

2016 -2017
EXTRA-CURRICULAR ACTIVITIES HANDBOOK
Southern Wells Junior/Senior High School

EXTRACURRICULAR OPPORTUNITIES

1. **Athletic Opportunities** All students are encouraged to participate in the athletic program. Southern Wells Jr./Sr. High School is a member of the Indiana High School Athletic Association (IHSAA) and the Allen County Athletic Conference (ACAC). We are bound by the rules and regulations of these organizations.

Senior High Sports Offered:

- a. Boys: cross-country, football, basketball, wrestling, baseball, track, and golf
- b. Girls: cross-country, golf, volleyball, basketball, softball, and track
- c. Cheerleader Squads: separate squads will be chosen for football and basketball
- d. Positions are available on teams to be a student manager or statistician

Junior High Sports Offered:

- a. Boys: cross-country, football, basketball, wrestling and track
- b. Girls: cross-country, volleyball, basketball, and track
- c. Cheerleader Squads: separate squads will be chosen for football and basketball
- d. Positions are available on teams to be a student manager or statistician
- e. Sixth graders are eligible to participate in junior high sports when participation numbers necessitate it

2. **Music Opportunities**

- a. Marching Band, Pep Band, 8th grade Band, 7th grade Band, 6th Grade Band, and 5th Grade Band
- b. HS Singers, JH Choir, Raider Rhythm and In Harmony

3. **Clubs and Organizations**

- a. Art Society
- b. FFA (Leadership Contests & Judging Teams)
- c. FCCLA (Proficiency Contests, etc.)
- d. Spanish Club
- e. Sunshine Society
- f. National Honor Society

4. **Academic Competitions Teams**

5. **Drama Productions**

6. **Student Councils**

EXTRACURRICULAR GUIDELINES

A. Selection of Participants

Participants will be selected on the basis of dependability, behavior, cooperation, sportsmanship, determination, and ability. It may be necessary from time to time, to cut or remove participants from the team or group. It is the responsibility of the coach/sponsor/adviser to determine the membership of the team/group. Once the selections are made, coaches may have a meeting with the participants and parents to emphasize what is expected in the way of attitude, behavior, language, caring of issued equipment, etc.

B. School Dismissal Practice Policy

When school is dismissed due to inclement weather conditions, all student activities that are scheduled for the day will be cancelled unless there is a significant change for the better (i.e. fog). This will include all extracurricular practices, meetings, contests, etc. To conduct a practice on these days needs administrative approval. If approved, attendance by participants will be voluntary and not mandatory.

C. School Equipment and Facilities

1. A participant is financially responsible for all equipment checked out to him/her. The participant is to treat all equipment respectfully, and not abuse it, loan it to others, or wear it outside the activity.
2. Coaches are to see that all equipment and uniforms are turned in promptly. Missing items will be settled for at that time. A student who does not return equipment may become ineligible to participate in the activity until the equipment is returned or paid for.

3. Keep valuables and clothing locked in your locker.
4. Coaches/sponsors/advisers are primarily responsible for all equipment for their activity at all times.
5. Keep the facilities clean. Pick up after yourself and turn off all lights or other items you turned on. No horseplay.
6. Keep glass bottles out of the gymnasium and gym lobby.
7. Shoes that have spikes or cleats are not to be worn in the school building.

D. Dropping An Activity

1. Any participant quitting a team/group will not receive any awards for that activity.
2. In athletics, an athlete who quits one team in a season may not participate in another sport until the season of the sport he/she has quit is completed. The only exception being by mutual consent and agreement of both coaches of that same sports season and the athlete involved.

E. Participants Who Work

1. Work is not to interfere with practice, competitions or performances. If work becomes a problem, the participant may have to make a choice between the activity and work.

F. Student Managers/Assistants

1. Be thankful you have student managers and assistants. Treat them with respect.

G. Insurance

1. Each participant is responsible for his/her own insurance coverage. The school does not have a paid insurance plan for participants.
2. The IHSAA does have catastrophic insurance coverage on athletes that may go into effect when the individual athlete's coverage is depleted.

CODE OF CONDUCT FOR EXTRACURRICULAR PARTICIPANTS

A. Eligibility Seasons

1. It is to be understood that all seasons are not the same number of days in length.
2. The seasons for athletes will be based on the dates established by the IHSAA.
3. Seasons for students involved in activities other than athletics will be based on the dates established by the IHSAA for football, boy's basketball, and boy's track.
4. The summer season for athletes and non-athletes is defined as the period of time between the end of IHSAA boy's track and the start of football.

