

**GILMANTON
MS/HS**

Student Activities Code
2017-18

Athletics

Band

Choir

Future Business Leaders of America

G-Club

Student Council

Yearbook

GILMANTON MS/HS - STUDENT ACTIVITIES CODE

Extracurricular Statement

Extracurricular activities here at Gilmanton are an integral part of the total educational program. We feel that participation in extracurricular activities will be an enriching and healthful experience in which physical, mental, and social growth will be stimulated through participation. Thus, to participate in extracurricular activities here at Gilmanton is not a right, but a privilege which carries certain responsibilities for the student, the organization, the school and community. Parents, students, and faculty please take time to read this booklet.

The Gilmanton High School Extracurricular Handbook includes the following activities and any other activities the Gilmanton Board of Education and Administration consider to be an extracurricular activity.

Athletics
Music
FBLA (Future Business Leaders of America)
Student Council
Yearbook
G- Club

Discrimination Statement

The School District of Gilmanton does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap. The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation.

Extracurricular Code

The purpose of the extracurricular code is:

- A. To submit extracurricular policy and philosophy for administration and school board approval.
- B. To determine violations or changes in policies of general rules of behavior and rules.
- C. To discuss and take action against violators, such violators appearing before extracurricular Board of Control if they so desire.

Procedure of Due Process

The following are the procedural steps for the processing of Code violations:

STEP I - FOUR PROCESSES USED TO IDENTIFY STUDENTS WHO MAY NEED DISCIPLINE AND ASSISTANCE:

1. Confession
2. Written report signed by individual noting infraction.
3. Self referral
4. Parent referral

Initial report of referral should be made to the school administrator or activities director.

Determination of guilt will be made by the administrator or the activities director.

The administrator and activities director may make such further investigation as they deem necessary and will make a decision within two school days, or within seventy-two (72) hours if the offense occurs during a vacation period. They shall immediately notify the offender and shall telephone the parents/guardians of their decision and shall, not later than the day prior to the day when the penalty is to take effect, give to the offender and the parents/guardians a written notice of their decision specifying the specific violation, briefly noting the facts involved and the penalty imposed and of the review procedures of the WIAA.

STEP II - APPEAL TO AN ACTIVITY COUNCIL

The Activity Council shall hear appeals from any penalty imposed for violation of the Extracurricular Code or any controversy involving the issuance of awards.

The Activity Council consists of:

- A. A member of the Administration named by the District Administrator.
- B. One Board of Education member named by the Board President.

- C. One faculty member chosen by lot.
- D. One student representative from the activity of the appealing student - chosen by lot.
- E. One member of the Student Council named by the Student Council President.

The decision of the Preliminary Council may be appealed to the Activity Council. Written notice of the Appeal shall be given by the offender or parent/guardian to the Athletic Director within fourteen (14) school days after the receipt of the Preliminary Council's decision and imposition of the penalty. Offender will be under penalty of infraction until notice of appeal has been received. The Preliminary Council shall then ask for a meeting of the Activity Council within five (5) school days. The Activity Council hearing will be conducted as follows:

- A. The five members will select a chairperson for the hearing.
- B. Both parties involved will be given an opportunity to present their case. A maximum time limit agreeable to all parties should be set for each original presentation. All members of the Activity Council have the right to ask questions to clarify statements or to dissolve conflicts in presented evidence. If either party asks for rebuttal time, it will be allowed to continue only if it is done in a straightforward, evidence-examining manner.
- C. After the Activity Council has heard all evidence, it will render its decision (simple majority). The decision will be put in writing, and a copy of these proceedings and findings will be mailed to the offender and his/her parents/guardians.
- D. Parents/guardians will be required to acknowledge receipt of the decision.

STEP III - APPEAL TO THE SCHOOL BOARD

The finding of the Activity Council is final. However, an appeal may be taken to the School Board by the Athletic Director, offender and/or his/her parents/guardian. Written notice of the appeal shall be given to the Clerk of the Board within 14 school days after notification of the review in Step II. The appeal shall be heard within 30 calendar days and the Board will conduct the hearing and render a decision according to its own rules and procedures.

