

# **Dodgeville Middle School**

## **Code of Athletic & Co-Curricular Activities and Athletic Concussion Agreement**

Dodgeville Middle School  
951 W. Chapel Street  
Dodgeville, WI 53533

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The rules of conduct and academic standards written hereafter are minimum expectations of Dodgeville Middle School students who are in athletics, managers, club members, music/play participants, and Student Leadership members. Potential offerings are: Art Club, Art contest, Band/Choir/Orchestra, Basketball, Battle of the Books, Cheerleading, Cross Country, Math Team, Middle School Play, Music Solo & Ensemble, Odyssey of the Mind, Spelling Bee, Student Leadership, Track, Trap Shooting, Volleyball, Wrestling, Writing Contest. Etc.

This pamphlet is to be read and adhered to by all participants. Parents of participants are asked to read and sign the appropriate page at the end of this pamphlet indicating their knowledge and understanding of the rules of the participant's eligibility.

Students/Participants are asked to sign their Pledge and Concussion Acknowledgement/Agreement. This document must be completed and turned into the office prior to beginning any Athletic or Co-Curricular Activity for the School Year 2020-2021.

### **Contact Information:**

Sally Baxter, DMS Principal  
935-3307 Ext. 3003

Joey Martin, Athletic Director  
935-3307 Ext. 4065

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## **Co-Curricular Program Purpose**

The purpose of the co-curricular code is to clearly describe the circumstances under which students can participate in Dodgeville Middle School co-curricular activities (athletics and student organizations) and to explain the limits or restrictions that can be placed upon co-curricular participants who fail to follow the established program standards. The descriptions provided in the code are intended to be guidelines, however, DMS Administration (*from here on identified as; DMS Principal or designee and District Athletic Director*) reserves the right to apply these guidelines to unforeseen circumstances.

Co-Curricular participants represent their school and community. Their choices impact other students, advisors, coaches, family, teammates, club members, and the larger community. It is important to have high standards and clearly outline related expectations. For everyone's benefit, it is necessary to make sure all participants conduct themselves, at all times and in all places, in a positive manner that brings credit to all Dodgers. It is also to everyone's benefit to consistently hold participants accountable. Participation in co-curricular activities is not a right, it is a privilege. DMS Administration may deprive students of the privilege of participating in co-curricular activities when they do not act within acceptable standards and expectations.

## **Co-Curricular Program Vision Statement**

Co-curricular activities (athletics and student organizations) are an integral part of the overall educational process and enhance the academic experience by providing additional opportunities to develop a sense of responsibility, citizenship, and pride.

## **Co- Curricular Program Goals**

- To give students an understanding that co-curricular participation is a privilege that also carries responsibilities.
- To teach the value of responsibility by following a code and accepting consequences when it is violated.
- To provide experiences which fosters personal pride, teaches respect for the rights of others, promotes collaboration, and encourages the will to succeed.
- To develop qualities vital to good citizenship such as cooperation, fair play, good sportsmanship, and leadership.
- To instill pride and school-community spirit.

## **Requirements for Co-Curricular Participation**

Specific of Student Organizations and clubs, the following must be completed prior to any events:

- Signed Code of Conduct Agreement Form (Participant and Parent/Guardian)
- Paid user fee or waiver

Specific to athletics, the following documents must be completed prior to the first practice:

- WIAA Physical Form with updated medical needs and contact information.
- Signed Code of Conduct Agreement Form (Participant and Parent/Guardian)
- Concussion Agreement
- Paid user fee or waiver

## **Academic Standards**

The Dodgeville Middle School staff values learning and active participation in co-curricular activities. To help students be successful, not only in academics or co-curricular activities, student grades will be checked each week. If at any time a student is earning a failing grade, the parent and coach will be contacted. The student will be asked to complete missing work and/or raise his/her grade to passing prior to competing/participating in the next events. A student who earns a failing grade for the mid-term, nine weeks, or a semester may practice/meet with the team but will need to provide proof of passing grades in order to participate in the next competition or event. The student is responsible for meeting with the DMS Administrator to determine eligibility. If the student is passing in all subjects he/she may participate. The student's grades will be checked before every subsequent contest to see if he/she can compete. Incompletes are treated as failures so it is important that students receiving incompletes finish all requirements so as to gain back eligibility.

## Attendance Standards

Students are expected to attend all classes prior to performing or competing in upcoming events. An unexcused absence on the day of an event will result in being ineligible to perform or compete at the event. Tardies over 20 minutes are considered an unexcused absence. The 5th tardy in a given semester is also considered an unexcused absence.

