

**CARLTON HIGH SCHOOL ELIGIBILITY**

**Signature Page:**

I have read and understand the attached Carlton Public Schools Activities Handbook and have secured my parent/guardian's signature, hereon, which acknowledges our receipt of the handbook and understanding of the rules & guidelines.

(Student's signature) \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that my child and I have received & understand the eligibility rules in the Activities Handbook attached to this statement.

(Parent/Guardian signature) \_\_\_\_\_ Date \_\_\_\_\_

\*\*Please detach the signature page and hold onto the handbook for reference.





# Extra-Curricular Handbook for Students & Parents

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## CLUBS AND ACTIVITIES

### Athletics:

Carlton High School offers the following athletic opportunities:

**Fall:** Football, Volleyball, boys and girls Cross-Country (Cooperation with Wrenshall)

**Winter:** boys and girls Basketball

**Spring:** Softball, Baseball, Track

Carlton High School also offers the following athletic opportunities in cooperation with Cloquet and Esko High Schools.

**Fall:** boys and girls Soccer

**Winter:** boys and girls Hockey, boys and girls Alpine & Nordic Ski, Wrestling, Swimming

**Spring:** boys and girls Tennis

### Clubs, Groups, and Co-Curricular Activities

Math Team, Txt4LIFE, Knowledge Bowl, Student Council, School Play, National Honor Society, Band, Youth Service, PEER Helpers, Robotics

#### Philosophy

The Activities Program in Carlton Public Schools is student centered and an integral part of a student's total educational program. The program provides a positive learning experience for each student who participates. With family and community support, students will benefit from the development of good self-discipline and decision making, good citizenship, importance of fair play, and the promotion of individual wellness. Each of these characteristics helps in the development of individual and team attitudes which are necessary for a successful season and life.

#### Goals and Objectives

The goals of our overall Activities Program are to develop a balance of mental, physical, and interpersonal skills. These activities shall be a contributing factor to the emotional stability and serve as a motivational stimulant for each and every participant. Student Activities shall also serve as a means of teaching lifetime fitness, cooperation, tolerance, teamwork and the acceptance of winning and losing as a part of daily living.

Our goals shall include a determined effort to provide effective leadership for each activity; to teach the fundamentals and skills necessary to perform to the best of one's ability, to offer opportunities to all competitors to show their talents and abilities and to strive for excellence while upholding the dignity of each individual involved.

#### Sports-Like Behavior

Good sports-like behavior is strived for in all events. Good sports-like behavior is a responsibility of players, coaches, faculty, cheerleaders, students, adults, spectators, officials and the media. Promotion of good sports-like behavior at all events should include a demonstration of respect for opponents and officials. All involved should maintain self-control throughout the contest. Rules

of the event should be understood and skill and performance should be recognized regardless of team affiliation. Good sports-like behavior is the cornerstone of a quality activity program.

## Activities Fee Schedule

### Category I Activities:

Fee charged, MSHSL sponsored competition and eligibility. \$90 per participant

<u>Carlton Hosted Activities:</u>		Baseball	Softball	
Basketball	Cross Country Running			Track
Football	Volleyball			

### Cooperative Hosted Activities:

Carlton is proud to provide additional opportunities through cooperative agreements with neighboring school districts. The host school (Cloquet) establishes the fee for the following cooperatively sponsored activities:

Hockey (Boys & Girls) (Boys & Girls)	Swimming (Boys & Girls)	Alpine Skiing	Golf
Wrestling (Girls)	Cross Country Skiing (Nordic)	Soccer (Boys/Girls)	Tennis

**(Cooperative fees paid to other school districts do not count towards ISD #93 student maximums).**

### Category II Activities:

Fee charged, MSHSL eligibility followed for participation. \$60

Jr. High Sports

### No Fee Activities:

MSHSL eligibility followed for participation.

Concert Band	Science Bowl Team
Knowledge Bowl	Cheerleading
Math Team	
Peer Helper	
Student Government	

*Students qualifying for free or reduced lunch will pay reduced fees.*

**STUDENT MAXIMUM FEES:** Sr. High Activities \$180 Jr. High Activities \$120  
**(Cooperative fees paid to other school districts do not count towards student maximums).**

- A. Participation fees must be paid prior to the first practice in all activities. Coaches are responsible for informing the Activities Director of students who have not paid the Activities Fee.
- B. Participation fees are refunded only if the individual does not make the team or quits before the first contest of the season. A refund form needs to be picked up in the High School Office and signed by the coach. Refunds will be issued by the District Office and sent to the student's home. No cash refunds will be given. (See Fee Refund Form)
- C. If a student qualifies for free lunch, the participation fee will be waived. If he/she qualifies for reduced lunch the fee will be 1/2 the amount.