B. Academic Eligibility

1. In order for any Senior High student to participate (except as a spectator) in any extracurricular activity students must have earned passing grades in the equivalent of five classes for the previous 9-week grading period.
2. In order for any Junior High student to participate (except as a spectator) in any extracurricular activity students must have earned passing grades in the equivalent of five classes for the previous 4 ½-week grading period.
3. All entering 9th grade (Sr. High) students are declared eligible for the first 9-week grading period of school. All entering 7th grade (Jr. High) students are declared eligible for the first 4 ½-week grading period of school. After the initial grading period, entering 9th graders, must have passed a minimum of five classes the previous 9-week grading period and entering 7th graders, must have passed a minimum of five classes the previous 4 ½-week grading period.
4. Nine-week grades take precedence over 4 ½-week grades and Semester grades take precedence over 9-week grades that ends a semester.
5. An ineligible student may practice, but not participate, in the actual activity or sport with the approval of the student's parent(s) and activity coach/sponsor/adviser.

C. Conduct and Participation Rules

1. All school rules and policies outlined in the general school handbook are in effect for Extra Curricular Activities. In addition, if you violate any of the rules below you may be restricted from participating in any or all extracurricular activities. This restriction may extend into the following school year:
2. Knowingly possessing, using, transmitting, selling or being under the influence of alcohol and/or illegal drugs in or out of school or on or off school grounds. Use of a drug authorized by a licensed physician is not a violation of this code.
3. Firing, displaying, or threatening the use of firearms, explosives, or other weapons in or out of school or on or off school premises for any unlawful purposes.

4. Deliberately causing damage to property in or out of school or on or off school premises.
5. Stealing or knowingly possessing stolen goods at any time and any place.
6. Use of abusive language and/or vulgar, indecent language, or gestures which can cause a disruption or interference with an extracurricular activity.
7. Participants are expected to have no difficulties with law enforcement agencies, including conviction for a misdemeanor or felony.
8. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any persons in or out of school or on or off school premises. Self-defense or reasonable action undertaken to protect some other person does not, however, constitute a violation of this provision.
9. Participants are to have no involvement in sexual offenses while in the care and custody of the school, on school premises, or at any school activity.
10. Smoking or the use of tobacco products including snuff and chewing tobacco while in or out of school or on or off school grounds.
11. Failing to comply with the directions or rules of the coach/adviser/sponsor.
12. Refusing to identify him or herself to any teacher, administrator, or other authorized person immediately before, during or after school or at school sponsored events. If an identification card has been issued to a student it shall be produced if requested.
13. All violations of the above rules (except those listed in number 14 below) will be enforced during the season of participation for athletes, regardless of the place of occurrence. For all other extracurricular activities they will be enforced when they occur on school grounds, at a school activity or function, or when the participants are representing the school, such as using tobacco while in a school uniform after the activity is completed.
14. Exceptions to number 13 above: The rules for possession or use of firearms at school, conviction of a felony, selling or using, tobacco, alcohol and drugs, theft and/or vandalism will be in effect during the off-season or summer as well as the season of competition or participation.
15. Students who have criminal law proceedings pending against them, or who are on probation may be suspended from participation in practice and athletic contests during the time of such proceedings, if the extracurricular activities council determines that the offense is serious in nature and there is essentially no doubt that the offense occurred. The participant will be given an opportunity to present reasons why there should not be a suspension.
16. **Additional Rules of Coaches/Sponsors/Advisers:** The coach/sponsor/adviser of each activity may have additional rules and regulations for his/her activity, and should expect participants to meet these reasonable standards. Enforcement of these rules is left to the individual coach/sponsor/adviser. These additional guidelines are to be approved by the activities director and kept on file in his/her office and the principal's office. All participants should receive a copy of these rules and one should be posted. The participant is to obey the specific rules of the coach of their particular sport.
17. Participants who display fits of temper, fight, etc. when things don't go as desired are displaying a lack of maturity. Behavior that is contrary to sportsmanship is a direct reflection on the school, school officials, team, and coaches, and will be addressed by the appropriate authorities. All participants are expected to demonstrate good sportsmanship

