

BELLEVILLE MIDDLE AND HIGH SCHOOL



Activities and Clubs 2019-2020 Handbook

July, 2019
(Updated - July 9, 2019)

Belleville High and Middle School 2019-20 Activities and Clubs Handbook

PHILOSOPHY AND OBJECTIVES

Belleville High School and Middle School offer a variety of activities and clubs. The philosophy of the School District of Belleville Activities and Clubs Handbook emphasizes the following objectives to give students an early understanding that participation in activities and clubs is a privilege, which carries opportunities, expectations, and responsibilities with it:

1. Create opportunities for lasting friendships with peers and others.
2. Realize that a consequence follows the violation of a rule for poor actions and decisions.
3. Enjoy one of America's greatest heritages, the opportunity to play and compete.
4. Exemplify and observe good sportsmanship and good citizenship.
5. Respect to those in authority, including advisors, faculty, and judges.
6. Follow the rules of competition and the rules set up by your advisor.
7. Follow the student activities and clubs Code of Conduct on a year-round basis.

<u>ACTIVITIES</u>	<u>CLUBS</u>
ACADEMIC BOWL (HS)	ART CLUB (MS-HS)
BADGER GIRLS/BOYS STATE (HS)	DECA (HS)
CAPITOL CONFERENCE ART FAIR (HS)	FBLA (MS)
DANCE TEAM (MS-HS)	FFA (HS)
FORENSICS (MS-HS)	GERMAN CLUB (HS)
GEOGRAPHY BEE (MS)	IMPROV CLUB (HS)
HOMECOMING COURT (HS)	NATIONAL HONOR SOCIETY (HS)
JAZZ BAND (HS)	ROTARY ETHICS (HS)
KEY LEADER (HS)	SPANISH CLUB (HS)
MATH TEAM (MS-HS)	SPIRIT CLUB (HS)
MOCK TRIAL (HS)	STUDENT COUNCIL (MS-HS)
PROM COURT (HS)	YEARBOOK (MS)
SCIENCE OLYMPIAD (MS-HS)	YOUNG POLITICIANS CLUB (HS)
SCHOOL MUSICAL (HS)	
SOLO/ENSEMBLE (MS-HS)	
SPELLING BEE (MS)	

VOCAL JAZZ (HS) WISCONSIN LEADERSHIP SEMINAR (HS) WORLD AFFAIRS SEMINAR (HS) YAHARA RIVER WRITERS (MS)	
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STUDENT RESPONSIBILITIES

The privilege of participating in our school activities and clubs is extended to all students, provided they are willing to assume certain responsibilities and follow the Code of Conduct in effect twelve (12) months of the year throughout grades 7-12.

Your greatest responsibility is to be a credit to yourself, your parent(s)/guardian(s)/guardians, your school, and your community. Therefore, it is required that you:

1. Preview a co-curricular presentation:
You and a parent/guardian must sign the code contract each year prior to your first day of participation in an activity and/or club.
2. Maintain high standards of scholastic achievement and social behavior.
 - a. Display outstanding character.
 - b. Have proper respect for those in authority, including teachers, advisors, coaches, officials, opponents, peers, parents, guardians and adult members of the community.
 - c. Display a real spirit of cooperation.
 - d. Not engage in the use of profanity.
 - e. Adhere to municipal or activity curfew.
 - f. Demonstrate academic progress and achievement.
 - g. Refrain from the use of alcohol, tobacco, illegal drugs, mood-altering, and illegal activities.
3. Meet scholastic requirements: A student highlighted on the PASS list, with a failing grade in at least one course for two consecutive weeks is ineligible to participate until he or she is passing these classes. The student is responsible for completing a Gold Sheet, which is available online and in the Belleville Middle and High Schools office. The Gold Sheet must be signed by his or her teacher(s) and submitted to the activities/athletics director.
4. Attend at least two (2) consecutive instructional/academic blocks (high school), or one-half of the middle school instructional day, the day of the activity in order to participate. Exceptions for extenuating circumstances may be granted by the building principal.
5. Return home by bus from school-sponsored activities unless your parent/guardian has presented the coach with a transportation waiver request form to transport you from the event. This form must be on file with our activities/athletics director 24 hours in advance.

Failure to meet the expectations and provisions of this section will result in a sanction appropriate for the violation, being imposed by the building principal or designee.

PARENT RESPONSIBILITIES

Parent(s)/Guardian(s) are expected to:

1. Support this code.
2. Demonstrate good sportsmanship.
3. Support and respect the advisor and school administration.
4. Communicate concerns through proper channels and in a responsible manner:
 - 1st – Advisor/Coach
 - 2nd – Activities/Athletics Director
 - 3rd – Building Principal
 - 4th – District Administrator
5. Support his/her child and the child's programs/activities by providing positive encouragement.