GENERAL ELIGIBILITY RULES FOR PARTICIPATION IN ALL EXTRACURRICULAR ACTIVITIES

Guidelines

- 1. A student's primary responsibility is academic attendance. A student must attend school ½ of the day of an athletic contest or extracurricular event to participate. The ½ day must include all afternoon classes unless prior clearance has been obtained from the principal.
- 2. Any student/athlete suspended from school for administrative disciplinary reasons will not practice or participate in athletic contests or extracurricular events during the suspension.
- 3. Detention and other administrative imposed disciplines take precedence over practice sessions. The student will report to practice after fulfilling these obligations.

ELIGIBILITY RULES

Academic Eligibility

This extra-curricular academic policy will govern student participation in all sports and other extra-curricular activities.

Objective: to maintain maximum academic progress in the classroom and encourage the continued learning and experiences gained through these extra-curricular activities.

The following standards shall apply to all students grades 9 through 12 and are applicable to all activities governed by the code.

- 1. All coaches/advisors shall attempt to provide opportunities to take care of any academic problems which students under their supervision may encounter.
- 2. All coaches/advisors will be responsible for monitoring the eligibility of their participants.
- 3. All participating students will be monitored on 3-week intervals during the 9-week grading period throughout the school year.
- 4. At the beginning of each sport season or activity, responsible individuals will provide team/membership rosters to all teachers. At each progress reporting time each teacher will place a D or F by the name of any student receiving said grades and this list will be forwarded to the principal's office. A master list of the students receiving a D or F will be made available to personnel supervising any sports or activities during that part of the school year. This list will be used to determine eligibility. Any student receiving one F at any grading period (9 weeks) will be ineligible to participate in at least the next (1) scheduled event of the activity the student is to participate in. The student will be ineligible to participate in any subsequent events until the student has acquired verification from the teachers of the classes involved showing that the student is no longer failing said classes or any subsequent classes in a new grading period. This verification will be shown

to the athletic director, coach, and principal. In addition, a meeting to address the academic needs of the student may be arranged between parents and appropriate staff members.

5. Any student receiving an F at the final (spring) grade recording time will be ineligible to participate in the first scheduled event in the fall and stated policy applies. This policy goes into effect 3 days after the grade is reported.
6. Students will be able to participate in practices during their time of ineligibility to participate in the actual scheduled events.
7. Students receiving special education services will be dealt with in accordance with state and federal laws.
8. Band and choir have extra-curricular requirements as part of their grading process and for this reason a student will not be dropped from class but will be ineligible to perform at any activities. Alternative assignments will be substituted for missed events to ensure a continued basis to gain credits.

Violation of Rules

1. All students involved in activities at Gilmanston School District are expected to exhibit conduct which reflects the ideals, principles, and standards of the Gilmanston School District. Behavior deemed inappropriate by administration will be considered a violation of the activities code. This includes, but is not limited to: displays of poor sportsmanship, swearing or abusive language during activities, violations of school policy as listed in the student handbook, and willful disobedience of rules established by the coach/advisor of a particular activity.
2. The Gilmanston School District recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of the individual. So, regardless of quantity, a student shall not use or possess a beverage containing alcohol, tobacco (in any form), or any substance defined by law as a drug or its look-alike. It is not a violation for students to possess and use drugs specifically prescribed for their use.
3. The student shall abstain from illegal activities. This provision includes but is not limited to those activities which are illegal because of the age of the student. Presence in bars and attendance at parties where drinking of alcoholic beverages or the use of illegal drugs is occurring is prohibited. This is not meant to prohibit presence in establishments that are primarily eating places, Legion hall events, or presence at bars or parties with parents, or presence at family functions where there is adult supervision.

The activities offered in the Gilmanston High School are listed in two (2) categories. The discipline per violation of the code is listed under each category.

DISCIPLINE:

Category I

Athletics

Category II

Band
Choir
FBLA
G-Club
Student Council
Yearbook

Category I

FIRST VIOLATION:

Equivalent to 10% of regular season of sport where violation took place.

SECOND VIOLATION:

Option I: Equivalent of 100% of season of sport where violation took place and loss of all awards associated with that sport.

