

# Hilbert Wolves



## 2024-2025 Co-Curricular Handbook

*"Camaraderie is a spirit of goodwill that exists between individuals and members of a group. Where camaraderie and respect exist you will find the making of a formidable organization." John Wooden*

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Dear Students & Parents,

Welcome to the 2024-2025 school year. We would like to thank you for your continued support and commitment to the School District of Hilbert.

As always, our coaches, advisors, staff and entire school community are continually striving toward improving the communication necessary for any successful program. To partially address that need, we have developed a handbook that answers some of the questions you may have.

In addition to general information, this handbook also contains the rules and regulations that cover students and student-athletes. Please read this document carefully with your student(s) so that we all are aware of the responsibilities and expectations of the people involved in our program. Of course, if you have any further questions or concerns, please call us at the high school office or contact your coach/advisor.

Again, thank you for your cooperation and effort. Only through *all of us* working together can we provide an excellent program for all of our students.

**After you have reviewed the handbook, please fill out the Co-Curricular Code Agreement Page.**

Please feel free to call me at 920-853-3558, if you have any questions.

Have a great year and Go Wolves!

Respectfully,

Kristen Remington  
Middle/High School Athletic & Activities Director  
School District of Hilbert

## PHILOSOPHY

Participation in activities offered by the School District of Hilbert is an integral part of the curriculum and educational experience. This participation is a privilege and should elicit great pride in both the student and his/her family. While our number one goal as a school district is to provide a sound academic experience for all of our students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing a strong co-curricular program, the School District of Hilbert extends the privilege of enriching the mind and body's requirements. Like anything of value, it comes with a price tag. That price tag is commitment from you to follow the established rules. Co-curricular participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, coaches/advisors and school. If accepted this privilege carries certain responsibilities and expectations, and this co-curricular code presents these responsibilities and expectations.

### HILBERT MIDDLE/HIGH SCHOOL CO-CURRICULAR ACTIVITIES CODE

#### A. Purpose:

The main purpose of the Co-Curricular Activities Code is to establish a uniform code of conduct for the School District of Hilbert students involved in co-curricular activities. Any co-curricular activity in which the School District of Hilbert is represented will be considered an activity under this code.

#### B. To the student:

The activities program is an important part of your school experience. Co-curricular activities provide new opportunities and experiences, and help you develop your interests and skills. When you decide to participate in any co-curricular activity, you agree to meet certain responsibilities. Your greatest responsibility is to be a credit to yourself, your parents, school and community. Therefore, it is required that you:

1. **Display proper respect for fellow students, support staff, teachers, and officials.**
2. **Display outstanding sportsmanship/behavior.**

Participation in co-curricular activities is a privilege extended to all students in the School District of Hilbert. **This Co-curricular Code will be in effect from the moment it is signed until the conclusion of the high school career. It is a "year round" commitment by you, the student.** We strive to be known for our school spirit and sportsmanship. The way to reach this status is to act with integrity. We hope you find that your best efforts and your self-discipline reward you with a feeling of pride in yourself and your school.

#### C. To the parents:

Having a positive relationship with parents is vital to achieving success in the School District of Hilbert. With this being said it is the responsibility of the parent to:

1. Understand that there is no inherent right to be involved in co-curricular activities and that the coach/advisor alone will determine who participates and how much.
2. Understand they are entrusting the coach/advisor with their child and that the coach/advisor will act in the best interests of all the students involved in the particular activity.
3. Understand that it is inappropriate to confront a coach/advisor at any time and such behavior will not be tolerated. A meeting with a coach/advisor may be set up by a parent within 48 hours after an incident of concern.
4. Understand that the following are not acceptable and will not be tolerated:
  - a. Making derogatory comments about coaches, officials, players, or others
  - b. Swearing
  - c. Attending an co-curricular event while under the influence of alcohol or other drugs
  - d. Being offensive in any manner

If a parent violates this code, the following actions may be taken by the School District of Hilbert:

1. A written or verbal warning
2. Removal from the premises
3. The prohibition of contact with the team
4. Banishment from school activities
5. Legal proceedings

## ATHLETIC PROGRAM AND ACTIVITIES OFFERED

### A. Objectives

The athletic program is an integral part of our school district’s co-curriculum. As such, it provides certain opportunities and emphasizes definite aims difficult to duplicate in other school activities or in later life. A primary purpose of education is to provide each individual with a good background of health and physical fitness. Interscholastic athletics certainly assists in the achievement of these purposes.

