

# **HORTONVILLE HIGH SCHOOL**

## **Co Curricular Guide**



Athletics, Awards, Clubs, Organizations, and Recognitions

**2008-2009**

*Co-Curricular Guide*  
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# **HORTONVILLE HIGH SCHOOL**

“Where Excellence is Expected”

**Bob McIntosh**  
Principal

**Wendy Neyhard**  
Associate Principal

**Dan Ohlmann**  
Associate Principal

**Jason Hurley**  
Activities Director

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All students and Staff:

Welcome to Hortonville High School.

We would like to help you add to your high school experience by inviting you to join our co-curricular program.

This booklet includes academic, athletic, and musical offerings available at the high school. These co-curricular activities are an essential part of the total educational process and an excellent opportunity for the home, school and community to work together. These programs should be enjoyable and safe and should occur in a positive climate with appropriate adult leadership and support. Each program is described, the time period it is offered, and most importantly, the coach/contact person is named. If interested in any activity, let the contact person know.

Again, welcome to Hortonville High School, home of the Polar Bears.

Sincerely,

**Bob McIntosh**  
Principal

**Wendy Neyhard**  
Associate Principal

**Dan Ohlmann**  
Associate Principal

**Jason Hurley**  
Activities Director

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# **SCHOOL DISTRICT OF HORTONVILLE**

## Grade 9-12 Co-Curricular Code

### **I. PHILOSOPHY**

The School District of Hortonville sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity and fun. Although the co-curricular program is a valuable part of the total educational experience, participation in co-curricular programs is a privilege, not a right. As such, all participants must abide by all rules and responsibilities that apply to each co-curricular program in order to continue participation in these activities.

### **II. GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION**

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular activities have the following major objectives:

1. To teach attitudes of responsibility and cooperation and to help students realize that participation is a privilege with accompanying responsibilities.
2. To help students learn good habits of health, sanitation and safety.
3. To provide activities that create school unity.
4. To provide activities for learning self-discipline, loyalty, team play, personal and organization pride, respect for the rights of others and the will to be successful.
5. To provide students with opportunities for competition.
6. To place the unit, team, squad, class and school above personal desires.

### **III. DEFINITION OF CO-CURRICULAR ACTIVITIES**

Co-curricular activities include any school-related activity that is offered outside of academic class requirements.

#### **Category 1 – Athletics**

Interscholastic athletics are governed by the Hortonville Area School District co-curricular code and the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated and nonprofit organization located in Stevens Point, Wisconsin. All public high schools in the State of Wisconsin with interscholastic athletic programs are members. All WIAA and other pertinent national and state governing regulations as published will apply, and are available upon request.

<b>ATHLETICS</b>	
<b>BOYS</b>	<b>GIRLS</b>
<i>Fall</i>	<i>Fall</i>
Cross Country	Cross Country
Soccer	Golf
Football	Volleyball
	Cheerleading & Dance
<i>Winter</i>	<i>Winter</i>
Basketball	Basketball
Wrestling	Cheerleading & Dance
<i>Spring</i>	<i>Spring</i>
Baseball	Softball
Track	Track
Golf	Soccer

**Category 2 – Competitive/Performance Activities**

These activities that are performance based and competitive in nature and/or require tryouts are governed by the same code requirements as interscholastic athletics.

**ACTIVITIES**

- |             |                                |
|-------------|--------------------------------|
| Debate      | Forensics                      |
| Art Team    | School Musical & Pit Orchestra |
| Spring Play | WSMA District & State Events   |
| Math Team   | Show Choir & Jazz Ensemble     |

**Category 3 – Leadership & Public Recognition Activities**

This category includes those activities that have as their membership representatives elected or appointed to positions of leadership and public recognition. There will be an application or nomination process established by the building administration for these activities. Students in this category are expected to be representative of the values, expectations and ideas espoused by the school.

Students participating in any category 3 activities will be expected to comply with the academic rules, attendance rules, and social behavior and conduct rules listed as part of the co-curricular code. In order to be eligible to participate, students must be in good standing, exhibit proper school behavior, and have no school violations. Students who violate stated rules are subject to removal from the activity as deemed appropriate by the activity advisor and/or the building administration. All eligibility determinations will be made by the advisor and/or the building administration.