If a parent(s)/guardian(s) exhibits conduct that does not align with these guidelines, the coach, activity advisor, building principal, or activities/athletics director may request a meeting with the parent(s)/guardian(s) to discuss the conduct of concern. If the parent(s)/guardian(s) refuses to meet or if the conduct persists, the parent(s)/guardian(s) may be prohibited from attendance at events.

ELIGIBILITY

1. If a student is ineligible, he/she can participate in practice.
2. No student will practice or perform until he/she has handed in the parental permission form and emergency notification form.

CODE OF CONDUCT

Belleville students are expected to represent the school and the community in a positive manner. Consistent with district guidelines, students are expected to conduct themselves in a manner that is not only legal, but exemplifies and models excellence. Students who demonstrate unacceptable conduct contrary to the ideas, principles, and standards of the School District of Belleville will be subject to disciplinary consequences.

The School District of Belleville expects all parties to display the highest level of sportsmanship and good behavior while in school and out in the community. The Belleville administration or designees reserve the right to warn, censure, place on probation, or suspend any student who is acting in a manner contrary to the standards of good behavior listed in the Student Responsibilities and Code of Conduct in this handbook. An infraction of the code will result in one or more events being missed.

A student is encouraged to report if he/she violates the Code of Conduct in the long-term will depend on the perception of students that the code is reasonable and the enforcement of the Code of Conduct is fair.

The district recognizes that there must be a timely connection between the violation of the code of conduct rules and when the violation is reported to school administrators. This is necessary to establish reasonable cause as well as to make the imposition of a sanction a learning experience.

ENFORCEMENT OF THE CODE OF CONDUCT

The enforcement of the Code of Conduct shall be in effect twelve (12) months of the year throughout grades 7-12.

Any infraction of the Code of Conduct must be reported in the form of a signed statement by a parent/guardian, staff, or adult citizen to the activities/athletics director or advisor within sixty (60) calendar days of the infraction or notice of major violations through a court hearing and/or public paper. The statement should include details of the event. Only signed statements will be investigated.

A parent/guardian of the accused student will be notified of the timeframe and provided with a written statement as to the allegations against his/her child through U.S. mail. This form/statement will not include the name of the attester.

In conducting an investigation of a reported infraction, no student will be interviewed with only one school staff present. Staff may consist of activities/athletics director, building principal, guidance counselor, class supervisor, coach, teacher, secretary, etc.

The building principal will handle reports from law enforcement officers. Violations of the code may also be enforced based on reports confirmed by law enforcement officials or self-admissions. The sixty (60) day reporting limit does not apply to situations involving legal action or criminal proceedings that become public record.

Board of Review: The board is made up of the coach/advisor, administrators, and activities/athletics director. Within two (2) business days of the receipt of the above written statement of allegations, the Board will meet to determine what action is appropriate. The coach/advisor of the activity in which the individual is participating at the time will attend as a non-voting member of the Board.

Consequences for violations regarding alcohol, tobacco, controlled substances, performance-enhancing substances, or illegal acts accumulate throughout a student's career in grades 7-12. Students under the activities/athletic Code of Conduct will have the opportunity to earn back levels of eligibility and erase any prior violation of the use of alcohol, tobacco, controlled substances, performance-enhancing substances or illegal acts. If a student has remained violation free for eighteen (18) calendar months from the completion of his/her last violation, the last violation will be removed from his/her activities/athletic record. Students with violations of **ILLEGAL ACTS** will not have the opportunity to earn back levels of eligibility and erase prior **ILLEGAL ACTS** violations.

Contests missed are consecutive unless a contest is cancelled due to inclement weather. In that event, the student will miss that contest when it is rescheduled. If the event is not rescheduled, the student will miss the next consecutive contest.

I. USE OF ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES, OR PERFORMANCE-ENHANCING SUBSTANCES

Issues of alcohol, tobacco, e-cigarettes, controlled substances, or performance-enhancing drugs are defined as:

1. The possession and/or use of alcoholic beverages except in religious services. Beverages labeled non-alcoholic are considered alcoholic beverages if they contain any alcohol.
2. The possession, use, buying, selling, or distribution of controlled or illegal substances or drug paraphernalia in situations other than those prescribed by a licensed physician.
3. The possession and/or use, distribution, or encouragement of the use of performance-enhancing drugs, substances, steroids etc., in situations other than those prescribed by a licensed physician.
4. The possession and/or use of any tobacco products and e-cigarettes.

First Violation During Middle/ High School Career

The student will be restricted from participation for a minimum of two (2) consecutive event days *as they chronologically occur*. If the student voluntarily reports the violation within twenty-four (24) hours to an advisor, coach, or administrator regarding the violation, all suspensions are reduced by 50 percent.