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### **ACCELERATION GUIDELINES FOR ATHLETES:**

In instances where acceleration will be considered from middle school to senior high the following procedure must be followed:

- A. The head varsity coach will communicate the proposed acceleration to the Activities Director as soon as practical. This should happen prior to the student or parent being informed of the possibility. The rationale needs to include specific details regarding the possible acceleration. Consideration must be given to total number of students in the activity; the skills of the student, implications of the acceleration, past and future practice, etc.
- B. Student athlete and parents will be consulted regarding acceleration.
- C. The Activities Director and high school principal will make final decision regarding acceleration.
- D. Sixth graders are not eligible to participate in the senior high level, nor can sixth grade students participate in contact sports.

### **Athletic and Music Conflict Procedures**

It is the philosophy of Carlton Public Schools that both athletic and music events play an important role in the lives of Carlton students and their families. It is with this in mind, and with mutual respect, that music and athletic directors coordinate their schedules. The purpose is to avoid bringing pressure on an individual student as a result of conflicting schedules. The following regulations are an attempt to provide an equitable basis concerning the scheduling of events for Carlton students and a procedure to follow if conflicts do arise.

- I. Scheduling of Events.
  - A. The Activities Director and music department will schedule events in the spring of the year as completely as possible for the ensuing year.
  - B. Events scheduled after that date must be cleared with the master schedule in the Activities Director's office. Official district, region, and state additions or corrections should take precedence over non-conference and locally scheduled events.
  - C. Both the Activities Director and music department instructor are to receive in writing proposed dates for events which are scheduled after the initial schedule is drawn up.
  - D. The original schedule established by the Activities Director in collaboration with the music department will take priority over all later scheduled events if there is a conflict.
  - E. When it becomes necessary to reschedule a sport or music activity which has been postponed because of weather conditions, the coach or Director must check the existing school schedule before rescheduling the event. If there is a possible conflict, the change must be approved by the Activities Director and the music department instructor.
- II. Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt shall be made so that the student need not be asked to make a choice, nor be penalized due to the outcome of a decision stemming from these policies. When conflicts arise, both departments are to be notified of the situation.
  - A. All performances (games, concerts, meets, contest) take priority over a practice or rehearsal.
  - B. A concert will take priority over a regularly scheduled season game.
  - C. A postseason game or tournament will take priority over a musical concert.
  - D. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way by either department.

### **Awards**

Awards and recognition for performance are a natural and appropriate part of programs. They can serve as a means of motivation and are beneficial as an award for achievement. Awards may be presented by coaches in good judgment and in compliance with the budget allocation. Letters

shall be given to those who have earned them based on the criteria established by the head coach of each activity.

Special awards such as MVP, etc. shall be provided by the Bulldog Letterman's fund in a manner consistent across all sports and activities. Only participants who finish the season or who would have finished the season except for illness or injury shall be eligible for awards if they meet the coach's/advisor's criteria. Any MSHSL violation shall prevent a student from receiving post season awards or honors for the season in which the offense took place. The coaches/advisors shall prepare their criteria for participants to earn a letter prior to the start of the season and advise them accordingly before the start of the season.

### **Eligibility**

A. **Requirements** - Coaches shall be responsible for advising their players of eligibility requirements. The Principal has the final decision in determining eligibility and coaches are expected to enforce and support the principal's decision.. Specifically, the MSHSL Athletic Eligibility Information Bulletin must be read and presented in advance of participation. Eligibility requirements shall be those set forth by the MSHSL as well as the following District 93 policies:

1. Players must attend a minimum of one week of practice before becoming eligible for games and must also comply with minimum rules as set forth by the MSHSL.
2. Carlton High School students must be in class by noon-half of the school day (unless absent due to a school sponsored activity) in order to be eligible to practice or participate in any activity after school. Coaches are requested required to formulate a policy for those missing. Lunch time is the cut-off for determining a half day.
3. Students with assigned detention are ineligible for all activities before or after school until that detention has been served.
4. Students must make satisfactory progress toward graduation to be eligible. If satisfactory progress is not recorded, the student will be declared ineligible until satisfactory progress is recorded. Satisfactory progress toward graduation is determined by the high school principal in conjunction with the high school guidance counselor. Students receiving a failing grade during any quarter will be declared ineligible for two weeks of the regularly scheduled season games per failing quarter grade. Following the two weeks of ineligibility students may become eligible the Monday following the two week ineligibility period if they are now then making satisfactory progress with their teachers. 7<sup>th</sup> and 8<sup>th</sup> grade students must be passing all of their classes to participate in extracurricular activities. Periods of ineligibility will be determined by the high school principal with input from the guidance counselor, activities director, and coach or advisor.
5. Students will be eligible based on behavior during the school day and during practice and games. Students whose behavior which results in a disciplinary referral whose for which the consequences are suspension or detention, may be determined to be ineligible to participate in their activity or event for a time period to be determined by the high school principal.
6. In cases of severe behavioral incidents, students may immediately be suspended from their activity for the remainder of the current season.
7. Students who are found in violation of the Code of Responsibilities may be suspended by the high school principal, using the same guidelines for penalties as put forth for other MSHSL violations.
8. **Master Eligibility Lists** - Advisors/coaches shall be responsible for submitting their eligibility lists to the principal prior to the first contest. After the principal certifies each

program's eligibility, this list will be kept on file with the Activities Director and available to the MSHSL and member schools upon request.

