

Hamilton High School

Co-Curricular Handbook

2024-25 School Year



Notice of Nondiscrimination

It is the policy of the Hamilton School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the statutes, or because of any other reason prohibited by state law. This policy also prohibits student discrimination on the basis of any reason prohibited by federal law, including Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability). The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Any accommodations or program modifications granted under this policy shall be provided to students without prejudicial effect. Requests for accommodations for children with disabilities under Section 504 of the Rehabilitation Act shall be processed pursuant to the Section 504 Procedures. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.). Information regarding such program offerings and admission criteria are included in the Student Handbooks and Course Catalogs, which are posted on the District's website (www.hamilton.k12.wi.us) and available upon request from the School Guidance Office. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. Requests for religious accommodations shall be made in writing and approved by the building principal. The District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's equal educational opportunities policy. Any questions concerning this policy, or policy compliance, should be directed to John Roubik, Director of Human Resources and Organizational Development, Hamilton School District, W220N6151 Town Line Road, Sussex, WI 53089, (262) 246-1973..

Co-Curricular Handbook Revision Committee

Athletic/Activities Director

Jeff Newcomer, CAA

Students

Margaret Watson

Mallory McCoy

Coaches

Dave Johnson

Mark Busualacchi

Advisors/Teachers

Misti Draeger

Lauren Ullman

Parents

Jenny Cummings

Kristin Warren

Revised 6/96, 7/97, 5/98, 5/99, 5/00, 5/01, 5/02, 5/03, 5/04, 7/04, 5/05, 5/06, 5/07, 5/08,
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NOTE: Emergency Card, WIAA Physical Card, WIAA Alternate Year Card, Co-Curricular Contract – Athletics, Co-Curricular Contract – Activities, Travel Release Form—
<https://hamiltonhs-ar.schooltoday.com>

I. STATEMENT OF PHILOSOPHY

The Hamilton School District sponsors and encourages student participation in co-curricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity, and competitive experience. The value of supplemental activities is recognized as important to the total educational process.

It is the position of the Hamilton School District that involvement in co-curricular activities is a privilege not a right. This privilege brings with it accompanying responsibilities and expectations. It is in the interest of the school and community that standards for participation be established and administered.

It is the belief of the Hamilton School District that adherence to the standards established in this document will promote the growth of responsible members of the community.

It is also recognized that there are various categories of co-curricular involvement. Standards for participation may vary with the type of activity.

It is the policy of the Hamilton School District not to discriminate in the provision of co-curricular activities or activity facilities on the basis of gender, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or handicap.

This policy does not prohibit separate programs in interscholastic athletics for males and females, so long as the programs are comparable in type, scope and support. Likewise, it does not prohibit separate locker rooms, showers and toilet facilities for males and females, so long as the separate facilities are comparable. Any complaint alleging discrimination in violation of this policy must be referred to the building principal and processed in accordance with the district's procedures for handling such complaints.

II. ACTIVITY PROGRAM OBJECTIVES

The Hamilton High School activity program provides excellent opportunities for all interested students. Hamilton High School encourages all students to participate.

A. General Objectives

1. To provide a wide variety of activities that encourages maximum student participation.
2. To provide a program which satisfies the varied interests of a diverse student body.
3. To promote school spirit through student involvement as a participant and/or a spectator.
4. To provide opportunities for students to interact positively and demonstrate good sportsmanship with visiting schools and fans.
5. To enrich academic experiences through co-curricular activities.

B. Student Objectives

1. To become a positive, contributing member of the school community by participating in co-curricular activities.
2. To develop skills of physical performance.
3. To explore creative talents.
4. To develop skills of leadership and cooperation.
5. To enhance intellectual skills.
6. To learn the values of service and good citizenship.
7. To form friendships and develop social skills by interacting with others.
8. To develop physical fitness and desirable habits of health and safety.
9. To compete to win, always exhibiting fair play and good sportsmanship.
10. To realize that participation in co-curricular activities is a privilege which brings with it personal responsibilities.

III. CATEGORIES OF PARTICIPATION

For purposes of establishing standards to apply to the many co-curricular activities offered to students at Hamilton High School, the categories of participation are defined as follows: (New clubs and teams not listed below will be given such designation upon formation by the Athletic/Activities Director).