Second Violation During Middle/ High School Career

In most cases, the student will be restricted from participation for a minimum of four (4) consecutive event days *as they chronologically occur*. If the student voluntarily reports the violation within twenty-four (24) hours to an advisor, coach, or administrator regarding the violation, all suspensions are reduced by 50 percent.

A student committing a second violation must complete an out-of-school counseling drug/alcohol assessment, at the parent's/guardian's expense, with a written report filed with the building principal and parent(s)/guardian(s). Failure to complete this assessment will result in no participation in any activity or club until the assessment is complete.

A student disciplined for first or second violations under this category will be allowed to practice with his/her peers in the activity or club through to completion. Failure to complete the activity or club will result in the full consequences being carried into the next activity.

Third and Subsequent Violations During Middle/High School Career

A student will be restricted from all activity and club participation for a period of twelve (12) months. No reduction in consequence will occur for the voluntary admission of a violation.

In order for a student to participate in any activity or club after the 12-month suspension, the student must enter an individualized drug/alcohol or decision-making program, at the parent's/guardian's expense, which must be pre-approved and monitored by the school building principal. No reduction in consequence for the voluntary admission of a violation.

II. ILLEGAL ACTS

Direct or indirect involvement in incidents such as theft, battery, sexual assault, criminal damage to property, vandalism, possession of weapons, arson, and other conduct which is prohibited by state felony or Class A misdemeanor statutes, regardless of whether arrested, charged, or convicted

First Violation During Middle/ High School Career

A student who engages in an illegal act, which is prohibited by state felony or Class A misdemeanor statutes, regardless of whether arrested, charged, or convicted, will be suspended from practice or participation in any activity or club for 90 school-calendar days. A student will not be eligible to participate in any scheduled school-sponsored activity or club during this time.

A student who is convicted of a felony or Class A misdemeanor will not be eligible to practice, compete, or participate in any activity or club for a full calendar year from the date of his/her conviction.

Second Violation During Middle/ High School Career

A student who engages in a second incident of an illegal act, which is prohibited by state felony or Class A misdemeanor statutes, regardless of whether arrested, charged or convicted, will be suspended from practice or competing in any activity or club for one (1) full calendar year.

A student who is convicted of a second felony or Class A misdemeanor will not be eligible to practice, compete, or participate in any activity or club for two (2) years from the date of the conviction.

III. OTHER VIOLATIONS

Other violations are generally defined as follows:

- A. Unsportsmanlike conduct, contest ejection, and unbecoming behavior befitting of a participant.
- B. Misconduct at School – Any student receiving an in-school or out-of-school suspension will be ineligible to practice or compete that day and will miss the next activity or club contest. General misbehavior on field trips and other related functions will be considered 'misconduct at school.' If the violation is the use of alcohol, tobacco, controlled substance, performance-enhancing substances, or an illegal act, the violation will be dealt with according to the language written under these categories.
- C. Incidents such as truancy, disorderly conduct, and other misdemeanor or ordinance violations (not including traffic violations) that affect individuals or property, or other conduct unbecoming of a participant.

- D. Serious Misconduct at School – A student repeatedly disobeying school rules and receiving a multiple-day suspension. Consequences for serious misconduct at school automatically move to second ‘Other Violation’.
- E. Attending parties – Attending a party, being in a vehicle, or tavern (unless accompanied by a parent(s)/guardian(s)) where alcoholic beverages or other controlled substances are present, will be considered a violation, even if the student is not consuming alcoholic beverages or not using a controlled substance. A student attending a gathering where alcoholic beverages or controlled substances are being used will be considered to be in violation of this code of conduct except as follows:
1. Attendance at an establishment licensed to sell alcoholic beverages in addition to food or recreation services (i.e., restaurants, bowling alley, golf course, etc.)
 2. Attendance at family gatherings, including weddings, where alcoholic beverages are available to people over 21 years old and the student does not consume alcoholic beverages.
 3. A student will not be considered in attendance at a gathering if they simply arrived to provide a ride to a friend in need of transportation. This purpose must be verified by the student’s parent(s)/guardian(s) and the person who received the ride. The student may not enter the location, but simply call for the individual to come to the vehicle.
- F. Incidents of harassment, hazing, or discrimination reflective of definitions and parameters of established Wisconsin statutes:
1. Hazing - “No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced confinement or any other forced activity which endangers the physical health or safety of the student.” [S. 948.51(2), Wisconsin Administrative Code]
 2. Harassment - “‘Pupil harassment’ means behavior toward pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil’s school performance or creates an intimidating, hostile, or offensive school environment.” [PI 9.02(9), Wisconsin Administrative Code].
 3. Discrimination- “No person (meaning K-12 student) may be denied participation in, the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.” [S. 118.13(1), Wisconsin Statutes]

CONSEQUENCES FOR ‘OTHER VIOLATIONS’

Consequences for “Other Violations” accumulate on a calendar-year basis but do carry-over to another calendar year if necessary. Any student disciplined for first, second or third violations

under this category will be allowed to practice with his/her peers and see that activity or club through to completion. Failure to complete the activity or club will result in the full consequences being carried to the next activity or club in which the student participates.