Parental Requests are not an excuse that allows a student to participate in a performance/competition on the day of the event. In case of extenuating circumstances, an acceptable excuse will be valid only if cleared in advance by the Principal or Athletic Director. Students who are absent from school because of illness cannot participate in a game or practice on that day. If an unexcused absence is not determined until the day after it occurred, the student will become ineligible to participate in the next contest or performance.

Students operating under an attendance improvement plan (three or more unexcused absences) are ineligible and become subject to suspension. The attendance improvement plan (Plan for Success) should outline attendance expectations and potential consequences.

## Conduct Standards

Code of Conduct rules are in effect for all twelve months of the year. This means that students must follow expectations or be held accountable for unacceptable conduct during the school term, over a holiday or summer break, or while school is out of session. This also means that the staff will impose sanctions for unacceptable conduct which occurs at school, at a school sponsored event, or off school grounds. Violations will result in the suspension of eligibility. The descriptions provided are intended to be guidelines, however, DMS Administration reserves the right to apply these guidelines to unforeseen circumstances similar in nature. In cases that require interpretation, the DMS Principal will have the final authority.

Advisors and coaches may impose additional standards and expectations specific to each student organization or sport. Expectations must be clearly explained and reviewed at the beginning of each activity/season. It is recommended that the advisor/coach has students participating in their activity and their parent/guardian sign a form/statement acknowledging the expectations.

*Definitions of specific kinds of unacceptable conduct are presented below.*

- **Alcohol, tobacco, and controlled substance restrictions** - Prohibited behaviors such as purchasing, selling, possession or consumption of substances such as alcohol or tobacco, nicotine products, illegal controlled substance (mood-altering substances, controlled substances, look-alike drugs, performance enhancing substances, street drugs, or prescription drugs prescribed for someone else); possession of drug paraphernalia, vaping devices, and other look-alike drug paraphernalia.
  - **Attendance at Gatherings.** Attendance at gatherings where drugs/alcohol/controlled substances are being used/consumed is prohibited, including while in a motor vehicle. Presence at parties or with people in which drinking or use of alcoholic beverages by underage drinkers or use of illegal drugs is occurring is prohibited. Students should avoid placing themselves in situations where their innocence is questioned. The amount of time spent at the gathering is inconsequential; the time it takes to place a phone call and walk off premises is the expected amount of time for a choice to be made.  
Note: This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such a place 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 or bowling alley where alcoholic beverages are served. A student must have a legitimate reason for being there. Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served but may not consume alcohol nor be in possession of alcoholic beverages even though they may have parental permission.
  - **“Holding”** an alcoholic drink, tobacco product, illegal drug(s), or other controlled substance shall be considered use of the product.

- **Hosting A Party:** Students who sponsor, organize, or supply a gathering where drugs and/or alcohol are present, served, or consumed will result in a loss of co-curricular privileges for, at minimum, one calendar year.
- **Bullying/Disrespect:** Actions that show or express a lack of high regard or respect for others (fellow students, opponents, teachers, coaches, administrators, parents, or adults). This includes actions that result in school suspensions and the use of unacceptable language (cursing). Depictions of such actions on social networking sites such as Facebook, Snapchat, Instagram, YouTube or any other similar web sites are prohibited.
- **Hazing:** Any actions that humiliates, degrades, abuses, or endangers another person, regardless of that person's willingness to participate. These actions may include initiation rituals into a team, club, or organization.
- **Harassment:** All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person. This means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another student or group of students which is severe, persistent, or pervasive and it creates an intimidating, threatening or abusive environment. Harassment and discrimination based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, status (marital or parental), sexual orientation, or disability (physical, mental, emotional, or learning) is prohibited.
- **Theft:** Stealing or taking personal property that does not belong to you.
- **Vandalism:** Willful or malicious breaking, destruction, or defacement of public or private property.
- **Depiction of Prohibited Conduct:** Students must not make, reproduce or distribute videos, images, sound recordings or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, Snapchat, Instagram, YouTube or any other similar web sites are prohibited. Reproduction and distribution of these items will result in disciplinary action.
- **Sexting:** Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging. Depictions of such conduct on social networking sites such as Facebook, Snapchat, Instagram, YouTube or any other similar websites are prohibited. This list of examples is not intended to be exhaustive and administration may impose disciplinary action for conduct not specifically listed here.
- **Social Media:** Students must not engage in inappropriate and/or offensive behaviors in online communities that may include photos, videos, comments, posts, or posters with depictions or presentations of the following:
  - Personal use of alcohol, drugs and tobacco (e.g., no holding cups, cans, shot glasses, etc.)
  - Content that is sexual in nature. This includes links to websites of a pornographic in nature and other inappropriate material.
  - Content that condones drugs, drug use, or other drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
  - Content that is unsportsmanlike, derogatory, demeaning or threatening towards any individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender, etc).
  - Content that depicts or encourages unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

