

CLINTON COMMUNITY SCHOOL DISTRICT

Extracurricular Code Handbook

COUGARS
CLINTON



2017-2018

Extracurricular Code of Conduct

I. Philosophies and Objectives

Extracurricular 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, extracurricular activities provide special opportunities for participants to enhance their mental, physical, social and emotional development. Extracurricular activities, such as athletics or clubs, usually take place either before or after the school day. They are activities that are not related to receiving credit for any class offered in the Clinton Community School district. Students who meet the eligibility requirements have the right to pursue participation in extracurricular activities. Once they are selected as a member, participation is a not only privilege, but a responsibility. The educational value of extracurricular participation is extensive; participants not only develop physical, mental and social skills, but also develop positive values and attitudes that they will take with them into their adult life.

- a. Extracurricular 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.
- b. Extracurricular opportunities shall be available to all students.
- c. Extracurricular opportunities shall provide for the development of positive attitudes, cooperation, and responsible individual/team play.
- d. Extracurricular opportunities shall provide for the ability to observe, develop, and exemplify good sportsmanship and leadership.
- e. Extracurricular opportunities shall develop an awareness and realization in students that participation is a privilege with accompanying responsibilities.

II. Extracurricular Offerings

We offer extracurricular activities to all students in grades 7-12. 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.

Athletics	Activities	Leadership	Trips
Boys Cross Country	Art Club	Class/Club Officers	Band Trips
Girls Cross Country	DECA	Commencement Speakers	Choir Trips
Football	Drama Club	Prom Court	DECA Trips
Girls Golf	FFA	Homecoming Court	FFA Trips
Boys Basketball	Forensics		German Trip
Girls Basketball	German Club		Senior Trip
Boys Hockey Co-Op	Spanish Club		Spanish Trip
Girls Hockey Co-Op	Key Club		Skills USA Trips
Wrestling	Math Team		
Baseball	SkillsUSA		*Any trip not tied to specific district curriculum
Boys Golf	Musical		
Girls Soccer	Play		
Softball	Trap Team		
Boys Track and Field	Student Council		
Girls Track and Field	NHS		

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 and return an acknowledgment form before participation is allowed.

IV. Student Responsibilities

The opportunity to participate in extracurricular 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. Students of Clinton Community School District 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 Community School District;

- 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 Community School District, a student must meet all eligibility requirements of this code. The Extracurricular Code of Conduct starts in the fall of their 7th grade year and remains in effect all 12 months every year until the student is promoted to Clinton High School. The extracurricular code is then in effect from 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. Extracurricular advisors/coaches reserve the right establish additional eligibility guidelines for their specific activities.

A. Academics

Clinton High School

1. All students participating in activities must have 100% of his/her school day programming planned by the Clinton Community School District.
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 Athletic Director, Dean of Students, 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 by maintaining passing grades in all classes.
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 a 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.

Clinton Middle School

1. Any student participating in an extracurricular activity needs to have classroom assignments and assessments completed on a daily basis. Anytime a student is not complying with this, he/she will not be allowed to practice/rehearse/compete/participate until the classroom assignments and assessments are completed.
2. *Behavior Targets* - A student will lose eligibility if his/her grades on Behavior Targets for a Mid-Trimester or Trimester Report include any of the following:
 - a. Having a total of four or more grades of Needs Improvement(1) for Behavior Targets for all classes combined.
 - b. Having a total average of less than 1.9 for all total Behavior Target grades in all classes.
3. Student-athletes not meeting the above criteria will be ineligible of the following 5 school days. After 5 days, a student may regain eligibility on a weekly basis by having all teachers sign a Behavior Target Progress Check Sheet affirming that the students has demonstrated Behavior Target skills that are in the Progressing (2) range or higher.

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.
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 administrative 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 the Clinton Community School District 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 extracurricular 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 Community School District 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*

1. 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.**
2. A student may not participate in interscholastic athletics until the school has written evidence on file attesting to:
 - a. Parental permission each school year, including acknowledgment of receiving CCSD extra-curricular code and WIAA rules of eligibility.
 - b. Physical Card completed by a licenced physician or Advanced Practiced nurse practioner.
 - or*
 - c. WIAA alternate year card
 - d. Emergency Card
 - e. Pledge Card
 - f. Concussion Form
 - g. Participation Fee

E. *Appearance*

Students representing Clinton Community School District voluntarily represents every school and the community of Clinton. 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. *Transportation*

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. **Code Administration and Consequences**

A. *Code Administration*

The administration of the code will be handled by the Athletic Director, Dean of Students, Principal, or other administrative designee for all matters concerning extracurricular activities. Consequences for violations of the Code of Conduct shall be administered as directed by this document. Advisors/coaches 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 Athletic Director, Dean of Students, Principal, or other 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 Athletic Director, Dean of Students, Principal, or other administrative 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 Athletic Director, Dean of Students, Principal, or other designee 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. *Consequences for Code Violations*

1. *First Violation:*

- a. The student will be suspended from 25% of the total extracurricular activity season. The total will be rounded up in a decimal situation. Students will be ineligible to be on homecoming/ prom court for one calendar year from the time of the offense.
- b. Students guilty by association will be suspended for 15% 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.

2. *Second Violation:*

- a. The student will be suspended from 66.7% of the total extra-curricular activity season. 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.
- 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 all extracurricular activities/leadership for their remaining career at that school.

- 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. Suspensions given at Clinton Middle School will not carry over to Clinton High School
 - d. In order to receive regular season-ending award 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.
 - e. A student, who has been suspended for violation of the Code of Conduct during that activity, will not be eligible for special awards.

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.

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

- 1. If any party is not satisfied with the report of the Athletic Director, Dean of Students, Principal, or other administrative designee, a written appeal may be submitted to the nature of the disagreement. The appeal must be filed within 15 calendar days after receipt of the decision. The Athletic Director, Dean of Students, Principal, or other administrative designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The Athletic Director, Dean of Students, Principal, or other 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.
- 2. If either party is not satisfied with the report of the Athletic Director, Dean of Students, Principal, or other administrative 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.
- 3. If either party is not satisfied with the decision on the appeal, the dissatisfied 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

It is the policy (5517) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Any person who believes that the Clinton Community School or any staff person has discriminated against them in violation of this policy may file a complaint. The district encourages informal resolution of complaints however, a formal complaint can be made in writing to a School Compliance Officer listed below:

Jim Brewer, District Administrator
608-676-5482
112 Milwaukee Road
Clinton, WI 53525

Matt Huettl, Pupil Services Director
608-676-2211 ext. 4052
306 East Street
Clinton, WI 53525

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the school office and on the district's web page.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.