**ACTIVITIES**

- |                         |                  |
|-------------------------|------------------|
| National Honors Society | Student Council  |
| PAWS                    | Homecoming Court |
| Prom Court              |                  |

**Category 4 - Music Activities**

This activity area is governed by the relationship of classroom enrollment to the requirements for performance as an aspect of grading by the instructor. Behaviors under this category remain under the direction of the building principal and the supervision of the individual classroom instructor. All students participating in the respective activities will adhere to school board policies, school rules, and classroom rules and regulations. Students missing other activities/athletic events/practices should not be punished for attending these activities.

**Category 5 – Clubs**

Interest clubs are defined as those clubs generated by student or staff interest. Students participate on a voluntary basis and are not involved in public performance.

The co-curricular code does not affect student participation in interest clubs. Interest clubs will be governed by School Board policies, school rules and regulations, and the written club rules. In cases where disciplinary situations may arise, the advisor will confer with the building administrator to determine appropriate action.

**CLUBS**

- |  |                |
|--|----------------|
| Environmental Club                     | Diversity Club |
| Teenangels                             | Pep Club       |
| Ski Club                               | Pep Band       |
| TILT (Teens Involved in Leading Teens) |                |

#### IV. ELIGIBILITY RULES

##### A. Wisconsin Interscholastic Athletic Association (WIAA) Rules:

All public high schools in the state of Wisconsin with interscholastic programs are members. All WIAA and other pertinent national and state governing regulations as published will apply and are available on request.

##### B. Academic Rules

All student participants who fail two or more courses during a nine-week period will be ineligible for contests and performances for three weeks of the next grading period. Quarter grades will be used to determine eligibility at the end of each of the four quarters.

1. Eligibility requirements will commence upon initial enrollment in the first co-curricular activity.
2. The principal, activities director, or his or her designee shall determine whether the participant has failed two or more courses. Incomplete grades shall count as F's until completed.
3. Ineligibility/eligibility begins with the first day of the next grading period, with the exception of activities that take place after the 4<sup>th</sup> quarter of the current school year and prior to the beginning of the first quarter of the next school year. In this case, the student becomes ineligible on the first day after the 4<sup>th</sup> quarter ends. See 4-F for further information.
4. The following procedure will be used if a student is ineligible at the end of any grading period and who desires to participate in an activity:
  - a. The coach/advisor will inform the student and parent of the ineligibility to prevent the student from participating while ineligible.
  - b. The principal, activities director or his/her designee in cooperation with the participant's teachers, will review the participant's grades at the end of a fifteen school day period.
  - c. If the participant is failing any classes at that time, the participant will become ineligible for contests and performances for the entire nine-week grading period.
  - d. During the period of the fifteen school day ineligibility the student will participate in practice but not through performance.
  - e. Middle school grades will not carry over into high school.
  - f. A student may regain eligibility following the fourth quarter grading period through summer school courses for credit towards graduation. The Hortonville Area School District must approve all courses. If a student does not regain eligibility through summer school classes, the ineligibility period will be lesser of (1) 21 calendar days beginning with the date of the earliest allowed competition in that sports or (2) 1/3 of the maximum number of contests allowed in a sport. A student must be academically eligible to participate before they start serving a code violation.

##### C. Process of Informing Participants of Ineligibility

1. Each student and his/her parents are responsible for knowing and understanding when he/she is ineligible. I.E. A student is told by two or more of his teachers he/she is failing for the quarter, he/she should be aware that he is ineligible. I.E. A parent sees two failing grades on their child's report card, they should know their child is ineligible.
2. Each teacher is responsible with providing the principal, activities director or his/her designee with a list of students who failed his/her class for the quarter. The list must be turned in by the last day of the quarter the participant(s) have most recently completed. I.e. a 1<sup>st</sup> quarter "f" list must be turned in by the last day of the 1<sup>st</sup> quarter.
3. The principal, activities director or designee will produce a list of ineligible students. The list will be distributed to all sponsors, directors and coaches of co-curricular activities.
4. The advisor/coach is responsible for informing her/his participants who are ineligible to prevent the ineligible student from participating.
5. If the principal, activities director or his/her designees fails to notify the ineligible participant prior to the beginning of the next marking period, the participant will become ineligible as soon as he/she is notified. Timely notification is meant to help the student when possible and will not be used to overturn a finding of ineligibility.