- **Infractions involving violation of criminal law or local ordinances:** Some forms of misconduct may violate state or federal criminal law or local ordinance. School administrators are permitted to obtain law enforcement records pertaining to juveniles for purposes including taking action under the co-curricular code for:
  - The use, possession, or distribution of alcohol or a controlled substance or controlled substance analog by a juvenile.
  - Illegal possession of a dangerous weapon.
  - An act for which a juvenile was taken into custody based on a law enforcement officer's belief that the juvenile was committing or had committed a violation of any state or federal criminal law.
  - An act for which a juvenile enrolled in a public school district, private school, or tribal school was delinquent.

Schools are permitted to use these records as the sole basis for taking action under the co-curricular code. Law enforcement agency records pertaining to adult students (18 years of age or older) are public records and may also be used as the sole basis for actions under this co-curricular code.

If a co-curricular participant is arrested for or charged with a criminal offense or is issued a municipal citation for violation of a local ordinance (other than for a minor traffic violation), the student may immediately be excluded from participation in co-curricular activities until the responsible DMS Administrator has an opportunity to review the circumstances surrounding the matter. The administrator will then determine whether there is reasonable cause for suspension or dismissal as provided in the Code and discipline will be imposed for the underlying conduct if that conduct violates this Code.

It is important to note that disciplinary consequences imposed under this Code are unrelated to court disposition or resolutions of matters that are subject to court proceedings. Regardless of the outcome of any court matter, a participant will be subject to consequences under the co-curricular code if the responsible school official determines that a student has engaged in conduct that violates the code.

- **Other School Infractions:** Co-curricular participants are expected to maintain behaviors in curricular/co-curricular settings which support a positive, safe environment, free of disruption. Guidelines provided in the DMS Student Handbook define prohibited behaviors for minor and major offenses. Consequences applied in the school setting will also include consequences in co-curricular activities.

### **Consequences for Violations of Standards**

Generally, when an Administrator has reason to believe that a co-curricular participant has engaged in unacceptable conduct as described in this code of conduct, he/she will notify the student and parent/guardian of the violation and provide the student with the opportunity to present his/her account and explanation. The DMS Administrator will investigate to determine if the code has been violated. The standard of proof required for disciplinary action will be **reasonable cause**. Administrators must have reasonable cause to believe that a violation has taken place and then an appropriate sanction or penalty will be imposed.

Restorative practices are used to focus on righting a wrong committed and repairing harm done to self, others, and/or the community. The goal is to place value on relationships and focus on repairing relationships that have been harmed. A restorative practices team may include but not limited to Participant, Administrator, Athletic Director, Counselor, Coach/Advisor, Student Representation, SRO, Teen Court, or Community Representative. Completion of a restorative practices plan can result in a one time reduction of the violation response however can not be combined with self-referral.

Typically, athletic suspensions are based on a percentage of contests/games in a season. Suspensions for all other co-curricular activities are based on specific events/performances/contests that the activity may sponsor or attend.

Consequences are served in both categories: athletics and student organizations.

- **Suspensions:** Suspension means that the student is not allowed to dress-out or participate in a contest/event/performance. Generally, the participant is required to continue to practice with the team or program.

Under no circumstances will any student who has been suspended from school participate in activities during the suspension period.

Offense Level	Consequence
<b>Minor Offense</b> Two or more Minor Office Behavioral Referrals within a week of an event (Minor behaviors are defined as behaviors that are disrespectful, disruptive an/or defiant/non-compliant in our C.A.R.E.S program)	<b>One Event + Restorative Practice (discretion of the DMS Administrator and Coach/Advisor)</b>
<b>First Major Offense</b>	<b>¼ season or ¼ events + Restorative Practice</b>
<b>Second Major Offense</b>	<b>½ season or ½ + Restorative Practice</b>
<b>Third Major Offense</b>	<b>Calendar Year + Intensive Intervention Programming provided by the District</b>

