

Benton Zephyrs

Extra-Curricular Code Handbook



2017-2018

School District Of Benton School Vision, Mission, and Core Values

The School District of Benton will be recognized as one of the finest public school districts in the State of Wisconsin with programs insuring that each student will achieve his or her potential and succeed in the world of tomorrow.

The School District of Benton's mission is to provide a safe, challenging environment for each individual student by promoting excellent staff development, encouraging meaningful parental involvement, and earning strong community support through honesty, integrity, and open communication.

Our core values reflect our fundamental priorities and become the basis for decisions and actions. The core values, which will guide us in achieving our mission and vision, are:

- Self worth
- Mutual respect
- Ethical behavior
- Equality and fairness
- Supportive learning environment
- Cooperation with family and community
- Excellence
- Student participation

Governing Body

The Governing Body is the Benton School Board, and assumes oversight of the execution of the Extra-Curricular Code. The School Board has designated the administration of the Extra-curricular Code to the Extra-curricular Committee. The Extra-Curricular Committee shall consist of all Head Coaches, Athletic Director and three/four staff members (a Quorum is needed to conduct the meeting). The Athletic Director should serve as Extra-Curricular Committee chairman, and non-voting member, unless a tiebreaker is needed.

Extra-Curricular Activity Definitions

- All interscholastic athletics including cheerleading, pom pon squads, and trap-shooting
- All drama performances
- Forensics
- Prom Court
- Homecoming Court
- Post-Graduation Events (ie: All-Star Events)

Philosophy and Objectives

Benton High School and Junior High School offer a variety of extra-curricular activities. Extra-curricular activity participation is a privilege from which all students are able to benefit. It is an honor to represent your parents, school, community, and most of all yourself. Therefore, the philosophy of the School District of Benton Extra-Curricular Code Handbook emphasizes the following objectives:

1. To meet the urge for competition, which is a basic American Tradition—let's keep it.
2. To teach students habits of health, sanitation, and safety.
3. To provide opportunities for lasting friendships.
4. To teach that a penalty follows the violation of a rule.
5. To give students a chance to enjoy one of America's greatest heritages, the privilege to play and participate.
6. To provide opportunity to exemplify and observe good sportsmanship, which is good citizenship.
7. To give students an early understanding that participation in athletics/activities is a privilege, which carries responsibilities with it.

Effective Period

The code of conduct shall be in effect twelve (12) months of the year.

Student Responsibilities

1. It is highly recommended that the student and a parent/guardian attend an Extra-Curricular Code meeting in order to receive information and sign the Student Pledge Sheet. Signing the Student Pledge Sheet once allows students to participate in extra-curricular activities until the Extra-Curricular handbook is revised, at which time students and parents will have to sign the revised handbook. This must occur prior to the student's first day of participation in an extra-curricular activity. The student will not be permitted to participate in any extra-curricular activity until he/she and parent/guardian have signed and submitted the Student Pledge Sheet.
2. All students participating in interscholastic athletics must have a physical examination card on file with the Athletic Director prior to practice or participation. A physical exam taken after April 1 is good for the following two school years. All freshmen must obtain a current physical before participating in interscholastic athletics. Jr. High (including 6th grade) need a physical prior to participating for their jr. high career.
3. Display high standards of scholastic and social behavior.
 - a. Display outstanding sportsmanship.
 - b. Display proper respect for those in authority, including teachers, advisors, coaches, opponents, and officials.
 - c. Dress with special care when attending or participating in an activity/contest. Participants should dress to properly represent their school and community.

Failure to meet the expectations and provisions of this section will result in a consequence appropriate for the violation being imposed by the Extra-Curricular Committee.

Parent Responsibilities

1. Support the Extra-Curricular Code.
2. Demonstrate good sportsmanship.
3. Support the coach/advisor.
4. Communicate concerns through proper channels, at an appropriate time, and in a responsible manner:
 - 1st – Coach/Advisor
 - 2nd – Athletic Director (Athletics Only)
 - 3rd – Principal
 - 4th – School Board
5. Support their child and the child's programs/activities by providing positive encouragement.
6. Parent/guardian must sign the Parent's Pledge portion of the Student Pledge Sheet indicating an understanding of the code and must be turned into the Athletic Director before students may participate in an extra-curricular activity.

