

CLINTON HIGH SCHOOL

Activity Code Handbook



PARENT AND PARTICIPANT AGREEMENT

Activity Code of Conduct

I. Philosophies & Objectives

Activities are an important part of the Clinton School District's curriculum. While our number one goal as a school district is to provide a sound academic experience for our students, activities provide special opportunities for participants to promote their mental, physical, social and emotional development. An activity program is one in which the activities usually take place either before or after the school day. They are activities that are not related to receiving credit for any class offered at CHS. Students who meet the eligibility requirements have the right to try out for any activities. Once they are selected as a member, participation is a privilege. We feel these contributions to the overall development of our young men and women are essential, and we appreciate the support of our programs by our student body, teachers, families and community. We strive for quality in preparation, in presentation, and in the efforts of our participants.

- Activities shall be an integral part of the total school educational program. They shall strive to provide educational experiences not otherwise provided in the curriculum.
- Activity opportunities shall be available to all students.
- Activity opportunities shall provide for the development of positive attitudes, cooperation, and responsible individual/team play.
- Activity opportunities shall provide for the ability to observe, develop, and exemplify good sportsmanship.
- Activity opportunities shall develop an awareness and realization in students that participation is a privilege with accompanying responsibilities.

II. CHS EXTRA-CURRICULAR Activities

We offer activities to all students in grades 9-12. The entire student body is encouraged to participate. Those who choose not to get involved are encouraged to be loyal boosters for all of our activities.

Activities

Art Club
DECA
Drama Club
FFA
Forensics
German Club
Spanish Club
Key Club
Math Team
SkillsUSA
Musical
Fall Play

Select Leadership Opportunities

Class/Club Officers
Commencement Speakers
Student Council
Homecoming Court
Prom Court
NHS

Trips

Band Trips
Choir Trips
DECA Trips
FFA Trips
German Trip
Senior Trip
Spanish Trip
*Field trips not tied
directly to curriculum

III. Parent/Guardian Student Activity Handbook

Each student will receive a copy of this code. This copy is to be taken home to the parents or guardians. Parents or guardians, as well as students, after having read the code, will sign an acknowledgment form and return the form to the main office.

IV. Student Responsibilities

The opportunity to participate in Clinton High School activities is extended to all students who are willing to assume responsibilities as outlined in this code and those established by the advisor/coach of each activity. Clinton High School students have a responsibility to represent their parents, school and community. Therefore, it is expected that they will:

- A. Display outstanding character/sportsmanship;
- B. Display proper respect for those in authority;
- C. Display a spirit of cooperation;
- D. Dress with special care whenever representing Clinton High School;
- E. Use language and act in a manner that is socially acceptable;
- F. Develop individual determination and self-discipline, and learn to set goals;
- G. Become part of a team and learn the concept of teamwork;
- H. Develop a sense of pride for both individual and group effort.

V. Eligibility Rules

In order to represent Clinton High School, a student must meet all eligibility requirements of this code. The Activity Code of Conduct starts in the fall of their freshmen year and remains in effect all 12 months every year until the student graduates from high school or until their last event is finished, whichever comes last.

A. Academics

1. All students participating in activities must have 100% of his/her school day programming planned by the high school. Students must have a class load of seven (7) credits per year.
2. A student will lose eligibility if his/her grades include any of the following three standards
 - a) Two F's and/or Incompletes that grading period;
 - b) One F and/or Incomplete and a GPA less than 2.5 for that grading period;
 - c) A GPA of less than 1.25 for that grading period.
3. The date used to determine eligibility for quarter 2, quarter 3, and quarter 4 will be the first school day following grade notification to the principal or designee. Students not meeting the academic criteria will be ineligible for the following fifteen (15) school days. After 15 days a student may regain eligibility on a weekly basis by maintaining passing grades in all classes. This will be monitored by the principal or designee.
4. An incomplete is regarded as an F until it is made up. If ineligibility is due to incompletes, students become eligible immediately upon verification that they have completed their work with a passing grade for the grading period.
5. Students who are ineligible are expected to remain a part of the team. Students are required to attend all activities and be a non-participant during their ineligibility. When ineligibility is due to low grades, the principal or designee and advisors/coaches may choose to have the student "sit-out" to concentrate on academic improvement.
6. A student making satisfactory progress in an Individualized Educational Program (IEP) may be exempt from normal requirements.
7. Ineligibility status will be adjusted for students in fall activity in which the date of earliest allowed competition is before the first day students are in class. When this occurs, the minimum ineligibility period shall be 21 consecutive calendar days beginning with the date of earliest allowed full participation in an activity.