D. Practice Regulations

1. **All participants are to attend all practices and report to practice on time.** If a participant cannot attend a practice, the coach/sponsor/adviser is to be notified of the reason a day in advance. The reason for missing practice must be an extreme emergency or other good reason, such as illness or absence from school.
2. Each coach/sponsor/adviser will set the practice attendance policy for his/her sport. They will have the final say concerning the missing of practices or contests.
3. Students are to obey the specific practice rules of the coach/sponsor/adviser.
4. Practices are to end at a designated time. Practice schedules will be made out and published so the participants will know the time and area of practice each week.
5. Students are only to use the facilities during their organized practices or contests.
6. Serving Disciplinary Penalties for school infractions is not an excused absence from a practice or contest.

E. Use of Facilities and Equipment

1. Keep the area clean and pick up after yourself. If you turn it on, turn it off. There is to be no horseplay.

F. Extra-Curricular Activities Trips

1. It is expected that all concerned will act in an acceptable manner when traveling, and will conduct themselves on the bus in a manner of keeping with bus rules.
2. Participants are to follow the directions of the coaches on trips.

3. Equipment and facilities of the opposing school will be respected and cared for just like personal equipment. Any breaking, defacing, etc., that is purposely done, will result in restitution by that person as well as consequences imposed by the school.
4. When entering restaurants or other public places, the participant should be orderly, and follow accepted rules of behavior.
5. Activity/team members will be required to ride the bus to and from the activity unless the coach/sponsor/adviser gives approval to do otherwise. The coach/sponsor/adviser may give approval for the participant to ride home with his/her parent/guardian, or another parent if the participant's parent has given the proper permission. A written note from the participant's parent may be required for him/her to ride home with another parent. Participants will not be allowed to ride home with another student or a boy or girl friend.
6. A participant who is not directly involved in the competition may be encouraged to attend and support the competition, but will not be required to do so.
7. Participants and coaches/sponsors/advisers are responsible to see that the bus or van is cleaned up (left in the condition received) after that trip.

G. Gymnasium and Halls

1. Keep glass bottles out of the gymnasium or gym lobby.
2. Shoes that have spikes or cleats are not to be worn in the school building. Carry them in the building and put them on outside the building and remove them before coming into the building.

H. Suspension from Extracurricular Activities

1. A participant in violation of rules of the activity in which he/she is participating may be suspended from that activity by his/her coach/sponsor/advisor for the remainder of that particular season. Each coach/sponsor/advisor will determine if a participant who is under suspension may continue to practice.
2. In the event a student is suspended from a co-curricular activity (one that includes both coursework and extracurricular) outside the regular school day, that student's grade during the suspension will be based on both his or her classroom performance as well as the outside of school assignments/practices, and/or performances missed because of the suspension.

I. Appeal Procedures

1. Any participant has the right to appeal a disciplinary action decision of a coach, sponsor, or advisor.
2. The student and/or parents or guardian must notify the activities director or principal within five (5) school days of the decision indicating a desire for a hearing.
3. At the hearing, the administrator may reduce or revoke the penalty of the coach/sponsor/advisor, but cannot invoke a penalty more severe than that recommended by the coach/sponsor/advisor.

CONSEQUENCES OF EXTRACURRICULAR RULE INFRACTIONS

A. General

1. The Disciplinary Actions in this section are the minimum that a coach/sponsor/adviser may impose on a participant who has violated these specific rules.
2. A coach/sponsor/adviser may impose more severe consequences, but those penalties will be only for his or her particular athletic season.
3. A suspension may extend into the next season that the participant has a record of participation until the percentage of contests/competitions/performances imposed by the penalty has been missed.
4. In athletics, penalties are based on a 10-contest season as a minimum, but if the number is over ten, then the percentage of the total contests will be used.
5. Confession cannot be used as a method to avoid confrontation by school officials, once the officials have knowledge of the infraction.
6. Administration may determine that a particular infraction is more serious and will result in a more severe penalty than listed herein.
7. When multiple activities are involved, punishment will be divided among each activity until the penalty is completed.

