

# **Milton High School**



# **Activities Handbook**

## **Philosophy and Objectives**

Activities and athletics are an important part of the School District of Milton's curriculum. While our number one goal as a school district is to provide a sound academic experience for our students, activities provide special opportunities for participants to enhance their mental, physical, social and emotional development. School sponsored activities, such as athletics, activities or clubs, may take place before, during, or after the school day. Students who meet the eligibility requirements have the right to pursue participation in these activities. Once they are selected as a member, participation is not only a privilege, but a responsibility. The educational value of participation is extensive; participants not only develop physical, mental and social skills, but also develop positive values and attitudes that they will take with them into their adult life.

- Activities/Athletics shall be an integral part of the total school educational program. They shall strive to provide educational experiences not otherwise provided in the curriculum.
- Opportunities shall be available to all students.
- Opportunities shall provide for the development of positive attitudes, cooperation, and responsible individual/team play.
- Opportunities shall provide for the ability to observe, develop, and exemplify good sportsmanship and leadership.
- Opportunities shall develop an awareness and realization in students that participation is a privilege with accompanying responsibilities.

## **Acknowledgement**

Parents/guardians, as well as students, after having read this handbook, will acknowledge the SDM's eligibility requirements and code of conduct before participation is allowed in any activity. All students and parents/guardians will digitally sign this acknowledgement of these expectations as part of student registration on a yearly basis. Upon acknowledgement, it is the responsibility of the student and parents to fully understand its contents and uphold its expectations.

## **Extracurricular Athletics, Activities, Co-Curriculars & Clubs**

**Attendance Eligibility for Participation in Activities, Co-Curricular and Clubs:** Students participating in extracurricular events/activities after school must be in attendance the entire school day to be able to participate. (Medical absences, funerals, administrative exemptions do not apply).

### **Extra-Curricular Activities:**

One of the most common pieces of advice that graduating seniors give to underclassmen is to "Get involved in school." After four years of high school and a little bit of hindsight, seniors come to realize the value of extra-curricular activities. Education is not limited to academics but includes interpersonal competition, practicing skills, and learning to get along with others. Extracurricular activities change the routine, offer opportunities to learn new skills, and give students the chance to contribute something personal to the school, as well as giving them opportunities to applaud each other's successes. In the future, employers or selection committees for scholarships or colleges may look closely at your extracurricular activities and use them to help in their selection process.

How do you as students "get involved"? This section lists clubs, organizations, and activities to join. The rewards of participation range from those special awards to just having a good time. Once you join, read the emailed daily announcements for meeting times and other information about your activity. In addition to athletic programs,

**The following is a comprehensive list of athletics, activities, clubs, and organizations available to MHS students:**

<b>CLUBS AND ORGANIZATIONS</b> <i>(Club Status: School rules, group/organization rules, and national charters/codes apply).</i>	<b>ACTIVITIES</b> <i>(*Denotes activities in which students may earn a major or minor letter).</i>	<b>CO-CURRICULARS</b> <i>(These programs are part of the school curriculum but go beyond the scope of the regular school day. Standards for participation in extracurricular activities do not apply.)</i>	<b>ATHLETICS</b> <i>(School rules, group/organization rules, and WIAA rules/regulations apply).</i>
Alateen ASL Archery Club Art Club Caritas Club Club 180 Environmental Club Exchange Club FCA Fishing Club French Honor Society GEAC Gender & Sexuality Alliance (GSA) History Club HOSA Interact Club International Club LARPing Club Letterwinners Club Link Crew Leaders National Art Honor Society National Honor Society Project Unify (UCS) Psychology Club Raise Your Voice Red Hawk Media Robotics Club SADD Service Honor Society - Silver Cord Ski Club Spanish Club Spanish Honor Society S.T.E.M Club YEAC	Future Business Leaders of America (FBLA)* Mock Trial Musical Play Robotics Yearbook	MHS Today Band* Choir* Discovering Democracy Hawk's Nest Jazz Band* National FFA Organization Pep Band* Show Choir*	Boys Soccer Boys Cross Country Girls Cross Country Football Girls Swim Girls Volleyball Girls Tennis Girls Golf Football Cheer Poms Girls Hockey Boys Hockey Girls Gymnastics Wrestling Wrestling Cheer Basketball Cheer Boys Swim Girls Basketball Boys Basketball Girls Track and Field Boys Track and Field Boys Golf Boys Tennis Girls Soccer Softball Baseball

**Forensics, FBLA and Band:**

Students participating in Robotics, FBLA and Band are eligible to earn a minor or major activities letter. Specific criteria for lettering are available from the teachers/advisors of those organizations.

