Athletic Permit Card. Physical exams are required every other year. An alternate year permit card is required in the year between physicals. **An athlete will not be allowed to practice until the physical or alternate year card is turned in to the office.** An athlete who falsifies information on physical or alternate year cards, or code of conduct consent forms will forfeit 20% of the athletic contests.

Please see the attached High School Athletic Eligibility Information Bulletin form for other WIAA rules including information on age, academics, attendance, determining residence for public school students, determining residence for nonpublic school students, transfers, training and conduct, and amateur status.

Amateur Status

The membership's regulations state that a student shall be an amateur in all sports sponsored by the Association in order to compete in any sport. It also states all students shall become ineligible for all further participation in the school's interscholastic program for violation of any of the amateur status provisions. With high school career-ending ramifications, amateur status regulations must be understood and carefully monitored.

Student-athletes are in violation of the members' amateur status rules if they:

1 ...accept, receive and/or direct to another, reimbursement or award in any form of salary, cash, merchandise of any kind or amount, or share of game or season proceeds for achievement in athletics. A student may not receive such merchandise items as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffel bags, backpacks, watches, rings, billfolds, coupons, gift certificates, e.g., regardless of their value.

2...sign a contract or agreement for services as a participating athlete.

3... receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance as an athlete. This includes but is not limited to: receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants. In addition, student-athletes and parents must pay all costs associated with attending camps and/or clinics.

4 ...are identified as an athlete, provides endorsement as an athlete, or appears as an athlete, in the promotion of a commercial/advertisement and/or profit-making event, item, plan or service.

5 ...play in any contest (school or nonschool) under a name other than his/her own name.

Amateur status penalties may be reduced upon request of a school on the basis of documented extenuating circumstances, when accompanied by evidence of complete restitution made by the athlete if the circumstance is applicable.

Sports Activities Outside of School

It is the philosophy of this Association (WIAA) that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a nonschool game, meet, or contest in the same sport during the season of practice and competition established by the school. (ROE, page 37, Art VI, Sect 1, Par A)

Rules indicate athletes may not participate in non-school competition during the school season, in the same respective sport. 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 **nonschool competitions or races**, including scrimmages, against other teams. This restriction applies to normal non-school games as well as “gimmicks,” such as reduced numbers competition (3-on-3 basketball, 6 player soccer, 3-on-3 soccer, 7-on-7 football, etc.), specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point), **fun runs** (including “banditing”), etc. Additionally, a student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue non-school training or competition. (RE – Art. VI)

A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. The sports of baseball, cross country, golf, gymnastics, soccer*, softball, swimming, tennis, track & field, and wrestling are exempt from this rule, BUT only (a) during the summer month 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.

***Unlimited non-school coach contact for fall soccer must conclude by July 31**

Determination of Consequence.

The High School Principal and Athletic Director shall investigate potential violations of this code subject to the guidance provided herein. If the Principal and Athletic Director determines that the Code has been violated they shall so inform the co-curricular participant of their decision that a violation has occurred and the consequence for the violation. The consequence shall be put into effect upon the determination of the Athletic Director and the Principal.

If a student does not agree with the consequences imposed on them, the student and parent/guardian must sign the Request for Co-Curricular Committee Review of Violation form (Page 13 of this Code of Conduct handbook booklet) and return it to the Principal within 1 week from the day the code of conduct violation consequence was put into effect. By signing and returning this form you are stating that the Principal shall schedule the matter for review by the Co-Curricular Committee as soon as possible, taking into consideration the need to notice the meeting, the availability of witnesses and evidence and the complexity of the matter. The meeting of the Co-Curricular Committee may be delayed, at the request of the co-curricular participant for good cause shown. The Co-Curricular Committee shall: promptly review the determination and evidence produced by the High School Principal and the Athletic Director; gather additional evidence as deemed necessary by the committee; hear any evidence and argument by the co-curricular participant and, shall: confirm the decision of the Athletic Director and Principal; impose any other consequence they deem appropriate if it finds a violation of this code has occurred; or, dismiss the matter without consequence to the co-curricular participant. If a decision is made to impose a consequence, the Athletic Director shall reduce the findings and decision of the committee to writing and deliver that letter to the co-curricular participant involved. There shall be no additional review of the decision of the Co-curricular committee as its decision shall be deemed the final decision of the District.

The Co-Curricular Committee shall be comprised of 3 random members of the Board. The first Board member confirmed to hear the matter shall act as chairman. Any administrator or school board member who feels there is a conflict of interest will remove themselves from the committee and another board member shall be assigned.

The student remains ineligible to compete during the review process.

Senior Plaque

Seniors who have earned three or more varsity letters will receive a plaque recognizing this achievement.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, sex, religion natural origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional, or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity or employment.

