

# WAYZATA PUBLIC SCHOOLS

Independent School District 284  
Wayzata, Minnesota

## **BOARD OF EDUCATION**

Work Session Meeting - May 22, 2017 - 4:00 PM  
District Administration Building

### **AGENDA**

1. **CALL TO ORDER/ROLL CALL**
2. **ADMINISTRATIVE**
  - A. Civil Rights Tour Student Presentations *30 minutes*
3. **TEACHING AND LEARNING**
  - A. Curriculum Review Updates *S. Nelson 35 minutes*
  - B. EL Program Review Update *L. Files 35 minutes* 3
  - C. 2018 - 19 School Days Calendar *10 minutes* 31
  - D. Policy 524 *10 minutes* 32
4. **HUMAN RESOURCES**
5. **BOARD REPORTS**
6. **FINANCE AND BUSINESS**
  - A. Budget Review *J. Westrum 30 minutes*
7. **SCHOOL BOARD**
8. **ADJOURN**

# **WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

## **MISSION**

### **Our Core Purpose:**

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

## **VISION**

### **What We Intend to Create and Experience:**

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

### **Exceptional Student Learning, Experiences and Relationships:**

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

### **Community Trust, Confidence and Partnership:**

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

### **Operational Excellence:**

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

# English Learner Program Review

**Wayzata Public Schools  
Board Work Session  
May 22, 2017**



# English Learner Program Team

Mary Anderson - EL Teacher, Gleason Lake and Greenwood

Eram Mashadi - EL Teacher, Kimberly Lane and Plymouth Creek

Sue Petersen - EL Teacher, Sunset Hill and Meadow Ridge

Ellen Deutscher - EL Teacher, Oakwood

Laura Engelbret - EL Teacher, Birchview

Lucia Gardner - EL Teacher, Wayzata East Middle School

Jennifer King - EL Teacher, Wayzata High School

Alison Gillespie - Associate Principal, Wayzata High School

Ann Fehrenbach - Resource Teacher, Literacy

Lori Fildes - Director of Special Services



# WPS English Learner Demographics

Currently Serving:

275 students grades K-12

Primary Languages:

- Somali
- Spanish
- Russian
- Telugu
- Chinese/Mandarin

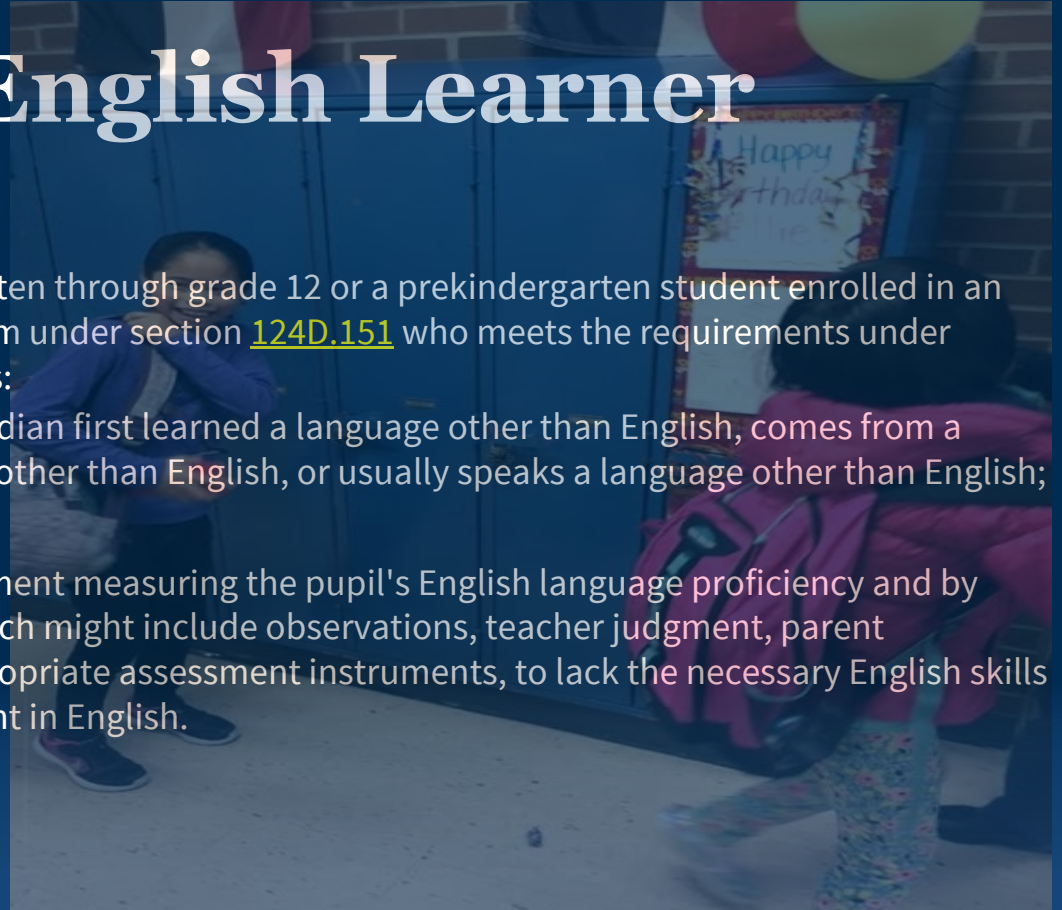


# Definition of English Learner

## English Learner:

"English learner" means a pupil in kindergarten through grade 12 or a prekindergarten student enrolled in an approved voluntary prekindergarten program under section [124D.151](#) who meets the requirements under subdivision 2a or the following requirements:

- (1) the pupil, as declared by a parent or guardian first learned a language other than English, comes from a home where the language usually spoken is other than English, or usually speaks a language other than English; and
- (2) the pupil is determined by a valid assessment measuring the pupil's English language proficiency and by developmentally appropriate measures, which might include observations, teacher judgment, parent recommendations, or developmentally appropriate assessment instruments, to lack the necessary English skills to participate fully in academic classes taught in English.



