

WILTON PUBLIC SCHOOL
SCHOOL ACTIVITIES - CODE OF CONDUCT
2017-18 School Year

We welcome and encourage our students to participate in the wide variety of activities offered by Wilton Public School. These activity programs exist for the student development of skills, attitudes, and self-esteem. Activities enhance the physical, social, emotional, artistic, and intellectual growth of our students.

Participating in a Wilton Public School activity program is a privilege which requires students to uphold high standards of citizenship, conduct, and appearance that are appropriate for the students who represent Wilton Public School and its existing coop with Wing Public School. To participate in a school activity, parents/guardians and students must sign this code and accept the terms, conditions, and rules set forth by Wilton Public School, the North Dakota High School Activities Association (NDHSAA), and the coach/advisor of each activity.

Parents/guardians are encouraged to be positive and supportive in their relationships with coaches/advisors. A team effort by parents/guardians, the school, and participants is needed. Positive parental/guardian communication with coaches/advisors is encouraged.

*Prior to the start of the season, all Code sheets, physical forms, and participation fees must be turned into the Athletic Department office. Starting with the first day of practice, these items must be turned in in order to assure compliance. NO ONE will practice without these forms completed and turned in.

CODE OF CONDUCT/MEDICAL RELEASE FORM - All activity participants (grades 7-12) along with parents/guardians are required to read and sign this Code of Conduct/Medical Care Release Form. This form must be completed every year. Activity participants are NOT ALLOWED TO PARTICIPATE IN ANY CONTEST, GAME, PERFORMANCE, OR OTHER INTERSCHOLASTIC EVENT until a current Code of Conduct/Medical Care Release Form is on file with the Activities Office at Wilton High School.

PHYSICALS – All athletes, cheerleaders, and dance team members (grades 7-12) are required to have a physical signed by a physician AND the participant’s parents/guardians certifying that the participant has passed an adequate physical examination. The participants are NOT ALLOWED TO PRACTICE until the correct form is on file with the Activities Office at Wilton High School (Wing coop athletes will also be required to hand a copy of their physical in to the Wilton School).

SCHOLASTIC ELIGIBILITY - In accordance with the North Dakota High School Activities Association, Wilton Public School has adopted the following academic requirements for eligibility in school activities:

Any student who receives two or more failing grades in any regular coursework will be ineligible for interscholastic competition for a period of (1) one week and will continue through any vacation period until it is re-checked. Eligibility will be checked every week (Wednesday) and grades will be cumulative to the end of each nine-week grading period.

NDHSAA requires “fully enrolled” students to acquire two and one half credits at the end of each semester (after the start of the ninth grade). Failure to do so will make the student ineligible for a minimum of two weeks the following semester.

SCHOOL ATTENDANCE - At both the junior high and high school level, a student must be in attendance at school a minimum of 1/2 day on the day of a competition, event, or performance unless prior approval is given by the Activities Director or building principal.

CITIZENSHIP/SPORTSMANSHIP - School activity participants are expected to exhibit good citizenship and sportsmanship while at school and in the community. The conduct and behavior of participants are closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the community, and the coach/advisor. Participants will be courteous and show respect for people and property. Poor citizenship and poor sportsmanship will be determined by coaches/advisors and school administrators and may result in suspension from school activities.

SPECIFIC TEAM/ACTIVITY RULES - Wilton Public School activities hours during season are 10:00 pm on week nights and nights before a contest and 12:00 am on weekends. Violation of this rule will result in a 1 game suspension. Individual programs may have additional training rules/regulations that apply to students. Program participants will be made aware of any specific program rules/regulations that exist and their subsequent consequences. The Activities Director will approve specific program rules. Ability alone does not guarantee a position in any activity. Dedication, cooperation, practice, teamwork, fundamentals, and respect for team/activity rules are required.

PRACTICE & GAME/EVENT ATTENDANCE - Activity participants are expected to attend all practices and games/events while in season. In certain situations, participants will need to be absent for justifiable reasons and are considered “excused absences.” However, “unexcused absences” may result in suspension from school activities. Excused and unexcused absences will be determined by coaches/advisors and school administrators and may vary from activity to activity depending upon specific circumstances. Consequences resulting from absences will be further explained in each activities’ team rules.