If a parent or guardian exhibits conduct not in compliance with these guidelines, the coach, activity advisor, principal or athletic director may request a meeting with the parent/guardian to discuss their conduct. If the parent/guardian refuses to meet or if the conduct persists, the parent/guardian may be prohibited from attending extra-curricular activities.

Athletic Eligibility Rules

All boys and girls who wish to participate in athletics at the School District of Benton must meet all eligibility requirements of the WIAA, as well as those at Benton.

1. Under WIAA rules, a participant shall be ineligible for interscholastic competition if he or she reaches his or her 19th birthday before August 1 of any given school year.
2. Under WIAA rules, a participant cannot participate on any, but his or her high school team during same season. It is the philosophy of the WIAA that a student owes loyalty and allegiance to the school and team of which he or she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of a season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school.
3. Must not be in attendance at any high school for more than eight semesters.
4. All students participating in interscholastic athletics must have a physical examination card on file with the athletic director prior to participation in practice or contest.
5. All high school student athletes must complete their concussion testing prior to participating in a practice or a game.

Code of Conduct

Students are expected to follow a certain Code of Conduct, as outlined in the Extra-Curricular Code Handbook. Students must understand and accept that Code of Conduct violations carry consequences.

A. Academic Expectations:

1. Mid-quarter progress reports may be used by extra-curricular advisors/coaches for the sole purpose of assisting in the improvement of student academic performance
2. A student receiving one "F" for a nine-week grading period can become eligible if the student does passing work in all courses after sitting out 20% of the current extra-curricular games or events. The student must continue to do passing work each week to remain eligible and must attend all activity practices. If at any time, the student is not passing in any course, the student will be ineligible for the entire nine-week grading period.
3. A student receiving more than one "F" for a nine-week grading period or quarter will be ineligible for the ensuing nine-week grading period or quarter and will not participate in any extra-curricular games, events, or practices.
4. Students receiving an "F" for a semester grading period will be ineligible for the ensuing nine-week grading period or quarter and will not participate in any extra-curricular games, events, or practices.
5. For students entering 9th grade academic eligibility will be based on 4th quarter grades from the prior school year. If a student fails a course they can make it up by taking an alternate academic course in the summer determined by administration.
6. Sixth grade students will have their grades checked weekly. Any 6th grade student with an F for the week will not be eligible for the following week.
7. All participants grades will be checked weekly by the Athletic Director. Students averaging a D or an F in a class will have both their coach and parents notified.

B. School Attendance:

1. A student should be in school the day of a contest or for a regular practice unless an excused absence has been arranged prior to the absence. Students must be in school attendance by 11:22 A.M. in order to participate in the extracurricular activity.
2. A student who has an unexcused absence shall not be allowed to participate in the next scheduled activity, contest, or game that the team or individual is to participate.
3. It is inevitable that some practices, performances, events, and games will be scheduled during school vacation times. It is an expectation that each participating student will dedicate him/herself to their extra-curricular activities, and we encourage families to do their best in setting up their schedules so that their child does not miss.
4. Students are expected to attend all practices. The coach will administer penalties for unexcused absences or tardiness.
5. A student must have actively participated in seven individual practices before he/she can participate in a contest.

C. Equipment:

In most cases, the school will furnish the necessary equipment for the extra-curricular activities.

1. Each athlete/student is responsible for the proper care and return of the equipment issued to him/her. Lockers should be locked when not in use.
2. Athletic equipment, which is school property, is to be used at practices/contest in that season only.
3. The student must pay for lost or damaged equipment.

D. Bus Travel:

1. All students are expected to behave in accordance with the rules established by the coach, sponsor, activity advisor or face disciplinary action.
2. All activity participants are expected to travel to and from out-of-town events with their squads or fellow participants BY SCHOOL TRANSPORTATION. The only exception to this rule is that a participant may return with his/her parent(s) provided the parent requests this exception in writing to the coach. PARENTS MAY TRANSPORT ONLY THEIR SON/DAUGHTER.
3. The school assumes no liability for the student who attempts to travel to/from the contest site by another means.
4. Students represent their parents, school, team, club, and community and are expected to conduct themselves in a positive manner.

