

CO-CURRICULAR

Handbook

2014-2015

Independence High School

23786 Indee Blvd

Independence WI 54747

715-985-3172

www.indps.k12.wi.us

Versión española del Manual. A petición se puede obtener una versión en español de este manual. Por favor, haga la solicitud con el Director de Deportes.

2014-15
Co-Curricular and Class Officers Handbook

- 1. Robert's Rules of Order are to be observed at the meeting.**

CO-CURRICULAR ACTIVITIES

Independence High School offers a wide selection of co-curricular activities for students to choose from. Co-curricular activities are defined as those activities outside the regular classroom that do not receive high school credit or grade. You are encouraged to take part in some activity that interests you. Frequent announcements are made explaining how you may join these activities. In order for a student to attend co-curricular activities after school the student must attend school on that day in ALL CLASSES unless there is a pre-arranged excused absence approved by the Principal or a medical appointment. Following is a list of student co-curricular activities approved by the Board of Education. However, not all clubs may be functioning or active due to budgetary constraints, lack of interest, lack of an advisor, etc.

- | | | |
|---------------------------|-----------------------|----------------------|
| 1. National Honor Society | 2. Academic Decathlon | 3. Choir/Band Groups |
| 4. Student Council | 5. I-Club | 6. Arts |
| 7. Forensics | 8. Annual | 9. High Quiz Bowl |
| 10. F.F.A. | 11. Foreign Language | 12. STARS |
| 13. ECO Club | 14. Drama | 15. History |

Any and all school/class sponsored activities including homecoming, prom, dances, etc.

NON DISCRIMINATION POLICY

The Independence School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries concerning the application of Title IX of the Educational Amendments of 1972 may be referred to the District Administrator, School District of Independence, 23786 Indee Blvd., Independence, WI 54747. Any complaint alleging noncompliance with Title IX must be in writing and include a statement of facts comprising the alleged noncompliance, and to signed and dated.

OBJECTIVES:

Objectives of the Independence High School Co-Curricular program are:

- To enjoy the opportunities, rewards of participation and competition.
- To provide opportunities for lasting friendships with classmates and students from other schools.
- To provide an opportunity to exemplify and practice working together as a team.

4. To provide examples of cooperation, discipline, and hard work, which will be viewed with pride by the entire student body and community.
5. To provide students with an understanding that participation in co-curricular activities is a privilege which carries responsibilities.

Responsibilities:

The privilege of participating in our co-curricular program is extended to all students, providing they are willing to assume certain responsibilities.

The greatest responsibility is to be a credit to your parents, school, and community. Therefore, it is required that you:

1. Display high standards of social and academic behavior.
2. Display outstanding character.
3. Display proper respect for those in authority, including teachers, advisors and judges.
4. Display a spirit of cooperation.
5. Dress with special care when attending contests.

Absence on the Day of an Activity/Contest

The policy is outlined as follows:

A student must be in school all day in all classes (missing over 50% of a class unexcused is considered missing the class), in order to compete in an activity or contest that day. Students will be allowed to participate if they have a pre-arranged excused absence or a medical appointment.

Saturday Activity/Contest

A student may be absent on Friday if the absence is for a legitimate reason.

1. Contact the advisor involved.
2. Bring a note from parent.

Fees/Attendance/Grades

A student is eligible if he or she is in regular attendance in grades 9, 10, 11, and 12.

1. A student with a failing grade at the end of a quarter is ineligible from the date the grades are made available to the staff to participate in any culminating co-curricular activity or the next contest/event. After the one activity/event suspension a student will be required to get a signed statement from all of

their teachers verifying that passing work is being achieved in all courses and present this statement to the principal, before they can regain eligibility.

For eligibility purposes, the quarter grades will be used to determine eligibility, NOT THE SEMESTER GRADES.

2. If school is not in session, then a student will be suspended from participation as defined below.
 - a) The student will be suspended from participation in any culminating activity during the summer if they receive a failing grade at the end of the fourth quarter during the previous school year. If there is no culminating activity during the summer, the student will be ineligible for one contest/event and until he/she is passing all classes at the beginning of the school year.
 - b) If a student has failures from the previous year's end of the fourth quarter, they will be eligible at the beginning of the school year provided they have fulfilled the requirements listed above in (a). If the student fails to meet the above requirements, he/she will be ineligible until he/she is passing all classes.
3. The student must practice/participate with the group during the period of ineligibility.
4. A student making satisfactory progress in a school's prescribed course as a member of an "exceptional education program" may be exempt from normal requirements.
5. A co-curricular fee of \$20 is required to be a member of any organization, except FFA, which is a national organization.