### **Student Council:**

The purpose of student government is to encourage student participation in the planning of school curriculum and activities programs; promote a sense of order within the student body; build up school pride, loyalty and sportsmanship; act as an agency for presenting, discussing, and handling of concerns of the student body; and act as an agency whereby faculty interests may be presented and discussed by students. Elections for membership in Student Council are held in the spring of each year, electing students to serve the following school year. The Student Council normally meets once a week at a predetermined time. It is the student's responsibility to obtain permission from the teacher whose class he/she will miss in order to attend the Council meeting. If the student is not doing well in that particular class, it is the teacher's prerogative to refuse permission for the student to attend the meeting.

### **National Honor Society:**

Membership in the Milton High School chapter of the National Honor Society is open to juniors and seniors whose cumulative GPA is 3.50 or higher and who are selected by the high school faculty. The organization stresses high standards of scholarship, service, leadership, and character. Selection by the faculty is based upon the following criteria:

- SCHOLARSHIP—Determined by a student's cumulative grade-point average.
- CHARACTER—The faculty evaluates each candidate on a rating scale.
- LEADERSHIP—The faculty evaluates each candidate on a rating scale.
- SERVICE—Each interested candidate submits a list of his/her service activities in and out of school. The National Honor Society faculty council verifies participation as indicated by each candidate.

### **Honor Societies:**

In addition to National Honor Society, Milton High School has four other honor societies, which qualified students may belong to:

- **National Art Honor Society** recognizes students with exceptional artistic ability and scholarship who have participated actively in art classes. To qualify, students must have taken 3 trimesters of art, with a 3.2 average in those classes, have a GPA of 2.9, and overall must meet citizenship standards similar to those of NHS.
- **French Honor Society** membership is open to those students enrolled in the 4th trimester of French who have maintained an A average in 3 trimesters of French, and a B average or higher in all other subjects. The aim is to stimulate interest in the study of French, to promote high scholarship standards, to reward scholastic achievements, and to create enthusiasm for and understanding of the French-speaking world.
- **Spanish Honor Society** membership is open to those students enrolled in the 4th trimester of Spanish who have maintained an A average in 3 trimesters of Spanish, and a B average or higher in all other subjects. The aim is to stimulate interest in the study of Spanish, to promote high scholarship standards, to reward scholastic achievements, and to create enthusiasm for and understanding of the Spanish-speaking world.

### **Social Activities:**

- All social events sanctioned by the school are subject to rules applicable to the regular school day.
- Students other than Milton High School students will not be admitted to dances or parties unless special permission is granted by the school administration previous to the event. Sign-up sheets will be available in the high school's main office during the week prior to the event. All guests of Milton High School students over the age of 19 at the time of the dance or party will not be allowed to attend. Guests must bring an ID with their birth date listed.
- A student leaving the dance or party will not be re-admitted nor will the admission fee be refunded.
- All school-sponsored dances must end by 11:00 p.m.

### **School Newspaper:**

- MHS Today, the high school newspaper, is an open forum for students, staff, parents, and community members. All readers are invited and encouraged to write letters to the editor about issues of concern.
- Letters to the editor must be signed, and except for unusual or extenuating privacy circumstances, letters which are printed will carry the name of the writer. Letters to the editor may also be sent through email to: [<brechtls@milton.k12.wi.us>](mailto:brechtls@milton.k12.wi.us)
- The writer must include his/her complete name and email address. Editors will later ask writers of email letters for a

- physical signature to assure validity of the letters.
- Editors reserve the right to determine which letters will be printed, based on space available and content. Editors also reserve the right to edit letters for length or grammatical errors. Letters should not exceed 300 words. Any person or organization specifically criticized in a letter to the editor will be given an opportunity to respond in the same issue of the paper.
- The student newspaper is an open forum for student, faculty, and community opinions on topics which affect students, teachers, the schools, and the community. It is your vehicle for voicing your opinions.