# Definition of English Learner

## Students with Limited or Interrupted Formal Education (SLIFE):

.... an important subset of English learners. The Minnesota Learning English for Academic Proficiency and Success (LEAPS) Act defines SLIFE as an English Learner with interrupted formal education who:

1. Comes from a home where the language usually spoken is other than English, or who usually speaks a language other than English.
2. Enters school in the United States after grade 6.
3. Has at least two years less schooling than the English Learner's peers.
4. Functions at least two years below expected grade level in reading and mathematics.
5. May be preliterate in the English Learner's native language.



# Definition of English Learner

## Immigrant:

An immigrant student is defined as a student who:

1. is aged 3 through 21
2. was not born in any State or U.S. territory
3. has not been attending one or more schools in any one or more States for more than three full academic years (on a cumulative basis); and
4. includes students listed as non-English Learner and English Learner in the Minnesota Automated Reporting Student System (MARSS)



# Funding for EL

**State EL funding** is allocated to students who: have been identified as English Learners as per the state definition, have generated fewer than 7 years of average daily membership (ADM) in Minnesota public schools, and are served in a program for English Learners during the current fiscal year.

**Title III**, a component of the No Child Left Behind Act of 2001, is another source of funding to supplement the resources of a local education agency in providing quality education to ELs and immigrant students. The federal government awards Title III grants to states based on their respective EL and immigrant student enrollments, and the states, in turn, distribute the funds to local school districts based on their EL enrollments and immigrant counts.

**Compensatory and General Fund**



# Instructional Standards for EL Program

## WIDA - consortium, standards, assessments

### Mission

WIDA advances academic language development and academic achievement for children and youth who are culturally and linguistically diverse through high quality standards, assessments, research, and professional learning for educators

### Vision

To be the most trusted and valued resource in supporting the education of language learners



# Instructional Standards for EL Program

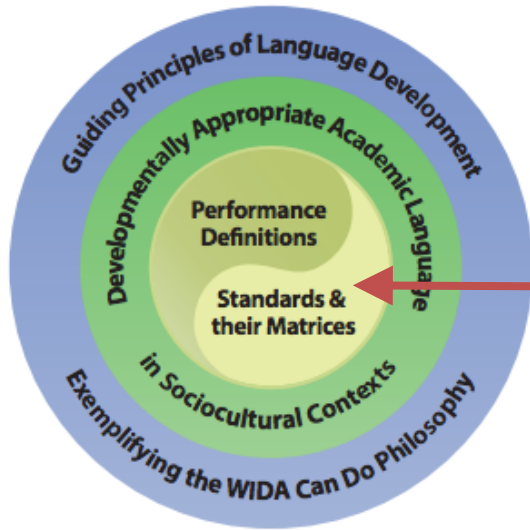
WIDA - consortium, standards, assessments

## Values

- Innovation: Drawing upon research and practice to create the best resources for children, youth and educators.
- Service: Exceeding expectations with trusted and knowledgeable support of our clients and stakeholders.
- Can Do Philosophy: Recognizing and building upon the assets, contributions, and potential of culturally and linguistically diverse children and youth.
- Collaboration: Facilitating interaction among educators, state and local educational agencies, researchers, policy-makers, and experts worldwide.
- Social Justice: Challenging linguistic discrimination, cultural biases, and racism in education.



# WIDA Standards Framework



- Social and Instructional Language
- The language of Language Arts
- The language of Mathematics
- The language of Social Studies
- The language of Science

# Instructional Standards for EL Program

WIDA Assessments

Screener: Currently - MODEL, next year TBD

ACCESS (Annual Accountability Assessment):

Assessing Comprehension and Communication in English State-to-State



# Program Review Timetable

## Year 1: 2016-17

Plan for Review, Review of Existing Program, Research Best Practices, Begin Recommendations

## Year 2: 2017-18

Participate in English Language Arts Review, Refine Recommendations, Implement Program Changes (as recommended and approved)

## Year 3: 2018-19

Implementation



# Program Review Meetings

## Topics

- Review current practice and evidence based practices
- ESSA changes
- Plan of Service
- MDE and Federal requirements
- Areas of strength and challenge
- Stakeholder input
- Program models of neighboring districts



# Components of Review

Due Process and Procedures

Program Model

Curriculum and Instruction

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# Due Process and Procedures