Some objectives of the athletic program are:

1. To meet the urge for competition, this is a basic American tradition.
2. To provide a “whole school” interest and activity, to involve students other than athletes, and to enlist many student organizations.
3. To teach students habits of health, hygiene and safety.
4. To teach new skills and offer opportunities to improve existing skills
5. To provide opportunities for lasting friendships, both with teammates and opponents.
6. To provide an opportunity to exemplify and observe good sportsmanship.
7. To give students a chance to enjoy one of America’s greatest heritage, the right to play and compete.
8. To teach that a penalty follows the violation of a rule.
9. To give the students an early understanding that participation in athletics is a privilege, this carries responsibilities with it.
10. To consider interscholastic athletic squads as “advanced” classes for teaching of special skills to the physically “gifted” student.

Mere participation in the athletic program does not guarantee all of these objectives being achieved. In fact, many students do not always participate in sports in a manner so as to make sports a beneficial influence on their lives. These students are interested only in crowd adoration, with school studies, policies and athletic training regulations something to be circumvented if possible. Every effort should be made to show students the real goals for which sports were established. Hopefully, parents, after reading the philosophy and objectives, will work with the school district and the athletic department to promote their realization and make athletics a positive influence on the lives of student-athletes.

### B. Athletic Awards

Athletic awards are given based on participation, loyalty, cooperation and performance. At the varsity level, a student athlete may receive an athletic letter/certificate if he/she meets the criteria set down by his/her coach. All of our varsity coaches have established the criteria necessary for receiving an athletic award. Each sport has its own standards and each coach has the right to deviate from these standards in special cases. Athletes performing at the junior varsity and junior varsity 2 levels may receive awards upon completion of their season.

### W.I.A.A HIGH SCHOOL SPORTS OFFERED AND HEAD COACHES

FALL	Coach	WINTER	Coach	SPRING	Coach
Cross Country	Andrea Thomas	Boys Basketball	Connor Kuhn	Boys/Girls Track	Mike Breckheimer
Football	Ben Krueger	Girls Basketball	Mike Rajsich	Baseball	Beau Steinke
Volleyball	Leah Krueger	Wrestling	(Co-op w/Chilton)	Softball	Ryan Kohlmetz
				Boys Golf	(Co-op w/Chilton)

### MIDDLE SCHOOL ATHLETICS AND HIGH SCHOOL ACTIVITIES OFFERED AT HILBERT

1. **Non-WIAA Sanctioned Middle School Athletics:** Football, Bowling, Cross Country, Volleyball, Girls Basketball, Boys Basketball, Wrestling and Track and Field.
2. **Non-WIAA Sanctioned High School Activities:** Badger Boys/Girls State, Bowling, Poms and Dance, Destination Imagination, Forensics, Leaders of the Pack, National Honor Society, Big East Conference Art Show, Peer Helpers, Plays/Musicals, Solo Ensemble, Student Council, Yearbook Staff, Robotics, FBLA.

## ELIGIBILITY REQUIREMENTS FOR WIAA SANCTIONED ATHLETICS

These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with Hilbert School District rules. (Note: A complete list of WIAA guidelines and procedures for review are available in the Main Office)

1. Enrollment in the Hilbert School District as a full-time student.
2. A current physical exam form or alternate year card to participate in physical co-curricular activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1st as the earliest day of examination. The alternate year card with parent or guardian signature is used in the second year.
3. An emergency medical form must be completed each year.
4. Parental/Guardian attendance at co-curricular code meeting.
5. A signed student and parent/co-curricular participant code of conduct contract and WIAA rules of eligibility sign-off form.

## WIAA GUIDELINES FOR ATHLETIC PARTICIPATION

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standings in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, balls, etc.
6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promotion of any commercial endeavor.
7. An athlete may not play in a contest under a name other than his/her own.
8. An athlete may not play in a non-school contest at the same time that he/she is a member of a school team in that sport.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer involving buying, selling, use and/or possession of alcohol, tobacco, or other drugs).
10. An athlete may not compete if she/he becomes nineteen (19) before August 1 of any school year.

## RESPONSIBILITIES

It is important to understand that participating in co-curricular activities is a privilege and not a right. You are also expected to share in the responsibility for such an opportunity as those provided, that shall include:

### A. Responsibilities to Yourself

The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your school experience. To live a healthy lifestyle and to respect your health both physically and mentally at all times.

### B. Responsibility to your Academic Studies

Your academic studies and your participation in other co-curricular activities prepare you for your life as an adult. Co-curricular activities, while very important to young people, are only a small part of life.

### C. Responsibilities to your School

Another responsibility you assume as a co-curricular participant is to your school. The School District of Hilbert cannot maintain its position as having outstanding schools unless you do your best in the activity in which you are engaged and are a good role model. Other students and faculty are watching you. They know who you are and what you do. Make them proud. Be an example. Do not do anything to let them down.