B. Tobacco Use/Possession - Alcohol Possession/Use - Traffic Violations that become a Misdemeanor

- **1st Time:** Participant admits to violation when confronted - 25% of contests in that season. Evidence proves that athlete violated the rule - 50% of contests in that season
- **2nd Time:** 100% of contests in that season
- **3rd Time:** 365 days from time penalty imposed
- **4th Time:** Ineligible for extracurricular activities for rest of high school career

C. Drug Possession/Use Acts of Vandalism and Theft/Misdemeanor Conviction

- **1st Time:** Athlete admits to violation when confronted - 75% of contests in that season. Evidence proves that athlete violated the rule - 180 days from time penalized
- **2nd Time:** 365 days from time penalty imposed to being ineligible for extra-curricular activities for rest of high school career
- **3rd Time:** Ineligible for extracurricular activities for rest of high school career

D. Selling Drugs/Firearms in School at School Activity or on School Grounds/Felony conviction

- **1st Time:** 365 days loss of eligibility
- **2nd Time:** No longer eligible for extracurricular activities in high school

E. Self-Referral By Students Participating In Activities

1. Students participating in activities may take advantage of a self-referral procedure to seek information, guidance, counseling and assessment in regard to student use of tobacco, alcohol, and other drugs.
2. Voluntary referrals do not carry punitive consequences:
 - a. Referral is allowed one time in a student's career at Southern Wells Senior High School.
 - b. Referral must be only by the student.
 - c. Referral cannot be used by students as a method to avoid consequences once a Code rule is violated and a student has been identified as having violated one of the rules of the code.
 - d. Referral must be made to the activities director, a guidance counselor, or administrator.
3. A student shall not practice or participate in extra-curricular activities until the agreement has been completed, signed and returned to the school office building.

IHSAA GUIDELINES FOR ATHLETES

Each athlete must meet the requirements and regulations of the school, athletic conference, and the IHSAA. Participation in athletics is earned by meeting the following standards:

1. **Scholarship:** You must be enrolled in and pass five full credit subjects or the equivalent in your previous grading period. Semester grades take precedence over grading period grades.
 - a. Each athlete must be currently passing the equivalent of five classes each period (9 weeks). Student Service does not count toward eligibility.
 - b. There are four eligibility periods. Each eligibility period begins with the day grade reports are issued until the next day grade reports are issued approximately 9 weeks later.
2. **Age:** You cannot be 20 years of age before the final championship contest of that sport.
3. **Amateurism:** You cannot play under an assumed name, accept money or merchandise directly or indirectly from athletic participation, or sign a professional contract in that sport.
4. **Awards/Gifts:** You cannot receive recognition for your athletic ability any award not approved by your high school principal or the IHSAA. Also, you cannot accept merchandise as an award, prize, gift or loan or purchase such for a token sum, or accept awards, medals, recognition, gifts and honors from colleges/universities or their alumni
5. **Conduct/Character:** In and out of school must not bring discredit to your school or the IHSAA or create a disruptive influence on the discipline, good order, moral, or educational environment in your school.
6. **Enrollment:** You must enroll in school during the first 15 days of a semester. You cannot be enrolled for more than 4 fall semesters and 4 spring semesters in high school nor can you represent a high school in a sport more than 8 semesters.
7. **Participation:**
 - a. During the Contest Season You Cannot: Participate in tryouts or demonstrations of athletic ability in that sport as a prospective college student, Participate in an organized athletic contest with or against players not belonging to your school, nor participate in a contest with or against a student enrolled in below grade 9; Participate as an individual on any team other than your school team; Participate as an individual without following the criteria for the outstanding student athlete; or Attend a non-school camp or attend and participate in a student-clinic.
 - b. During School Year Out-Of-Season You Cannot: Participate in a team sport contest where admission is charged, as a member of a non-school team where there are more than three students in basketball and volleyball, five students in baseball or softball, or six students in football who have participated in a contest as a member of their school team in that sport; Receive instruction in team sports from members of your high school coaching staff.

8. **Illness/Injury:** If you are absent from school or are physically unable to practice for five to ten consecutive days due to illness or injury, you must attend and actively practice four consecutive days prior to returning to active participation. If you are absent from school or are physically unable to practice for more than ten consecutive days due to illness or injury, you must attend and actively practice six consecutive days prior to returning to active participation.
9. **Practice:** You must have completed **ten separate days** of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.
10. **Consent and Release Certificate:** Between April 1 and your first athletic practice each school year, you must have on file in the high school office a **Student-Parent-Physician's Certificate** which indicates that a physician certified you to be physically fit, your parents have granted written permission to participate, and indicated your insurance status.
11. **Transfer:** You cannot transfer from one school to another primarily for athletic reasons. Contact the activities director for other special rules concerning eligibility of transfer students.
12. **Undue Influence:** You cannot participate for any person using undue influence to secure you as a student.