Option II: Equivalent of 50% of regular season of sport where violation took place PLUS assessment and successful completion in the Student Assistance Program with 100% attendance.

Category II

FIRST VIOLATION:

Five hours of community service as determined by the Preliminary Council.

SECOND VIOLATION:

Option I: Suspension from all category II activities for a nine week period effective upon date of finding.

Option II: Suspension from all category II activities for a five (5) week period PLUS assessment and successful completion in the Student Assistance Program with 100% attendance.

THIRD VIOLATION:

Option I: Suspension from any athletic activities for one calendar year.

Option II: Suspension from any athletic activity for one-half a calendar year PLUS professional assessment and treatment.

THIRD VIOLATION:

Option I: Suspension from any category II activities for one calendar year.

Option II: Suspension from any category II activities for one-half a calendar year PLUS professional assessment and treatment.

REINSTATEMENT INTO ANY PROGRAM AT THIS POINT CAN BE ATTAINED BY VERIFICATION OF PROFESSIONAL ASSESSMENT AND TREATMENT THROUGH THE DUE PROCESS PROCEDURE INCLUDED IN THE "EXTRACURRICULAR HANDBOOK".

FOURTH VIOLATION:

Suspension from all athletic activities for the rest of the student's high school career.

FOURTH VIOLATION:

Suspension from all extracurricular activities for the rest of the student's high school career.

If a student is involved with activities in both categories I and II during a violation, the most severe disciplinary action will take precedence.

After a school (Gilmanton) begins WIAA tournament competition and a student/athlete participant in that sport violates the code, they are immediately suspended for the remainder of the tournament series.

Any student who violates the extracurricular code in the summer when school is not in session will still be subject to above disciplinary categories. The Activities Code is in force 12 months of the year.

MISCELLANEOUS GUIDELINES

These rules are established in the best interest of the student and their school. Students who comply with these rules overtly demonstrate their desire to dedicate themselves to self-improvement as well as to enhance the best interest of their fellow schoolmates, teachers, and school.

1. **Appearance**

A student shall be well groomed at all times. Excessive hair styles or clothing, or uncleanness shall cause the participant to be subject to such restrictions as the coach, teacher, principal, and/or Extracurricular Council shall impose after reasonable notice has been given.

2. **Attendance**

a. Participants are expected to attend all practices. They may be excused from practice by the head coach or advisor only.

b. Penalties for unexcused absences and tardiness will be levied by the teacher/coach in charge.

c. The WIAA requires that every athlete must be in attendance a certain number of individual (separate) practice days before competing in athletic contests. The coaches in charge should know these regulations.

d. Injury or illness will be the only legitimate excuse for missing a regularly scheduled game or activity. Other reasons for missing must be cleared by the teacher/coach before the absence.

e. A student who misses school on the day of the activity will not be permitted to participate unless he/she has written permission from the principal.

3. A student is to follow the Gilmanton Board of Education Extracurricular Code on a year round basis, which is a requirement of the WIAA.

4. Students who knowingly attend an illegal alcohol/drug party will be considered in violation of this code. A written report signed by an individual noting the infraction would be required to initiate Preliminary Council action.

Changing Activities

1. A student may not quit one activity and begin another during the same season or semester, except by written permission of both teachers/coaches presented to the appropriate building principal.

2. A student who is suspended from an activity may not report to another activity during that season or semester.

3. A student who is cut from any squad or group during a season or semester may report for any other activity.

Travel and Conduct on Trips

1. Students must use the transportation provided by the school unless parent/guardian personally expresses their intention to take the student home with them. NO EXCEPTIONS.

2. School District of Gilmanton will assume no responsibility for any student who misses his/her transportation to an activity or contest. If a student attempts to travel to the site on his/her own, prior permission from principal is needed.
3. No food or drink will be allowed on the bus unless sanctioned by the teacher/coach in charge.
4. All groups shall dress neatly for all activities.