### D. Responsibility to Others

As a co-curricular participant you also bear a heavy responsibility to home. If you never give your parents anything to be ashamed of, you will have measured up to that ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day and that you have participated in the activity "all-out", you can keep your self-respect and your family can be justly proud of you, win or lose.

**E. Responsibility to Younger Students**

The younger students in Hilbert are watching you. They know who you are and what you do. The older, upper-classmen, co-curricular participants are role models for the young students that will participate after you. Make them proud. They will copy you in many ways. Set positive examples for them.

**F. Responsibility to your Community**

The community and school tax monies make this co-curricular activity experience possible. For that reason, we must remember that we hold a clear and paramount responsibility to our community. You assume a leadership role when you are involved with a co-curricular activity. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are a class act, not for the fact that we win rather that we are known as a program of character and excellence. Make the School District of Hilbert proud of you and your community proud of your school, by your consistent demonstration of these ideals.

**REGULATIONS FOR CO-CURRICULAR ACTIVITY PARTICIPATION**

**A. Academic Eligibility**

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must satisfy District and DPI requirements defining a fulltime student.

1. Students earning **more than** one **failing "F"** grade **at the end of the quarter grading period** will be suspended from competition for 15 scheduled school days and nights. This does not include interscholastic scrimmages.
2. The suspension will occur during the next scheduled contest(s) or co-curricular activity(s) after grades are due in the office.
3. Eligibility may be regained after a student demonstrates passing work in all classes following the 15-day suspension period.
4. Grades will be checked weekly. If a student is still not passing after the 15-day suspension period, they will be ineligible for the remainder of the quarter.
5. An ineligible student cannot participate in any program's contests/events during the period of ineligibility (students may practice at the discretion of the coach/advisor and the Athletics & Activities Director).
6. Children with disabilities who are enrolled in any state approved Special Education Program and who receive no usual grades for such courses are eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her Individual Education Plan.
7. For fall sports/activities. The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed practice in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).
8. Students earning **more than** two **failing "F"** grades **at the end of the quarter grading period** will be suspended from all practices and/or activities until the end of the next grading period.
9. A student must be academically eligible to participate before they may start serving a code violation.
10. A student may erase ineligibility status following the last grade reporting period of the school year through summer school course(s) at the same or some other school, provided the course(s) made up are equivalent to the one(s) that caused ineligibility. (Note: these courses must be pre-approved by a school administrator)

**B. School Attendance**

A co-curricular participant must be in attendance the FULL DAY in order to be eligible to participate that day. Exceptions to this rule, however not a complete list, would include: School sponsored activities, family emergencies, medical appointments provided with documentation, and/or others at the administrations discretion. Unexcused absences WILL NOT be tolerated. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that time period.

When a student joins a co-curricular activity, he/she may be expected to dedicate the time specified for practice by the coach/advisor. If practice is required, regular attendance at practice is required to remain as part of the activity. It is the student's responsibility to notify the coach/advisor, in advance, of any circumstances which would prohibit attendance at practice(s), performance(s), or contest(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team depending upon the nature and/or frequency of the offense.

**C. Dress**

Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing the School District of Hilbert.

**D. Cell Phone Privacy (Board Policies 5136, 5136.01)**

It is the practice of the School District of Hilbert to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited in any school locker room. If a cell phone is found the coach/advisor has the right to confiscate the phone. If compromising photos and/or inappropriate messages are found to be taken with the phone, may result in immediate removal from the co-curricular activity.

**E. Transportation**

All students participating in co-curricular activities are expected to use school provided transportation to and from competitions. Students may ride home with a parent/guardian provided the coach/advisor approves the alternate transportation request prior to the event in writing. The coach/advisor may accept or deny this request at their discretion. Students are NOT permitted to ride home with another student, sibling, or any other person under the age of 18.

**F. Equipment**

Co-curricular participants are responsible for any uniforms and/or equipment issued to them. Each co-curricular participant is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until he/she has returned or paid for all uniforms and equipment that was issued to them in a previous season.

**G. Quitting**

A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without agreement by both the coaches/advisors and the Athletic & Activities Director. A student who quits does not receive credit for serving a suspension. Any student who is cut from an activity may compete/participate in another activity during that season.

**H. Honesty Clause**

1. The co-curricular participant shall be truthful.
2. The co-curricular participant shall be forthcoming with information.
3. The co-curricular participant shall not be deceptive or untruthful.
4. The co-curricular participant shall be cooperative.

If a School District of Hilbert administrator or the Athletic & Activities Director has a reasonable suspicion that a specific co-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, **it is expected that the student shall answer truthfully**. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty may be increased.