E. Curfew:

Curfew will be established at the discretion of the coach or activity advisor. Each coach or activity advisor who establishes curfew guidelines will publish them prior to the start of each extra-curricular activity. Violations will be handled by the coach or activity advisor (See Major/Minor/Extra-curricular Protocol Violations and Implications).

F. Attendance at Practices:

Attendance at all practices and meetings is compulsory unless a prior excuse has been arranged with the coach or activity director. Violations will be handled by the coach or activity director (See Major/Minor/Extracurricular Protocol Violations and Implications).

G. Grooming:

Grooming guidelines shall be at the discretion of each coach or activity director. Violations will be handled by the coach or activity advisor (See Major/Minor/Extracurricular Protocol Violations and Implications).

H. Quitting of an Activity:

1. Quitting in the first 2 weeks of an activity will be allowed without penalty.
2. Quitting after 2 weeks
 - Considered a "minor violation" (description/implications on pg. 7)
 - Will follow the implication guidelines of the "minor violation"
 - Starts the 1st day of the next extra-curricular student is involved in
3. To avoid "minor violation" implications, a written request from the student involved and approval from extra-curricular committee via majority vote is required. Written requests must reflect reasons that include but are not limited to:
 - Declining academic performance
 - Physical capabilities
 - Family emergency situations
4. If, during participation in an activity, a student serves an ineligibility period and then chooses to quit the activity, the ineligibility must be reserved in the next activity participated in.

I. Major/Minor/Extra-Curricular Protocol Violations and Implications:

Type of Violation:	Implications:
<p style="text-align: center;">1. Major Violations (include but are not limited to)</p> <ul style="list-style-type: none"> • Expulsion from School • Use/Possession of Alcohol/Drugs/Smoking Substances including but not limited to Chewing Tobacco, Drug Paraphernalia, Controlled Substances, Alcoholic Beverages labeled as non-Alcoholic (i.e., Sharps, NA, etc.) • “Ticketed” Offense include but are not limited to <ul style="list-style-type: none"> -Felony -Theft/Vandalism -Serious Misdemeanor -Disorderly Conduct • Offenses that result in injury or bodily harm to another individual • School Suspension or Expulsions as a result of: (Major Offenses) include but are not limited to <ul style="list-style-type: none"> - Verbal, physical or sexual harassment of another student, school employee, or school representative - Classroom disruption - Chronic Unexcused Tardiness or leaving school without clearance • Any unlawful “non-felony” action occurring on the school premises • All e-cigarettes with or without nicotine 	Must attend practices
	Must attend games/activity, but not be suited.
	Must attend session with Guidance Counselor, up to and including referral for Professional Counseling Services at the Student’s expense.**
	1 st Offense: 20% or 4 games/4 weeks <ul style="list-style-type: none"> • Lesser of the two
	2 nd Offense: 50% or 8 games/8 weeks <ul style="list-style-type: none"> • Lesser of the two
3 rd Offense: 1 Calendar Year	
4 th Offense: All Remaining School Years	

<p style="text-align: center;">2. Minor Violations (include but are not limited to)</p> <ul style="list-style-type: none"> • Attending an event where illegal alcohol-related consumption is occurring without participating in consumption and without their individual parent/guardian supervision. Including but not limited to graduation parties, weddings, etc. • Unexcused School Absence on Entire Day of Contest/Performance • “Ticketed” Offense include but are not limited to <ul style="list-style-type: none"> -Misdemeanor (excluding Serious Misdemeanor) -Disorderly Conduct (excluding Serious Disorderly conduct) • Quitting of an activity 	<p>Must attend practices.</p> <p>1st Offense: 10% of season</p> <p>2nd Offense: 20% of season</p> <p>3rd Offense: 50 % of season</p> <p>4th Offense: 1 Calendar Year</p> <p>5th Offense: All Remaining School Years</p>
<p style="text-align: center;">3. Extra-Curricular Protocol Violation (include but are not limited to)</p> <ul style="list-style-type: none"> • School detentions due to use of profanity (verbal, gestures) or cheating • Non-compliance with Curfew, Grooming, Bus Travel • Unexcused Absence/Late Arrival to Scheduled Practices* • Actions detrimental to the team/group/district 	<p>Must attend practices.</p> <p>Must attend games/activity.</p> <p>Coach/Athletic Director Interventions: Range from Extra Laps up to and including suspension from participation or removal from team/group.**</p>
<p>FOOTNOTES: *Excludes illness, doctor’s appointments, and tutoring/study hall obligations. Students may not be penalized for being ill, attending doctor’s appointments outside of regular school hours, or for attending tutoring/study hall to meet academic requirements under this Extra-curricular Code. **More serious consequences will follow the “due process” guidelines and at a minimum require a meeting of Coach, Athletic Director and the student(s) involved.</p>	<p>FOOTNOTES: ***Chapter 118 of the WI State Code for Law Enforcement Agency 118.127(2) – A school district may not use law enforcement officers’ records as the sole basis under s.938.396(1m) for expelling or suspending a pupil or as the sole basis for taking any other disciplinary action, including action under the school district’s athletic code, against a pupil.</p>