- Current Practice
- Challenges

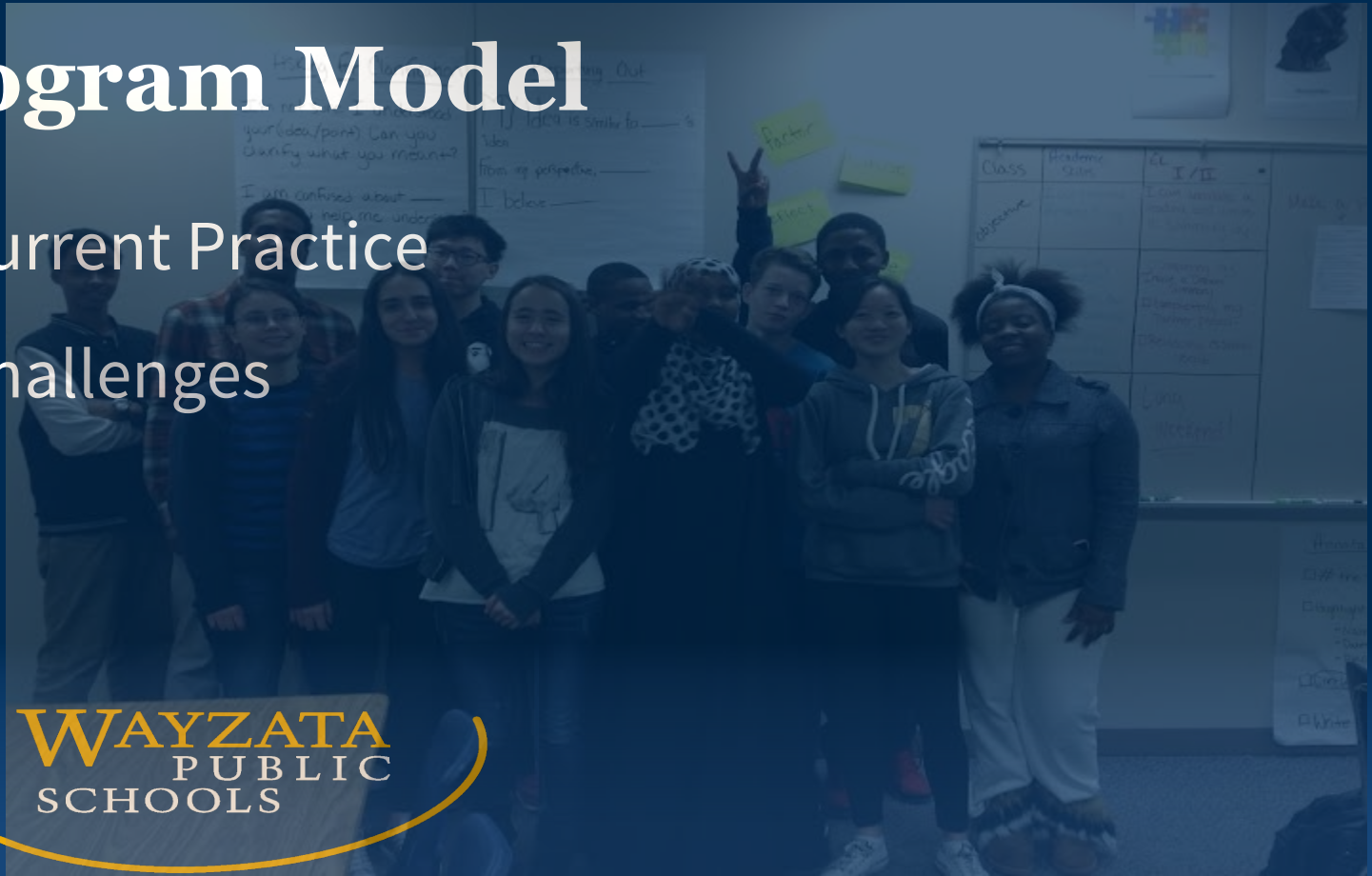
# Due Process and Procedures Recommendations

- Identification/Intake
  - Streamline work with Welcome Center
  - Elementary EL staff at K Round-up, secretaries provide list of students with other languages
  - K testing in the spring (Peppermint Fence, Bright Start, WELS)
- On-going identification and exit
  - Waiting for MDE entrance and exit criteria, screener
  - Review protocols developed by OW for identifying EL's for SPED and revise as needed
  - SLIFE identification
- Paperwork/Storage
  - Insure documents requiring translation are available for use and audit, identify them and create a storage process
  - Review due process paperwork requirements
  - Continue to explore electronic form of due process record keeping



# Program Model

- Current Practice
- Challenges



# Program Model Recommendations

## **Allow time and dedicate resources for:**

- communication with and training of paraprofessionals
- assessment - initial identification (Screener TBD) and annual accountability measures (ACCESS)
- family involvement/outreach/collaboration with general education/intervention teachers
- alignment of content-area and ELD standards grades K-8
- increased coordination with other relevant programs and services for maximal use of resources (literacy, special ed, ELA, math intervention, GT, etc.)



# Program Model Recommendations

## Develop guidelines for:

- EL / Special Education (assessment, guidelines for exit from EL, service minutes, how to determine EL/sped needs)
- Clustering
- EL teacher's role
- EL services to be a priority when planning a student's intervention minutes/schedule



# Program Model Recommendations

## **Create a plan/process for:**

- Welcoming new students/families
- Process for helping students transition to different buildings
- Scope and sequence of services offered by English proficiency level
- Staff training for EL and general education teachers around ELD and content area standards



# Program Model Recommendations

## Staffing

- Cap for teacher caseload (based on numbers and levels)
- Increased staffing allows for differentiation of program model and service delivery by grade level and ELD.
- Increased staffing ensures that schedules support curriculum implementation and meet service minutes/prep time requirements.



# Program Model Recommendations

## Middle School:

- Re-evaluate center-based middle school program
- Provide transportation for EL students to participate in after school activities (EMS)



# Curriculum and Instruction

- Current Practice
- Challenges



# Curriculum and Instruction Recommendations

- Align work with ELA Program review
- Continue PLC work around common assessments, learning targets, and instruction
- Professional development to insure development of English throughout the school day
- Develop a stronger approach to supporting newcomers
- Continue to develop assessments for monitoring and communicating student progress toward English proficiency and academic proficiency



# Future Work



# 2017-18

- Continue to align with English Language Arts curriculum review process
- Continue to make good use of planning days and team meetings for planning
- Continue working to develop common assessments and align instruction to student need and evidence-based instruction
- Collaborate with District and Building professional development to increase confidence and effectiveness of all staff in supporting the language development of English Learners in core content areas in all aspects of the school day



# Questions?

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2018 - 2019 Calendar

July				
2	3	4 Holiday	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
October				
1	2	3	4	5
8	9	10	11	12
15	16	17	18 Teacher Convention	19
22	23	24	25	26
29	30	31		
January				
	1 Holiday	2 Winter Break	3 School Resumes	4
7	8	9	10	11
14	15	16	17	18
21 MLK Holiday	22	23	24 End of Qtr. 2	25 GR Day
28 Start of Qtr. 3	29	30	31	
April				
1	2 Spring Break -- Spring Break	3	4	5
8 Start of Qtr. 4	9	10	11	12 MSHSL Speech*
15	16	17	18	19
22	23	24	25	26
29	30			

August				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 New Teacher Training	21	22	23	24
27 Teacher Work Days	28	29	30	31
November				
			1	2
5	6	7 End of Qtr. 1	8 PD/GR Day	9 PD or Comp Day
12 Start of Qtr. 2	13	14	15	16
19	20	21 Comp Day	22 Thanksgiving	23
26	27	28	29	30
February				
				1
4	5	6	7	8
11	12	13	14	15
18 President's Holiday	19	20	21	22
25	26	27	28	29
May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 Memorial Day	28	29	30	31