A. Competition/Performance Activities - \$75.00 User Fee

- Athletic Teams
- Bowling
- Drama
 - Fall Play
 - One-Act Play
 - Winter Play
 - Musical
- F.I.R.S.T. (Robotics)
- Forensics
- SAS-Strength, Agility, Speed

B. Service/Interest Activities - No Fee

- A Novel Idea
- Alpine Race Team
- Amplify
- Art Club
- Band (Jazz, Marching, Pep)
- Best Buddies
- Charger Press
- Chess Club
- Club Action
- Club Success
- Club Unique
- Cultural Exchange Club
- Debate
- DECA
- Diversity Club
- Hamilton Gay Straight Alliance
- HOSA-Future Health Professionals
- E-Sports
- Executive Club (Student Council Officers)
- French Club
- Future Educators Club
- German Club/GAPP Exchange Program
- Graphic Arts Club
- Junior Optimist International
- Math Team
- Photo Club
- Principal's Advisory Council
- Ping Pong Club
- Rugby-Girls
- Science Club
- Ski & Snowboard Club
- Skills USA/Supermileage Team
- Spanish Club
- Student Council
- Synergy Show Choir
- Trap Team(Trapshooting Club)
- Varsity Club
- Video Club (Charger Television)
- Woodworking Club
- Yearbook (LANCE)

C. Class/Curricular Activities - are held to the behavioral standards and consequences set forth in the HHS student handbook.

Band (e.g. Color guard, Jazz band)

Film Production

Media Production/Podcast

D. Honorary Organizations - are held to the behavioral standards as defined by their governing body. They are listed here as a reference only, and the standards within this handbook do not apply.

German National Honor Society

French National Honor Society

National Forensic League

National Honor Society (Refer to NHS Handbook for specific guidelines)

Spanish National Honor Society

IV. BEHAVIORAL EXPECTATIONS OF CO-CURRICULAR PARTICIPANTS

A. General Student Expectations

In order to participate, students shall:

1. Comply with all Hamilton High School Behavioral Expectations
2. Meet academic standards of eligibility
3. Complete and submit paperwork and fees as appropriate for the category of activity
 - a. For Competition/Performance Activities
 - 1) Co-Curricular Contract (Athletics)/Parental Consent Form
 - 2) User Fee of \$75/sport
 - 3) Emergency Card
 - 4) WIAA Physical Form
 - 5) Concussion Verification Form
 - 6) Froedtert Consent for Athletic Training Services
 - 7) Viewing of Parent/Player Video with email verification
 - b. For Special Interest Activities
 - 1) Co-Curricular Contract (Activities)/Parental Consent Form
 - 2) Emergency Card
 - c. For Service Activities
 - 1) Co-Curricular Contract (Activities)/Parental Consent Form
4. Comply with co-curricular requirements and guidelines set forth by coaches and club advisors
5. Comply with the rules and regulations of all organizations
6. Comply with the Appeal Process should a student seek redress

B. Specific Student Expectations

The following rules are in effect for the entire school year (including summer) commencing with the first activity in which the student participates. From that time on, the student must comply with these rules and guidelines for the remainder of his or her high school career.

1. Conduct

The Hamilton School District encourages each student to pursue excellence not only in academic and activity areas, but also in the areas of conduct and behavior. A student found to be in violation of these unacceptable behaviors could face suspension from athletics and activities and discipline will be progressive.

a. Unacceptable Behaviors:

Shall include but not limited to:

- 1) Refrain from any conduct or acts contrary to Section 1.
- 2) Use of profanity
- 3) Verbal abuse
- 4) Theft
- 5) Vandalism
- 6) Fighting
- 7) Bullying
- 8) Harassment
- 9) Unexcused truancy
- 10) Plagiarism (cheating)
- 11) Behaviors that result in misdemeanor charges/convictions.
- 12) Behaviors that result in felony charges/convictions.
- 13) Misuse of social media—Twitter/Instagram/Facebook/Snapchat etc.

Felony Charges: Any student athlete convicted of a felony will be suspended for one calendar year from the date of the charge from all athletics and activities. At the conclusion of the one year suspension the student athlete must meet with high school administration to seek reinstatement.

Social media: Students may not post: derogatory language, disparaging remarks or threats to teammates or coaches; other HHS student athletes, teachers, coaches, administrators, contest officials or representatives of other schools or to any third party; incriminating photos, or statements depicting violence; bullying; hazing; sexual harassment; vandalism, stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors; messages creating a danger to the safety of another person or making a credible threat of physical injury to another person; information indicating knowledge of an unreported felony theft or felony criminal damage to property or information indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional. The aforementioned behavior will be taken under advisement to determine if it results in a substantial disruption to the educational environment, or is illegal and penalty may be applied.

b. At all times, the student participant shall refrain from the consumption, use, sale, purchase, distribution or possession of any amount of alcoholic beverage, tobacco or controlled substance, including 'look-alike drugs'.

