

**Philosophy Statement**

The Ithaca School District and community view our extra-curricular program as an important and integral part of our educational program. The students participating in extra-curricular activities are involved in experiences that enrich their lives and education. These experiences will build skills and evoke emotions that will be remembered for the rest of their lives. This extra-curricular code is in effect for *all* students involved in our programs, including such peripheral positions as managers, cheerleaders, statisticians, set builders, etc.

Students who participate in this school's extra-curricular programs are expected to conduct themselves in a positive manner that will bring credit to themselves, their school, and community. The intent of this extra-curricular policy is to provide you and your parents or guardians with a reference to your responsibilities and the district's expectations for your participation in the extracurricular program. Participants must:

- 1) Display high standards of social behavior
- 2) Display good sportsmanship
- 3) Display proper respect for coaches, advisors and teammates
- 4) Display a strong desire to do one's best.

**Nondiscrimination Policy**

**(Complete Policy and Grievance Procedure found at section 653 in the Ithaca Policy book.)**

Ithaca Public Schools does not discriminate against pupils on the basis of sex, color, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. The district encourages informal resolution of complaints under this policy. If any person believes that any part of the school organization has failed to follow the law and rules s. 118.13, Wis. Stats; or in some way discriminates against pupils on the basis listed above, he/she may write a letter of complaint addressed, to the administration office at the following address: District Administrator, Ithaca Public Schools, 24615 State Hwy 58, Richland Center, WI 53581.

**Expectations of Student Participants**

1. Sign and follow the Extra-Curricular Code
2. Follow all directives of the coach or adviser.
3. Treat opposing coaches, participants and fans with respect and shake hands following each contest.
4. Respect the judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
5. Cooperate with officials, coaches and fellow participants.
6. Accept the responsibility and privilege of representing your school, community and yourself; display positive public action at all times.
7. Live up to the high standards of sportsmanship and proper conduct established by your coach or adviser.

## **Policy**

The student will also be governed by: Ithaca Middle-High School Student/Parent Handbook Rules and Regulations; WIAA Rules and Regulations; and Civil and Criminal Laws of the community, country, and state.

## **Reporting an Infraction**

Violations of the extra-curricular codes will be reported to the principal or athletic director. Reported violations of the code will be a signed, written statement, or identifiable email. Photos, videos, webpages, or other digital electronic evidence may be used if presented to the Principal or Athletic Director.

## **Violations Process and Appeals Procedures**

The principal or athletic director will interview the accused student upon receiving the reported violation and explain his/her due process right.

Within five school days the investigation will be completed and a determination will be made as to whether a violation did occur.

If the student admits the violation, he/she shall submit to the code violation consequences as written in the code.

If the student denies the alleged violation in the report, he/she will present a written denial in an appeal to the principal. All support for the denial will be in writing with signatures. No unsigned letters (statements) will be accepted. The meeting will be held in the Administrative Offices with the Principal and the proceedings shall be tape recorded. The principal will determine if the conduct occurred and, if so, whether the consequence imposed is consistent with the Extra-Curricular code.

Parents or guardians may accompany the student to the principal's meeting. The student's coach/advisor may be present.

If the parents/student are not satisfied with the principal's determination, they may request that the School Board review the principal's determination. The request must be made to the principal or district administrator. The School Board will review the tape recording and all documentation at the next regularly scheduled meeting provided notice adheres to state open meeting laws for posting. The School Board shall only make a determination whether or not sufficient reason existed for the principal's determination. Neither the principal nor the student/parent will be present nor will they participate in the School Board's review process.

The accused student will be suspended from competition (not practice) during the appeals process.

## **Statement of Participation**

As determined by the WIAA, the participation in school extra-curricular activities is a privilege not a right. The coach/advisor shall determine what students will play, who will start, and how long a student will play in any given contest. Athletes who participate in interscholastic high school athletics are not guaranteed any amount of playing time.

## Equipment/Practice

Participants will not be allowed to practice or draw equipment until their Extra-curricular Guidelines Participant Acknowledgement slip, WIAA physical examination card (for athletes), and medical consent cards are signed and returned to the athletic director, coach or adviser. Medical Consent Cards will be kept on file and a copy given to coaches or advisors. Participants in non-athletic activities must also sign an Extra-curricular Guidelines Participant Acknowledgement slip.