**CODE OF CONDUCT MISDEMEANOR VIOLATIONS**

The following misdemeanors will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. These violations accumulate only during each school year. The following misdemeanors are unacceptable and the principal and/or athletics and activities director reserves the right to impose a penalty as deemed appropriate by the severity of the infractions which may include the suspension from practice and/or competition.

**Behavior and Conduct:** Respect, courtesy, manners and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since co-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of co-curricular participants will be exemplary at all times. Below is a list of examples that are considered behavior unbecoming of a co-curricular participant, but is not an exhaustive list:

- Unexcused absences.
- Academic dishonesty.
- Hazing/Bullying/Cyber bullying/Harassment (Board Policies 5516, 5517, 5517.01).
- Vandalism or Property Destruction.

- Poor sportsmanship including name calling, obscene gestures, and or fighting.
- Being suspended from school.
- Hazing/Initiation Ceremony (Board Policy 5516): The School District of Hilbert will not permit, nor will any co-curricular participant stage, any type of “initiation ceremony” or hazing for co-curricular participants at any time and on any level. This prohibition includes locker/shower pranks, etc.
- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Co-Curricular Code, the regulations within the WIAA, or the ideals, principles and standards of the School District of Hilbert.

### **CODE OF CONDUCT MAJOR VIOLATIONS**

Code of Conduct Violations will apply to each student athlete on a YEAR ROUND (12 month) basis in all locations including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by the School Board, the Administration, and the Athletics & Activities Director. All Code of Conduct violations will be cumulative beginning with a student’s initial enrollment within the School District of Hilbert. All Code of Conduct violations do not carry over from middle school to high school.

#### **A. Criminal Behavior**

Any co-curricular participant who engages in activities resulting in his/her arrest or formal charges being filed in a court of law and the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. If the school district does not have such evidence and the student is convicted of a crime (misdemeanor), the penalty pursuant to this code will be imposed upon conviction. In the latter case, the co-curricular participant continues to participate in his/her sport until resolution of the matter by the judicial system. ***In accordance with the WIAA, any co-curricular participant charged or convicted of a felony will be ineligible for all participation in WIAA activities until the student has satisfied all of the requirements ordered by the court in declaring a sentence served, including probation, community service and any other court orders.***

#### **B. Assault**

The physical or verbal assault of any individual or group will not be tolerated, in or out of school.

#### **C. Stealing**

Stealing of any kind, including items belonging to Hilbert or another school will not be tolerated.

#### **D. Chemical Health Violation**

A chemical health violation includes possession, use, buying, selling and/or being under the influence of any drug(s) and possession of drug paraphernalia: (Note: drugs are defined as tobacco (ex. cigarettes, e-cigarettes, JUALs, Vape pens, smokeless tobacco), alcohol, illegal drugs, or medication without a prescription or use not in accordance to prescription directions).

#### **E. Loitering in a Bar or Tavern**

Loitering in a bar or tavern without a student’s parent/guardian is not to be tolerated.

#### **F. Presence at a Party or Gathering Where Alcohol and/or Drugs Are Being Illegally Consumed**

If a co-curricular participant attends a party or gathering where alcohol or drugs are being illegally dispensed and/or consumed, the participant must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation of the Code of Conduct. \* (Note: Co-curricular participants should encourage as many individuals to leave with them. \* The intent of the “presence at a party or gathering” is not to deny participation with adult family members in celebrations such as weddings, anniversaries or other family gatherings.)

**G. Hosts of Parties Lose the Most**

There shall be a greater consequence for a co-curricular participant if it is determined that they were involved in the organization, facilitation, promotion, or hosting of any gathering or social event where alcohol or drugs were known to be available or used. The penalty will increase by one violation level at the discretion of the Administration and/or the Athletic & Activities Director (i.e. first violation will be considered the second violation, etc.).

**H. Cyber Image Violation**

Any identifiable image, photo or video which implicates an extra-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the extra-curricular participant must assume. It must also be noted that there may be persons, who would attempt to implicate an extracurricular participant, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our extra-curricular participants not place themselves in such environments.

**COACH/ADVISOR'S RULES**

Coaches/advisors may have rules in addition to these. Additional rules must be approved by the administration and a parent meeting must be held informing parents of these rules. Parents will be asked to sign a form showing that they are aware and agree to these rules.

**PENALTIES FOR CODE OF CONDUCT MAJOR VIOLATIONS**

This portion of the code is divided into two (2) groups – Sports and Activities – which are offered at Hilbert. The penalties for a co-curricular code violation will vary depending on what a student is involved in.