CODE OF CONDUCT FOR CO-CURRICULAR PARTICIPANTS

The following articles shall govern the conduct of all student participants - regardless of age - who participate in co-curricular activities at Independence High School. These rules are in addition to the rules and general regulations set forth in the Independence High School Student Handbook.

The rules will be enforced twelve (12) months of the year for all student participants.

All suspensions in middle school are terminated upon graduation from middle school. Every student continuously enrolled in the District begins their high school term with a "clean slate." No middle school code violations will be used to determine periods of ineligibility for high school violations. The high school code for a student goes into effect immediately following graduation from middle school.

Any procedures outlined in the following rules and regulations do not in any way preclude referring problems of a criminal nature to the appropriate law enforcement agency.

VIOLATIONS AND GUIDELINES FOR ASSESSING PENALTIES

Violations under Articles One, Two, Three, and Four:

Article One: Drinking alcoholic or malt beverage or having in his/her possession by a student participant, constitutes a violation of the Code of Conduct.

Article Two: Using, buying, selling, transmitting, or having in possession illegal drugs or misuse of legal drugs of any kind by a student participant constitutes a violation of the Code of Conduct.

Article Three: Any use of tobacco or possession (smoking, chewing, etc.) by a student participant constitutes a violation of the Code of Conduct.

Article Four: A student who steals equipment or vandalizes other property from Independence High School or from any other school or its personnel, shall be considered in violation of the Code of Conduct.

Penalties for Violation of Articles One, Two, Three, and Four:

If it is determined that a student participant has violated articles one, two, three, or four of the code of conduct the following penalty will be assessed:

1. The student will be suspended from participation for thirty (30) calendar days and nights.

HONESTY CLAUSE: The following conditions only apply to first-time offenders.

- a) If a student commits a co-curricular code violation during the school year, or while a student is participating in a co-curricular organization, the following timelines must be followed to reduce the suspension to fifteen (15) calendar days. After a co-curricular code violation the student must confess to the violation by the end of the next day of school that the student is in attendance, or before the next scheduled co-curricular event. The school year is defined as the first day of school to the last day of school inclusive.
- b) If a student commits a co-curricular code violation during the time period outside the school year and is not participating in a co-curricular the following timeline must be followed to reduce the suspension to fifteen (15) calendar days of the originally scheduled events. After a co-curricular code violation the student must confess to the violation by the end of the next working day. Working days are considered Monday through Friday excluding holidays.
- c) In either a) or b) above the confessions must be made to the principal or advisor of the co-curricular organization the student is currently participating in, or an administrative secretary if all of the other personnel are unavailable. The person who receives the confession will then document the date and time of the confession. The advisors and secretaries will then notify the principal of the confession.

2. If a second violation occurs within one year from the first violation, the student will be suspended from co-curricular participation for a period of one year from the date of the second violation.
3. If a second violation occurs after one calendar year from the first violation, then the student will be suspended under the same guidelines as a first violation.
4. Effective with the class of 2008, any student receiving a third violation in high school will be ineligible for one calendar year from the date of that violation or one calendar year from the end of any suspension the student is currently serving.
5. Any student receiving a fourth violation will be ineligible from any and all co-curricular participation for the remainder of their high school careers.
6. Before eligibility can be regained after a second violation of Article One, Two, or Three, (any combination) a student must have an assessment done by a qualified drug and alcohol counselor. The guidance counselor of Independence High School may assist the assessment arrangement.

Violations under Article Five:

Article Five: Co-curricular participants are public figures, representatives of the District, and serve as role models for others. The organization, its advisors, the school and the community are judged by the behavior in public of the individuals representing them. Therefore, in addition to the requirement that each co-curricular participant comply with the specific rules set forth in this Code, each student co-curricular participant shall be expected to exercise reasonable citizenship. Any co-curricular participant conducting him/herself in a manner unbecoming a co-curricular participant or who is convicted of a violation of any state criminal law, whether a misdemeanor or a felony, or who has violated any county or municipal ordinance or regulation enacted for the protection of the public or for its peace and good order, which statute, ordinance or regulation imposes any penalty, including but not limited to jail time, monetary penalty or forfeiture, if such conduct or violation is found by the Co-Curricular Council to be conduct unbecoming a co-curricular participant and of such a serious nature as to affect the operation and functioning of the school system or of any of its co-curricular programs, shall be subject to sanctions under this Code commensurate with the severity of the misconduct.