- Practice:** A student who is serving an out of school suspension may not be on the school grounds during the suspension. Therefore, the student may not participate in any practices or contests, on days or portions of days, when the suspension is in effect until it is fully served. This may include Saturday competition, i.e., suspended on Friday and Monday. Students may not practice at other times unless another plan is put by the DMS Administrator.
- Suspensions Served Immediately:** The participant will be suspended immediately from the percentage of the scheduled contests/performances in the participant's co-curricular activities. If the sport or activity is out of season, then the penalty will be **carried over into the very next season** in which the student is a participant. A student with suspension penalties must begin and end their respective season for the suspension to be completed. If the student is not involved in any co-curricular activities at the time of the violation, the penalty will apply to the next season of participation. Students are not eligible to begin an activity after the first practice/rehearsal in order to serve a suspension. In other words, a student may not go out for a sport after the first day of practice to serve the suspension. The suspension will also not be considered to be served if the student quits before the season is complete.
- Returning after Quitting:** It is the philosophy of the Dodgeville School District that if a co-curricular participant quits his or her activity during the season, he or she will have up to one week to return. The coach or advisor also has the right to say no to coming back if the reason for quitting was due to a discipline matter.
- Dismissal** means that the student is no longer a part of the team or program. If dismissed, the participant's uniform and equipment will be collected and his/her name will be removed from the team or program roster.
- Reinstatement** into the program will be considered only after one calendar year. The principal, after consultation with the Athletic Director, must approve any reinstatements prior to the return of the student. The conditions will be stated in writing.
- Restitution:** Restitution will be required in instances of theft, vandalism, and other situations as appropriate. Students who engage in theft or vandalism will be considered "not in good standing" and therefore ineligible to participate until both restitution is paid and suspension is fulfilled. The DMS Administrator may exercise discretion in establishing a pay schedule in extraordinary circumstances.

## Honesty Obligations

Co-curricular participants must be truthful, forthcoming, and cooperative during the investigation process. It is a privilege to represent a school that values responsibility, citizenship, and community-pride. These values must not be jeopardized. The DMS Administrator reserves the power to change the length and level of a student's consequence based on the following conditions:

- **Self Reporting:** If a student self reports any CODE violation to a DMS Administrator prior to being questioned regarding the incident, the suspension will be reduced by  $\frac{1}{2}$  (ex.  $\frac{1}{4}$  to  $\frac{1}{8}$  of season). Students are expected to immediately speak to a DMS Administrator or leave a detailed email/voicemail message outlining the date of the infraction, details of the incident and the date/time of telephone call. Students may also report on the DMS online reporting system.
- **Deception or Dishonesty:** The DMS Administrator has the power to impose a greater level of consequences for deceptive or dishonest participation in school investigations.

## Violation, Investigation, & Ruling of Ineligibility

Once a student has been involved in a violation, s/he can expect the following procedures to be followed:

1. A DMS Administrator (Principal or Athletic Director) will contact the student and parent/guardian and explain the alleged violation.
2. The DMS Administrator will conduct an investigation and weigh the available evidence and then apply the consequences as stated in this code. A letter will be sent to the student's parent/guardian indicating the action taken and will be recorded in the student's file. Specific details will be included: (a) the type violation or infraction, (b) date of violation or infraction, (c) period of suspension, and (d) other pertinent information.

## Appeals Procedures

**Ineligibility Appealed to the Principal:** After a ruling of ineligibility resulting in suspension has been made, a student participant and his/her parents may formally appeal the decision in writing to the DMS Principal, provided the appeal is received within five (5) school days from the first day such ineligibility shall take effect.