Any time during which a student participant is on school premises, at a school activity or representing the district in any respect, whether it be during the school year or otherwise, the participant shall refrain from any conduct or acts which are generally considered to be immoral or socially unacceptable, or which violate the philosophy enunciated in Section I.

This conduct may include, but is not limited to:

- a. Alcohol, Tobacco and Other Drugs (ATOD) Conduct:
 - 1) controlled substance use (including look-alike drugs)
 - 2) alcohol
 - 3) tobacco products(including vapes/Juuls) of any kind, regardless of legal age
 - 4) remaining at a party where alcoholic beverages or controlled substances are being consumed without that student's parent or guardian being present, regardless of whether the student does or does not consume.
- b. In addition to the penalties indicated below, if an athlete/participant engages in behavior that is so severe to likely result in expulsion or incarceration, including a single severe act, the issue may result in suspension from athletic/activity participation.

1. Attendance

- a. To participate in an activity, a student shall attend school each day unless the absence is excused. Ex funeral, college visit, field trip, wedding. Being home sick is not an excused absence.
- b. Should a student be absent due to illness for, more than 2 block periods the student shall not participate in any co-curricular activity or performance on the same day as the illness. Student must finish the day at school.
- c. Once an unexcused absence (including a single class period of the day) has been verified, the student shall be suspended from the next scheduled contest or performance date. If the penalty cannot be served within that season, the suspension must be served in the next sport or activity and the student must complete the entire season from the beginning to end in good standing.

2. Travel

All members of a Hamilton High School team or group shall ride to and from all activities on the activity bus or approved transportation. In cases of emergency situations, parents may request a Travel Release Form from the coach or athletic department, to travel from an event. The final decision on alternate travel arrangements is at the discretion of the coach/advisor.

3. Transfer

Once a student has qualified for a specific team, they may not transfer to another sport during that season, unless mutually agreed upon by the Athletic Director, current coaches, and student athlete. (Form must be completed).

4. Participation once the season has begun

Students who request to participate after the season has begun must meet with the athletic director and coach to seek their approval.

C. Honesty Expectations

Honesty is recognized as important to character development. As such, we value honesty in our participants.

If a Hamilton School District administrator or the Athletic/Activities Director has a reasonable suspicion that a Hamilton student may have violated the district's behavioral expectations, he/she shall question that student about the possible violation. In responding to such questioning about his/her personal actions, it is expected that the student will answer truthfully. If a student's answer is subsequently found to be untrue, the student shall be moved to the next applicable disciplinary level. In addition, separate sanctions may be imposed for a violation of rule or regulation of the HHS Co-Curricular Handbook.

V. ACADEMIC ELIGIBILITY STANDARDS

Academic performance is of primary importance at Hamilton High School. The following rules apply to academic eligibility.

A. Grades

Students are expected to pass all courses. In the event student receives an “F” at the end of the 6, 12, 18, 24, 30, 36 week marking periods, students must demonstrate a current grade point average of 1.5. Students are responsible for contacting Athletic Director with current grade report to become eligible. Incompletes are not considered to be passing grades.

B. Class Load

Students must be enrolled as full time students.

C. WIAA Eligibility

WIAA rules relating to Academic Eligibility shall be met by athletes.

D. Appeal

Appeal of academic ineligibility based upon extenuating circumstances can be made to the high school principal and the Athletic/Activities Director.

VI. VIOLATIONS, PENALTIES, PROCEDURES, AND APPEAL PROCESS

Any participant alleged to have violated any rule governing co-curricular activities shall be called before the coach/advisor, high school administration or Athletic/Activity Director. The participant shall have an opportunity to respond to the allegations. A participant may appeal in accordance with the provisions of Section VI-D below if agreement cannot be reached in this review.

Students participating in cooperative athletic events will fall subject to the co-curricular code of the host school/site.

If a student is involved in more than one Competition/Performance activity concurrently, any penalties imposed shall be served in all activities.

A. Alcohol, Tobacco and Other Drugs (ATOD) Conduct Violation Consequences for Competitive Activities

* These sanctions are cumulative through a participant's high school career.