September				
3 Labor Day	4 School Starts	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
December				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 Holiday	25 Holiday	26 Winter Break	27	28
31 Winter Break				
March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27 End of Qtr. 3	28 PD/GR Day/ Comp Day	29 Comp Day
June				
3	4	5	6 End of Qtr. 4	7 GR Day
10 Comp Day	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**District Offices Closed:** July 4, September 3, November 22 & 23, December 24 & 25, January 1, January 21, February 18, May 27

**Key:**

- Holiday
- Teacher Work Day or Comp Day
- School not in session K-12

**Qtr. 1:** 45 Student Days; 47 Teacher Days      **Student Days - 172 K - 8 Days:** Sem 1 = 87 Sem 2 = 85  
**Qtr. 2:** 42 Student Days; 44 Teacher Days      **Student Days - 171 9 - 12 Days:** Sem 1 = 87 Sem 2 = 84  
**Qtr. 3:** 42 Student Days; 44 Teacher Days      **Teacher Days - 184 Days:** Sem 1 = 92 Sem 2 = 88 Workshop Week = 4  
**Qtr. 4:** 43 - K - 8 Student Days; 42 - 9 - 12 Student Days; 45 - Teacher Days

\*April 12: K- 8 will be in session; 9 -12 is a work day for teachers, Student Day is TBD



**Dr. Jill P. Johnson, Executive Director of Teaching and Learning**

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**Teaching and Learning**

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**DATE:** May 19, 2017  
**TO:** School Board  
**FROM:** Jill Johnson, Executive Director of Teaching and Learning  
**RE:** School Board Policy and Regulations 524: Extra-Curricular and Co-Curricular Student Behavior

Attached are the recommended changes to policy and regulations 524. The changes were prepared and reviewed by Jaime Sherwood, Activities Director, Barb Beise, Assistant Activities Director, Judy Johnson, Chemical Health, Scott Gengler, Principal and Jill Johnson, Executive Director of Teaching and Learning.

The changes to the regulations reflect the eligibility requirements established by the Minnesota State High School League (MSHSL).

**Attachments:**

- 524 – Policy
- 524 – Regulations
- MSHSL Eligibility Brochure



**WAYZATA PUBLIC SCHOOLS**  
**Independent School District 284**  
**Wayzata, Minnesota**

**DRAFT**  
**May 15, 2017**

**EXTRACURRICULAR AND COCURRICULAR  
STUDENT BEHAVIOR**

**POLICY: 524**

The purpose of this policy is to set forth the behavior expectations for students who participate in extracurricular and co-curricular activities.

Participation in co-curricular and extracurricular programs of the Wayzata School District is a privilege not a right. Students are expected to demonstrate good citizenship, character and behavior as a condition of continued participation in such District sponsored activities or for receipt of merit awards reflecting citizenship.

Use of alcohol, abuse of prescription or nonprescription drugs, tobacco, e-cigarettes, physical violence, harassment, and other discriminatory, criminal, or offensive conduct is prohibited and is not consistent with behavioral standards for District students.

The Administration shall develop, implement, and enforce regulations and internal procedures that provide for the investigation, application of consequences, and development of the appropriate skills to change the behavior. An appeals process for consequences for a second violation and beyond is outlined in regulations. District staff and co-curricular and extracurricular program supervisors are expected to cooperate fully in the implementation and enforcement of this policy, the administrative regulations and procedures.



**WAYZATA PUBLIC SCHOOLS**  
**Independent School District 284**  
**Wayzata, Minnesota**

**DRAFT**  
**May 19, 2017**

**EXTRACURRICULAR AND CO-CURRICULAR  
STUDENT BEHAVIOR**

**Regulations: 524-R**

**DISTRICT 284 EXTRACURRICULAR & CO-CURRICULAR BEHAVIOR REGULATIONS**

Students participating in extracurricular and co-curricular activities are held to high standards and will demonstrate respectful and responsible behavior at all times. ~~Wayzata School District consequences for rule violation are greater than the Minnesota State High School League and therefore take precedence.~~

Penalties will be assessed for rule violation in extracurricular, co-curricular, and interscholastic activities. Students shall not possess, purchase, sell, distribute, or be under the influence of alcohol, tobacco, or any other illicit drug including look-alike drugs and drug paraphernalia. **STUDENTS SHALL NOT BE INVOLVED IN ANY ILLEGAL BEHAVIOR (chargeable offense whether charged or not which may be a violation of civil or criminal law), GROSS MISCONDUCT (insubordination, threats, and/or persistent or flagrant violation of school policy), OR RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE/AND/OR HAZING.**

Minnesota State High School League guidelines state that students participating in an interscholastic activity must serve a penalty for any rule violation. Students participating in enrichment AND interscholastic activities will serve a penalty in the enrichment AND the interscholastic activity for any rule violation. At the end of one calendar year from the date of rule violation notification, the enrichment activity penalty will expire. There is no "sunset" clause for serving a penalty in interscholastic activities.

Middle school students participating in Minnesota State High School League (MSHSL) sanctioned activities will be subject to the conditions of these regulations. Violations by middle school students in activities not sanctioned by the MSHSL will be addressed at the building level where a student improvement plan will be devised under the direction of the building principal and appropriate school personnel.

~~A team/group/club, in conjunction with the coach/advisor, may increase the severity of a penalty or suspend a student for the season. The coach/advisor shall clearly communicate any additional consequences to parents and students prior to the season. Any additional consequences will be in place until the last game is played or the team banquet is held which ever takes place later. Penalties are accumulative for violations in all categories; chemical use/possession, sexual/racial/religious harassment, violence, hazing, gross misconduct and illegal behavior.~~

**FIRST OFFENSE CONSEQUENCES INCLUDE —**

**After the first offense:**

1. A parent/guardian/student conference will be held with appropriate school personnel, i.e. activities director, coach, advisor, chemical health counselor, or other school personnel.

2-Participants involved in enrichment activities will meet with the instructor regarding alternatives for meeting classroom expectations, evaluations, and grading.