## Attendance

**Absences and Extracurricular Activities:** Students participating in any after-school activity must be in attendance in all of their regularly scheduled classes.

- **If a participant is absent from any regularly scheduled class, he/she may not practice or participate in a contest without first receiving a participation authorization slip from the Activities Director.** Authorization may be granted in situations such as medical/dental appointments and pre-arranged, excused absences, but not for sleeping late or for illness.
- Absences up to 5 class periods due to unique circumstances or temporary medical conditions (migraine headaches, asthma attacks, etc.) may be appealed to the activities director by the parent or guardian.
- There is no appeal for absences which occur on days of contests/performances or the day following a contest.

## Academic Eligibility

In order to represent The School District of Milton, a student must meet all established requirements of academic eligibility. These requirements start in the fall of their 9th grade year and are in effect from the fall of their freshman year and remain in effect all 12 months every year until the student graduates from high school or until their last event is finished. Advisors/coaches reserve the right to establish additional eligibility guidelines for their specific activities.

- All students participating in activities must have 100% of his/her school day programming planned by the School District of Milton. Per WIAA regulations, home schooled students whose residence is within CCSD district lines, are eligible to participate in co-curricular activities at Milton High School.
- A student will lose eligibility if his/her grades include any of the following standards:
  - Freshmen/Sophomore:
    - Must earn a Grade Point Average (GPA) of 1.75 and have no more than 1 F or incomplete.
    - Example:
      - Student #1 – has 2 A's, 2 B's, and 2 C's. The GPA = 3.0 – Eligible
      - Student #2 – has 1 B, 2 C's, 2 D's, and 1 F. The GPA = 1.833 – Eligible
      - Student #3 – has 2 C's, 3 D's, and 1 F. The GPA = 1.5 – NOT Eligible
      - Student #4 – has 1 A, 3 B's, and 2 F's. The GPA = 2.16 – NOT Eligible
  - Junior/Senior:
    - Must earn a Grade Point Average (GPA) of 2.0 and have no more than 1 F or incomplete.
    - Example:
      - Student #1 – has 2 A's, 2 B's, and 2 C's. The GPA = 3.0 – Eligible
      - Student #2 – has 1 B, 2 C's, 2 D's, and 1 F. The GPA = 1.833 – NOT Eligible
      - Student #3 – has 2 C's, 3 D's, and 1 F. The GPA = 1.5 – NOT Eligible
      - Student #4 – has 1 A, 3 B's, and 2 F's. The GPA = 2.16 – NOT Eligible
- The date used to determine eligibility for Trimester 1, Trimester 2, and Trimester 3 will be the first school day following grade notification to the Activities Director, Associate Principal, Principal or designee. Students not meeting the academic criteria will be ineligible for either five (5) or fifteen (15) school days - depending on SDM or WIAA eligibility.

- Example:
  - For student #3 above who did not make the required GPA, that student will have to sit out 5 school days after grades are posted and miss all competitions during that time. If there are no competitions in that 5 day period, the athlete must miss one competition. Students must regain eligibility by doing passing work in their classes. After the 5 day waiting period, students must complete academic restoration for each class. All teachers must acknowledge that the student is that they have a passing Trimester grade to date. Students must satisfy the academic restoration process for the remainder of the season or the Trimester, whichever ends first.
  - For student #4 who had a GPA that qualified but had 2 F's, that student will have to sit out 15 school days and miss all competitions during that time. If there are no competitions in that 15 day period, the athlete must miss one competition. Students must regain eligibility by doing passing work in their classes. After the 15 day waiting period, students must complete academic restoration for each class. All teachers must acknowledge that the student is that they have a passing Trimester grade to date. Students must satisfy the academic restoration process for the remainder of the season or the Trimester, whichever ends first.
- After a student satisfies their academic suspension, they may regain eligibility by satisfying the MHS academic restoration process.
- An incomplete is regarded as an F until it is made up. If ineligibility is due to incompletes, students become eligible immediately upon verification that they have completed their work with a passing grade for the grading period.
- Students who are ineligible are expected to remain a part of the team. Students are required to attend all activities and be a non-participant during their ineligibility. When ineligibility is due to low grades, the principal or designee and advisors/coaches may choose to have the student "sit-out" to concentrate on academic improvement.
- Ineligibility status will be adjusted for students in a fall activity in which the date of earliest allowed competition is before the first day students are in class. When this occurs, the minimum ineligibility period shall be 21 consecutive calendar days beginning with the date of earliest allowed full participation in an activity per the WIAA.