Cell Phones and Other Electronic Devices

Cell phones or other electronic devices will be allowed in the school; however, **they must be turned off and stored in the student’s pocket, or book bag or locker during school hours and when in the locker rooms, restrooms, or other areas where privacy is an issue.** Cell phone usage during team/group activity time including but not limited to traveling to and from competition is at the coach’s discretion. Cell phones or other electronic devices that are not turned off, stored as previously described above or are used during school hours without approval from the Principal will be confiscated and held in the district office until the end of the school day.

Cell phones or other electronic devices with photographic capabilities shall not be used to photograph other students without their permission and shall not be used to photograph any items that are, or may be considered confidential (e.g.-testing materials).

Academic Plagiarism and Cheating

Student participants caught plagiarizing or cheating will miss one event/game for the first incident. The second incident will follow the major violation course of action.

Redemption

All violations are cumulative in both junior and senior high. Students completing eighth grade are considered incoming freshmen and begin the summer preceding their freshmen year with no violations. Any violations incurred during junior high are dropped at this time. A student may be returned to a first violation status when he/she is free of all violations for a period of two years.

Reporting of Violations

All violations (Major/Minor/Protocol) under review will include:

1. A verbal report from a law enforcement officer, or
2. A written report (see Extra-Curricular Code Violation Report) signed by the person reporting the violation should be given to the Principal, or Athletic Director.

Due Process

1. If a student wishes to appeal the consequences, the Athletic Director will convene the Extra-Curricular Committee to conduct a hearing within 48 hours, weekends excluded, after administering the consequences, unless an extended timeline is acceptable to both the student and the school.
2. The student will be required to appear before the Extra-Curricular Committee. Parents of the student may attend the hearing if they wish. Witnesses and testimony will be allowed for both sides.
3. After the hearing, a secret ballot will be conducted to determine the innocence or guilt of the accused. A simple majority vote will decide the issue. In the event of a tie, the Athletic Director will render the tie-breaking vote. The decision and any applicable consequences will be communicated to the student in writing, with a copy mailed home to the parents.
4. If the student disagrees with the consequences of the Extra-Curricular Committee he/she and parents may appeal to the Principal within 24 hours
5. If the student disagrees with the consequences of the Principal he/she and parents may appeal to the School Board within 72 hours. All decisions by the School Board are considered final.

Participation Awards

Awards for participation in extra-curricular activities are provided according to the following guidelines:

- Varsity athletes who complete the season are eligible for a Varsity Letter.
 - o 1st varsity letter overall= Chenille letter
 - o 1st varsity letter for each extra-curricular = correlating pin and service bar
 - o All additional varsity letters = service bar only

Athletic Fee

- An athletic fee of \$25.00 per sport per child must be paid prior to participation.
- A maximum athletic fee of \$75.00 per family has been set.
- Fee is not refundable for any reasons related to code violations.

Extra-Curricular Code Violation Report

Name of Student _____

Grade _____ Date of Report _____

Alleged Code Violation:

Date of Alleged Violation _____

Person Making Report _____

I agree to appear before the Extra-Curricular Committee if requested.