**Sports:**

**First Violation:** Automatic suspension from the competitive team and/or activity for **25%** of the scheduled contests, performances, etc. in which the student is involved in. If a co-curricular participant receives a violation due to alcohol or drug related issues, the co-curricular participant will be required to participate in and follow through with all recommendations of the Student Assistance Program.

**Second Violation:** Automatic suspension from the competitive team and/or activity for **50%** of the scheduled contests, performances, etc. in which the student is involved in. If a co-curricular participant receives a violation due to alcohol or drug related issues, the co-curricular participant will be required to participate in and follow through with all recommendations of the Student Assistance Program.

**Third Violation:** Automatic suspension from all co-curricular activities for **one calendar year**. If a co-curricular participant receives a violation due to alcohol or drug related issues, the co-curricular participant will be required to participate in and follow through with all recommendations of the Student Assistance Program.

- In all instances, (1-3), the student must fulfill the requirements of the reinstatement procedure as outlined on p. 13 of this handbook.

**Fourth Violation:** Automatic suspension from all co-curricular activities for the remainder of high school career.

**Activities:**

**First Violation:** **10 hours** of documented School Service (BEFORE returning to the activity), to be determined by the school administration and/or advisor/coach. If a co-curricular participant receives a violation due to alcohol or drug related issues, the co-curricular participant will be required to participate in and follow through with all recommendations of the Student Assistance Program.

**Second Violation: 20 hours** of documented School Service (BEFORE returning to the activity), to be determined by the school administration and/or advisor/coach. If a co-curricular participant receives a violation due to alcohol or drug related issues, the co-curricular participant will be required to participate in and follow through with all recommendations of the Student Assistance Program.

**Third Violation:** Automatic suspension from all co-curricular activities for **one calendar year**. If a co-curricular participant receives a violation due to alcohol or drug related issues, the co-curricular participant will be required to participate in and follow through with all recommendations of the Student Assistance Program.

- In all instances, (1-3), the student must fulfill the requirements of the reinstatement procedure as outlined on p. 13 of this handbook.

**Fourth Violation:** Automatic suspension from all co-curricular activities for the remainder of high school career.

#### **MAJOR VIOLATION GUIDELINES**

1. The penalty for that season will be imposed immediately following the violation.
2. The minimum penalty for acts outlined above which occur in WIAA sponsored tournaments shall be immediate disqualification of the student for the remainder of the total tournament series in that sport.
3. When calculating the number of contests, performances, etc. to be forfeited, any amount that results in a decimal remainder of .5 or greater will round up to the next number.
4. The student will be ineligible for all activities during the period of suspension prior to a reinstatement request.
5. During the period of suspension, the student is required to attend meetings and/or practices and must participate in every team/group activity, but may not compete.
6. For sporting activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will carry over to the next sporting season and/or activity in which the student participates in.
7. Number of performances may vary yearly. The actual penalty will be determined using the actual schedule for the current school year.
8. If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.
9. Students who are injured and not able to participate in said co-curricular activity(s) will have to be medically cleared, and eligible to practice or participate in co-curricular activities, before serving their suspensions.

#### **CODE OF CONDUCT MAJOR VIOLATION REPORTING PROCEDURE**

A violation of the co-curricular code of conduct must be reported to an administrator in the district (including the Athletic & Activities Director) within six (6) months of the alleged violation. The report should indicate the nature, date and time (if appropriate) of the violation. Alleged violations during the summer months must be reported in writing, via email, or by phone to a school administrator of the Athletics & Activities Director within the first fifteen (15) school days. The name of the reporting party will be kept confidential if at all possible, however must be included for record in any allegation.

#### **CODE OF CONDUCT MISDEMEANOR AND MAJOR VIOLATION SUSPENSION PROCEDURE**

When an alleged violation of the code is reported to the administration, the administrator or his/her designee shall meet with the student. The student will continue to participate in co-curricular activities until this meeting is held.

- A. In the event that the student admits to the allegation of a violation at this meeting, the administrator or the Athletic & Activities Director shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her parent(s)/guardian(s) shall be given written notice of the violation and the discipline imposed.
- B. In the event that the student denies the alleged violation, the administrator or his/her designee shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the

alleged violation, the administrator or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student and his/her parent(s)/guardian(s) shall be given written notice of the violation and the discipline imposed shall be informed of the opportunity for appeal.

#### **CODE OF CONDUCT MAJOR VIOLATION REINSTATEMENT PROCEDURE**

All students must seek reinstatement after any code violation to regain eligibility.

- A. The student must attend all practices/meetings and be present at all competitions, performances, etc. while under suspension.
- B. A written request for reinstatement must be submitted by the student to the Athletic & Activities Director. The letter should include the understanding of why suspended, how to plan to remain in good standing and the benefits for the student to return to co-curricular activities.
- C. The student must make a verbal apology to the team/group and resign the code of conduct contract.