## **Code of Conduct**

All students at Milton High School involved in athletics/activities shall abide by the rules of eligibility established by the school in regard to conduct throughout the calendar year. Any student Whose conduct in reference to the use of alcoholic beverages, tobacco, drugs, performance enhancing substances, theft/acts of 'theft; trafficking and/or sale of drugs; and weapons make him/her unqualified the ideals, principles, and standards of Milton High School shall be disciplined in accordance with the following rules and regulations.

**School policies shall supersede any rule or penalty set forth in these policies.**

### **Code Administration:**

The administration of the code will be handled by the Athletic Director, Associate Principal, Principal, or other administrative designee for all matters concerning activities/athletics. Consequences for violations of the Code of Conduct shall be administered as directed by this document.

### **Reporting Violations:**

It is the responsibility of all adults to report violations of the code of behavior. Since consequences are most effective when closely tied to actions, violations of the code of behavior are to be reported as soon as reasonably possible. Consequences for violations may be applied up to one year after their occurrence, but an individual/s reporting a student athlete/activity participant violation must do so within 30 days of the violation.

### **Valid Evidence:**

Any information or evidence considered to be relevant, valid, and accurate by any person(s) regarding a particular violation shall

be considered. The district will consider anonymous pictures, but not anonymous written or verbal reports. Parties who provide information will be asked to provide specific names, dates, times, and infractions in writing and sign the statement. If hearsay information cannot be substantiated, it will be treated as rumor. The investigation will include, but may not be limited to, the questioning of the student regarding the alleged violation. Substantiated allegations will result in the stated consequences.

### **Suspension Requirements:**

- Consequences for violations may not be served while a student is academically ineligible.
- An athletic suspension must be served during a sports season. Activity suspensions are a separate consequence and are served in addition to the athletic consequence.
- Suspensions will begin with the first contest after the violation in which the student is academically eligible and run consecutively until completion of the suspension. The student must be academically eligible for a contest in order for the suspension to count as a served date.
- In order for an out of season suspension to be served, the athlete/activity participant must be actively involved in the next sport/activity from the first day of practice until the last official competition, unless another violation causes further contest suspensions or an injury prevents continued involvement.

### **Violations of the Milton High School Student Code of Behavior:**

- The possession and/or use of alcoholic beverages
- The possession and/or use of any illegal drug and/or drug paraphernalia not specifically prescribed by a physician, accompanied by his/her permission to participate in activities/athletics while under its influence
- The possession and/or use of tobacco products, **including e-cigarettes and their likeness.**
- 'Use' and/or possession of performance enhancing substances as described by the WIAA
- Criminal behavior — (i.e. Theft, acts of criminal behavior, participation, accessory/possession) Where appropriate, legal action will be pursued.
- Trafficking in and/or sale of Drugs and other Contraband
- Illegal procurement/criminal weapon violation per Wisconsin state statute
- Hate speech or hate crimes\*
- Conduct unbecoming a Milton High School student.