Penalty for Violations under Article Five:

If it is determined that a co-curricular participant has violated Article Five, the penalty will be assessed on an individual basis, depending on the seriousness of the offense, by the co-curricular advisor, other advisors, and the principal.

SCHOOL SUSPENSION: A student who is suspended from school cannot participate or practice during the suspension period.

ALL RULES CONCERNING ATTENDANCE AS DEFINED IN THE STUDENT HANDBOOK SHALL BE ENFORCED!

PROCEDURES FOR PROCESSING VIOLATIONS

1. For an Article Violation to be processed by the Principal, one of the following must occur:
 - A. Article Violation must be submitted in writing by an individual who witnessed the violation.
 - B. Viewed by District Administrator, Principal, or Contracted Advisor.
 - C. For any verbal or written information from an unidentified source, the Principal/District Administrator may contact the accused athlete.
 - D. For any visual or audio information (pictures, video, cd's, recordings) to be processed it must be accompanied by a signed affidavit from an adult 18 years of age or older, verifying that the media is authentic.
2. The Principal will meet with the alleged offender, will investigate the charge, and make a decision.
3. The Principal may make his/her decision immediately if he/she or advisor viewed the violation.
4. The Principal may consult with any of the advisors. Suspension shall be based on the Article Violations and the penalties assigned thereto.
5. The Principal shall verbally notify the student participant immediately after his/her decision. He/she shall attempt to telephone the parents of his decision.
6. The Principal shall give the student participant and parents a written notice of his decision.
7. The Principal will clearly define the dates of the suspension and will indicate, by event/contest, when the student participant can again participate.
8. He/she shall inform the student of the appeal procedure and give the student a copy of the same.
9. Suspension may be appealed through the "due process" procedure. During the appeal procedure, the suspension shall remain in effect unless otherwise directed.

DUE PROCESS PROCEDURE

“Due Process” is a procedure that courts of law recognize as a necessary part of any rules and regulations. “Due Process” furthermore and of primary importance recognizes the rights of the individual, since it outlines their recourse in the event they feel a wrong decision has been made. The “Due Process” steps outlined hereafter is the procedure for a participant and their parents to follow in appealing decisions relating to eligibility. It should be understood that participants and parents will be expected to follow the “Due Process” steps in the event legal action should be initiated at some later date.

1. After a ruling of ineligibility resulting in suspension from co-curricular activities has been made, a student participant and/or their parents may formally appeal the decision in writing to the Principal.
 - a. The Principal, within three days of receipt of such written appeal, shall formalize the ineligibility decision in writing, send a letter by registered mail to the parents outlining the specific details relating to (a) violation or infraction, (b) date of violation or infraction, (c) period of suspension and, (d) any other pertinent information.
 - b. After an appeal has been received and the school’s formal reply mailed to the parents, a date for a hearing will be established by the principal, such date no later than seven days after receipt of the written reply to the student participant and their parents. Present at the hearing, in addition to the Principal and/or District Administrator of the school, shall be the student and the parents and, if a rule relating to a specific activity is involved, the advisor of that activity.
2. The student participant will be provided with an opportunity to testify and present other evidence on their behalf at the hearing.
3. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student participant.
4. If the student participant and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Principal must receive in writing a request for such a second hearing before the Board of Education within 14 days of the mailing of the outcome of the original hearing.

FUNCTIONS AND DUTIES OF CLASS AND ORGANIZATIONAL OFFICERS

All references to class shall mean group and/or organization

PRESIDENT: The Duties of the *president* are:

1. To open sessions at the time at which the meeting is to be held by taking the chair and calling the class members to order.
2. To announce the business before the class in the order in which it is to be acted upon.
 - a. To have the minutes of the previous meeting read and approved or amended.
 - b. Reports of boards and standing committees.