3-Student/parent/guardian conference with the appropriate school resource person (chemical health counselor, social worker, or other staff) to determine a supportive action plan. For chemical violations (which include controlled substances, illicit drugs including look alike drugs, drug paraphernalia, and alcohol) students will participate in chemical health education classes.

2. Mood-Altering Chemicals - After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive activities (performances, contest, events) or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2A – Sexual/Racial/Religious Harassment/Violence and Hazing - After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive activities (performances, contest, events) or two (2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. 5. The student shall make arrangements with the respective coach or advisor to establish a plan for reentry with the team or group.

~~6. A team/group/club, in conjunction with the coach/advisor, may increase the severity of a penalty or suspend a student for the season. The coach/advisor shall clearly communicate any additional consequences to parents and students prior to the season.~~

**SECOND OFFENSE CONSEQUENCES INCLUDE —After a second offense:**

1. A parent/guardian/student conference will be held with appropriate school personnel, i.e. activities director, coach, advisor, chemical health counselor, or other school personnel.

2. The student is ineligible for one calendar year for elected or appointed interscholastic and enrichment positions and all school-sponsored athletic and activity awards and honors (i.e. lettering, captain, MVP). Awards, honors, and scholarships not awarded, determined, nor controlled by School District 284 regulations are exempt (i.e. All-Conference, All-Metro, All-State).

3. Participants involved in enrichment activities will meet with the instructor regarding alternatives for meeting classroom expectations, evaluations, and grading.

4. Student/parent/guardian conference with the appropriate school resource person (chemical health counselor, social worker, or other staff) to determine a supportive action plan.

5. If a second chemical violation occurs, the student will complete an assessment conducted by an appropriate outside agency (i.e. chemical violation **health assessment or complete an equivalent support program** for chemical dependency **further recommendations**, and so on); recommendations of the assessment **that** must be followed, **and** or the student will complete an appropriate education program conducted or approved by District 284 personnel.

2 6- Mood-Altering Chemicals - After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive activities (performances, contests, events) or three (3)weeks, 21 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2A - Sexual/Racial/Religious Harassment/Violence and Hazing - After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive activities (performances, contests, events) or three (3)weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

~~7. A team/group/club, in conjunction with the coach/advisor, may increase the severity of a penalty or suspend a student for the season. The coach/advisor shall clearly communicate any additional consequences to parents and students prior to the season.~~

~~3 8.~~ The Superintendent or the Superintendent's designee will convene a review board no sooner than four (4) months (of the calendar year) after notification of the violation to consider appeals for second offenses in which a student wishes to be considered for reinstatement for all school-sponsored athletic and activity awards and honors (i.e. lettering, captain, MVP). During the four (4) months interim period, the student must demonstrate behavior free from further actionable offenses under the above regulations and free from school disciplinary actions. Supportive data shall be provided by the student to the review board from teachers, counselors, school administrators, coach/advisor, or other appropriate resources. Final judgment of the appeal will be made at the conclusion of MSHSL sanctions. Appeal forms may be picked up in the high school activities office.

**THIRD OFFENSE CONSEQUENCES INCLUDE — After a third offense:**

1. A parent/guardian/student conference with the activities director and a member of the school administration will be held.

~~2.~~ All school-sponsored honors, including academic and athletic honors and awards (i.e. lettering, captain, MVP), will be permanently withheld. Honors, awards, and scholarships not awarded, determined, nor controlled by School District 284 regulations are exempt (i.e. All-Conference, All-Metro, All-State).

~~3.~~ Middle school students who wish to be considered for reinstatement at the high school need to meet with the review board to formulate a reentry plan.

~~4.~~ Participants involved in enrichment activities will meet with the instructor regarding alternatives for meeting classroom expectations, evaluations, and grading.

~~5.~~ If a second chemical violation occurs, the student will complete an assessment conducted by an appropriate outside agency (i.e. chemical violation **health** assessment **or complete an equivalent support program** for chemical dependency **further recommendations**, and so on); recommendations of the assessment **that** must be followed, **and** or the student will complete an appropriate education program conducted or approved by District 284 personnel.

2. Mood-Altering Chemicals - After confirmation of the third violation, the student shall lose eligibility for the next twelve (12) consecutive activities (performances, contest, events) or four (4) weeks of a season in which the student is a participant, whichever is greater.

2A - Sexual/Racial/Religious Harassment/Violence and Hazing - After confirmation of the third violation, the student shall lose eligibility for the next twelve (12) consecutive activities (performances, contest, events) or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.

3. The Superintendent or the Superintendent's designee will convene a review board no sooner than four (4) months (of the calendar year) after notification of the violation to consider appeals for second offenses in which a student wishes to be considered for reinstatement for all school-sponsored athletic and activity awards and honors (i.e. lettering, captain, MVP). During the four (4) months interim period, the student must demonstrate behavior free from further actionable offenses under the above regulations and free from school disciplinary actions. Supportive data shall be provided by the student to the review board from teachers, counselors, school administrators, coach/advisor, or other appropriate resources. Final judgment of the appeal will be made at the conclusion of MSHSL sanctions. Appeal forms may be picked up in the high school activities office.



2016–2017

# MSHSL ELIGIBILITY BROCHURE

**Students:** Your participation in high school activities is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) this summary of Minnesota State High School League rules which govern your participation. Complete regulations are found in the MSHSL Official Handbook which is available at each member high school and which is also posted on the MSHSL Web site: [www.mshsl.org](http://www.mshsl.org). Please keep this brochure for reference, and if there is a question about any rule interpretation, **CONTACT YOUR SCHOOL PRINCIPAL OR ATHLETIC/ACTIVITIES DIRECTOR.**

I understand I must sign the current eligibility statement prior to participation each school year.

I understand that once I sign the eligibility statement all eligibility rules apply:

- Twelve (12) months of the year;
- Whether I am currently participating or not;
- Continuously from the first signing of the statement through the completion of my high school eligibility.

**Parents/Guardians:** REVIEW the following rules with your son or daughter. Your role in stressing the value of following these rules cannot be overstated.