COMPLAINT PROCEDURE

Any person who believes the Luxemburg-Casco School District has failed to follow a non-discrimination policy may bring a complaint in accordance with the procedures outlined below.

A written complaint should be filed with the building principal. The complaint will be investigated and the complainant will receive a written acknowledgment within 45 days. A final written decision in regard to the complaint will be made within 90 days of receipt of the written complaint, unless the parties agree to an extension of time.

Any individual not in agreement with the school district's decision may file an appeal with the state superintendent within 30 days of the school board's decision.

Group 1 participants (athletes, dance team members) must complete all five forms which must be signed by the athlete and parent before participation in the L-C Sport Program. The agreement will be valid for the entire school year.

Group 2 participants must complete the Medical Consent Permission to Treat Form and the Agreement to Participate in Random Suspicionless Drug Testing Form before participation in any Group 2 activity.

		Group 1	Group 2
Drug/Alcohol/Tobacco Offense Use/Possession/ Transfer/Sale/ Distribution/Purchase Loitering Civil or Criminal Infraction	1st offense	Suspension from 50% of contests in season.* Adherence to Mandatory Education program.	20 hours community/school service or service learning Adherence to Mandatory Education program.
	2nd offense	Suspension from 100% of contests in season.* Adherence to Mandatory Education program.	40 hours community/school service or service learning Adherence to Mandatory Education program.
	3rd offense	Banned from all co-curricular activity at LCHS.	Banned from all co-curricular activity at LCHS.
Hosting a Drug/Alcohol Party	1st offense	Suspension from 100% of contests in season.* Adherence to Mandatory Education program.	40 hours community/school service or service learning Adherence to Mandatory Education program.
	2nd offense for hosting	Banned from all co-curricular activity at LCHS.	Banned from all co-curricular activity at LCHS.
Theft/Vandalism/ Harassment/Hazing/Bullying/ Inappropriate online activity	1st offense	Suspension from 50% of contests in season.*	20 hours community/school service or service learning
	2nd offense	Suspension from 100% of contests in season.*	80 hours community/school service or service learning
	3rd offense	Banned from all co-curricular activity at LCHS.	Banned from all co-curricular activity at LCHS.
In association with: Theft/Vandalism/Bullying/ Harassment/Hazing/ Inappropriate online activity	1st offense	Suspension from 20% of contests in season.* +20% to previous infraction.** (40%, 70%, or 120%)	15 hours community/school service or service learning +15 hours to previous infraction community/school service or service learning (30 hours, 45 hours, or 55 hours)
	2nd offense		
	3rd offense	Banned from all co-curricular activity at LCHS.	Banned from all co-curricular activity at LCHS.
Unexcused absence	Consequence	No participation in activity on the day the absence is reported.	No participation in activity on the day the absence is reported.
Convicted of a Criminal Felony	Consequence	Minimum one semester suspension	Minimum one semester suspension
Falsify Information on Physical or Alternate Year Cards, or Code of Conduct Consent Forms	Consequence For each incidence	Suspension from 20% of contests in season.	20 hours community/school service or service learning

* Penalties will carry over into a second sports season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next.

**Example: If a student got a drinking violation and received 50% for their first violation and then received an “in association” penalty for the second violation, the student would sit 70% for the second violation because we are adding 20% to the previous 50% the student had served.

LUXEMBURG-CASCO SCHOOL DISTRICT

REQUEST FOR CO-CURRICULAR COMMITTEE REVIEW OF VIOLATION

The undersigned student and parent are aware that the Principal and Athletic Director investigated a potential violation of the Luxemburg-Casco Co-Curricular Code involving the student and that the Principal and Athletic Director determined that there has been such a violation of the code by the student. The undersigned have also been made aware of the consequence for that violation to the undersigned, and recognize that the consequence has been put in effect.

Being advised of the finding of the Principal and Athletic Director and consequence which has been imposed, the undersigned are requesting that the Co-Curricular Committee be assembled to review the findings and consequences imposed.

The undersigned understands that the student will remain ineligible during the review process. The decision of the Co-Curricular Committee is the final decision.

The undersigned must return this form to the principal within 1 week from the day the code of conduct violation consequence was put into effect.

The undersigned is also aware that pursuant to the Luxemburg-Casco School District Co-Curricular Code, provides as follows:

The Principal shall schedule the matter for review by the Co-Curricular Committee as soon as possible, taking into consideration the need to notice the meeting, the availability of witnesses and evidence and the complexity of the matter. The meeting of the Co-Curricular Committee may be delayed, at the request of the co-curricular participant for good cause shown. The Co-Curricular Committee shall: promptly review the determination and evidence produced by the High School Principal and the Athletic Director; gather additional evidence as deemed necessary by the committee; hear any evidence and argument by the co-curricular participant and, shall: confirm the decision of the Athletic Director and Principal; impose any other consequence they deem appropriate if it finds a violation of this code has occurred; or, dismiss the matter without consequence to the co-curricular participant. If a decision is made to impose a consequence, the Athletic Director shall reduce the findings and decision of the committee to writing and deliver that letter to the co-curricular participant involved. There shall be no additional review of the decision of the Co-curricular committee as its decision shall be deemed the final decision of the District.