**D. Process of Demonstrating Restored Eligibility**

Participants will inform and demonstrate to the principal, activities director or his/her designees that his/her eligibility has been restored with written evidence as provided by teachers of the classes in question.

**E. Attendance Rules**

All students must be in school ALL DAY on the days of scheduled events in order to participate.

1. Students may not participate in any co-curricular activity during/after school on the same day as an unexcused absence.
2. Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day.
3. Exceptions to this attendance rule will include the following:
  - a. Absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual extenuating circumstances as cleared in advance with the coach or advisor.
  - b. Absences in an activity that is related to a classroom grade.
4. The student shall be encouraged to seek help through the guidance department or student assistance program (SAP) whenever personal problems may be affecting student attendance.

**F. Impact of Quit/Removal**

A student who is dropped from one activity for disciplinary reasons shall be ineligible to participate in another activity during that season.

A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coaches or advisors involved. This does not apply if the activity meets all year or if a student is cut from a team.

**V. SOCIAL BEHAVIOR AND CONDUCT RULES**

**A. Accountability for Violations of Conduct Rule**

A student is covered by the Code from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her High School co-curricular activity career (including summer months).

The student is expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times.

A teacher may refer a participant to the appropriate coach/advisor when the teacher believes that the participant's school conduct is disruptive or undesirable (gross insubordination, endangerment of health and safety, etc.)

The coach/advisor shall define the consequences for poor student conduct in writing prior to the start of the season. This will be kept on file with the Activities Director. Consequences may include suspension from participation. Coaches may add or adjust consequences, as each incident is a different situation.

The students shall be encouraged to seek help through the guidance department or the student assistance program (SAP) whenever personal problems may be affecting student conduct.

**B. Examples of Prohibited Conduct**

Rules are established for the best interests of the participants and the school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, coach/advisor and school. Rules must be observed by all participants throughout the year including when the particular activity is not in season.

A participant must refrain from any conduct at any time that would reflect unfavorably on him or herself or the school. Conduct which would reflect unfavorably on a participant or on the school includes but is not limited to the following:

- a. Drug abuse, including sale, possession or illegal use. Drug paraphernalia, possession or use.
- b. Use, possession or purchase of alcoholic beverages.
- c. Use or possession of tobacco in any form.
- d. Profanity or obscene gestures.
- e. Insubordination while involved in an activity.
- f. A criminal offense or violation of an ordinance having a statutory counterpart.
- g. Acts of vandalism.
- h. Presence in a bar or tavern without the student's parent present.
- i. Knowingly present where alcohol is being served illegally.
- j. Knowingly in the presence of illegal drugs.
- k. Unsportsmanlike conduct.

## VI. GUIDELINES FOR MINIMUM PENALTIES

### A. Conduct Rules

Rules of conduct are in effect for the calendar year. Rules are in effect whether or not a student is a participant in an activity at the time of any code infractions. All code penalties are superseded by the Hortonville Area School District's policy which specifies penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol, tobacco or drugs on school premises or at any school related activity. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail. If any of the acts identified in this code of conduct result in the student being suspended for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.

Failure to abide by established rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Code violations are cumulative during a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a second penalty offense for the second violation, even if it is not alcohol.

#### 1. First Offense - Recommendation

- a. The student will miss the next 25% of contests/events for that season, with a minimum of two missed contests/events. Percentage of individual contests/events will be rounded off. (.5 or more equals one missed event). Penalties carry over to subsequent co-curricular activities.
- b. Voluntary disclosure of the first violation by the student by the start of the next school day or regular scheduled practice/event, which ever comes first, may result in the participant's penalty being reduced by up to one-third of the recommended penalty. This includes practices/events held during a scheduled school vacation, i.e. spring break, etc.
- c. The student must follow through with all recommendations of the activities director. Verification of follow through will be required. Failure to follow recommendations will result in the student being dropped from all present and future co-curricular activities until proper documentation of follow-up is received. A student may not join an activity once he or she has begun to serve out the penalty for the purpose of serving a penalty.
- d. An assessment may be recommended.