LETTER REQUIREMENTS OF INDIVIDUAL SPORTS

Requirements to Earn Varsity Letter By Individual Sport

1. **Baseball:** Participate in 50% of the scheduled varsity games and maintain eligibility all season.
2. **Basketball:** Participate in 70% of the varsity games and be certified for the IHSAA tournament.
3. **Cross Country:** Must be among the top 7 runners in average low scores for the season, plus run in 70% of the varsity matches, and participate in the IHSAA Tournament.
4. **Football:** Participate in one-half of the total varsity quarters.
5. **Golf:** Must be among top 5 golfers in average low gross score for the season, certified for IHSAA tournament, and played in 70% of the varsity matches.
6. **Softball:** Participate in a minimum of 70% of the scheduled varsity games.
7. **Track:** The athlete must be the top individual in any event, or on a relay team in at least one-half of the scheduled varsity meets, or score 20 points for the season.
8. **Volleyball:** A player must participate in 50% of the scheduled varsity matches and be certified for IHSAA tournament.
9. **Wrestling:** Participate in 10 varsity matches and be certified for the IHSAA tournament.
10. **Cheerleader:**
 - a. Must cheer at 75% of all the varsity football games and IHSAA football tournament games for fall cheerleader letter.
 - b. Must cheer at 75% of all scheduled boy's varsity basketball games, girl's varsity basketball games, conference varsity basketball tournaments, and IHSAA basketball tournament games for winter cheerleader letter.
11. **Coaches Discretion:** A coach may choose to letter an individual even if they don't meet the criteria above.

ATHLETIC AWARDS SYSTEM

RECEIVING AN ATHLETIC AWARD

1. A participant must be eligible, according to IHSAA rules, at the beginning and end of the season in which he/she participates. In addition, the athlete must be in good standing to qualify for an award. This includes the fields of athletics, scholastics, and conduct.
2. All awards will be presented at an appropriate sports banquet or program.
3. Awards to participants of non-varsity teams will be a certificate.

ATHLETIC JACKETS, LETTERS, AND ACCESSORIES

1. A 6" chenille 3-dimensional "SW" shall be used for a varsity award. An athlete may receive only one varsity award.
2. The jacket will be of scarlet body, with knit collar and cuffs (blue with stripes), with white or blue leather sleeves. The 3-dimensional SW will be worn on the left chest. Metal symbols of the sports lettered in will be worn on the letter. Numerals of chenille, three inches high, will be placed on the left sleeve, designating the year of graduation. The only patches worn on the jacket will be for an IHSAA or conference championship, all-conference status, All-State (both athletic and academic).
3. **When an athlete / manager earns 6 points, he/she is eligible to purchase an athletic jacket.** To earn points: Lettering = 3points; Participation = 1 point.

4. Any athlete / manager who successfully completes four seasons in the same sport and has not received a varsity athletic award letter will be awarded a varsity letter and is then eligible to purchase his/her athletic jacket.
5. Each time an athlete / manager letters, the athletic department will present him/her with a metal insert signifying the sport. Athletes who need to replace an insert may purchase it from the athletic department at the current price. Star metal inserts may be given in any sport where a captain has been designated.
6. One major letter may be transferred from any other high school after having earned a letter at Southern Wells High School.

3-PEAT RAIDER ATHLETE

1. Athletes / Managers: The athlete / manager must participate in one sport during each of the three athletic seasons (fall, winter, spring). In order to qualify a student may only count being a manager for one season. This award is for 7th-12th graders. Award winners will receive a t-shirt, certificate, and lunch at the end of the academic year.

SOUTHERN WELLS OUTSTANDING ACHIEVEMENT AWARD

1. An athlete / manager / or combination must meet the following criteria:
 - a. Athlete Only: Earn 10 Varsity Letters
 - b. Athlete and Manager Combination: Earn 11 Varsity Letters
 - c. Manager Only: Earn 12 Varsity Letters
2. Each athlete who meets the standards will receive a life-time pass to all Southern Wells home athletic contests and a plaque signifying his/her outstanding achievement.