- c. Reports of special (select committees).
 - d. Special orders.
 - e. Unfinished business and general orders.
 - f. New business.
3. To recognize members entitled to the floor.
 4. State and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings and to announce the result of the vote.
 5. To protect the meeting from annoyance from evidently frivolous or dilatory motions by refusing to recognize them.
 6. To assist in expediting of business in every way compatible with the rights of the class, as by allowing brief remarks when not debatable motions are pending, if he/she thinks it is advisable.
 7. To restrain the members when engaged in debate, within the rules of order.
 8. To enforce on all occasions the observance of order and decorum among the class, deciding all questions of order (subject to an appeal to the class by any two members) unless when in doubt he/she prefers to submit the questions for the decision of the class.
 9. To inform the class, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business.
 10. To authenticate, by his/her signature, when necessary, all acts, orders, and proceedings of the class declaring its will and in all things obeying its commands.

TREASURER: The duties of the *treasurer* are:

1. To collect all funds by members of the class for fees, dues, etc. and to turn them into the office to the activity accounts' secretary, who will issue the treasurer or advisor a receipt. (All funds are deposited in the bank and the account audited each year by the school.)
2. To report, on direction of the President or the presiding officer or upon the desire of the majority of the class, as to the balance, receipts, and disbursements of the class funds.
3. Along with advisor, must sign all vouchers for the class.

VICE-PRESIDENT: The duties of the *vice-president* are:

1. If it is necessary for the President to vacate the chair, the vice-president should take the chair and in his/her absence, the secretary should take it.
2. Upon assuming office, the vice-president's duties would be the same as the president's.

SECRETARY: The duties of the *secretary* are:

1. The secretary is the recording officer of the meeting and the custodian of the records, except for inspection by a member at reasonable times, and when a committee needs any records of a class society for the proper performance of its duties, they should be turned over to the chairman of that committee.
2. To keep a register, or roll of the class members and to call the roll when required.
3. To notify officers, committees, and delegates of their appointments and to furnish committees with all papers referred to them, and delegates with credentials.
4. To send out proper notices of all called meetings, and of other meetings when necessary.
5. To conduct the correspondence of the class, unless otherwise specified.
6. The secretary should, previous to each meetings, make out an order of business showing in their exact order what is necessarily to come before the assembly or class. He/she should also have at each meeting a list of all standing committees and all special committees.
7. In the absence of the president and the vice-president, when the hour for opening of the meeting arrives, it is the secretary's duty to call the meeting to order and preside until the election of the chairman pro-tem, which should take place immediately.
8. When committees are appointed, the secretary should have the names of the committee, and all papers referring to it, to the chairman of the committee or some other of its members.

SCHOOL ACTIVITY ACCOUNTS

Inasmuch as all activity accounts of the school are public funds, it is imperative that the school establish a procedure for the accounting of same for regular school care and audit.

It is of little importance that the monies in such funds are obtained from donations, class dues, sales of concessions, carnivals, car washes, item sales, etc. The income is produced under the direct sponsorship of the school with professional staff members of the school district in position of supervisory responsibility.

It follows that the special income that accrues as the result of student controlled functions is essentially similar in character to that raised by the Board of Education through taxation, fines, forfeitures, and grants, and is therefore subject to the same control.

In view of the above, Board Policy 374, 662.1, and 664 will be followed.

STUDENT AND SCHOOL GROUP FUNDRAISING ACTIVITIES

The District recognizes the important role of fundraising because it provides additional, significant revenues for many opportunities, equipment or educational experiences that would not otherwise be possible. In fairness to all school groups and the community supporting such fundraising, the District deems that some management and oversight of student and school group fundraising will be beneficial for all.

The District wishes to encourage those fundraising activities that are initiated and carried out by students (and/or their parents/guardians). Student and school group fundraising shall be in accordance with state law requirements and the following policy guidelines.

Fundraising should not compromise the basic educational mission of the District.

Minors ten and under or each group containing one or more minors ten and under shall be physically accompanied by a parent or someone at least sixteen years of age if soliciting in the community.

Student or family participation in any fundraising activity shall be strictly voluntary. Any communication with membership doing the fundraising must clearly state that participation is voluntary.