B. Attendance

1. A student must be in school for the entire day to attend practice, compete, or perform. If a student is not well enough to attend school, he/she is not well enough to participate in activities. Exceptions to this are excused school trips and passports issued for appointments that are approved in advance by the principal/ designee.
2. If a student is truant from an assigned class period, he/she forfeits his/her opportunity to practice, perform, or compete on the first school day after which the administration becomes aware of the truancy.
3. Students suspended from a class for any reason are not eligible to participate in any activity/ competition until fully reinstated in the class.
4. Any student who is under a three-day suspension will be ineligible to participate for one (1) week.
5. Students are expected to be in all classes on the day after an activity/competition.
6. It is inevitable that some events will be scheduled during school vacation times. It is an expectation that each student will dedicate his/herself to their activity/ competition, and we encourage families to do their best in setting up their schedule so that their student does not miss events.
7. Students suspended from activities/competition are expected to remain a part of the team. Students are required to attend all activities/ competition and be a non-participant during their suspension. Students not in attendance at an activity/competition will not have the activity/ competition counted as one of the suspension activities/ competition.
8. Students displaying a pattern of habitual tardiness to a specific class will be referred to designee and will not be allowed to practice or compete until the situation is resolved.

C. Code Violations

1. The use or possession of tobacco products (including chewing tobacco and liquid tobacco), alcohol, inhalants, controlled substances, and performance enhancing drugs (Human Growth Hormones) is prohibited by this code. All infractions in this area will be dealt with by suspension from the activity. The length of suspension is defined in the individual section pertaining to each activity in this code.
2. Disruptive behavior, including conduct unbecoming of a student, fighting or conduct which tends to interfere with the teaching process or the learning of others; inflicting harm upon others, damaging property of a student or school employee, or attempting to do so; stealing.
3. Insubordination; flagrant or persistent disrespect; deliberate attempts to antagonize.
4. Possession of weapons
5. Willful, persistent or disruptive behavior contrary to Clinton High School values and student code of conduct.
6. Misuse of transportation privileges. This refers to the student's failure to comply with procedures set by this code.

7. Harassment, bullying, fighting, or flagrant, inappropriate or unsportsmanlike conduct during an event or extra-curricular activity, as determined by the appropriate investigating administrator.
8. Students involved in an illegal act on their property or on property under their control, and who knowingly allow such conduct to continue.
9. Class cutting, habitual truancy or tardiness. *Habitual truancy is when a child has been absent from school without an excuse for part or all of five or more days on which school is held during a semester. Legal Ref.: Sec. 118.15 WI Stats*
10. Being present at a party or gathering where alcohol is being consumed by minors. (Guilty by Association) Once a student finds out that alcohol or other drugs are present, the student must leave in a reasonable amount of time (15 minutes) or you will be in violation of the co-curricular code.
11. Violation of Wisconsin Criminal Code or State Statutes. Note: If charges have been filed but no legal judgment has been rendered, Clinton High School reserves the right to conduct its own investigation and come to its own judgment for the purpose of enforcing this code.

D. Signed Activity Card and Emergency Card

A student may not be part of an activities until the school has written evidence on file in its office attesting to: Parental permission each school year **including an acknowledgment of receiving the School Activity Code and Emergency Card.**

E. Appearance

Students representing Clinton High School voluntarily represent the entire school and Clinton community. For this reason, all students are expected to be well groomed and present a neat appearance when they are involved as a member of a team from our school. It is also expected that each student will appear for a competition dressed in uniform or required dress, and in compliance with those standards established by the advisor/coach. Each advisor/coach may have special rules concerning dress and appearance. Students are expected to follow such rules as well.