*\*Hate crime or speech as any "criminal offense or offensive language against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity," including skin color and national origin.*

### **Consequences for Code Violations:**

- First Violation:
  - **Interscholastics Athletics:** The student will be suspended from 20% of the total co-curricular activity season. The total will be rounded in a decimal situation. The suspension will begin on the date that guilt has been established or the student is eligible to serve. The coach of the sport has the prerogative of extending the suspension beyond the minimum. On the first offense only, in occurrences of self-reporting, the student will be suspended for 15% of the total co-curricular activity season.
  - **Activities:** The student will be suspended from participation for 10 school days and corresponding weekends and a minimum of 1 event. The advisor of the activity has the prerogative of extending the suspension beyond the minimum. On the first offense only, in occurrences of self-reporting, the coach/advisor may not extend the suspension past the minimum.
- Second Violation:
  - **Interscholastics Athletics:** The student will be suspended from 50% of the total co-curricular activity season. The total will be rounded in a decimal situation. The suspension will begin on the date that guilt has been established or the student is eligible to serve. The number of contests shall carry-over into the next sport in which the student plans to participate. The percentage factor will apply on a prorated basis

depending on the number of contests in the carry over season. The coach of the sport has the prerogative of extending the suspension beyond the minimum.

- **Activities:** The student will be suspended from participation for 20 school days and corresponding weekends and a minimum of 1 event. The advisor of the activity has the prerogative of extending the suspension beyond the minimum. The suspension will also lead to loss of any applicable letter points for this time period.
- Third Violation:
  - **Interscholastics Athletics:** The student will be suspended for one calendar year from the date of the establishment of the third violation and each subsequent violation.
  - **Activities:** The student will be suspended for one calendar year from the date of the establishment of the third violation and each subsequent violation.

#### **Additional Consequences:**

- **Consequence for violation of trafficking and/or sale of drugs or contraband:** At a minimum, the student will be suspended for one calendar year from the date of the establishment of the violation.
- **Consequence for violation of illegal procurement/criminal weapon violation:** At a minimum, the student will be suspended for one calendar year from the date of the establishment of the violation.
- **Consequence for felony criminal activity:** At a minimum, the student will be suspended for one calendar year from the date of the establishment of the violation.
- **Consequence for violation of coach/advisor expectations:** The consequence will be at the prerogative of the coach/advisor. Coaches/advisors are given the ability to impose consequences on behaviors that reflect negatively on the program, school, and community,

#### **Student Assistance Program:**

- Students with violations concerning alcohol or other drugs will be referred to Student Services. Students may be required to arrange for an assessment by a state licensed alcohol and other drug treatment provider.
- If so, the arrangement must be made within five days or the student may be subject to a suspension from school.
- The student must provide a copy of assessment results to the school. Failure to comply with requirements and/or recommendations made by the treatment provider will result in the suspension of further activity participation.

#### **Appeals Process:**

The appeals process recognizes the rights of individuals and provides a due process to contest the findings of a violation inquiry. Individuals may appeal the findings of an inquiry, not the penalty associated with violating the code of behavior. The steps outlined hereafter are the procedure for a student and/or guardian to follow in appealing decisions relating to eligibility. **The student will remain under suspension while the appeal is in process.**

- After a ruling of ineligibility resulting in a suspension from an activity has been made, a student and/or guardian may formally appeal the decision in writing to the Activities director provided an appeal is received within fourteen days from the first day such ineligibility shall take effect.
- After an appeal has been received and the school's formal reply is mailed to the parent/guardian, a date for a hearing will be established by the school Principal. Such date will be within fourteen days after the receipt of the written appeal. Present at the hearing shall be the Activities Director, Principal and/or Associate Principal, the student, parent/guardian, and if necessary the head coach/advisor of that activity.
- If the student/guardian are dissatisfied with the findings of the hearing, a review by the Board of Education may be requested. The Principal or the Activities Director must receive such a request within fourteen days after receipt of the written reply informing the student and guardians of the results of the hearing. Present at the hearing in addition to the Board of Education, shall be the Activities Director, Principal and/or Associate Principal, the student, parent/guardian, and if necessary the head coach/advisor of that activity.



- The provisions outlined above shall be the sole and exclusive remedy for appeal from the rulings referred to above.

## **Transportation**

All students may be required to ride the school bus or school van to and from all events held away from the school sites and facilities. In the event the student's parents are present at the event and wish to transport their child home following the event, the student will be allowed to accompany the parent if a written request is filed with the coach/advisor by the parent or guardian of the student. Students will be permitted to arrange alternative transportation if a written request from the student's parent or guardian is filed with the Activities Director, Principal or designee at least one day before the event.