Fundraising activities for all student and school groups must be registered with and approved by the building principal and the Superintendent of Schools at least two weeks in advance of the activity. These approved fundraising activities will then be registered on a District-wide calendar. Over time, the calendar will help student and school groups plan the best times for their activities so they do not conflict with other fundraising efforts. It is understood that the calendar is subject to change and revision.

Building principals may disallow any inappropriate participant incentives or rewards.

Consideration should be given to choosing products for sale that do not undermine or unduly compete with merchants in the local business community. Also, whenever possible the group fundraising should consider products offered by local merchants or businesses.

Within two weeks of the conclusion of fundraising, a brief report is to be filed with the building principal or designee by the advisor/chairperson of the student or school group.

INDEPENDENCE SCHOOL DISTRICT
Board Policy Manual

374-Exhibit 1

FUNDRAISING REQUEST AND REPORT

Group name _____ Date _____

Advisor or chairperson _____

Type of Fundraiser _____

Product or service to be offered for sale _____

Inclusive dates of fundraiser _____

Target "audience" School community Community at large

Expected profit range _____

Reason for fundraising _____

Cite any proposed incentives, rewards, or paybacks for participants

Please include any handouts or promotional materials to be used in fundraising.

Principal's signature _____ Date _____

Superintendent's Signature _____ Date _____

AFTER THE FUNDRAISING

Please report: Gross receipts _____

Less expenses _____

Net profit _____

Did this type of fundraising meet your group's goals? _____

Why or why not: _____

Advisor's or chairperson's signature _____ Date _____

STUDENT ACTIVITIES FUND (Policy 662.1)

Adopted June 19, 1979:

Graduating classes' excess funds will be deposited in the State Bank of Independence for future use by the classes as per policies to be adopted by administration, board and students retroactive to 1979 class.

Adopted August 20, 1979:

Any remaining senior class money is to be placed in the State Bank of Independence as an alumni fund for reunions or gratuities for said class. The senior class officers shall assume full responsibility of said funds.

ACTIVITY FUND PROCEDURES

Various students' organizations raise money for their activities. Each organization is responsible for collecting money from fund raising, dues, projects, donations, or special events. The following procedures are to be set to ensure proper accountability of receipts and disbursements:

- 1) All fund raising activities or special projects need building principal's approval.
- 2) All moneys collected shall be handled by school employees and by student treasurers with good business procedures. All treasurers should maintain their activity fund ledger accurately.
- 3) The faculty advisor or treasurer should turn in accounted funds to the administrative secretary. Both signatures of the advisor and/or treasurer and the administrative secretary should be recorded to ensure correct deposit.
- 4) District personnel or student leaders will receive disbursements when receipts are turned in up to \$100.00 (refer to Policy DLC). Above \$100.00, advancements will be made with the advisor signing that the said amount with receipts and/or cash will be returned to the administrative assistant. The advisor holds sole responsibility for the amount given in advance.
- 5) Every month the administrative secretary will provide the Board of Education a summary of the previous month's cash transactions.

CASH IN SCHOOL BUILDINGS (Policy 664)

Moneys collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All moneys collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall moneys be left overnight in schools, except in areas provided for safekeeping of valuables. Bank deposits shall be made at the earliest possible opportunity.

The School Board shall procure and maintain insurance, in reasonable amounts, based on the exposure to losses at various locations, and in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises.

School District of Independence

School District Media Policy

Students at the School District of Independence are encouraged to partake in various activities offered throughout the School District.

The School District will assume that parents with students that participate in school activities, and/or students 18 years or older who participate in school activities, are aware that these activities may be covered by various forms of media.

The District will assume that you have no objection to photos or video taken and used by media that may cover activities. Examples of these various activities include: sporting events, concerts, field trips, and other offered extracurricular activities.

The term “media” in this case, is defined as a plural term used to reach people on a wide spread basis. This media would include: newspapers, magazines, brochures, internet, radio, and television.

The School District website and District printed publications may also feature pictures of students involved in the above mentioned activities.

The School District will assume that you (Parent or Student 18 years or older) have no objection to the media students could be subject to and that by choosing to participate in School District activities, those activities may be covered by media.

CO-CURRICULAR FIELD TRIPS

Co-curricular trips are trips sponsored by a school recognized club, organization, or class.

Co-curricular trips should try to limit their trips to non-school time and should fund these trips entirely through the club, organization, class, donations, or sponsorships.