#### **APPEAL PROCESS**

After an allegation of a violation of the Co-Curricular Activities Code, a student may appeal the charges (or the penalty) to the Athletic & Activities Director and/or the building Principal. The student will be given an opportunity to be heard prior to any penalty being enforced. If the Athletic & Activities Director and/or the building Principal affirm the complaint, the offender may choose to appeal to the Superintendent of schools.

This appeal must be submitted to the Superintendent within five (5) calendar days of the date the building principal sends notification of the determination of the initial appeal. The appeal must be submitted in writing. The determination by the Superintendent shall be sent in writing within ten (10) calendar days from the date the appeal is received. If the person or persons appealing the first step wish to appeal the determination of the Superintendent, they shall follow the procedure set forth in the next step. The appeal process ends with the Superintendent.

#### **NOTIFICATION AND VERIFICATION**

- A. This code shall be published and remain on file with the Hilbert Board of Education. Copies will be available to all interested parties.
- B. This code will be distributed to each student prior to participation in any co-curricular activity. Additional rules determined by each coach/advisor shall also be written and distributed to each student at this time. A copy shall be placed on file with the athletics and activities director and/or school principal. Students should read all items and ask for clarification by the coach or advisor of any items not understood.
- C. A parent or legal guardian will be required to attend any meeting each year when requested, to discuss the co-curricular code and sign a copy of the code. Any parent or legal guardian that is not able to attend the said meeting must request a meeting with the athletic and activities director, coach/advisor, or principal to discuss the code. Students will not be allowed to participate in a co-curricular activity if a parent or legal guardian has not attended a meeting or had a conference with the athletic and activities director, coach/advisor, or principal to discuss the code.
- D. The responsibility for enforcing the code lies with the student, his/her parents and/or guardian and the school administration.
- E. All student athletes must turn in the appropriate WIAA documentation before they are allowed to participate in any activity.

## DUE PROCESS

Students facing the loss of eligibility under this code will have the following rights:

### A. A written notice which will:

1. Identify the specific provision of the code which was allegedly violated or which permits action to be taken against the student, identify the specific incident(s) or facts which have given rise to the allegation of a violation of the code, and include an explanation of the discipline which may be imposed on the student as a result of the violation.
2. State that the student has the right to request a hearing before the principal and that the student has the right to be represented at this hearing. Also include the statement that should the student choose not to avail him/herself of this hearing the principal will make a determination based upon the information which is available to him/her.
3. Should the student consider the decision of the principal to be adverse to the student's interests, he/she may appeal the decision to the district administrator within five school days.

### B. A hearing:

1. A student accused of violating any provisions of this code shall be provided an opportunity for a hearing before the Hilbert High School principal prior to the next co-curricular event or within five (5) school days of the written notification that the student has been accused of a violation of the code, whichever is sooner. The time for conducting this hearing may be extended at the request of the student and/or his/her parent(s)/guardian(s). Should this request be made to postpone the hearing, the student will not be permitted to participate in any co-curricular activities pending the outcome of the postponed hearing. Should the student wish to appeal the decision of the principal, written notice of the appeal must be given to the district Superintendent within five (5) days of the receipt of the principal's decision. A hearing before the district Superintendent will be scheduled within five (5) school days of the appeal request.
2. The appeal process ends with the district Superintendent.

### C. To know accusers:

1. Any person accusing a student of breaking any provision of this code must sign a statement which details the violation. This signed statement will be made available to the student, the parent(s)/guardian(s), and school staff who are involved upon request. The accuser must also be available for attendance in any subsequent conference where the violation will be discussed or the punishment appealed.
2. The principal and school staff involved may take action based only on hearsay with no evidence or accusers. This action is limited to asking the student if the hearsay information is true. Penalties will only be imposed if the student admits a violation, or if there is an accuser.

## NONDISCRIMINATION

**It is the policy of the Hilbert School District that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of a person's sex, race, religion, national origin, ancestry, color, age, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.**

## ATHLETIC INJURIES AND THEIR CARE

### A. Potential Dangers in Athletic Participation

Parents and student athletes should fully understand and appreciate the risk or serious personal injury associated with participation in the educational sport's program provided by the School District of Hilbert. Participation in school activities involves flying objects, swift movement of bodies which many times are airborne, and unavoidable collisions. Athletic activities are hazardous and taking part in such activities is calculated risk taking on the part of the student/athlete and parents. It is also understandable that too many young adults, the potential benefits exceed the potential hazards. The very element of a calculated risk makes the participation a stimulating adventure and satisfies the student athlete's desires for competition, strenuous effort, and creative activity. Reducing injuries to a minimum without subtraction from this adventure is a continuous goal of our coach/advisor staff and administrative staff.