**Eligibility: MSHSL Violation - District Policy**

Carlton Public Schools policy for athletics and other MSHSL activities shall be as follows for grades 7 through 12:

Carlton Public Schools will abide by and follow eligibility rules as prescribed by the Minnesota State High School League.

The penalties for athletes and fine arts participants shall be as follows: For the first offense, the penalty shall be two (2) weeks or two (2) events (whichever is greater), which may include chemical awareness sessions and/or parent/guardian participation. For a second offense, the penalty shall be three (3) weeks or six (6) events (whichever is greater). For a third offense, the penalty shall be six (6) weeks or (12) events (whichever is greater) and a recommendation for a formal chemical dependency evaluation as per MSHSL policy. These Carlton Public Schools penalties are intended to match those set forth by the MSHSL. Where conflicting rules arise, MSHSL policy shall control.

Violations by junior high school students who have not or are not participating with senior high programs will not be carried over after enrollment into grades 9 through 12. However, violations by middle school students who are or have been a part of senior high programs will accumulate.

Violations committed by a student in more than one activity shall be penalized in each activity (athletics and fine arts) and each activity shall carry its own penalty.

A student must successfully complete the entire season of the activity in which he/she is serving a MSHSL violation in order to get credit for the imposed penalty. If a student does not make the team or quits, the consequences remain until the next season of participation.

Carlton Public Schools recommended procedure for administering violations shall be as follows:

**I. Allegations and Complaints**

All allegations and complaints relative to a student violation of the rules and regulations of the Code of Conduct shall be channeled through the Activities Director. On receipt of the allegation or complaint The Activities Director will consult with the High School Principal and conduct a preliminary inquiry to determine if there is adequate evidence to warrant an official or full investigation. If the Activities Director and High School Principal find there is sufficient information to suspect that a violation has occurred and an official or full investigation is warranted, the Activities Director , so far as practicable, shall conduct an official and/or full investigation, as provided below make a thorough inquiry and investigation of all reasonable substantial charges received from responsible sources and consult with the High School Principal. The Activities Director will conduct a preliminary inquiry to determine whether there is adequate evidence to warrant an official or full investigation, keeping the High School Principal informed of findings. The High School Principal may also initiate an inquiry on her/his own incentive if she/he has reasonable cause to believe that a student has been in violation.

**II. Preliminary Inquiry**

**A. Sources of Information for Consultation:**

1. Consult with persons who are reported to have information.
2. Consult with persons who wish to bring information to school authorities.
3. Consult with coaches, teachers or directors of the activity in which the alleged violation occurs.

4. Consult with appropriate students.
5. Consult with appropriate parents.

**B. Summary of Findings in Preliminary Inquiry**

1. Record a statement of the information gained in the preliminary inquiry, which would conclude that:
  - a. There is sufficient information to suspect that a violation has occurred; identify the probable violation; list names of persons who may be involved; and call for a full investigation.
  - b. There is not sufficient information to determine that a violation has occurred and state that there will not be any further investigation.
  - c. Parents and High School Principal will be informed of the results.

**III. Full Investigation**

A. Meet with the individual student, in the presence of a third party adult, who is believed to be involved in a rule violation in the presence of a third party adult. Parents or guardians may be included.

1. Inform the student of the alleged violation.
2. Review the MSHSL rules as well as any additional local school policy and rules.

B. Record valid information received from any source.

C. Determination of eligibility. Parents and High School Principal shall be notified of the determination by the Activities Director.

**IV. Appeal Procedure**

A student or parent contesting a school's failure to certify eligibility of a student shall follow the appeal procedures as outlined in the Official MSHSL Handbook.

**Equipment/Uniforms**

If a uniform or equipment is lost or damaged to the point of not being able to be used again, the student to whom it was last issued will be responsible for the replacement cost. Students will not receive uniforms/equipment if there is an outstanding balance for previous lost or damaged equipment/uniforms.

**Meals**

Carlton Public Schools will not be responsible for any meal costs for students.

**Participation in Two Activities During the Same Season**

There may be times when an athlete wishes to compete in more than one activity during the same season\*. All requests should be made to the Activities Director, who has the final decision.