## Physicals

Athletes are required to have a physical examination every two years. Ithaca Area Schools recommends that students have a physical examination during the summer of their 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> years of school. Physical cards, alternate year cards, Athletic Guideline Agreement, and Notification of Risk of Injury can be picked up and returned to the athletic director.

## Delinquent Accounts

Students who have delinquent accounts for fees or equipment to other Curricular Activities shall not be allowed to participate in events or graduation ceremonies until those accounts are settled. Coaches/Advisors shall notify the Athletic Director of any delinquent accounts and the Athletic Director will notify the student/guardian. Once accounts are settled, the Coach/Advisor will notify the Athletic Director that the accounts have been satisfied.

## Ithaca Schools Concussion Procedure

In the event that your son/daughter has been treated for concussion symptoms or a concussion event, the following steps will be necessary for them to return back to participating in athletic competition and practice:

1. Cleared to play by a medical professional that has been certified to treat pediatric concussions and concussion symptoms. This is typically done through a letter to the school clearing the student to play.
2. The letter clearing the student to play will be addressed to the athletic director, and that will be forwarded on to the necessary coaching staff. The athletic director will follow up with the medical professional to insure that they have the proper qualifications to be clearing the athlete for competition. In the event that the athletic director is unable to complete this duty, the school principal will follow up with the medical professional.
3. Copies of the return to competition letter will be placed in the students cumulative school file for record keeping.

It is our hope to keep our students safe and healthy throughout the school year, and by following these simple steps, we believe that we can better serve the students and the Ithaca community. Cross Reference with the WIAA Recommendations at <http://www.wiaawi.org/Health/Concussions.aspx> :

- No athlete shall return to play or practice on the same day of a concussion.
- Any athlete suspected of having a concussion shall be evaluated by an appropriate health-care professional that day.
- Any athlete with a concussion shall be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.

□ After medical clearance, return to play shall follow a step-wise protocol with provisions for delayed return to play based upon the return of any signs or symptoms.

### Transportation

Participants must go to away events in the school provided transportation. Exceptions may only be granted by the principal based on a written request submitted twenty-four hours prior to the event.

Participants must return to Ithaca Schools in the same vehicle they traveled to the contest or scrimmage unless excused ahead of time by the coach after personally receiving a signed note from a parent of the involved participant.

If a parent requests that a participant returns from a contest with another parent, a signed note from that parent must be approved by the principal and coach twenty-four hours in advance of the day of the contest.

If a parent would like to transport their participant home from a contest, the principal and/or coach must receive a signed written request in advance or provide a release at the end of the contest after a face-to-face meeting with the coach.

Not following transportation guidelines could result in a denial of future requests.

### Violation of Extra-Curricular Activity Guidelines:

For the purpose of establishing standards to apply to many extra-curricular activities offered in Ithaca Area Schools, two categories of participation are defined. Any penalty imposed must be served in all categories of participation **that the student is involved in during the suspension period**, by date first available. *The following guidelines apply twelve months of the year. Any suspensions not fulfilled during the current season will be completed during the next season.*

#### CATEGORY I (Athletic)

Football  
Volleyball  
Cross Country  
Cheerleading  
Wrestling  
Basketball  
Baseball  
Softball  
Track  
Golf  
Swimming  
Athletic managers

#### CATEGORY II (Non-athletic)

FFA  
National Honor Society  
Student Council  
Forensics  
District/State Solo/Ensemble Contests  
District Honors Band/Choir  
Class Officers  
Homecoming Court  
Prom Court  
Spanish Club  
Key Club  
Math Team  
Musical  
Band/Choir Four-year trips  
Quest Club  
Any other club/activity that does not receive grade

**Category I Penalties** for violation of the Extra-curricular Guideline Agreement. This area includes all interscholastic athletic activities and other activities directly related to athletics where involvement normally occurs outside of the regular school day but may also apply to summer

vacation. These violations will carry over year to year in Middle School and year to year in High School.