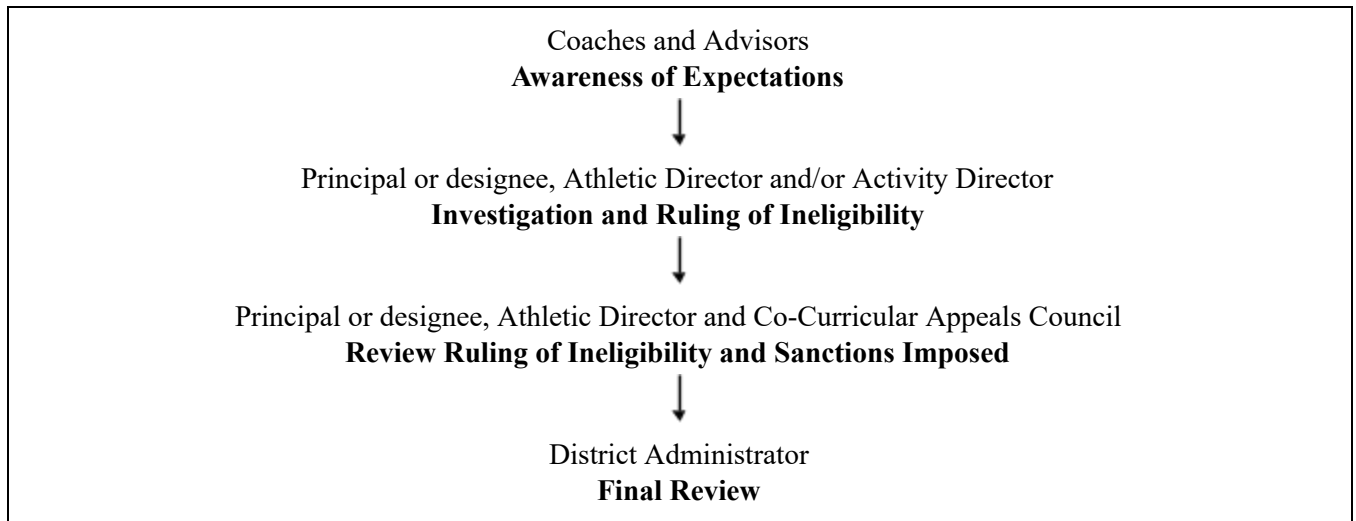
The Principal or designee will schedule a meeting of the Co-Curricular Appeals Council to be held within five (5) school days. The student and parents will have the opportunity to present or challenge evidence presented at this meeting. The Co-Curricular Appeals Council will limit its deliberations to the evidence presented at the meeting. The Co-Curricular Appeals Council will be comprised of the following staff members.

- Principal or designee-and Athletic Director
- Three coaches or advisors
- Two staff members not involved in co-curricular activities

The Principal or designee will serve as the chairperson. No member of the Co-Curricular Appeals Council shall have a conflict of interest (no coach/advisor may pass judgment on a case involving his/her own students and no administrator can review his/her own investigation.) The Co-Curricular Appeals Council can recommend the following actions to the Principal or designee. The Principal or designee will communicate the results to the student and their family in writing within five (5) school days of Co-Curricular Appeals Council Meeting. The options are:

- Rejection of the appeal and uphold the DMS Administrator's decision.
- Request to reconsider the suspension. Refer back to the DMS Administrator for reconsideration.
- Overturn the DMS Administrators' decision: The council may overturn the decision when they believe that the "technical requirements" of the code have not been followed. In determining this, the council should consider whether or not the evidence against a student is reasonable and whether or not the penalty was in accordance with this code. The intent of this paragraph is to limit the reasons for overturning an Administrator decision to technical reasons rather than reasons which stem from personal disagreements with the code itself.
- Refer the appeal directly to the District Administrator for review.

- **Review Conducted by the District Administrator:** If the student and his/her parents are not satisfied with the findings of the hearing, a review may be requested before the District Administrator within five (5) school days of the mailing of the outcome of the original hearing.
- **All suspensions remain in effect during the appeal process.**



## Injuries

All injuries should be reported to the Coach or Advisor. The Coach or Advisor will complete injury forms and report to the Trainer or Nurse.

If the care of a medical professional is required, documentation is necessary from the medical professional releasing the participant to return to the Co-Curricular activities.

## Concussion related information

Co-Curricular participants are sometimes reluctant to admit their symptoms for fear of removal from the contest.

Concussions affect people in four primary areas of function:

- Physical - This describes how they feel: headache, nausea, vomiting, dizziness, tiredness and loss of consciousness.
- Thinking - Poor memory and concentration, responds to questions more slowly and asks repetitive questions. Concussion can cause an altered state of awareness and thinking.
- Emotions - A concussion can make a person more irritable or sad and cause mood swings.
- Sleep - Concussions frequently cause trouble falling asleep and may wake athletes up overnight, which can make them more fatigued throughout the day.

Concussion procedures and information is attached to this Code but also can be obtained from the main office, School Nurse, coach, or Athletic Director.

## Good Sportsmanship

The ideas of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in co-curricular activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

## Why Sportsmanship Matters...

- To Students...Students who learn to appreciate the true meaning of sportsmanship can transfer that knowledge and experience to other facets of their lives, whether it is in building and maintaining relationships, being productive and happy in the workplace, or respecting differences in one's community, state and country.
- To Parents and Spectators...Parents and Spectators represent the School District and Community of Dodgeville. Their behavior encourages and teaches student athletes what sportsmanship looks and sounds like. When unchecked, jeers or unsportsmanlike behavior embarrass individuals or schools, or may initiate a counter response, which then may escalate to more disrespectful and offensive responses in return. These types of



scenarios in an emotion-filled environment have the potential to extend outside the venue and to other interactions or future events with adverse, even violent results.