Permission to participate in both activities may be granted after consideration of the following criteria:

- A. The agreement of both head coaches or advisors.
- B. Demonstration of the athlete being able to meet the minimum participation standards for practices and events in each activity.
- C. The agreement of the athlete's parent(s)/guardian(s).
- D. The athlete's school, work, and personal schedule, as well as the athlete's academic standing will be examined.
- E. The effect on the team members will also be considered.



*\*Participation in arts and academic activities during athletic seasons do not require special permission, nor can participants be penalized for simultaneous participation in arts/academic activities and athletics.*

**Playing Time Philosophy Statement: Junior High/Varsity**

- A. In activities where 7/8 grade teams exist, it is the practice of Carlton athletics to provide approximately equal playing time for all participants during the first half of games. Coaches will use their discretion in playing time during the second half of those games.
- B. In 9-12 grade athletics, playing time is at the full discretion of coaching staffs for the entirety of competitions.

**Wednesday Night Activities**

In an effort to accommodate religious education activities, every effort will be made to restrict games and limit activities on Wednesday afternoons or evenings. Regular practices can be held, but students who miss for religious education will not be penalized.

**STUDENTS ACCUSED OF CRIMES –**

In situations where reasonable information has been received that a student has been convicted of a crime against the state, a conference shall be called between the student, parent, principal, and coach to determine the validity of the accusation. If proven to have been convicted, the student shall be placed on extra-curricular suspension.

**MOOD ALTERING CHEMICALS**

Rules: During the school year, including summer vacation, a student shall not use or possess a beverage containing alcohol; use or possess tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

**SEXUAL HARASSMENT/VIOLENCE**

**Rules:** During the school year, including summer vacation, a student shall not violate the sexual harassment and sexual violence by-laws of the [Minnesota State High School League](#).

**Penalties:** Penalties for first, second or third violations shall be the same as mood-altering chemical violations.

## Student Responsibilities

1. Adhere to the Minnesota State High School League rules, the rules of Carlton High School, and the rules of the coach and team on which you participate.
2. Dress and groom in a manner that reflects appropriately on the school, community, and yourself, adhering to the school dress code.
3. Accept the decisions of the officials made during activities. Bring questions to either the coach or appointed captains.
4. Do not use profanity in practice, games or any activities in which you represent the school.
5. Respect the property of others. Any Carlton student stealing or damaging property in Carlton or on road trips is in violation of the Student Code.
6. Positively support your own team/group and recognize the achievements of the opposing team.

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7. Keep winning and losing in perspective, recognizing that athletic programs are designed for learning and enjoyment.
8. Keep equipment/uniforms in good repair while checked out during your season. Turn in equipment/uniform promptly at the end of the season.
9. Work up to your capabilities academically.
10. Help with the upkeep of locker rooms and facilities used. You are responsible for your valuables and not to leave items out. Keep all valuables locked up. You are expected to keep other school's facilities clean while on road trips.
11. Follow regular bus etiquette/rules while riding to and from events. The supervisor has the right and responsibility to see that all students are reasonably quiet and do not interfere with the driver's concentration or ability to provide a safe bus. Only music and movie players with earphones are acceptable on the bus.
12. Take school provided transportation to and from the activities unless your parents make personal contact with the supervisor in charge. The only persons you may ride with is your parents.
- 13. The use of any cell phone with video ability in the locker is strictly prohibited.**

## Parent Responsibilities

1. Encourage your student to perform to the best of their ability both academically and in their activity. Be a source of support for them and the program.
2. Serve as a role model. Exemplify good attitudes by treating all players, coaches, fans, officials, schools and other parents with respect and dignity.
3. Insist that students abide by rules established by the school, the coach/director and the Minnesota State High School League.
4. Allow your student to enjoy the benefits of competition, remembering that not everyone can be the star, be first on the team, or have equal playing time.
5. Positively support your own team and recognize the achievements of the opposing team.
6. Keep winning and losing in proper perspective. Athletic programs are primarily designed for students to learn and have fun, Commend athletes who do their best, whether they win or lose.

SCHOOL SONG	SPORTSMANSHIP SONG
<p>Oh, here we are, the gang and all, To cheer our team to victory. Come on and yell with all your might, to show your high school loyalty, Rah, Rah.</p> <p>For Carlton High we sing this song, To help our team keep fighting strong, Come on let's go and let them know,</p>	<p>Come on let's raise our voices loud and strong, And give a cheer to boost our team along. We'll urge our boys to fight with all their might And win a victory in sportsmanship tonight, And be it win or lose we'll never fuss, We'll make our alma mater proud of us,</p>

<p>That we're from Carlton High!</p> <p>Blue and White – Fight! Fight! Fight with all your fame! Blue and White – Fight! Fight! Come on let's win this game! Yeah team, yeah team! Fight! Fight! Fight!</p>	<p>So give a loud and lusty hip-hurray, As friendly foes we'll play! Hey!</p>
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