F. Equipment

District-owned equipment is not to be taken from the school-nor is it to be used or worn anywhere except on the school premises unless permission to do so is given by the advisor/coach. Students will be charged for all replacement costs of district-owned equipment or uniforms not turned in at the end of the season/activity.

G. Transportation To and From Events

All students are required to ride the school bus or school van to and from all events held at sites away from the school. In the event the student's parents are present at the event and wish to transport their child home following the event, the student will be allowed to accompany the parent if a written request is filed with the coach/advisor by the parent or guardian of the student. Students will be permitted to ride home from the event with another responsible adult, other than the parent/guardian, if a written request from the student's parent or guardian is filed with the principal or designee at least one day before the event. **NO STUDENT WILL BE PERMITTED TO BE TRANSPORTED BY ANOTHER STUDENT.**

VI. Consequences for Code Violations

A. Code Administration

The administration of the code will be handled by the principal or designee for all matters concerning activities. Consequences for violations of the Code of Conduct shall be administered as directed by this document. Advisors need to check quarterly on student eligibility (code agreement form, academic status, attendance, and conduct).

B. Reports of Violation

Reports of code violations shall be presented to the principal or designee, who shall document the nature, place, time, and date of the violation. Reports must be received by the principal or designee within 30 calendar days of the occurrence, unless extenuating circumstances exist. All reports of a violation must be signed by the witness. **Only signed reports of violations will be investigated.**

Violations of the code may also be enforced based on reports confirmed by law enforcement officials or self-admission. The 30 day reporting limit does not apply to situations involving legal action or criminal proceedings that become public record.

C. Response to Allegations

If, in the judgment of the principal or designee a report is valid, the student will be given an opportunity to discuss the charges. If the student admits that the charges are true, he/she will receive the consequences according to this code. If he/she denies the charges, the principal/dean of students will complete an investigation and make a determination as to the validity of the violation within five school days. No penalties will be enforced until after this investigation is concluded and

until after a student has an opportunity to be heard. A formal letter will be sent to the student and his/her parents if the student is being suspended from activities according to the code.

D. Activity Consequences for Code Violations

1. First Violation: A) The student will be suspended from 25% of the total activity/leadership season in his/her activities. The total will be rounded up in a decimal situation. Students will be ineligible to be on homecoming/prom court for one full year.

365Activities	180 Activities	90 Activities	45 Activities
93.75 days	45 days	23 days	12 days

B) Students guilty by association will be suspended for 10% of the total activities/leadership in his/her activities. “Guilty by Association” is defined as being present at a student gathering where alcohol or other drugs are being used by minors. Situations in which a student who leaves such a gathering promptly may be given consideration when levying penalties.

365Activities	180 Activities	90 Activities	45 Activities
37 days	18 days	9 days	5 days
2. Second Violation: A) The student will be suspended from 50% of the total activity/leadership season in his/her activities. The student will be ineligible to be on homecoming/prom court for their remaining high school career. The student will be ineligible to attend school sponsored trips listed in the activity code for their remaining high school career. Note your student maybe subject to forfeiture of any down payment(s) and may be responsible for any future financial obligation set forth in the trip’s contract.

365Activities	180 Activities	90 Activities	45 Activities
183 days	90 days	45 days	23 days

B) In the case of a substance use the student will undergo Clinton High School approved AODA assessment and provide documentation that the assessment was completed. The assessment completion certificate must be turned into the principal or designee. C) Any combination of first offense code violations, including guilty by association, will result in a second offense. D) If the offense is a second “Guilty by Association”, the student does not undergo the AODA assessment.
3. Third Violation: A) The student will be suspended from activities/leadership for their remaining high school career. B) Any second offense plus an additional code violation, including guilty by association, will result in a third offense.
4. Completion of Suspension
 - a If a violation occurs towards the end of an activity and there are not enough activities left in the season to fulfill the required percentages of the suspension, then the suspension will be recalculated and applied toward the next activity in which the student participates.
 - b A student who is on suspension for part of the activity must complete the season of his/her activity, or his/her ineligibility must be repeated in his/her next activity. The intent of this provision is to prevent students from beginning an activity season and then quitting in order to satisfy a code-based suspension. Periods of ineligibility will be carried over to the next activity, if that is what is necessary to fulfill the suspension requirements. Extenuating circumstances will be considered on a case-by-case basis by the principal or designee.
 - c In order to receive regular season-ending awards for the activity in which the violation occurred, a student must complete the activity in good standing. A student will be given the appropriate awards upon successful fulfillment of any suspension.
 - d A student, who has been suspended for violation of the Code of Conduct during that activity, will not be eligible for special awards. The exception to this is the first offense “Guilty by Association” clause.