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SUSPENSIONS AND EXPULSIONS - A participant who receives an out-of-school suspension or expulsion for any part of the school day shall not be allowed to participate in any practice, competition, event, or performance for the entire day. Furthermore, a participant shall not be allowed to attend school sponsored events until this type of suspension/expulsion is completed. A participant who receives an in-school-suspension is also ineligible for practice and participation in school activities. They may be allowed to travel with the team unless the team leaves for the activity before school is dismissed (and unless the coach does not allow it according to their specific team rules). See student handbook for further details. See also specific team rules.

INJURIES - Wilton Public School will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF WILTON PUBLIC SCHOOL. Wilton Public School does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians. Wilton Public School will have an experienced athletic trainer at our facilities during various practices and contests. The athletic trainer will be available for consultation at any time during the school year. Athletes are encouraged to seek advice from the trainer. IF AN ATHLETE SEEKS MEDICAL ATTENTION AND IS DEEMED UNABLE TO PARTICIPATE BY A DOCTOR, THE ATHLETE MUST BRING THE DOCUMENTED FORM TO THE COACH. THE ATHLETE WILL NOT BE ALLOWED TO PARTICIPATE AGAIN UNTIL THEY ARE MEDICALLY CLEARED. All clearance must go through the Sanford Sports provider at the Wilton School. ALL concussions are to be documented and cleared for further participation ONLY THROUGH Sanford Sports Medicine.

ALCOHOL, TOBACCO, AND DRUGS - Use or possession of tobacco, alcohol, narcotics, drug paraphernalia or other controlled substance defined by North Dakota law is prohibited. Any student who uses or possesses any of these substances will be suspended from all competitions or public appearances beginning when the Activities Director (or school administrator) is NOTIFIED by the student, parent/guardian, or law enforcement. First offense of the school year is a 6 weeks suspension. A second and subsequent offense in the same school year is an additional 18 weeks for each offense. Offenses are cumulative for a twelve month period beginning with the first offense. Suspended athletes may practice with the team and travel with the team unless the team leaves for the activity before school is dismissed. If the suspension occurs during a season when the student is not actively participating (e.g., summer) the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. A suspension during the athlete's season will result in automatic loss of a varsity letter. Please see the student handbook for specific violation procedures per NDHSAA and Wilton Public School policies.

TRANSPORTATION GUIDELINES -

1. All participants are *required* to ride the district provided transportation. At no time may students drive themselves to a contest. In few instances, parents may be allowed to transport their athlete, but it has to be cleared through the Activities Director (or head coach) prior to the event (in writing). If, for any reason, a student athlete should drive him/herself to a practice or event they must have a signed (and notarized) liability waiver in place. The liability waiver can be picked up and notarized at the front office of the Wilton School. Without the waiver and advanced notice to the coach, any athlete driving themselves will receive a one game suspension for breaking the transportation rule.
2. We encourage all athletes to ride home with their team. However, if a parent wishes to bring their athlete home, that parent must make a face to face contact with the designated travel coach after the game to sign the release form. If someone other than a parent needs to take the athlete after the game, the parent must first call the activity director or coach prior to the game to notify them of travel arrangements. If Okayed, the responsible adult taking the athlete home must make a face to face contact with the designated travel coach after the game to sign the release form.
3. Head Coaches have 100% autonomy in deciding whether or not to release athletes to any adult: parent or otherwise. If the coach determines that releasing the student is a safety risk for any reason, that student will ride home with the team. We apologize for any inconvenience this may cause, but we will not put our student athletes in a potentially dangerous situation.

DRESS CODE - Good judgment shall be used in determining dress code for weather, season, sport etc. Coaches reserve the right to establish minimal standards of appearance for their athletes consistent with the student handbook.

SPECIAL NOTES -

1. The Code of Conduct is in effect for the entire school year for all students whether or not they are currently in an activity. The Code of Conduct extends beyond the school year for those participants who are in an activity that either begins before school starts in the fall or ends after school ends in the spring.
2. Co-op students from other schools participating in activities sponsored by Wilton Public School are required to follow all the same policies and procedures as set by this Code of Conduct and WPS student handbooks.
3. Entire, detailed policies governing school activities sponsored by Wilton Public Schools can be found in student handbooks.