Signature

Comments on admission or denial or person accused of violation:

Action taken as a result of the reported violation:

Action taken after full investigation (if necessary):

Date parents were notified of violation and action taken _____ Method _____

Date when student is restored to full athletic participation _____

Date when student is restored to full activity participation _____

Additional comments:

Social Networking and Media Policy

As an educational institution, Benton High School, supports and encourages the rights of individuals to free speech. However, student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and /or Benton High School. This includes any activities conducted online through social networking sites (i.e. Facebook, MySpace, Friendster, podcasting, blog sites, You Tube, Twitter, Snapchat, Instagram, askfm.com, or chat rooms among others). This also includes the practice of sexting which is a term coined by the media that generally refers to youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and/or distributing these photos.

Participation in athletics at Benton High School is a privilege, not a right. As a student-athlete at Benton High School, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life. Keep the following guidelines in mind as you participate in any of the aforementioned public media:

All student-athletes will refrain from posting, submitting, sending, or publishing inappropriate, slanderous, derogatory, sexually suggestive, sexually explicit, or any form of negative comments, photos, texts, etc. to any electronic, public or private entity which includes, but is not limited to: Facebook, Twitter, Snapchat, Instagram, askfm.com, MySpace, YouTube, personal email accounts, personal web pages, personal or private chat rooms, personal texting/cell phone accounts, etc. Sending any form of inappropriate (as determined by the Athletic Director) photos, comments, etc. will not be tolerated regardless of the intended recipient may be. Once sent, consequences designated by the Athletic Code will occur.

Guidelines:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is place online,-- even if you limit access to your site.
2. You are not to post information, photos, or other items that could embarrass you, your family, and your team, the Athletics Department or the Benton School District. This includes items that may be posted on your page by others.
3. You should not post your address, phone numbers, birth date, or other personal information. You could be opening yourself up to predators or stalkers.
4. Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminally minded individuals from gaining access to you.
5. Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team.
6. Coaches and athletic department administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for disciplinary action including suspension from competition or dismissal from teams, as well as possible legal ramifications.
7. Students-athletes will face disciplinary measures for violation of team policies, athletic department polices, state athletic association guidelines and /or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student-athlete's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student-athlete's website will be subject to a full investigation.

STUDENT PLEDGE SHEET

THIS IS NOT A CONTRACT BETWEEN THE SCHOOL DISTRICT, STUDENTS, OR PARENTS.

I have had the opportunity to have the regulations and policies of the Extra-Curricular Code Handbook reviewed and to raise any concerns I may have related to the handbook.

I am fully aware that I must pay for any and all equipment, which I may use, misplace, damage through carelessness or intent.

I am further aware that I assume full responsibility for all equipment issued to me and of my responsibility to confine the use of that equipment to practice, games meets, performances, or activities. I am aware of the consequences of souvenir taking.

Signature of Student

Date

PARENT'S PLEDGE

I, as parent of _____, have had the opportunity to have the regulations and policies reviewed and to raise any concerns I may have related to the regulations and policies set forth for student participation in extra-curricular activities provided by the School District of Benton. I give my permission for basic first aid and emergency treatment to be given to my child should such assistance be required, this includes physicians, emt's, first responders, coaches, and school personnel. I also give permission for the current extra-curricular advisor/coach to have access to my child's grades for the sole purpose of assisting in their academic performance.

Signature of Parent/Guardian

Date

STUDENT PLEDGE SHEET

THIS IS NOT A CONTRACT BETWEEN THE SCHOOL DISTRICT, STUDENTS, OR PARENTS.

I have had the opportunity to have the regulations and policies of the Extra-Curricular Code Handbook reviewed and to raise any concerns I may have related to the handbook.

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Signature of Student

Date

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I, as parent of _____, have had the opportunity to have the regulations and policies reviewed and to raise any concerns I may have related to the regulations and policies set forth for student participation in extra-curricular activities provided by the School District of Benton. I give my permission for basic first aid and emergency treatment to be given to my child should such assistance be required, this includes physicians, emt's, first responders, coaches, and school personnel. I also give permission for the current extra-curricular advisor/coach to have access to my child's grades for the sole purpose of assisting in their academic performance.

Signature of Parent/Guardian

Date