- 1 **Self Referral**—A student may self report their first ATOD violation to the Athletic/Activity Director prior to an investigation starting.

The following consequences will be enforced:

- a. Restriction from competition/performance for a period of 15% of the total number of scheduled regular season contests dates for that activity and the student must complete the season in good standing. Any remaining percentage of the suspension not served during the initial activity season shall be recalculated and applied toward the season of the next activity in which the student participates. A student disciplined for the first violation shall practice and travel with the team/activity, and may/may not be in uniform at coach's discretion.
- b. Students will attend ATOD sessions directed by the Hamilton School District at the discretion of administration for one calendar year from the date of infraction. Refusing to attend will result in immediate suspension from the team/athletics.
- c. Once a student is found to be in violation of ATOD expectations, he/she will not be allowed to serve as a captain of any sport/activity for one calendar year from the date of suspension. If a student is a captain when found in violation of ATOD expectations, he/she will be immediately removed as a captain for that sports/activity. In addition the student will not be eligible for all conference nomination for the sport in which the suspension was served.

2. First Violation

The following consequences will be enforced:

- a. Restriction from competition/performance for a period of 30% of the total number of scheduled regular season contests dates for that activity and the student must complete the season in good standing. Any remaining percentage of the suspension not served during the initial activity season shall be recalculated and applied toward the season of the next activity in which the student participates. A student disciplined for the first violation shall practice and travel with the team/activity, and may/may not be in uniform at coach's discretion.

- b. 1) Student will submit to and pass random drug testing paid for by the parents, at times identified at the discretion of the administration, for one calendar year from the date of suspension.
- 2) Parents will be provided with a list of pre-approved drug testing agencies.
- 3) Refusal to be tested will result in immediate suspension from the team/athletics following a conference with the building principal.
- 4) A failed drug test will result in immediate suspension from the team/athletics or next level of discipline.
- c. Students will attend ATOD sessions directed by the Hamilton School District at the discretion of administration for one calendar year from the date of infraction. Refusing to attend will result in immediate suspension from the team/athletics.
- d. Once a student is found to be in violation of ATOD expectations, he/she will not be allowed to serve as a captain of any sport/activity for one calendar year from the date of suspension. If a student is a captain when found in violation of ATOD expectations, he/she will be immediately removed as a captain for that sports/activity. In addition the student will not be eligible for all conference nomination for the sport in which the suspension was served.

3. Second Violation:

The following consequences will be enforced:

- a. Restriction from competition/performance for a period of 60% of the total number of scheduled regular season contests dates for that activity and the student must complete the season in good standing. Any remaining percentage of the suspension not served during the initial activity season shall be recalculated and applied toward the season of the next activity in which the student participates. A student disciplined for the second violation shall practice and travel with the team/activity, and may/may not be in uniform at coach's discretion.
- b. 1) Student will submit to and pass random drug testing paid for by the parents, at times identified at the discretion of the administration, for one calendar year from the date of suspension.
- 2) Parents will be provided with a list of pre-approved drug testing agencies.
- 3) Refusal to be tested will result in immediate suspension from the team/athletics following a conference with the building principal.
- 4) A failed drug test will result in immediate suspension from the team/athletics.
- c. Students will attend ATOD sessions directed by Hamilton School District at discretion of administration for one calendar year from the date of infraction. Refusing to attend will result in immediate suspension from the team/athletics.
- d. Once a student is found to be in violation of ATOD expectations, he/she will not be allowed to serve as a captain of any sport/activity for one calendar year from the date of suspension. If a student is a captain when found in violation of ATOD expectations, he/she will be immediately removed as a captain for that sports/activity. In addition the student will not be eligible for all conference nomination for the sport in which the suspension was served.

4. Third Violation:

Will result in a permanent suspension from participation in all co-curricular activities for the remainder of the student's high school career. Restriction from participation shall be effective from the date of infraction.

ATOD Penalty Summary - Competitive/Performance Activities

Self-Referral	15%	Suspension, ATOD Sessions
First Violation	30%	Suspension, Mandatory Drug Testing, ATOD Sessions
Second Violation	60%	Suspension, Mandatory Drug Testing, ATOD Sessions
Third Violation		Permanent Suspension

NOTE:—At the discretion of the Athletic/Activity Director a warning may be issued for a first offense when a student: (NOTE: A police report may be used as an aid in the investigation when available, but may not be used as the sole basis for taking disciplinary action against a student)

- a. does not consume alcohol or drugs, but remains at a party where alcoholic beverages, tobacco or controlled substances are being used.
- b. is under suspicion of an ATOD violation without confirmation of the violation.