Procedures to request these trips are similar to field trips (Board Policy 352) and those guidelines should be followed. Even though the trips are funded by the organization, an expense listing is required to confirm that the organization has enough funding to execute the trip. Co-curricular trips that are overnight are governed by Policy 352.1.

Before scheduling a Co-Curricular trip please refer to Policies 352 or 352.1. There are required timelines that must be followed when requesting a trip. Some of the forms are included in this packet.

Independence Field Trip Request Form

Name of Person Requesting Field Trip: _____

Date of Request _____ Date of Trip: _____

Departure Time: _____ Return Time: _____

Location or Site of Trip (Be specific): _____

Please complete the following:

- 1) How does this trip relate to the curriculum or the learner goals. Please be specific with regard to academic standards.

- 2) EXPENSE LISTING (If more space is needed, please add as necessary)

ITEM	UNIT COST	# OF UNITS	TOTAL
GRAND TOTAL			

- 3) Number of students going on trip: _____

Courses, Classes, or Groups involved: _____

- 4) STAFF OR VOLUNTEERS who will be supervising the field trip.
For K-5 trips, 1 chaperone for every 15 students.

For 6-12 trips, 1 chaperone for every vehicle.

Note: Non-staff chaperones must be approved volunteers of the School District of Independence

5) NUMBER and TYPES OF VEHICLES NEEDED

TYPE OF VEHICLE	NUMBER NEEDED	SPECIAL NEEDS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Request granted.

_____ Request denied.

Signature of Principal

Date

Cc: District Administrator

FIELD TRIP - PARENT/GUARDIAN PERMISSION FORM

Independence Public School
23786 Indee Boulevard
Independence, WI 54747

Dear Parent or Guardian:

The _____ will be going on a field trip to _____
(Place)

at _____ on _____
(City) (Date)

from _____ to _____
(Time) (Approximate Time of Return)

Does your child have permission to attend? YES NO (please circle one)

(Child's Name) (Grade)

(Parent/Guardian Signature) (Date)

In case of an emergency during this time period, indicate place and the telephone number where you can be reached:

If this form is not signed and the emergency number is not filled in, your child cannot be allowed to participate in this event.

Thank you,

(Field Trip Organizer)

Emergency Number of Field Trip Organizer: _____

Independence Field Trip Check-Off List

After receiving permission to take a field trip, we will use this form to insure that all items are taken care of to improve communication throughout the school. Fill out this form completely and turn it in to the appropriate principal at least one day prior to departure.

- _____ 1. Substitute teachers are scheduled (Principal).
- _____ 2. Transportation arrangements have been made.
- _____ 3. Parent Permission Forms have been handed out and collected.
- _____ 4. Head cook has been informed of number of students gone over lunch period.
- _____ 5. List of students to attending field trip to Attendance Secretary.
- _____ 6. List of students to attending field trip has been given to teachers affected.
- _____ 7. Have emergency medical information on all students going on the trip.
- _____ 8. Pick up First-Aid Kit and/or Student Medication and Procedures.
- _____ 9. Verify chaperones are approved by the District.

_____ Person Requesting Field Trip

_____ Date of Field Trip

_____ Class or Group Attending Field Trip

2014-15

INDEPENDENCE PUBLIC SCHOOL

CO-CURRICULAR
STUDENT ACKNOWLEDGMENT

Please check to acknowledge you understand the conditions for participation

- I have read the Independence Public School Co-Curricular Handbook and understand the rules and regulations within.
- I agree to abide by all rules and regulations set down by my individual advisor and the principal.
- I have read the School District Media Policy and understand that my likeness and name can be released to the media. (IF YOU DO NOT CHECK THIS BOX, WE WILL NOT RELEASE YOUR LIKENESS WITH YOUR NAME)

(signature of student)

(date)

- As parent or guardian of the above signatory student participant, I have reviewed the Co-Curricular Handbook and understand the rules within.
- I have read the School District Media Policy and will allow my child's likeness and name to be released to the media. (IF YOU DO NOT CHECK THIS BOX, WE WILL NOT RELEASE YOUR CHILD'S LIKENESS WITH THEIR NAME)

(signature of parent)

(date)

Please sign the above and return to your advisor.

The Co-Curricular Handbook should be kept with your schoolbooks in your school locker during the school year.