### B. Injuries

1. All injuries must be reported to the supervising coach immediately.
2. In case of an emergency, student-athletes will be taken to Calumet Medical Center, or at out of town events, to the nearest hospital. Parents should make sure they have filled out and returned the proper emergency form(s). Special medical problems should be listed on this sheet.
3. If an injury is discovered after an athlete has returned home, parents are requested to notify the coach/advisor or Athletic & Activities Director at once. If a student- athlete consults a physician regarding an injury, a Doctor's Certificate should be signed and turned in before the student-athlete returns to competition.

### A. Athletic Trainer Program

- Amanda Kesler, LAT -HHS Athletic Trainer-- (920) 418-2128
- [Amanda.Kesler@ascension.org](mailto:Amanda.Kesler@ascension.org)
- School year schedule: Amanda's daily schedule will be posted outside the training room door.

The athletic trainer program is provided for our student-athletes through the Affinity Sports Medicine. The program provides our athletes contact with professional athletic trainers and are seen regularly during the school year if needed. It also provides an opportunity for students who wish to go into sports medicine with an educational experience in a practical school situation.

## INSURANCE

Parents/guardians are strongly urged to secure insurance coverage for students participating in and co-curricular activity. The School District of Hilbert does not provide insurance coverage; this includes any emergency vehicles needed to transport a student to a medical facility for treatment. All medical costs that could occur from such conveyance and subsequent treatment are the sole responsibility of the parent(s)/guardian(s). The School District of Hilbert will assume no liability for the cost of said conveyance or treatment.

## PARENT/COACH/ADVISOR COMMUNICATION

### A. Parent/Coach/Advisor Relationship

Parenting, coaching and advising are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### B. Communication you should expect from your son/daughter's coach/advisor.

1. Philosophy of the coach/advisor.
2. Expectations the coach/advisor has for your child as well as all the participants.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that could result in the denial of your child's participation.

### C. Communication coaches/advisors expect from parents.

1. Concerns expressed directly to the coach/advisors.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's/advisor's philosophy and/or expectations. As your children become involved in the programs at the School District of Hilbert, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach/advisor is encouraged.

### D. Appropriate concerns to discuss with coaches/advisors.

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior. It is difficult to accept your child not playing as much as you may hope. Coaches/advisors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach/advisor. Other things should be left to the discretion of the coach/advisor. Playing time is one of those things that will not be discussed between a parent and coach/advisor.

## THE PROPER METHOD TO ADDRESS A CONCERN

A. **Step One: The athlete speaks with the coach.** (It is suggested that another member of the coaching staff or another advisor be involved/present when this conference takes place.)

B. **Step Two: There are situations that may require a conference between the coach/advisor and the parent.** These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure would be followed to help promote a resolution to the issue of concern.

1. Call to set up an appointment. The school phone number is 853-3558.
2. If the coach/advisor cannot be reached, call the Athletic & Activities Director at 853-3558; he/she will set up the meeting for you.
3. **Please do not attempt to confront the coach/advisor before or after a contest or practice. These can be emotional times for both parents and coaches/advisors. Meetings of this nature DO NOT promote resolution.**

C. **Step Three: What can a parent do if the meeting with the coach/advisor did not provide a satisfactory resolution?**

1. Call and set up an appointment with the Athletic & Activities Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

- Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope that the information provided within this handbook makes both your child's and your experience with the School District of Hilbert co-curricular programs less stressful and more enjoyable

## WIAA PARENTAL GUIDE TO SPORTSMANSHIP

### Introduction

This guide was designed to assist parents to evaluate their attitudes about their son's and daughter's participation and put them in proper perspective. By doing this, parents can better understand and support the sportsmanship initiatives and guidelines. Our assumption is that we all want what's best for our children.

### Role of Parents

As a parent and role model for your student athlete, you have a significant influence on the education and personal growth of your son or daughter. Whether you realize it or not, the support and environment at home, as well as your conduct at interscholastic activities, assists your child accept the opportunities and challenges presented in the classroom and during athletic competition with dignity. It is your obligation as a parent to nurture and educate your son or daughter and equip them with the knowledge, wisdom and inner strength to succeed in their lifelong endeavors. That includes setting an appropriate example of how to react in pressure- and stress-filled situations resulting in either positive (win) or negative (loss) outcomes. Your son's or daughter's participation in interscholastic athletics is testimony to your belief that high school activities provide benefits to those who participate. It is important to understand that participation in and attendance at interscholastic athletic activities is a privilege and not a Constitutional right.