Number of contest dates	1	2	3	4	5	6	7	8	9	10	11	12
15%-Self-Referral	1	1	1	1	1	1	2	2	2	2	2	2
30%	1	1	1	2	2	2	3	3	3	3	4	4
60%	1	2	2	3	3	4	5	5	6	6	7	8

Number of contest dates	13	14	15	16	17	18	19	20	21	22	23	24
15%-Self – Referral	2	3	3	3	3	3	3	3	4	4	4	4
30%	4	5	5	5	6	6	6	6	7	7	7	8
60%	8	9	9	10	11	11	12	12	13	14	14	15

1. Varsity Reserve games are not counted in calculating the total number of contest dates. Students may not participate in Varsity Reserve games during the period of suspension.
2. Pom and Cheerleading competitions are counted in calculating the number of contests(Fall/Winter).

3. Students who are involved in both competitive/performance and service/special interest activities shall serve the penalty in both categories of participation.
4. All co-curricular code rules must continue to be followed by a suspended participant.

B ATOD Conduct Violation Consequences for Non-Competitive Activities

* These sanctions are cumulative through a participant's high school career.

- 1 **Self-Referral**—A student may self report their first ATOD violation to the Athletic/Activity Director prior to an investigation starting.

The following consequences will be enforced:

- a. Student shall be required to perform 4 hours of supervised community service to be conducted during non-school hours. This commitment must be met within 15 school days from the notification of the penalty. If the community service obligation is not fulfilled in the time allotted, the student will be dismissed from that activity. In the event a student is dismissed or withdraws before serving the community service obligation, time remaining will be applied to future activities.
- b. Students will attend ATOD sessions directed by the Hamilton School District at the discretion of administration for one calendar year from the date of infraction. Refusing to attend will result in immediate suspension from the team/activities.
- c. Once a student is found to be in violation of ATOD expectations, he/she will not be allowed to serve in a leadership position for any sport/activity for one calendar year from the date of suspension. If a student is in a leadership position when found in violation of ATOD expectations, he/she will be immediately removed from that leadership position for the activity.

2. First Violation:

The following consequences will be enforced:

- a. Student shall be required to perform 8 hours of supervised community service to be conducted during non-school hours. This commitment must be met within 15 school days from the notification of the penalty. If the community service obligation is not fulfilled in the time allotted, the student will be dismissed from that activity. In the event a student is dismissed or withdraws before serving the community service obligation, time remaining will be applied to future activities.
- b.
 - 1) Student will submit to and pass random drug testing paid for by the parents, at times identified at the discretion of the administration, for one calendar year from the date of suspension.
 - 2) Parents will be provided with a list of pre-approved drug testing agencies.
 - 3) Refusal to be tested will result in immediate suspension from the team/activities following a conference with the building principal.
 - 4) A failed drug test will result in immediate suspension from the team/activities or next level of discipline.

- c. Students will attend ATOD sessions directed by the Hamilton School District at the discretion of administration for one calendar year from the date of infraction. Refusing to attend will result in immediate suspension from the team/activities.
- d. Once a student is found to be in violation of ATOD expectations, he/she will not be allowed to serve in a leadership position for any sport/activity for one calendar year from the date of suspension. If a student is in a leadership position when found in violation of ATOD expectations, he/she will be immediately removed from that leadership position for the activity.

3. Second Violation:

The following consequences will be enforced:

- a. Student shall be required to perform 16 hours of supervised community service to be conducted during non-school hours. This commitment must be met within 15 school days from the notification of the penalty. If the community service obligation is not fulfilled in the time allotted, the student will be dismissed from that activity. In the event a student is dismissed or withdraws before serving the community service obligation, time remaining will be applied to future activities.
- b.
 - 1) Student will submit to and pass random drug testing paid for by the parents, at times identified at the discretion of the administration, for one calendar year from the date of suspension.
 - 2) Parents will be provided with a list of pre-approved drug testing agencies.
 - 3) Refusal to be tested will result in immediate suspension from the team/activities following a conference with the building principal.
 - 4) A failed drug test will result in immediate suspension from the team/activities or next level of discipline.
- c. Students will attend ATOD sessions directed by the Hamilton School District at the discretion of administration for one calendar year from the date of infraction. Refusing to attend will result in immediate suspension from the team/athletics.
- d. Once a student is found to be in violation of ATOD expectations, he/she will not be allowed to serve in a leadership position for the remainder of their high school career. If a student is in a leadership position when found in violation of ATOD expectations, he/she will be immediately removed from that leadership position for the activity.