Students transitioning from middle school to high school will start 9<sup>th</sup> grade with a clear record.

**Category II Penalties** for violation of the Extra-curricular Guideline Agreement. This area includes all school clubs and activities (non-athletic).

Students transitioning from middle school to high school will start 9<sup>th</sup> grade with a clear record.

### **Attendance Categories I & II Grades 6-12**

Participants must be in attendance by 11:00 AM on the day before, the day of, and the day after a practice or extra-curricular activity. Any absence during this time must be excused per school attendance policy in order to participate. If a participant is absent the day before, day of, or day following a contest/performance, the student may not participate in the next contest/performance unless excused per attendance policy.

Excused absences are granted for: personal illness, family illness, family emergencies, personal appointments with a professional, funerals, death in the family, religious holidays, court appearances, family trips, special events of an educational value, approved school activities, and special circumstances for good cause approved in advance by the attendance officer.

### **Rules of Conduct Category I&II (Athletic and non-athletic) Grades 6-12**

At all times, participants shall refrain from conduct that violates the ideals, principles, and standards of Ithaca Area Schools. Participants that violate these expectations may lose eligibility.

Ethical and behavioral issues include, but are not limited to, negative and/or illegal acts against persons or property, involvement in acts which are viewed as contrary to accepted moral and legal standards including severe profanity, harassment, abusive language, vandalism, fighting, cheating on tests or school work, theft, or any other acts that are unbecoming of a participant.

**Penalties:** (Students shall practice during an extra-curricular suspension.)

A student who repeatedly or willfully demonstrates behavior, which shows disregard for school rules and regulations such as insubordination to school personnel, shall be ineligible for a minimum of one contest. Any student who receives a discipline referral from a teacher/administration may be suspended for one or more contests as determined by the principal.

A student involved in an act such as harassment, vandalism, fighting, cheating, theft, or any other acts may be suspended from participation. As determined by Administration.

Any student whose behavior warrants a school suspension, will be code suspended the day of the school suspension. The number of suspended events/contests/performances will correspond with the number of days of the school suspension.

**ALCOHOL AND OTHER DRUGS/ATTENDANCE AT UNACCEPTABLE GATHERINGS**  
**Category I (Athletic)**  
**Grades 6-12**

Participants using, under the influence of alcohol/other drugs, or charged with attendance at an unacceptable gathering, which is not chaperoned by a parent (s) where alcohol, tobacco, or controlled substances are present and being consumed shall be held accountable as follows:

**First Violation:** The student shall be suspended from playing in a game or contest for a minimum period of 33% of the season\* if the student in question uses, possesses, buys or sells any drugs, alcohol or tobacco products at any time. Should the participant (s) turn themselves in to the principal or athletic director the initial violation will be reduced to 25% of the season\*. Self reporting by the student will result in a reduction of suspension for the first violation only.

**Second Violation:** The participant shall be suspended from playing in a game or contest for a minimum period of 100% of the season\* if the student in question uses, possesses, buys or sells any drugs, alcohol, or tobacco products at any time.

**Third Violation:** Calendar year suspension (12 months from the date of penalty) and forfeiture of all awards and honors for activities involved in at the time of the violation. Referral to an approved, non-school, assessment program (at student's expense) is mandatory and completion of the program is required for further participation.

**Fourth Violation:** Loss of eligibility in all extra-curricular participation for the remainder of the student's high school enrollment and forfeiture of all awards and honors for activities involved in at the time of the violation.

If still under suspension at the start of the state playoffs, the student will be ineligible to participate.

\* The season will be considered to be the regular season scheduled contests. Percentage of suspension based on games will carry over to the season of the next sport played.

The coach for athletic co-curricular activities shall verify that a signed copy of the participation agreement is on file and if not, the student shall not participate until a signed copy is submitted.

**ALCOHOL AND OTHER DRUGS/ATTENDANCE AT UNACCEPTABLE GATHERINGS**  
**Category II (Non-athletic)**  
**Grades 6-12**

Participants using alcohol/other drugs, under the influence of, or charged with attendance at an unacceptable gathering, which is not chaperoned by a parent (s) where alcohol, tobacco, or controlled substances are present and being consumed shall be held accountable as follows:

**First Violation:** The student shall be suspended from participation in the next two (2) category II scheduled events/contests/performances. Should the participant (s) turn themselves into the principal or athletic director, the initial violation will be reduced one (1) event/contest/performance. Self reporting by the student will result in a reduction of suspension for the first violation only

**Second Violation:** The student shall be suspended from participating in the next three (3) category II events/contests/performances.