E. Self Referrals

1. Students are encouraged to self-refer in all situations. The intent of this is to encourage and reward student responsibility.
2. Students should self-refer as soon as possible after the violation, and report this to the principal or designee. Once the school administration becomes aware of a violation through another source, there is no longer an option to self-refer.
3. If a student self-refers or is referred by parents for a first code violation, the consequences will be reduced from 25% to 15% of the total consequences.

365Activities	180 Activities	90 Activities	45 Activities
55 days	27 days	14 days	7 days

F. Win-Back Provision

Violations of the code will be cumulative during a student’s high school career. However, a student who participates for one year from violation, without an additional violation earns back his/her status prior to the last violation. This “win-back” provision may only be used once during their high school career.

VII. Appeal Process

- A. If any party is not satisfied with the report of the principal or designee, a written appeal may be submitted to the principal or designee indicating the nature of the disagreement. The appeal must be filed within 15 calendar days after receipt of the decision. The principal or designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The principal or designee shall provide a written response outlining the findings and disposition of the appeal within 10 calendar days of the date the appeal is filed, or 10 calendar days after the meeting, whichever is later.
- B. If either party is not satisfied with the report of the principal or designee, a written appeal may be submitted to the Superintendent or designee indicating the nature of the disagreement. The appeal must be filed within 15 calendar days after receipt of the decision. The Superintendent or designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The Superintendent or designee shall provide a written response outlining the findings and disposition of the appeal within 10 calendar days of the date the appeal is filed, or 10 calendar days after the meeting, whichever is later.
- C. If either party is not satisfied with the decision on the appeal, the unsatisfied party may file a request for formal review by the Board of Education. The appeal must be filed within 10 calendar days of receipt of the prior decision. The Board shall conduct a hearing within 30 calendar days of the request for formal review of the prior decision.

VII. STATEMENT AND COMPLAINT PROCEDURE REFERENCE

The Clinton Community School District pursuant to s.118.13, Wisconsin Statutes, and P19, does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs, activities or operations. Further, no person may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, athletic/activity, pupil services, recreational or other programs or facets of the district's operations.

The district encourages informal resolution of complaints under this policy. If any person believes that Clinton Community School District or any part of the school organization has failed to comply with the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring a complaint to the Director of Pupil Services at the following address: Clinton Community School District, P. O. Box 566, Clinton, WI 53525.

**CLINTON HIGH SCHOOL
ACTIVITY PROGRAMS HANDBOOK
PARENT/GUARDIAN AND PARTICIPANT INFORMATION
ACKNOWLEDGMENT FORM**

- Please complete and return this page to the High School Office.
- Retain this booklet for your reference and future information.
- This signed acknowledgement shall apply to all activities sponsored by Clinton Community School District.
- Once signed, this acknowledgment shall remain in effect throughout a student's involvement in activities at Clinton High School.
- This form must be read and signed at least once every school year.

Student Name: _____

Grade: _____

PARTICIPANT

I hereby acknowledge that I have read the Clinton High School Activity Handbook and understand the eligibility rules and consequences for infractions of the rules as stated in the Handbook. I hereby agree to abide by these rules and regulations.

Participant's Signature

Date

PARENT/ GUARDIAN

I hereby acknowledge, as the parent of _____ that

I have read the Clinton High School Activity Handbook and understand the eligibility rules and consequences for the infractions of the rules as stated in the Handbook.

Parent/Guardian Signature

Date

This form must be completed and submitted to the High School Office prior to a student being declared eligible for a club, trip, or selected leadership opportunity.