Dated this _____ day of _____, 201_.



2013-2014 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and _____
(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.

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 2013-2014 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 schools requirements prevail and must be applied as written.

ATTENDANCE

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

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

- A. 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. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. 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.
- F. 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 any any level for one calendar year, but may practice, 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 at any level for one calendar year, but may practice.
- 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 at any level for one calendar year, but may practice.
- G. District policies with respect to intra-district transfer do not supercede 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 at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- 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 at any level for one calendar year, but may practice.
- 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 schools 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 shoes, 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 (with or without permission) 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 nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including “banditing”) in any nonschool competitions or races, including scrimmages against other teams.
 - (1) This restriction applies to normal nonschool 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 nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, 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, soccer (must conclude by July 31 for fall soccer), 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.

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.

PARENT-ATHLETE RULES OF ELIGIBILITY SIGN-OFF FORM – 2013-2014

I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. 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.

School Name

Parent/Guardian's Signature

Please Print Name

Date

Student-Athlete's Signature

Please Print Name

Date

**This form must be completed and submitted to the Athletic Director
prior to a student being declared eligible to practice and compete.**

LUXEMBURG-CASCO HIGH SCHOOL MEDICAL CONSENT FORM

STUDENT NAME _____ AGE _____ GRADE _____

PARENT'S NAMES _____

PARENT'S EMAIL: _____

HOME PHONE _____ CELL PHONE _____

ADDRESS _____ WORK PHONE _____

FAMILY INSURANCE CO. _____ POLICY NUMBER _____

FAMILY DOCTOR _____ PHONE _____

STUDENT ALLERGIES _____ MEDICATIONS _____

ANY MEDICAL CONDITIONS? _____

CONTACTS? YES/NO _____ DATE OF LAST TETANUS SHOT _____

PERSON TO CONTACT IF PARENTS CANNOT BE REACHED:

NAME _____ PHONE _____

Luxemburg-Casco has contracted with Prevea Health - Sports Medicine Clinic of Green Bay for Sports Medicine Consultation Services. In order to effectively supervise rehabilitation and to reduce the risk of additional injury, the athletic trainers, physical therapists, or physicians from Prevea Health - Sports Medicine Clinic may communicate appropriate information with coaches and/or other school personnel about the student athlete's injury, rehabilitation program, and participation status. This allows Prevea Health - Sports Medicine Clinic staff and the school staff to work together for a safer sports program.

The services provided at the school are offered at no charge to the student athlete. If you have any questions about the program, contact Jenny Bandow, Athletic Director, or call Prevea Sports Medicine Clinic (496-4750).

PER THE ABOVE PARAGRAPH, WE GIVE OUR MEDICAL CONSENT TO RELEASE INFORMATION.

WE HAVE READ THE CODE OF CONDUCT HANDBOOK AND AGREE TO ABIDE BY THE RULES AND REGULATIONS THAT HAVE BEEN ESTABLISHED BY THE LUXEMBURG-CASCO BOARD OF EDUCATION.

ALSO, WE/I THE PARENT(S)/GUARDIAN OF _____ GIVE PERMISSION FOR EMERGENCY MEDICAL TREATMENT OF THIS STUDENT IN CASE OF ILLNESS OR INJURY.

ATHLETE'S SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

Luxemburg-Casco High School Co-Curricular Code of Conduct Receipt and Authorization for Random Suspicionless Drug Testing

This form must be completed and returned to the high school office prior to participation in any co-curricular activity.

Student Section

I have read and understand the provisions of the Co-Curricular code of Conduct.

As a student, I understand that my participation in co-curricular activities is a privilege and, therefore, agree to be bound by the Luxemburg-Casco High School Co-Curricular Code of Conduct. I agree to participate in random suspicionless drug testing and give permission for testing and the release of results to the district concerning the results of said testing in the event I am randomly selected. I understand the implementation of the program may require the disclosure of directory data to the testing facility and that this may require me to complete release forms required by the testing facility to facilitate the release of test result from the facility to the District. I understand this agreement is binding through my graduation from high school.

Student Name: *(please print clearly)* _____ Grade _____

Student Signature: _____ Date: _____

Student's Planned Record of Participation for the current school year (i.e clubs, athletic teams, performing arts). Please list all activities the student is considering for participation. This does not obligate the student to any activity.

Activity	Activity

Parent Section

I have read and understand the provisions of the Co-Curricular Code of Conduct.