**Third Violation:** Calendar year suspension (12 months from the date of penalty) and forfeiture of all awards and honors at the time of violation. Assessment programming will be mandatory and

completion of said program (at student's expense) is required to be eligible for further participation.

**Fourth Violation:** Loss of eligibility in all extra-curricular participation for the remainder of the student's high school enrollment and forfeiture of all awards and honors for activities involved in at the time of the violation.

The advisor for non-athletic co-curricular activities shall verify that a signed copy of the participation agreement is on file and if not, the student shall not participate until a signed copy is submitted.

## **ACADEMICS**

### **Categories I & II (Athletic and non-athletic)**

#### **Grades 6-12**

To be eligible to participate in a extra-curricular activity, a student must be enrolled in not less than 7.0 credits and earn a minimum grade point average of 1.75 with no failing (F) grade at the end of the 9 week grading period. Ineligibility shall be for a period of 21 calendar days, with a minimum of 15 school days, and minimums of three (3) games, meets, or match dates, whichever is lesser for fall sports. Ineligible students shall secure a grade request sheet from either the school principal or school counselor. Grade requests shall be made of each of the student's teachers a minimum of three (3) days prior to his/her date of reinstatement and submitted to the principal or counselor, no later than one day prior to seeking reinstatement in any given sport. During the period of academic ineligibility, the student must participate in team practices and attend games/meets/matches as directed by the coach/advisor.

For academic reasons, students may take summer school courses. This will not reduce the status of ineligibility.

#### **Excessive Violation**

Except as herein above covered, an extra-curricular member, whether or not a juvenile, who has been charged or could be charged with committing a crime or what could be a crime if the student were not a juvenile [examples covered include but are not limited to: vandalism, breaking and entering, stealing, assault, attempted assault, (i.e. striking a staff member), possession of a weapon or otherwise endangering the safety of others] shall be held accountable as follows: Student extra-curricular participants will be immediately suspended from participation, activities, contests, and practice until an appeal process has established the student's innocence. If guilty or determined to be prohibited acts, the student shall be suspended from one (1) calendar year from the date of infraction. Regardless of the findings of civil authorities, if school authorities find that the student in question has committed prohibited acts, as proscribed above, the student shall be suspended from participation for one (1) calendar year from the date of infraction.

#### **WIAA Tournaments**

If a student/athlete violates any of the violations proscribed in Category I or Category II during a WIAA tournament series, the student will be suspended from the remainder of the tournament.

**Adopted: May 11, 2004**

**Revised: June 9, 2008,**

**Revised: July 8, 2013,**

**Revised: July 11, 2016**

**Revised: July 10, 2017**

**Extra-curricular Guidelines Parent  
Student Participant  
Acknowledgement Agreement**

I hereby acknowledge that I have read the School District of Ithaca's Student Extra-curricular Guidelines and understand and will abide by the rules and regulations within. I further agree to abide by all rules set forth by the coach/advisor. I agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practice, games or events. I have provided the school with either a Physical Examination Card or an Athletic Year Permit Card as required before participating in an athletic activity. I wish to participate in the following extracurricular activities:

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Name (please print) \_\_\_\_\_

Grade for upcoming school year \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

As parent/guardian of the signed participant, I acknowledge that I have reviewed the Student Extra-curricular Guidelines and understand the rules and regulations set forth for extra-curricular participants in Ithaca Schools and give my son/daughter permission to participate under these conditions.

I further hereby consent to any medical services that may be required while my child is under the supervision of an employee of Ithaca Area Schools while involved in a school sponsored activity and hereby appoint said employee to act on my behalf in securing necessary medical services from any duly licensed physician.

I further understand that Ithaca Area Schools insurance is only a secondary policy, not to be misunderstood for a primary policy.

Home Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_