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COMMUNICATION GUIDELINES

The following are communication guidelines put in place by the Wilton Public School's athletic department. All coaches, parents, and athletes are expected to follow these guidelines.

Communication Parents Can Expect From a Coach:

1. Philosophy of the coach
2. Expectations of the athlete and the team
3. Location of all practices and games
4. A copy of the team rules

*Discussion of your son's or daughter's role on the team will be between the coach and the athlete only.

Communication Coaches Expect From Parents:

1. Concerns related to your son or daughter's mental, physical, or emotional well-being
2. Specific questions about a coach's expectations of parents
3. Notification of any injuries or illnesses
4. Prior notification of any student absences from practices or games
5. Prior notification of any special travel arrangements

APPROPRIATE Parental Concerns to Discuss with Coaches:

1. Mental or physical treatment of your son/daughter
2. Ways in which you can help your son/daughter improve
3. Concerns about your son/daughter's behavior

INAPPROPRIATE Parental Concerns to Discuss with Coaches:

If a conversation with a coach turns to any of those five topics, our coaches are instructed to immediately end the discussion. Parents can reschedule a meeting with the coach to continue an appropriate discussion at a later date. Further, any vulgarity, rude behavior, or threats will signal an immediate end to any discussion.

1. Playing Time
*Playing time discussions will be between the coach and athlete only.
2. Team Strategy
3. Play Calling
4. Team Selection
5. Another Athlete

24 Hour Rule: Because coaches have much to think about prior to a game and are highly emotional following a game, we ask that parents do not confront a coach with any concern within 24 hours before or after a game. Often, these confrontations will lead to emotionally charged discussions that bring no resolution. Waiting 24 hours after the conclusion of a game will allow both the parent and the coach time to "cool down" before discussing a concern.

ENGAGEMENT GUIDELINES

*These guidelines do not include concerns about the mental, physical, or emotional well-being of the student. If a parent has a concern about any of those areas, please contact the coach and/or activities director immediately.

1. Communication regarding any other extra-curricular conflict will begin strictly between the student and the coach/advisor. The activity director will not discuss any concern that hasn't already been discussed between the student and coach/advisor.
2. If the conflict continues, the student, coach/advisor, and activities director can meet to further discuss the issue. Depending on the concern, this meeting may also include the parent(s).
3. If the conflict continues, the parent may meet with the activities director, along with the student and the coach. ****ANY PHONE AND/OR EMAIL DISCUSSIONS REGARDING AN EXTRA-CURRICULAR CONFLICT WILL BE PASSED ALONG TO THE COACH/ADVISOR INVOLVED.**

It is important to note that the Wilton Public School activities department does not guarantee a resolution to all extra-curricular concerns. Further, not all concerns will be granted a step #2 or #3 meeting at the discretion of the activities director.

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CONCUSSION FACT SHEET FOR ATHLETES

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body
- Can change the way your brain normally works
- Can occur during practices or games in any sport or recreational activity
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged" or "had your bell rung"

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice one or more of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balancing problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- Tell your coaches and parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- Get a medical check-up. A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be the right equipment for the game/position/activity, worn correctly and the correct size and fit, and used every time you play or practice.
- Follow your coaches' rules for safety and the rules of the sport
- Practice good sportsmanship at all times

It's better to miss one game than the whole season.

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CONCUSSION FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body
- Can change the way your brain normally works
- Can occur during practices or games in any sport or recreational activity
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged" or "had your bell rung"

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What signs and symptoms are observed by parents or guardians?

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more of the symptoms of concussion listed above, or if you notice one of the symptoms below, keep your teen out of play and seek medical attention right away.