- To Communities...The only impressions visitors may have of a community may be those formed when they travel to venues and events where activities take place. When co-curricular participants display sportsmanship at school-based activities, it creates a positive perception of one's community - and can impact family and employee decisions on where to level and enroll their children.

#### Tips on How to Display Sportsmanship

- Show respect for self and others at all times.
- Show respect for the supervisors and officials. Model a willingness to accept and abide by their decisions.
- Know, understand, and appreciate the rules of the contest. Conform to the spirit, as well as the letter of the rules.
- Maintain self-control at all times. Don't let the desire to win overcome rational, safe behavior.
- Recognize and appreciate competitive skill regardless of team affiliation.

Attendance at Co-Curricular events comes with the expectations that everyone will exhibit good sportsmanship. Participants, including parents and adult community members, unable to meet these expectations will be removed and be required to meet with a DMS Administrator for guidelines on returning to future Co-Curricular events. Law enforcement may also be alerted.

#### Travel Regulations

A student who travels to an out-of-town event with a school team must return with his or her team. The only exception to this rule is if a parent is present at the out-of-town site, the parent may request only their son or daughter to return with them. This request must be made in person and in writing (signed check out by the parent to the coach in charge).

#### Participating in Multiple Co-Curricular Activities

This section is included to serve as a visible guidelines for students, sponsors, advisors/coaches, and administrators so that students are not put in a position where there is a conflict of choice when multiple events occur at the same time throughout the year.

- All arrangements should be worked out among advisors/coaches, directors, and sponsors so that no student is put in the position of having to choose an activity to participate in on any given date.
- No punishment or penalty of any kind should be directed to a student for missing an activity due to another school activities conflict, especially if the decision is being made for them.
- It is an obligation of all potential sponsors to be aware of potential conflicts and to make necessary arrangements well in advance when possible or even adjust the schedule to accommodate the student's participation.
- The calendar will be created to avoid as many conflicts as possible.
- Athletes can participate in one sport per season. It is unfair to the teams and coaches involved to have an athlete split between teams.

The following criteria should provide a guideline in dealing with multiple event nights or dates:

- Conference events take precedence over invitational, local events, practices, and rehearsals.
- All individual events, such as guest appearances or honors related events may take precedence over local events, practices, and rehearsals. Because these events tend to be one-time or less frequent, it is the sponsor's duty to check with other coaches and sponsors and conflicts, to eliminate putting students in difficult situations.
- All local events, concerts, and programs take precedence over practices and rehearsals.
- Events, practices, and rehearsals in conflict should be resolved by the advisors/coaches and sponsors whose students are involved. All attempts should be made to accommodate both schedules, if possible. Realize that the following guidelines are an attempt to eliminate potential problems, not to create them.

It is clearly understood that when a conflict does arise, the following procedure is expected to take place:

- Determine whether the school calendar was checked when the schedule was put together.
- Contact the advisor/coach, sponsors, etc. to resolve the conflict among the adults involved.
- Contact the Athletic Director with potential resolutions for the situation.
- Appeal to the Principal any unsatisfactory results. The decision of the Principal will become the final decision.

### **Co-Curricular Code Management**

Staff and parents share in the partnership of teaching co-curricular participants about the importance of following Co-Curricular Code guidelines. This partnership makes the imposition of sanctions a learning experience that fosters responsibility, citizenship, and school-community pride.

The usefulness of the Co-Curricular Code of Conduct in the long-term will depend upon the school-community perception that the code is reasonable, co-curricular participants are held accountable to standards, and that the enforcement of the code is equitable.

If you have concerns regarding implementation of the code, please bring them forward. A formal review will be conducted a minimum of every other year. We encourage you to get involved to continually improve the implementation process.

### **Non-Discrimination**

The Dodgeville School District, in accordance with Title IX of the Education Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principal of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or non discrimination regulations shall be referred to the Title IX Coordinator, the Director of Student Services.

### **Sources**

Special thank you to Dodgeville High School Administration and the Mt. Horeb School District for granting Dodgeville permission to use their code as a guideline. Other school codes reviewed include all Southwest Wisconsin Conference Schools (Lancaster, Platteville, Prairie du Chien, Richland Center, and River Valley), Mineral Point, Middleton, and Oregon.