### Chip off the Old Block

Your attitude and behavior has a major impact on your son's or daughter's outlook about academics, athletics and sportsmanship. The sportsmanship you practice will influence them now and throughout their lives.

### Be Involved; Not Obsessed

Parents often take an active role in their son's or daughter's athletic participation. An active interest in their child's development and activities is commendable and encouraged, but when parental involvement becomes too demanding and critical, a child's enjoyment in participating is diminished. A U.S. Department of Education report reveals the number one reason boys and girls participate in high school sports is to have fun. In addition, skill development was actually considered a more important aspect of fun than winning, even among the best athletes. The purpose of your involvement with your son's or daughter's participation in athletics should be for their well-being, not as an attempt to live vicariously through your child or to fulfill an unfulfilled dream of yours.

### Exercising Self-Control

Parents in control of their emotions and attitudes toward their son's or daughter's participation and the circumstances involving that participation are considered ideal program supporters and leaders. Their good sportsmanship reveals character and self-discipline. Unfortunately, the opposite is also true. That may be of no consequence to you, but your actions and behavior reflect back on your son or daughter participating and those associated with you.

### Are You a Good Sport?

Forget about peer pressure; forget about your own biases; and forget about what you have seen at other events. No excuse. Nobody is responsible for your actions but you -- not the officials, not the coach, not the opponents or their fans, not even the weather. Nor is ignorance to what sportsmanship is an excuse, because we can define it for you now. Sportsmanship is defined as "playing by the established rules of a contest; competing and accepting the result without complaining, gloating or taunting; and cheering in only an enthusiastic and supportive manner that does not disrespect, taunt, distract, ridicule, or attempt to intimidate an opponent, its fans or game officials." A good sport is a true leader. As a parent of a student-athlete at our school, your sportsmanship goals and objectives must include:

- Athletics are part of the educational experience, and its benefits of participation and involvement go beyond the final score or outcome of a game.
- Encourage student-athletes to perform to the best of their abilities and efforts, just as we urge them with their class work, realizing someone may turn in better or lesser performances.
- Participate in positive cheers that encourage our team, and discourage any actions that would redirect that focus in a negative or disrespectful nature to anyone.
- Learn, understand and respect the rules of the game, the officials who administer them and their decisions.
- Respect the efforts and tasks our coaches face as teachers; and support them as they work to educate our children.
- Respect our opponents and acknowledge them for striving to do their best with positive cheers or by simply refraining from any negative cheers, actions or disrespect toward them.
- Maintain a sense of dignity and character under all circumstances.
- Enjoy your son's or daughter's participation.

### What is Expected of Me as a Parent?

Essential elements of character and ethics are embodied in sportsmanship principles, including loyalty, respect, modesty, honesty, trustworthiness, responsibility, self-control and discipline, and good citizenship. To be a supportive and valued parent fan, we ask you to review and abide by the following sportsmanship goals and guidelines.

- Realize that athletics is part of the educational experience, and the benefits of involvement go beyond results and standings.
- Encourage your son/daughter and other student athletes to give their best effort, just as you would expect them to do in their class work, with the realization others will often perform better or worse.
- Extend respect to all those involved with your child's participation in interscholastic activities including game officials, coaches, opposing team and opposing team supporters.
- Maintain your dignity under any circumstance. Participate in only positive cheers encouraging our teams, discourage cheers or out bursts that redirect that focus and confront those who engage in unsportsmanlike behavior.

## SCHOOL INFORMATION

### HILBERT HIGH SCHOOL & MIDDLE SCHOOL

1139 W. Milwaukee St.  
Hilbert, WI. 54129  
(920) 853-3558  
(920) 853-7030 (fax)

Superintendent:	Anthony Sweere	<a href="mailto:sweetet@hilbertk12.org">sweetet@hilbertk12.org</a>
MS/HS Principal:	Nathan Wesener	<a href="mailto:wesenern@hilbertk12.org">wesenern@hilbertk12.org</a>
Athletic Director:	Kristen Remington	<a href="mailto:athleticdirector@hilbertk12.org">athleticdirector@hilbertk12.org</a>
Secretary:	Jody Kalkofen	<a href="mailto:kalkofenj@hilbertk12.org">kalkofenj@hilbertk12.org</a>
Nickname:	Wolves	
School Colors:	Royal Blue & White	
Conference:	Big East	
Athletic Trainer:	Amanda Kesler	

- Please visit our website for further information at [www.hilbertk12.org](http://www.hilbertk12.org), [www.thebigeast.org](http://www.thebigeast.org), [www.wiaawi.org](http://www.wiaawi.org)
- The Hilbert Board of Education meets one time a year to review the handbook.