As a parent, I understand that my son or daughter's participation in co-curricular activities is a privilege and, therefore, agree that they are to be bound by the Luxemburg-Casco High School Co-Curricular Code of Conduct. I give my permission for my son or daughter to participate in random suspicionless drug testing and give permission for testing and the release of information to the district concerning the results of said testing in the event he or she is randomly selected. I understand the implementation of the program may require the disclosure of directory data to the testing facility and that this may require me to complete release forms required by the testing facility to facilitate the release of test results from the facility to the district. I understand this agreement is binding through my son or daughter's graduation from high school.

Parent/Guardian Name: *(please print clearly)* _____

Parent Signature _____ Date: _____

Authorization For Licensed Athletic Trainers from Prevea Clinic

Purpose: This form is used for an individual to authorize use or disclosure of the individual’s protected health information for the purposes stated.

SECTION A: STUDENT INFORMATION

Name: _____ DOB: _____
Address: _____ School: _____
City/State/Zip: _____ Telephone: _____

SECTION B: Consent to Treat

As a result of athletic/school participation, medical treatment may be necessary and I give consent to the Licensed Athletic Trainers from Prevea Clinic to evaluate, treat any injuries and activate emergency care as indicated within their scope of practice for my son/daughter.

SECTION C: Injury information release

I understand that as my child participates in activities, the Licensed Athletic Trainers from Prevea Clinic may deem it necessary to inform the coach, physical education teacher or athletic director about my son’s or daughter’s condition/injury. By signing this form, I agree to allow the Licensed Athletic Trainers to inform the coaches, physical education teacher and athletic director of the medical condition or injury pertaining to my son/daughter. I understand that should I have a potential concern about a medical condition/injury that I do not want discussed with the people stated above, I will need to inform the Athletic Trainer. If I wish this information to be discussed with any other people, I need to directly inform the Athletic Trainer.

SECTION D: Expiration and Revocation

This authorization will expire on (complete one):

_____ ON ____/____/____

_____ Until I choose to revoke it

Right to Revoke: You may revoke this authorization at any time by providing verbal or written notice of revocation to Prevea Clinic by calling (920) 496-4700 or sending it to Prevea Clinic, Attn: Privacy Official, 760 Pilgrim Way, Green Bay, WI 54307. Revocation of this authorization will not affect any action we took in reliance on this authorization before we received your verbal or written notice of revocation. **(see back)**

Parent/Guardian Signature (if athlete is under 18)

I, _____, have had full opportunity to read and
(Name of Parent/Guardian)

consider the contents of this authorization. I understand that, by signing this form, I am confirming my authorization for the use and/or disclosure of my child's protected health information, as described in this form.

Parent/Guardian Signature: _____ Date: _____

Relationship to Student: _____

YOU ARE ENTITLED TO A COPY OF THIS AUTHORIZATION AFTER YOU SIGN IT.

Include this authorization in the individual's records.

****Student Athlete's Signature (if athlete is 18 years of age)**

I, _____, have had full opportunity to read and
(Athlete Name)

consider the contents of this authorization. I understand that, by signing this form, I am confirming my authorization for the use and/or disclosure of my protected health information, as described in this form.

Student Athlete's Signature: _____
Date: _____

Verbal Authorizations:

YOU ARE ENTITLED TO A COPY OF THIS AUTHORIZATION AFTER YOU SIGN IT.

Include this authorization in the individual's records.

I understand that a copy of Prevea Clinic's Privacy Practices can be obtained by calling 496-4700 or mailing a request to Prevea Clinic Attn: Privacy Official, 760 Pilgrim Way, Green Bay, WI 54307.

Luxemburg-Casco School District Sports Concussion Management Plan

APPENDIX A: 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”.

I, _____ (*student/athlete name*), of Luxemburg-Casco High School acknowledge that I have to be an active participant in my own healthcare. As such, I have the direct responsibility for reporting all of my injuries and illnesses to the sports medicine staff of Luxemburg-Casco High School (e.g. team physician, athletic training staff). I recognize that my true physical condition is dependent upon an accurate medical history and full disclosure of any symptoms, complaints, prior injuries, and/or disabilities experienced. I hereby affirm that I have fully disclosed in writing any prior medical conditions and will also disclose any future conditions to the sports medicine staff at Luxemburg-Casco High School.

I further understand that there is a possibility that participation in my sport may result in a head injury and/or concussion. I hereby acknowledge having received education about the signs, symptoms and risks of sport related concussion. I also acknowledge my responsibility to report to my coaches, parent(s)/guardian(s) any signs or symptoms of a concussion.

Signature and Printed Name of Student-Athlete

Date

I, the parent/guardian of the student-athlete named above, hereby acknowledge having received education about the signs, symptoms and risks of sport related concussion.

Signature and Printed Name of Parent/Guardian

Date