**CONCUSSION**  
**Wisconsin Fact Sheet for PARENTS**  
**Know your concussion ABCs**

(A-Assess the situation, B-Be alert for signs and symptoms, C-Contact a healthcare provider)

**What is a concussion?**

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head and can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

**What are the signs and symptoms of a concussion?**

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

**SIGNS AND SYMPTOMS OF A CONCUSSION**

**Signs observed by parents or guardians:**

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fall
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

**Symptoms reported by your child:**

**Thinking/Remembering:**

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

**Physical:**

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

**Emotional:**

- Irritable
- Sad
- More emotional than usual
- Nervous

**Sleep\***

- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

\*Only ask about sleep symptoms if the injury occurred on a prior day.

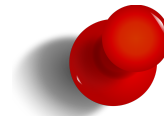
**DANGER SIGNS**

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Difficult to arouse
- Severe headache or worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care provider experienced in evaluating for concussion says they are symptom-free and provide written clearance to return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class,



- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

- Sports conditioning, weight lifting, practices and games, or
- Physical activity at recess.

### **What should I do if my child or teen has a concussion?**

1. Seek medical attention right away. A health care provider experienced in evaluating for concussions can direct concussion management and review when it is safe for your child to return to normal activities, including school (concentration and learning) and physical activity. If your child or teen has been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury, they may not participate again until he/she is evaluated by a health care provider and receives written clearance to participate in the activity from the health care provider.
2. Help them take time to get better. If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen should limit activities while he/she is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, using a computer, texting, or playing video games may worsen or prolong concussion symptoms (such as headache or tiredness). Rest will help your child recover more quickly. Your child may become upset that he/she cannot participate in activities.

3. Together with your child or teen, learn more about concussions. Talk about the potential long-term effects of concussion and the problems caused by returning too soon to daily activities to quickly (especially physical activity and learning/concentration).

### **How can I help my child return to school safely after a concussion?**

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's school administrators, teachers, school nurse, coach, and counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because he/she cannot keep up with schoolwork and learn as well after a concussion. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.

## CONCUSSION

### Wisconsin Fact Sheet for ATHLETES

#### Know your concussion ABCs

(**A**-Assess the situation, **B**-Be alert for signs and symptoms, **C**-Contact a healthcare provider)

#### What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

#### What are the signs and symptoms of a concussion?

Unlike a broken arm, you can't see a concussion. Most concussions occur without loss of consciousness. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you are feeling, if symptoms are getting worse, or if you just "don't feel right." If you think you or a teammate may have a concussion, it is important to tell someone.

### COMMON SYMPTOMS OF A CONCUSSION

#### Tell someone if you see a teammate with any of these symptoms:

- Appears dazed or stunned
- Forgets sports plays
- Is confused about assignment or position
- Moves clumsily
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fall
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

#### Tell someone if you feel any of the following:

##### Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

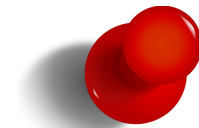
##### Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

##### Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

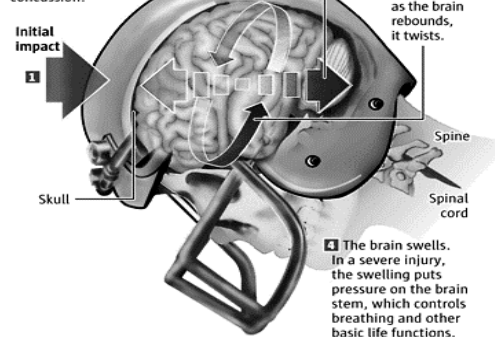
##### Changes in your normal sleep patterns



- ❖ Wear the proper equipment for each sport and make sure it fits well.
- ❖ Follow the rules of the sport and the coach's rule for safety.
- ❖ Use proper technique.

#### Anatomy of a concussion

Here is what happens to the brain to cause a concussion:



Sources: Dr. Jay Rosenberg of Kaiser Permanente Medical Care Neurology; American Academy of Neurology; The Human Body

MARK NOWLIN / THE SEATTLE TIMES

If you have a suspected concussion, you should NEVER return to sports or recreational activities on the same day the injury occurred. You should not return to activities until you are symptom-free and a health care provider experienced in managing concussion provides written clearance allowing return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports conditioning, weight lifting, practices and games, or
- Physical activity at recess.

### **What should you do if you think you have a concussion?**

1. Tell your coaches and parents right away. Never ignore a bump or blow to the head even if you feel fine. If you experience symptoms of a concussion, you should immediately remove yourself from practice/play. Tell your coach right away if you think you or one of your teammates might have a concussion.
2. Get evaluated by a healthcare provider. A health care provider experienced in evaluating for concussion can determine if you have a concussion, help guide management and safe return to normal activities, including school (concentration and learning) and physical activity. If you have been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury you may not participate again until evaluated by a health care provider and you receive written clearance to return to activity. You must provide this written clearance to your coach.
3. Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. It is important to rest until you receive written clearance from a health care provider to return to practice and play.