**General Student Eligibility Checklist (must be completed by all students)** (If you cannot check all 8 items, see your athletic/activities director or principal)

- \_\_\_\_\_ 1. Making academic progress toward graduation.
- \_\_\_\_\_ 2. Will not have turned 20 before the start of the season in which I participate.
- \_\_\_\_\_ 3. Have not dropped out of school or repeated a grade while in high school.
- \_\_\_\_\_ 4. Have not and will not use or possess tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids, or drug paraphernalia.
- \_\_\_\_\_ 5. Have not and will not violate the racial/religious/sexual harassment/violence/and hazing bylaws of the MSHSL.
- \_\_\_\_\_ 6. I agree to fully cooperate in any investigation honestly and truthfully.
- \_\_\_\_\_ 7. Regardless of my age I agree to follow all of the MSHSL Bylaws in order to be eligible to represent my school in League-sponsored activities.
- \_\_\_\_\_ 8. **Both the student and parent have reviewed the concussion management information contained in the Eligibility Brochure and found on the following website:** [www.cdc.gov/headsup](http://www.cdc.gov/headsup)

**Athletic Eligibility Checklist (must be completed by all athletes)** (If you cannot check all 5 items, see your athletic/activities director or principal)

- \_\_\_\_\_ 1. Physical exam within the last three (3) years on file with the school.
- \_\_\_\_\_ 2. Have not transferred schools.
- \_\_\_\_\_ 3. Will not participate in more than six (6) seasons in any sport in grades 7-12.
- \_\_\_\_\_ 4. Have not accepted cash in any amount or merchandise valued at more than \$100 for participating in a sport.
- \_\_\_\_\_ 5. Have not and will not compete in non-school events in my sport after reporting for the school team.

**INFORMED CONSENT:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV, Hepatitis B, herpes and others. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

## GENERAL BYLAW REVIEW

All MSHSL eligibility determinations are based on bylaws found in the most current official handbook or online at [mshsl.org/handbook](http://mshsl.org/handbook)

- 1. **\*ACADEMIC** — (Credit Requirement) To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.
- 2. **\*AGE** — A student who turns 20 during the 11<sup>th</sup> or 12<sup>th</sup> semester since first entering the 7<sup>th</sup> grade shall be allowed to participate through the completion of the 12<sup>th</sup> semester. Adapted athletes are eligible to participate until their 22<sup>nd</sup> birthday, provided they meet all other eligibility requirements.
- 3. **AMATEUR STATUS** — A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose her/his amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport. (*Reference Bylaw 201 for further amateur provisions*)
- 4. **AWARDS** — Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in that activity.
- 5. **\*ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD** — Students must be fully enrolled in (as defined by the Minnesota Department of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students must be properly registered, attending school and classes regularly. Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in the 7<sup>th</sup> grade. For transfer eligibility purposes participation in a school program is considered full enrollment at that school.
- 6. **FOREIGN EXCHANGE STUDENTS** — Approved Foreign Exchange Students are limited to 1 calendar year of high school eligibility beginning with their 1st date of enrollment and attendance. **INTERNATIONAL STUDENTS** – students not participating in a CSJET approved foreign exchange program are eligible only at the B-squad or JV level for one calendar year.
- 7. **\*GENERAL ELIGIBILITY** — In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, whose character or conduct violates the Student Code of Responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal.  
**Student Code of Responsibilities**  
*As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:*
  - 1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  - 2. I will be fully responsible for my own actions and the consequences

*of my actions*

3. *I will respect the property of others.*
  4. *I will respect and obey the rules of my school and the laws of my community, state and country.*
  5. *I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.*
- A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games or meets.
8. **\*SEASONS OF PARTICIPATION** — No student may participate in more than six (6) seasons in any sport while enrolled in grades 7-12, semesters 1-12 inclusive.
  9. **\*SEMESTERS IN HIGH SCHOOL** — A student shall not participate in an interscholastic contest after the student's twelfth semester in grades 7-12 inclusive. All twelve semesters shall be consecutive, beginning in the 7th grade.
  10. **JUNIOR HIGH/MIDDLE SCHOOL PARTICIPATION** — Participation in high school interscholastic programs is limited to students in grades 7-12 inclusive. Students in grade 7, 8 and 9 may participate if enrolled in the regular continuation school for the educational unit and if all other eligibility requirements of the League have been met. Elementary students in grades 1-6 are not eligible for participation in any MSHSL-sponsored activity; B-squad, junior varsity or varsity level.
  11. **\*GRADUATE** — Students who have graduated from a secondary school, or who have completed the terminal or final grade of a secondary school, or who have earned a GED or diploma are not eligible for participation in any League activity. A student who graduates while a member of a team with a season in progress may complete the season if three or fewer weeks of the regular season, exclusive of League tournament play, remain.
  12. **\*MOOD-ALTERING CHEMICALS**
    - A. **Reference Bylaw 205**

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

      1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
      2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.
    - B. **Penalty:**
      1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
  3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
  4. Penalties are progressive and consecutive.
  5. **Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.**
- C. **Penalties for Category II Activities**
- Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.
- Fine Arts Activities
1. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
  2. Music Activities.
  3. Visual Arts Activities.
- Each member school shall develop penalties which it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the principal's office.
13. **\*SEXUAL/RACIAL/RELIGIOUS HARASSMENT / VIOLENCE and HAZING**
    - A. **Reference Bylaw 209.00:**

A student shall not engage in the sexual, racial, religious harassment, violence or hazing during the school year or any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.
    - B. **Reporting Procedures:**
      1. Any person who believes he or she has been the victim of sexual, racial, religious harassment, violence or hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
      2. The building principal is the person responsible for receiving reports of sexual, racial, religious harassment, violence or hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
      3. Teachers, administrators, officials, volunteers, and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include sexual, racial, religious harassment, violence or hazing. Any such person who receives a report of, observes, or had other knowledge or belief of conduct, which may constitute sexual, racial, religious harassment, violence or hazing, shall inform the building principal immediately.
      4. Submission of a good faith complaint or report of sexual, racial, religious harassment, violence or hazing will not affect the

complainant or reporter's future employment, grades or work assignments.