RESPONSIBILITIES

Care of Equipment

1. The various departments, in conjunction with the school, attempt to provide the best and safest equipment money can buy.
2. Each student is responsible for the proper care and safe-keeping of the equipment issued to them. Students are also responsible for their own property and valuables. Lockers should be securely locked during and after every practice and activity.
3. Lost items must be paid for through the school office.
4. Most equipment used is school property and is to be used during a particular season only. At the conclusion of a season or semester all equipment must be turned in to the teacher/coach in charge. Parent's assistance in this matter will be greatly appreciated by the school.

Acknowledgements

The teacher/coach in any activity is responsible to see that each student has a acknowledgement sheet on file and is to prepare an eligibility list for their activity. Acknowledgement sheets must be on file before students can take part in any practice or activity.

WIAA ATHLETIC ELIGIBILITY INFORMATION BULLETIN TRAINING AND CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code if the violation involved (a) use of alcohol, (b) use, including chewing of tobacco and (c) use, possession, buying or selling of controlled substances.
- B. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- C. A student-athlete who violates any part of the school or WIAA's code of conduct during the course of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport.

AMATEUR STATUS

A student-athlete must be an amateur in order to be eligible for school athletics.

- A. A student-athlete may not receive reimbursement in any form - cash, merchandise, jackets, watches, billfolds, gift certificates, etc. - for achievement related to athletics.
- B. A student-athlete may receive awards which are symbolic in nature - trophies, medals, plaques, etc., - but their value may not exceed \$10 (retail cost) and they may not be given by business, commercial, industrial, etc., firms which are profit-making in nature.
- C. A student-athlete may not allow the use of his/her name, picture, personal appearance, etc. as an athlete to promote a commercial or other profit-making endeavor.
- D. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

SPORTS ACTIVITIES OUTSIDE OF SCHOOL

A student-athlete in a given sport may not participate in that same sport in activities outside of school either as a team member or an individual or independent entry during the same time he/she is participating with the school team.

- A. Before and/or after the school season of a sport, a student-athlete may participate in activities outside of school in that same sport with these restrictions:
 - (1) A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league (e.g. softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g. Babe Ruth league team).

- (2) A student-athlete must not participate before or after the school season of a sport in programs, activities, camps, clinics, etc. in that same sport which is limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- (3) A student-athlete with past team status in basketball, wrestling and hockey may not participate in non-school competition during that period from the first day of school in August or September until the end of the school season.
- B. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics and similar programs.
- C. A student-athlete may not be instructed, except during the school season of a sport, by the person who will be his/her coach in that sport in the following season. The sports of baseball, cross country, golf, gymnastics, softball, swimming, tennis and track & field are exempt from this rule BUT only (a) during the summer months and, (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.

~ THIS PAGE FOR MS/HS STUDENTS ONLY ~
All students participating in extracurricular activities must have this form completely filled out, signed and on file at the school prior to practice or participation.

(This acknowledgement form must be signed by the parent/guardian and student before participating in any extracurricular activity. An acknowledgement sheet must be signed every year while a student is enrolled at the Gilmanton MS/HS.)

Gilmanton School District - Student Activities Code

I have read the Gilmanton MS/HS rules and activities code policy adopted by the Administration, Coaches, and Board of Education. I accept these rules and agree to abide by them and any or all rules set by the Dairyland Conference and the W.I.A.A.

I fully understand and accept the responsibilities of participating in extracurricular activities and representing the School District of Gilmanton and will strive to uphold the required standards.

Student Signatures	Date	Parent/Guardian Signature	Date

ALTERNATE YEAR ATHLETIC PERMISSION –
ONLY NEED TO FILL THIS OUT IF YOU DO NOT NEED A PHYSICAL THIS YEAR.

Physical Date _____

1. I hereby give my permission for the above named student to practice and compete and represent the school in WIAA approved sports.

2. I also attest to the fact that the above named student has had no injury or illness serious enough to warrant a medical evaluation prior to participating this school year.
3. I further grant permission for any medical records pertaining to the health of the above named student be made available as necessary to the proper school district personnel and appropriate health care providers, including emergency medical personnel.
4. It is recommended that the information regarding your child's allergies and prescribed medication be made available.

Parent: If there is any question that this student may not be qualified for athletic competition without, at least, a partial re-evaluation, contact your medical advisor before signing this form.

Parent/Guardian Signature _____ **Date** _____