4 Third Violation:

Will result in a permanent suspension from participation in all co-curricular activities for the remainder of the student's high school career. Restriction from participation shall be effective from the date of infraction.

NOTE:—At the discretion of the Athletic/Activity Director a warning may be issued for a first offense when a student: (NOTE: A police report may be used as an aid in the investigation when available, but may not be used as the sole basis for taking disciplinary action against a student)

- a. does not consume alcohol or drugs, but remains at a party where alcoholic beverages, tobacco or controlled substances are being used.
- b. is under suspicion of an ATOD violation without confirmation of the violation.

ATOD Penalty Summary - Service/Special Interest Activities

Self-Referral	4 hours, ATOD Sessions
First Violation	8 hours, Mandatory Drug Testing, ATOD Sessions
Second Violation	16 hours, Mandatory Drug Testing, ATOD Sessions
Third Violation	Permanent

1. Students who are members of more than one Service/Special Interest Activity will meet with Athletic/Activities Director and advisors to determine how consequences will be served.
2. For students involved in both Competitive/Performance and Service/ Special Interest Activities, consequences shall be served in both categories of participation.
3. All co-curricular code rules must continue to be followed by a suspended participant.

C. Other Unacceptable Behavioral Consequences

The following shall serve as a guideline in determining the length of suspension for a participant involved with non-ATOD behavioral violations.

1. Penalties Applied to Competition/Performance Activities

- a. Penalties shall be coordinated with the Hamilton High School progressive discipline policy.
- b. Any conduct which violates the guidelines of Section IV Item B: Specific Student Expectations. Non-ATOD Conduct, may result in disciplinary action and/or suspension.
- c. Each day of out-of-school suspension or in-school suspension shall result in ineligibility to participate in the next scheduled contest/performance date. Ineligibility shall begin immediately following the disciplinary action. (Example: If a student is suspended out-of-school for three days, his/her suspension would be the next three scheduled contests/performance dates.) Any remaining percentage of the ineligibility not served during the initial activity season shall be recalculated and applied toward the season of the next activity in which the student participates. An ineligible student disciplined shall practice and travel with the team/activity, but cannot be in uniform during competition.
- d. If a student is involved in more than one competition/performance activity concurrently, any penalties imposed shall be served in all activities.
- e. Students who are involved in both competitive/performance and service/special interest activities shall serve the penalty in both categories of participation.
- f. All co-curricular code rules must continue to be followed by a suspended participant.

2. Penalties Applied to Service/Special Interest Activities

- a. Penalties shall be coordinated with the Hamilton High School progressive discipline policy.
- b. Each day of out-of-school suspension shall result in four hours of school-directed community service to be conducted during non-school hours. This commitment must be met within 10 school days from the notification of the penalty. (Example: If a student is suspended out-of-school for three days, he/she would be assigned twelve (12) hours of community service.

If the community service obligation is not fulfilled in the time allotted, the student will be suspended from co-curricular activities. Suspension shall remain in effect until remaining hours have been served.

- c. Students who are involved in both competitive/performance and service/special interest activities shall serve the penalty in both categories of participation.
- d. Students who are members of more than one service or special interest activity will meet with Athletic/Activities Director and advisors to determine how consequences will be served.
- e. All co-curricular code rules must continue to be followed by a suspended participant.

D. ATOD & Non-ATOD Conduct:

When a student commits both ATOD and Non-ATOD related violations, such violations are considered cumulatively, regardless of their nature. (Example: If a student's first offense is ATOD related and his/her second offense is for fighting, Non-ATOD related conduct, the penalty given for the fight will be a second offense.)

E. Academic Eligibility Violation Consequences

1. General Provisions

a. Eligibility Requirements

Students are expected to pass all courses. In the event student receives an "F" at the end of the 6, 12, 18, 24, 30, 36 week marking periods, students must demonstrate a current grade point average of 1.5. Student is responsible for contacting Athletic Director with current grade report to become eligible.

b. Incomplete Grades

If a student is declared ineligible due to an incomplete at the end of the 6, 12, 18, 24, 30, 36 week marking periods, students must demonstrate a current grade point average of 1.5. Student is responsible for contacting Athletic Director with current grade report to become eligible.

c. Alternative Remediation

A student may erase ineligibility status related to the last grade reporting period through summer school courses (including correspondence courses) at the same time or some other school provided: (must be a course which counts towards graduation.)