C. **Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged sexual, racial, religious harassment, violence or hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such sexual, racial, religious harassment, violence or hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

D. **Penalties for Category I Activities:**

1. First Violation: the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. *Recommendations: 1) It is recommended that the school develop a local education program through which the student would receive information about sexual, racial, religious harassment, violence or hazing. 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.*
2. Second Violation: the student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks, 21 calendar days, whichever is greater, in which the student is a participant. *Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.*
3. Third or Subsequent Violations: the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.
4. Penalties are progressive and consecutive.

E. **Penalties for Category II Activities:**

Each member school shall develop penalties that it will apply to

the participants in these activities. A current copy of the member school's policy shall be kept on file in the member school.

14. **SERVING A MSHSL PENALTY** — a student must be a student in good standing, and able to be placed in the game, meet or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc are not able to be placed in a game, meet or contest and are therefore not able to count those contests toward the penalty).
15. **PROGRESSIVE AND CONSECUTIVE PENALTIES:** Penalties shall be progressive and consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.
16. **COLLEGE/UNIVERSITY TEAMS** — Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.
17. **FAIR HEARING PROCEDURE** — The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's determination of ineligibility for a student. **The student has 10 calendar days in which to appeal the school's decision.** The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the athletic director or principal of the high school or on Web at [www.mshsl.org](http://www.mshsl.org) in the Publications section.

## ATHLETIC RULES

1. **\*PHYSICAL EXAMINATION AND PARENTS PERMIT** — Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school, a record of a physical examination performed within the previous three (3) years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.
2. **LAST DATE TO JOIN A TEAM** — To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday from the official start of that sport season. Gymnasts must be on the school's team not later than the third Monday from the official start of that season. When a sport season begins on a Monday, that day shall be counted as the first Monday.
3. **NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS** —
  - A. **During the High School Season:** During the high school season a student may not participate as a member of a team or as an individual competitor in non-school sponsored games, meets, tournaments or contests, in the same sport. *Participation defined: practice, training, tryouts, scrimmaging and competing. Season Defined: The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition.* Baseball, Softball and Skiing are

exceptions to this rule.

**Exception: Non-School Training During the High School Season for Athletes Who Qualify as Individual Competitors to the State Tournament: (Swimming, Cross Country, Tennis, Skiing, Gymnastics, Wrestling, Synchronize Swimming, Golf, and Track and Field)**

- i. **Lessons/Training:** During the MSHSL high school season athletes may take lessons from professionals and other non-school coaches without limit as to where, when or who may provide the training. Athletes may not miss a high school practice, game, or meet to take a lesson or train for a non-school event. Athletes may take lessons and or train with a non-school team/club during the high school season in the same sport.
- ii. **Competition:** Athletes will be able to compete in non-school events/competitions that do not match the events in which athletes currently compete in high school competition. **Exception: Summer Vacation Period** — Students may participate in non-school competitions, meets, games, tournaments in the same sport they currently play at the high school level during the summer vacation period. *See definition of summer vacation below: 14.C.*  
**Summer Coaching waiver:** If a student participates on a team coached by a member of the high school coaching staff,

coaching contact shall end on July 31 unless a conditional extension to the summer waiver is granted by the school's athletic director.

Students may take private lessons during the MSHSL season.

- B. During the School Year, Prior To and Following the High School Sports Season:** A student may participate in contests, meets or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff.
1. A student may not use any type of high school uniform.
  2. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport. Power skating, tennis, gymnastics, and indoor soccer are included in this limitation.
  3. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.
  4. A student's fee for non-school coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.
- C. Summer Vacation Period:**  
A student may compete as an individual or as a member of a nonschool team even though competing on a high school team in the same sport. *Summer shall be defined as June 1 through Labor Day. Summer for the sport of soccer shall be defined as June 1 through Sunday immediately preceding the official starting date of the MSHSL high school soccer season. Note: Students may participate in activities during the summer, as defined above, even though their high school sport season in the same sport has begun. For example, students may play in a non-school tennis tournament while a member of the high school team or participate in road races while a member of the cross country team through Labor Day. Soccer is excluded from dual participation as defined above.*
- D. Penalty:**
1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.
  2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
  3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
  4. Penalties are progressive and consecutive.
- E. Special Considerations:**
1. National Teams and Olympic Development Programs  
The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:
    - a. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.
    - b. Directly funded by a national governing body on a national level.
    - c. Authorized by a national governing body for athletes having potential for future national team participation.

Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.

2. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport.
  3. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport.
- 4. ATHLETIC CAMPS AND CLINICS —**
- A. School Year:** Students may attend athletic camps and clinics which have been approved by their high school principal.
- B. Summer Vacation Period:** Non-school specialized athletic camps and clinics do not require approval.
1. The non-school sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.
  2. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-Squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.
- C. Penalty:**
1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.
  2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
  3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
- 5. TRANSFER RULE — Bylaw 111**
- A.** A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section B (below) is met.
- B.** A transfer student is eligible for varsity competition if:
1. 9<sup>th</sup> Grade Option: The student is enrolling in 9th grade for the first time.
  2. Family Residence Change: the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents move.  
If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the

academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school.

A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.

3. Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
  4. Divorced Parents: a student of legally divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.
  5. Move from Out of State: if a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.
- C. If none of the provisions in Athletic Rule 5.B.2.1-5 (above) are met, the student is ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance in the new school.
1. Students are immediately eligible for competition at the non-varsity level.
  2. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
  3. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.1.B.i-v, the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.1.B.i-v are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.
  4. Enrollment Options Program: a student who utilizes Minnesota Statute 124D.03 Enrollment Options Programs, and transfers without a corresponding change of residence by the student's parents shall elect one of the following:
    - a. retain full eligibility for varsity competition for one (1)

calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open enrolled; or

- b. be eligible only at the non-varsity level in the school to which the student has open enrolled for one (1) calendar year.
5. A student who transfers from one MSHSL member school to another MSHSL member school is ineligible for varsity competition for fifteen (15) calendar days from the first day the student attends practice in the fall or attends classes in the new school for the first time.