First ‘Other Violation’ During A Calendar Year

In most cases a student will be restricted from one (1) event day.

Second ‘Other Violation’ During A Calendar Year

In most cases, a student will be restricted from two (2) consecutive event days *as they chronologically occur*. If the student voluntarily reports the violation within twenty-four (24) hours to an advisor, coach, or building principal regarding the violation, all suspensions are reduced by 50 percent.

Third ‘Other Violation’ During A Calendar Year

A student will be restricted from activities and clubs participation for a minimum of four (4) consecutive event days *as they chronologically occur*. The student will not be eligible for postseason awards in his/her current activity. If he/she is not involved in an activity at the time of the violation, he/she will be ineligible for postseason awards in his/her next activity. If the student voluntarily reports the violation within twenty-four (24) hours to an advisor, coach, or building principal regarding the violation, all suspensions are reduced by 50 percent.

Fourth ‘Other Violation’ During A Calendar Year

A student will be restricted from activity and club participation for a period of six (6) months. The student will not be eligible for postseason awards in his/her current activity. If he/she is not involved in an activity at the time of the violation, he/she will be ineligible for postseason awards in his/her next activity.

HEARING AND APPEAL PROCESS RELATED TO ACTIVITIES AND CLUBS CODE OF BELLEVILLE MIDDLE AND HIGH SCHOOLS

A student or parent(s)/guardian(s) may appeal a disciplinary sanction or eligibility ruling in the event he or she feels a wrong decision has been made. The steps outlined hereafter are the procedure for a participant and his/her parent(s)/guardian(s) to follow in appealing decisions related to disciplinary sanctions or eligibility. If a student appeals a suspension, according to the school’s appeal procedure, the student is ineligible during the appeal process.

After a ruling of ineligibility resulting in suspension from activities has been made, a student and/or his/her parent(s)/guardian(s) may formally appeal the decision in writing to the activities/athletic director provided an appeal is received within fourteen (14) days from the first day such ineligibility shall take effect.

The activities/athletic director, within three (3) days of receipt of such written appeal, shall formalize the ineligibility decision in writing and send a letter by registered mail to the student

and his/her parent(s)/guardian(s) outlining the specific details relating to (a) violation or infraction, (b) date of violation or infraction, (c) period of suspension, (d) any other pertinent information.

After an appeal has been received and the school's formal reply mailed to the parent(s)/guardian(s), a date for a hearing will be established by the building principal, such date being no later than seven (7) working days after receipt of the written appeal of the student and his/her parent(s)/guardian(s). Present at the hearing, in addition to the activities/athletics director and building principal, shall be the student and parent(s)/guardian(s) and, if a rule relating to a specific sport is involved, the head coach of that sport.

- a. A student will be provided with an opportunity to present his/her version of the events.
- b. The decision and a brief description of the proceedings regarding the appeal will be put in writing and mailed to the student and his/her parent(s)/guardian(s).

If the student and his/her parent(s)/guardian(s) are not satisfied with the findings of the hearing, a second hearing may be requested before the district administrator. The activities/athletics director or building principal must receive, in writing, a request for such a second hearing before the district administrator within fourteen (14) days of the mailing of the outcome of the original hearing. After an appeal has been received, a date for a hearing will be established by the district administrator, such date being no later than seven (7) business days after receipt of the written appeal of the student and his/her parent(s)/guardian(s). The procedure and communication regarding the appeal with the district administrator will be similar to that used at the meeting with the building principal.

If a student and his/her parent(s)/guardian(s) remain dissatisfied with the written findings of the appeal to the district administrator, a request may be made to have the matter reviewed by the Belleville Board of Education. The district administrator must receive in writing a request for such a review by the Board of Education within fourteen (14) days of the mailing of the outcome of the district administrator's decision.

- a. The Belleville Board of Education will act on a request for a hearing not later than its first regularly scheduled meeting after receiving the written appeal from the district administrator.
- b. In the event of a hearing, the athlete and his/her parent(s)/guardian(s) will be given the opportunity to present his or her version of the events.
- c. Proceedings, including the decision, will be provided for the student and his/her parent(s)/guardian(s).
- d. The Belleville Board of Education decision is the final ruling in the school district's appeal process.