- 1) The student's school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings, and
- 2) The student successfully completes not less than the same number of courses which caused the ineligibility.

2. Consequences Applied to Competition/Performance Activities

Students are expected to pass all courses. In the event student receives an "F" at the end of the 6, 12, 18, 24, 30, 36 week marking periods, students must demonstrate a current grade point average of 1.5. The student is responsible for contacting Athletic Director with current grade report to become eligible.

a. Consequences

If declared ineligible at the end of a term, (6, 12, 18, 24, 30, 36 weeks) an academically ineligible student must practice, but may not be in uniform or participate in competition for 15 school days or 3 calendar weeks, whichever is greater. If the first contest of a season takes place before school starts, the **Fall Sports** prohibition shall apply.

1) Fall Sports

If the student is doing failing work or incomplete work in any class, the ineligibility period shall be a minimum of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in the sport (rounded up if one-third results in a fraction).

b. Reinstatement Determination/Subsequent Penalty

- 1) Upon conclusion of serving the penalty for violation, it will be the student's responsibility to take an *Academic Eligibility Form* to each of his/her teachers for an updated report on his/her progress. (See Appendix VIII)
- 2) If the student remains academically ineligible after the 15 school days or 3 week penalty has been served, he/she may not compete until such time as they are passing all classes. Reinstatement will be immediate upon verification of academic eligibility.
- 3) Falsification of any part of the *Academic Eligibility Form* his will result in suspension from all Co-Curricular Activities for 1 calendar year from the date of verification.

3. Penalties Applied to Service/Special Interest Activities

Students are expected to pass all courses. In the event student receives an “F” at the end of the 6, 12, 18, 24, 30, 36 week marking periods, students must demonstrate a current grade point average of 1.5. Student is responsible for contacting Athletic Director with current grade report to become eligible.

a. Penalty

If declared ineligible at the end of a term, (6 wks, 12 wks, 18 wks, 24 wks, 30 wks, 36 wks) student may not participate in co-curricular activities for 15 school days or 3 calendar weeks, whichever is greater. If the activity begins before school starts, the **Fall Sports** prohibition shall apply.

b. Reinstatement Determination / Subsequent Penalty

- 1) At the end of that time, it will be the student’s responsibility to take an *Academic Eligibility Form* to each of his/her teachers for an updated report on his/her progress. (See Appendix VIII)
- 2) If the student remains academically ineligible after the 15 school days or 3 week penalty has been served, they may not compete until such time as they are passing all classes. Reinstatement will be immediate upon verification of academic eligibility.
- 3) Falsification of any part of the *Academic Eligibility Form* will result in suspension from all Co-Curricular Activities for 1 calendar year from the date of verification.

4. Appeal of Academic Ineligibility

Appeal of academic ineligibility based upon extenuating circumstances can be made to the high school principal and the Athletic/Activities Director.

E. Disciplinary Appeal Provision

1. In the event that a student and his/her parent(s) or guardian(s) wish to appeal a penalty imposed by an administrator or the Athletic/Activities Director, a written appeal must be received by the principal within five (5) school days after the notification of the penalty.

Suspension remains in effect until the appeal is heard. The Appeals Board shall convene to hear the appeal within five (5) school days. Interested parties shall have opportunity to present to the Appeals Board.

2. The Appeals Board will consist of:
 - a. Hamilton High School principal (or designated administrator) who shall be the chairperson and shall vote only to break a tie.
 - b. Hamilton High School, Athletic/Activities Director (or designee) who shall be in attendance to present relevant information.
 - c. Two (2) co-curricular activity coaches/advisors who are not involved in the sport/activity, selected at random.

- d. Two (2) Professional Certified district employees, selected by the Principal or the Athletic/Activities Director, who does not coach or advise an activity.
2. The decision of the Appeals Board shall be rendered orally immediately after it has concluded its deliberations and shall be incorporated into a written report to be forwarded to all interested parties within five (5) school days, and shall be final.