2. Second Offense – Recommendation
  - a. The student will be ineligible for one calendar year from the date of suspension.
  - b. The student must complete an alcohol and other drug abuse (AODA) assessment or any other treatment deemed necessary by the District by a District approved community agency and follow through with all subsequent recommendations. Failure to follow through will result in ineligibility until all recommendations are completed.
  
3. Third Offense – Recommendation
  - a. The student will be ineligible for the remainder of his/her high school career.
  - b. One calendar year after receiving the penalty for the third offense a student may appeal to the Activity Council for a reinstatement hearing. The student must complete an alcohol and other drug abuse (AODA) assessment and/or other related assessments by a District approved community agency the District deems necessary for the Council to consider reinstatement.
  
4. Special Notes
  - a. The above-suggested penalties are recommendations only. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.
  - b. During a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.
  - c. A student who participates in co-curricular activities where there are no competitive contests will be suspended from a percentage of the regular activities that follow the violation.
  - d. If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.
  - e. A non-co- curricular suspension does not supersede a co-curricular suspension.
  - f. Co-curricular participants will be suspended during their current sport season, next sport season, or combination thereof; whichever is applicable. Penalties will carry over into subsequent school years if necessary.

## **VII. APPEAL PROCESS (ACTIVITY COUNCIL)**

The Activity Council provides an appeal opportunity for students assessed penalties for misconduct. A plurality vote of the council will be used in rendering decisions.

The student will remain ineligible during the Activity Council appeal process.

The Council will consist of 5 teachers. The activities director will select the teachers and an alternate teacher (in case of an absence) to serve on the council. All members of the Council must be present to conduct a hearing.

The activities director will chair the Council. The activities director will not be given a vote as part of the appeal counsel.

The parents or student must request an appeal in writing to the activities director within 5 school days.

The student and parents involved will be informed by letter or phone call of the meeting time and place. They may attend the meeting to respond, to bring witnesses to speak on the student's behalf, and counsel may be brought as representation provided they notify the activities director of the counsel's attendance and name, address and telephone number at least 24 hours prior to the meeting.

The student and his/her parents will be informed in writing of the decision. A copy of the decision will be placed in the student's behavioral file.

## VIII. DUE PROCESS PROCEDURE

1. A written appeal of the decision of the Activity Council may be submitted to the district administrator for a School Board hearing by the student participant and/or his/her parents within 5 school days of the student being informed of the disciplinary action. The district administrator shall respond in writing within 5 school days to the appeal.
2. The student will remain ineligible during the due process procedure.
3. The School Board hearing shall be conducted in conjunction with a regularly scheduled meeting of the Board, or the appeal may be heard at a special meeting of the Board provided such a meeting can be arranged, and the appealing party agrees to pay all costs incidental to a special meeting if the decision of the Activity Council is upheld
4. The student and his/her parents may attend the hearing. They are entitled to be represented by counsel provided they notify the district administrator of the name, address and telephone number of such counsel at least three days in advance of the hearing.
5. The president of the School Board will act as hearing officer or may appoint a hearing officer. The parties will offer such evidence, including the testimony of witnesses, as they desire and which is relative to the proceedings. All parties will have the opportunity to examine all documents introduced.
6. After all evidence has been introduced the hearing shall declare the hearing ended.
7. The decision of the Board shall be made after the hearing has ended. The student and parents will be notified in writing of the decision. A copy of the decision will be placed in the student's behavioral file.
8. The decisions of the School Board are final and can not be appealed.

## IX. MISCELLANEOUS

### A. Equipment

Each student is responsible for the school equipment issued to him/her. The student must pay for the replacement of any equipment that is lost or damaged.

### B. Travel

1. The student must travel to and from out-of-town events via transportation arranged by the coach or advisor. A student who travels to an event via other transportation will not participate in that event.
2. Exceptions may be made in advance with the written permission of the parents, the coach/advisor, and a school administrator for travel after an event.

### C. Awards

1. Letters and other awards are earned according to written criteria established by each coach or advisor. These criteria shall be kept on file with the school principal/athletic director.
2. An award MAY be RECALLED by a coach or advisor if the student's CONDUCT warrants such action.
3. A student may be awarded a certificate of participation, numerals or a letter, but may not be nominated for any team, conference, state or national honors associated with the activity in which the student was participating when the violation occurred.