Signs/Symptoms Observed by Parents/Guardians:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

- **Keep your teen out of play.** If your teen has a concussion, his/her brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's ok to return to play. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, or weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- **Seek medical attention right away.** A health care professional experience in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- **Teach you teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage other from pressuring injured athletes to play. Don't let your teen convince you that he or she is just fine.
- **Tell all of your teen's coaches and the student's school about any concussion.** Coaches and school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while he/she is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, trainer, and teachers. In needed, they can help adjust your teen's school activities during recovery.

These pages are to be kept by the student/parent/guardian.

Please sign and return the attached pages to the Activities Office at Wilton High School.(Revised July, 2017)

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**WILTON PUBLIC SCHOOL - SCHOOL ACTIVITIES
CODE OF CONDUCT AND MEDICAL CARE RELEASE**

2017-18 Code of Conduct

Our signatures at the bottom of the page indicate that I (student) and we (parents/guardians) have closely read the Wilton Public School Code of Conduct for School Activities and acknowledge our acceptance and willingness to observe the code of conduct and follow its rules and regulations.

We (student and parents/guardians) further acknowledge that we (student and parents/guardians) have been properly advised, cautioned, and warned by the administration and advisors/coaches of the Wilton Public School that by participating in school activities exposes oneself to the risk of serious injury including but not limited to sprains, fractures, ligament and /or cartilage damage which could result in a temporary or permanent, partial, or complete impairment in the use of any limb, brain damage, paralysis, or even death. Having been so cautioned and warned of the risk of injury, it is still my (student) desire to participate in school activities and we (parents/guardians) give our consent for our child to participate in any and all Wilton Public School Activities.

_____ **(Parent)** My initials on the line indicate that I have read and understand the concussion material sprovided to me within these Code of Conduct Sheets.

_____ **(Student)** My initials on the line indicate that I have read and understand the concussion materials provided to me within these Code of Conduct Sheets.

_____ **(Parent)** My initials on the line indicate that I have read and understand the communication guidelines used by the Wilton Public School activities' department.

_____ **(Student)** My initials on the line indicated that I have read and understand the communication engagement guideline process used by the Wilton Public School activities department.

_____ **(Parent)** My initials on the line indicate that I have read and understand the Transportation Guidelines used by the Wilton Public School activities' department.

_____ **(Student)** My initials on the line indicate that I have read, or will read when it's provided, my student handbook to view all Wilton Public School Activities policies not included in their entirety within the Code of Conduct sheets.

Emergency Medical Care Release

We (parents/guardians) do hereby grant permission to the attending physician and/or emergency medical personnel to carry out any and all necessary medical and/or first aid procedures in the case of an emergency. We (parents/guardians) understand that every effort will be made to contact us before any procedures are carried out, if possible. However, we understand that there may be a situation in which the emergency care must be undertaken immediately by the attending physician and/or emergency medical personnel. We hereby give our consent to the above mentioned medical personnel to carry out such procedures if immediately necessary.

We (parents/guardians) further acknowledge that the Wilton Public School does not carry or provide medical insurance to participants in school activities who may be injured or become ill while participating in a Wilton Public School sponsored activity. All such costs are the responsibility of the parents/guardians.

Date _____

Student Signature _____

Parent/Guardian Signature _____

[Type here]

**WILTON PUBLIC SCHOOL
EMERGENCY MEDICAL AUTHORIZATION**

Student's Name	Date of Birth	Student Cell Phone	Grade
Address	Zip Code	Home Phone	Gender
Mother/Guardian	Cell Phone	Email Address	
Father/Guardian	Cell Phone	Email Address	
Custodial Parent Contact	Alternate Emergency Contact	Best Phone Number(s) for Alt.	

MEDICAL PROVIDERS

Preferred Physician: _____ Preferred Clinic: _____

Clinic Phone Number: _____

Preferred Dentist: _____ Preferred Dental Clinic: _____

Dental Clinic Phone Number: _____

Health Insurance Provider: _____ Policy Number: _____

Alternate Insurance (if app.): _____ Policy Number: _____

Please list any necessary information regarding the following items in the student's background:

Physical Restrictions: _____

Significant Medical Issues: _____

Medications: _____

Allergies: _____

Surgical History: _____

Athlete's Blood Type: _____

Date	Signature of Parent/Custodian
Date	Signature of Parent/Custodian