### **Why should you tell someone about your symptoms?**

1. Your chances of sustaining a life altering injury are greatly increased if you aren't fully recovered from a concussion or head injury.
2. Practicing/playing with concussion symptoms can prolong your recovery.
3. Practicing/playing with a concussion can increase your chances of getting another concussion.
4. Telling someone could save your life or the life of a teammate!

### **Tell your teachers**

Tell your teachers if you have suffered a concussion or head injury. Concussions often impair school performance. In order to properly rest, many students often need to miss a few days of school immediately following a concussion. When you return to school after a concussion you may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Have more time allowed to take tests or complete assignments,
- Suspend your physical activity (PE class and/or recess)
- Suspend your extracurricular activities (band, choir, dance, etc)
- Reduce time spent reading, writing, or on the computer.

## Dodgeville Middle School Athletic and Co-curricular Program Registration/Parental Consent Form

Student's Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parents/Guardian Names: \_\_\_\_\_

### Phone numbers where parents can be reached in case of an emergency:

4:00-6:00 p.m. \_\_\_\_\_ After 6:00 p.m. \_\_\_\_\_ Saturdays \_\_\_\_\_

Emergency Contact Name:

(other than parents) \_\_\_\_\_ Phone: \_\_\_\_\_

### MEDICAL HISTORY

Family Physician \_\_\_\_\_ Phone: \_\_\_\_\_

Ophthalmologist/Optomtrist \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have or have you ever had any of the following:

1. Concussion      Yes      No      If so, how many? \_\_\_\_\_

2. Concussion Symptoms      Yes      No      If Yes, did you report them?      Yes      No

3. Contacts      Yes      No

4. Asthma      Yes      No      Medications: \_\_\_\_\_

5. Allergies      Yes      No      If so, to what: \_\_\_\_\_

6. Seizures      Yes      No      If so, when was the last seizure: \_\_\_\_\_

7. Problems with bee or insect stings      Yes      No      Medications: \_\_\_\_\_

8. Problems with hyperventilation      Yes      No

9. Broken bones within the last 3 years      Yes      No      If Yes, what and date: \_\_\_\_\_

9. Issues with sprained ankles, bones or joints      Yes      No      If Yes, what? \_\_\_\_\_

10. Are you using any medications we should be aware of      Yes      No      If yes, what for: \_\_\_\_\_

11. Are there any other problems we should be made aware of      Yes      No

If yes, please explain: \_\_\_\_\_

## Athletic and Co-curricular Program Registration/Parental Consent Form (page 2)

Student's Name \_\_\_\_\_

**INSURANCE:** The Dodgeville School District does not offer insurance coverage. It is the parent's/guardian's responsibility to insure the student.

### PARENTAL CONSENT

As the parent/guardian of this student, have read the rules and policies set forth for co-curricular participation at Dodgeville Middle School, and give my child permission to participate under these conditions. I will do my part to aid the coach/supervisor in seeing that my son/daughter follows these rules and regulations. I also give permission to the attending physician to give first aid and emergency treatment to my son/daughter should he/she require such assistance if parents/guardian/emergency contacts cannot be reached.

### PARENTAL CONCUSSION ACKNOWLEDGEMENT/AGREEMENT

I have **read** the Parent Concussion and Head Injury 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.

### ELIGIBILITY SIGN OFF

I certify that I have read and understand the Eligibility and Academic Success, Code of Conduct, and Violation Consequences portions of the Code of Athletic and Co-Curricular Activities. I further certify that if I have not understood any information contained in the Code of Conduct, I have sought and received an explanation of the information prior to signing this statement.

Date: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_

### STUDENT'S PLEDGE

I agree to abide by all of the rules and regulations set forth in the Code of Conduct for Athletic and Co-curricular Activities. I agree to pay for any and all of my equipment which I may lose, misplace or damage through carelessness or intent. I further agree to assume full responsibility for all equipment issued to me, and to confine the use of that equipment to practice, games or meets.

### ATHLETE CONCUSSION ACKNOWLEDGEMENT/AGREEMENT

I have read the Athlete Concussion and Head Injury Information and understand what a concussion is and how it may be caused. I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian. I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play. I understand the possible consequences of returning to practice/play too soon and that my brain needs time to heal.

### ELIGIBILITY SIGN OFF

I certify that I have read and understand the Eligibility and Academic Success, Code of Conduct, and Violation Consequences portions of the Code of Athletic and Co-Curricular Activities.

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_