Upon transfer, the student will be ineligible at the former school and may practice at the new school but may not compete in any varsity activity at the new school.

The student will retain full eligibility at the former school if the student chooses to return to the former school during the fifteen (15) calendar day period.

If the student remains at the new school, following the fifteen (15) calendar day period, the student will become eligible at the varsity level only when the student has fully met all of the transfer criteria and has been deemed to be eligible both by the new school and the League office.

If any of the transfer criteria has not been met, the student will be ineligible for varsity competition at the new school and must then choose between varsity eligibility at the former school or JV eligibility at the new school.

- a. The student may elect to decline the 15 day window to become eligible to compete at the varsity level at the Receiving School once the school administration determines the student has met all of the varsity participation eligibility criteria.
- b. A student may utilize this provision one time per 365 calendar day period.

\* Denotes rules applicable to cheerleaders

*REV. 5-12-16*

# CONCUSSION MANAGEMENT RECOMMENDATIONS FOR MSHSL ATHLETES



## Acute injury

When a player shows any symptoms or signs of a concussion, the following should be applied.

1. The player should not be allowed to return to play in the current game or practice.
2. The player should not be left alone, and regular monitoring for deterioration is essential over the initial few hours after injury.
3. The player should be medically evaluated after the injury.
4. Return to play must follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

## Return to play protocol

Return-to-play decisions are complex. An athlete may be cleared to return to competition only when the player is free of all signs and symptoms of a concussion at rest and during exercise. Once free of symptoms and signs of concussion, a stepwise symptom free exercise process is required before a player can return to competition.

- Each step requires a minimum of 24 hours.
- The player can proceed to the next level only if he/she continues to be free of any symptoms and or signs at the current level.
- If any symptoms or signs recur, the player should drop back to the previous level.

The return to play after a concussion follows a stepwise process:

1. No activity, complete rest until all symptoms have resolved. Once asymptomatic, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise—for example, skating in hockey, running in soccer; progressive addition of resistance training at steps 3 or 4.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

The final return to competition decision is based on clinical judgment and the athlete may return only with written permission from a health care provider who is registered, licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment; is trained and experienced in evaluating and managing concussions; and is practicing within the person's medical training and scope of practice.

Neuropsychological testing or balance testing may help with the return to play decision and may be used after the player is symptom free, but the tests are not required for the symptom free player to return to play.

For more information please refer to the references listed below and [www.concussionsafety.com](http://www.concussionsafety.com).

## Signs Observed By Coaching Staff

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

## Symptoms Reported By Athlete

Headache or "pressure" in head  
Nausea or vomiting  
Balance problems or dizziness  
Double or blurry vision  
Sensitivity to light  
Sensitivity to noise  
Feeling sluggish, hazy, foggy, or groggy  
Concentration or memory problems  
Confusion  
Does not "feel right"



# 2016-2017 MSHSL ELIGIBILITY STATEMENT

All MSHSL eligibility determinations are based on the most current official handbook found at [mshsl.org/handbook](http://mshsl.org/handbook)

**Statement to be signed by the participant from a MSHSL member school and by the participant's parent or guardian each school year prior to participation in that year.**

**Please check all items:**

- I have read, understand, and acknowledge receiving the 2016-2017 MSHSL Eligibility Brochure, which contains only a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and or principal and that I may review it, in its entirety, if I so choose. The Official Handbook and MSHSL bylaws are also posted on the MSHSL website: [www.MSHSL.org](http://www.MSHSL.org) under Handbook.
- We, the student and parent, have reviewed Concussion Management Recommendations for MSHSL Athletes contained in the Eligibility Brochure and on the following website:** [www.cdc.gov/headsup](http://www.cdc.gov/headsup)
- I understand that once I sign the eligibility statement all eligibility rules apply:
  - Twelve (12) months of the year;
  - Whether I am currently participating or not;
  - Continuously from the first signing of the statement through the completion of my high school eligibility.
- Regardless of my age I agree to follow all of the MSHSL Bylaws in order to be eligible to represent my school in League-sponsored activities.
- I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League athletics/activities a school may sponsor and that local rules may be more stringent, and penalties more severe, than MSHSL rules.

### STUDENT CODE OF RESPONSIBILITIES

- As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:
  - I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  - I will be fully responsible for my own actions and the consequences of my actions.
  - I will respect the property of others.
  - I will respect and obey the rules of my school and the laws of my community, state and country.
  - I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**A student whose character or conduct violates the Student Code of Responsibilities or is suspended or expelled is not in good standing and is ineligible for a period of time as determined by the principal. While a student not in good standing, a student may not serve any penalty for MSHSL Bylaw violations.**

**Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV, Herpes and Hepatitis B and others. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS OR STUDENTS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN AN MSHSL-SPONSORED ACTIVITY WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN'S SIGNATURE.**

- I consent to the athletic trainer or coach treating injuries and authorize them to discuss those injuries with and release any applicable medical information or records relating to those injuries to coaches, school staff and other qualified health care providers as deemed necessary within their scope of practice.
- I further understand that in the case of injury or illness requiring transportation to a health care facility, that a reasonable attempt will be made to contact the parent or guardian in the case of the student-athlete being a minor, but that, if necessary, the student-athlete will be transported via ambulance to the nearest hospital.
- By signing this we acknowledge that we have read the information contained in the 2016-2017 MSHSL Eligibility Brochure and Statement.
- I/we acknowledge the electronic signature confirms I/we have read and reviewed the information contained in the contents of the Eligibility Brochure and Statement. I/we also acknowledge this electronic signature has the same legal effect, validity, and enforceability as a signature in a non-electronic form.

**The student/parent authorizes the release of documents and other pertinent information by the school in order to determine student eligibility. In addition, the student/parent understands and agrees that public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.**

\_\_\_\_\_  
*Student's Printed Name* *Birth Date* *Grade in School*

\_\_\_\_\_  
*Student's Signature* *Date*

\_\_\_\_\_  
*Parent's or Guardian's Signature* *Date*

