

CARLTON HIGH SCHOOL ACTIVITIES HANDBOOK

SIGNATURE ACKNOWLEDGEMENT 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 refer to the handbook for any future questions.





Extra-Curricular & Co-Curricular Handbook for Students & Parents

2019-2020

[405 School Avenue, P.O. Box 310
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www.carlton.k12.mn.us

CLUBS AND ACTIVITIES

Athletics:

Carlton High School offers the following athletic opportunities:

Fall: Volleyball, Football and 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, boys and girls golf

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, the 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 the 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

Athletic:

- Grades 6-8 - *\$70.00 per sport with a cap of \$175.00 per child, per year.
- Grades 9-12 - *\$100.00 per sport with a cap of \$250 per child, per year.
- Students with free/reduced lunches pay ½ price for sports fees. All sport fees need to be paid in full by the first game of each season. Anyone with an outstanding sport fee will not play until the fee is paid. Anyone who can't make a timely payment should contact the AD or principal.

Co-Curricular:

- Activities included, but not limited to: Play, Robotics, Math Team, Knowledge Bowl
- Grades 6-8- \$20
- Grades 9-12- \$30

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

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

- A. Participation fees must be paid prior to the first practice in all activities. Activities Department is responsible for informing the coaches 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/reduced lunch, the participation fee will be for 1/2 the amount.

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 the total number of students in the activity; the skills of the student, the 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 the 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.
 - The Activities Director and music department will schedule events in the spring of the year as completely as possible for the ensuing year.
 - 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.
 - Both the Activities Director and music department instructor is to receive in writing proposed dates for events which are scheduled after the initial schedule is drawn up.
 - 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.
 - 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.
 - All performances (games, concerts, meets, contest) take priority over a practice or rehearsal.
 - A concert will take priority over a regularly scheduled season game.
 - A postseason game or tournament will take priority over a musical concert.
- III. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way by either department.

State Tournament Participation

The school will support all qualifying teams at MSHSL State Tournaments. The school will pay for the following:

- Rooms for supporting 4 student athletes per room, and a room per every two coaches.
- Travel to and from the State Tournament, including while at Tournament.
- Tickets for MSHSL banquet or similar event.

*The team will return back to Carlton from the tournament following elimination from the tournament, or completion of the tournament if the team makes it. Any unnecessary stay will not be covered by the school. The Activities Director/HS Principal will make any decisions on necessities of staying.

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.

Sherm Swanson (boys) and Meredith English (girls) Student Athlete Awards

The criteria to receive the award is:

- Each award is given to a Carlton High School junior and senior student athlete.
- A student can receive the award two years in a row if chosen through this process.
- Student athlete must have a minimum of a 3.0 cumulative high school GPA.
- No MSHSL violations during the current school year.
- Consistently demonstrates exemplary character, leadership and service to the school and community on and off the athletic field/court. See Code of Conduct

Voting Process for awards:

- Coaches receive list of student athletes who meet the criteria for the award.
- Each Head Coach receives one vote. Each varsity girls' team coach votes for one girl and each varsity boys' team coach votes for one boy.
- The coaches submit their votes to the Activities Director. If there is a tie, (coaches revote for final two) and if there is still a tie, the winner shall be determined by the HS Principal and Activities Director.

The winners will be announced at the Academic/Athletic Awards Program by the Activities Director. The winners receive a plaque from the Activities Director and HS Principal, as well as their name on a plaque in the school's display case.

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 the end of the student's scheduled school lunch time (unless absent due to a school sponsored activity) in order to be eligible to practice or participate in any activity after school. Coaches will formulate a team policy for those missing practices or games due to school absences.
 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. 7th and 8th 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(s) of the student handbook 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.

Student athletes must be aware that social media and digital photography can easily portray an individual as participating in activities that are in violation of school policy and/or the MSHSL Code of Conduct. The school district is responsible for enforcing school policy and MSHSL rules for determining student athlete eligibility. If there is a question of conduct, the district will consider all

evidence. If the evidence indicates a student athlete was clearly interacting with individual(s) engaged in activities that are violations of MSHSL rules, it may be determined that the student athlete is subject to consequences.

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.
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 the 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 a 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.

<p>SCHOOL SONG</p> <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, 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>SPORTSMANSHIP SONG</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, So give a loud and lusty hip-hurray, As friendly foes we'll play! Hey!</p>
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