## **X. DISSEMINATION**

### **A. Publication of Standards**

This code shall be published and remain on file with the School District of Hortonville. Copies will be available to all interested parties.

### **B. Preseason Meeting**

1. This code shall be distributed to each student at the preseason meeting or on the first day that he/she reports for a co-curricular activity.
2. Additional standards determined by each coach or advisor shall also be written and distributed to each student at this time. A copy shall be placed on file with the activities director and/or school principal.
3. Students should read all items and ask for clarification by the coach or advisor of any items not understood.
4. Students and parents are responsible for signing the code and returning the signed form to the coach/advisor.
5. The School District of Hortonville shall keep a copy of each student's signed code on file.
6. It is not necessary to sign a new code for every different activity during an individual school year, but it is necessary for parents and students to attend each individual activity's preseason meeting.

### **C. Parent Involvement**

Parental attendance at the preseason meeting is expected and involvement throughout the season is encouraged. Parents should read all items and ask for clarification by the coach or advisor of any items not understood.

### **D. Enforcement**

The responsibility for enforcing this code lies with the student, his/her parents, the coaches/advisors, and the school administration.

## **XI. EXPECTATIONS FOR COACHES, ATHLETES AND PARENTS**

The following information was designed to clearly outline expectations that HASD parents, athletes and coaches must be aware of in order for our athletic programs to be successful.

### **A. Parents and Athletes Should Expect the Following from HASD Coaches**

1. The coaching staff acting as a role model for good sportsmanship, use of appropriate language, professional appearance, promotion of a healthy environment, and safe teaching techniques.
2. All information regarding team requirements, fees, special equipment, off-season opportunities, and location and time of all practices and contests.
3. HASD and WIAA eligibility requirements.
4. Team regulations and expectations that are outside the HHS Co-Curricular Code. (Example: policy regarding excused/unexcused absences and consequences.)
5. Well-planned practices.
6. Lettering and special award requirements.

**B. Coaches Should Expect the Following from Parents**

1. Complete support of the HHS Co-Curricular Code and all team regulations.
2. Positive support for their child, all coaches and other team members at all times.
3. Good sportsmanship exhibited toward officials, players and coaches at all times.
4. Notification of any schedule conflicts that may occur well in advance (vacations).
5. Encourage your child, if they have a concern, to speak directly to their coach.

**C. Coaches Should Expect the Following from Athletes**

1. A complete commitment to the TEAM.
2. Great work ethic at all times
3. Exhibition of good sportsmanship and appropriate language at all times

**D. Procedure for Addressing a Concern with a Coach**

1. If a person has a complaint against a coach/advisor, they should talk to the coach /advisor first. The coach/advisor will handle it or direct the person to the Activities Director.
2. The Activities Director obtains a written complaint form from the person and goes to the coach/advisor and asks for a written response to the complaint.
3. The Activities Director makes an evaluation and responds in writing to both parties.
4. The Activities Director's decision would be final from the school's viewpoint.
5. If necessary, a person may grieve the Activities Director's decision to the District Superintendent/Board of Education.

**E. Appropriate Concerns That a Parent May Address With the Coaching Staff**

1. The treatment of your child mentally and physically.
2. Ways that your child can improve his/her performance and skill level.
3. Concerns about your child's behavior in school, practice or contests.
4. The makeup of the team in relation to your child.
5. Coaches will not discuss other team members, other parents, or other members of the HASD coaching staff.

**Coaches will NOT meet with a parent immediately after a contest.**

**Parents must wait until the next school day and refer to the recommended procedure for addressing a concern with a coach.**

Revised and Approved by the School District Board of Education

2008-2009 Co-Curricular Code

Date: \_\_\_\_\_

I have read and I understand the provisions in the co-curricular code. As the student I give my word that I will follow it. As the parent I will hold my son or daughter accountable to the provisions of this code.

Student: \_\_\_\_\_ Graduation year: \_\_\_\_\_  
(Please print clearly)

Student: \_\_\_\_\_  
(Signature)

Parent: \_\_\_\_\_  
(Signature)

Please detach this page and return as instructed by your coach or advisor.  
List any sports or activities in which you INTEND to participate.  
This does not obligate nor limit you to participate.

ACTIVITIES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPORTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_