F. Reinstatement

1. All students suspended from competition/performance or service/special interest activities must seek reinstatement. The student must demonstrate in writing that suspension requirements were completed.
2. Students should obtain either a *Competition/Performance Activity Reinstatement Form* or a *Service/Special Interest Activity Reinstatement Form* from the high school office. All signatures must be secured and the form returned to the Athletic/Activities Director for the student to be reinstated. (See Appendix IX and Appendix X.)
3. If the penalty cannot be served within that season, the suspension must be served in the next sport or activity and the student must complete the entire season from beginning to end in good standing.

VII. CO-CURRICULAR AWARDS

A. Competition/Performance Activity Awards

1. No awards may be given to a student unless he/she has turned in or paid for all school owned or leased equipment, and paid all fees.
2. Rules and guidelines relating to awards' distribution will be provided by the coach/advisor at the beginning of the activity.
3. The school will furnish the following awards.

Any (additional) awards (presented) are the responsibility of the coach/advisor.

All 'chenille' athletic & activity awards (distributed through the athletic department) are red on white for male and female students.

- a. Numerals: Will be awarded to a student upon completion of his/her first co-curricular season. Numerals awarded only once.
- b. Junior Varsity "H": This letter award is given to a student upon completion of a season of junior varsity competition or second year of participation in a co-curricular activity or for a participant on a varsity team who does not earn a varsity letter. JV Letter awarded only once.
- b. Varsity "H": This award is presented upon completion of a season of varsity competition if the coach/advisor recommends awarding of the letter. For activities this award may be presented for years of service experience or other specific criteria as determined by the advisor. Varsity Letter awarded only once. With each subsequent varsity letter award, a chevron representing the specific sport/activity is distributed to the student.

c.

- 1) Managers: Coaches/advisors shall adhere to the above stated standards in determining whether to recommend the awarding of a letter to a particular manager. Managers are expected to follow all standards and rules applicable to all participants in the particular co-curricular activity.
- 2) Other Circumstances: Coaches may award a letter to an injured student or student having to drop competition for good cause, if the coach believes the student would have earned the particular award had he/she been able to complete the season.
- d. Chevron: This award is given each time a student qualifies for an additional varsity letter in the same co-curricular activity. Each chevron will depict the sport it represents.
- e. Star: This award is given each time a student is captain/president of a varsity co-curricular activity. This can be for the season or honorary.
- f. Certificates: There are five (5) certificates that are given to the students.
 - 1) A freshman certificate for each co-curricular activity a student participates in at the freshman level.
 - 2) JV certificate for each co-curricular activity a student participates in at the sophomore or junior varsity level.
 - 3) Varsity certificate for each co-curricular activity a student participates in at the varsity level.
 - 4) Activities certificate for each co-curricular activity in which a student is a participant.
 - 5) 4 year award certificate to the athlete who participates in a sport all 4 years.
- g. Scholar Athlete: Given to juniors and seniors who have a cumulative GPA of 3.5 or higher. These are declared at the end of season meetings for each sport conducted by the GMC.
- h. Most Valuable Plaque: This award is given to a student who is selected as the Most Valuable. This award is only given once. Only one award is allowed per team.
- i. Captain's Plaque: This award is given each time an student is captain/president of a varsity activity. This can be for the season or honorary. Only one award is allowed per team.
- j. Most Improved Plaque: This award is given to a student who is selected for showing the greatest improvement in a season. Only one award is allowed per team.
- k. Charger Way Athlete of the Year- This award will be awarded to one member of each athletic program who exemplifies the Charger Way—Character, Integrity, Responsibility, Respect, and Excellence.
- l. *HABC Scholastic Athlete of the Year: This award is earned by a male or female senior athlete who has attained the highest grade point average after fourteen terms, and who has lettered in one sport, with at least one letter being earned during their senior year, has not lost eligibility due to violations per the Co-Curricular Handbook, and family must be a member of the HABC. This award may not be won by the same person as the HABC Athlete of the Year in any given year. This award is presented at the Senior Awards banquet held each May. Recipients will receive a plaque along with a \$1,000 scholarship upon completion of their first semester of college/tech/trade school

- m. *HABC Athlete of the Year (Male and Female): This award is presented each May at the Senior Awards Banquet to one male and one female athlete selected by Hamilton High School's Coaching staff. Each head coach has the opportunity to nominate and speak on behalf of a senior male or female athlete who has lettered in one different sport, has not lost eligibility due to violations per the Co-curricular Handbook, who has been the most outstanding in athletics during their four years of high school, and family must be a member of the HABC. Coaches will be provided with information regarding awards, performance, etc. Selection will be determined by a simple majority vote. This award may not be won by the same person as the HABC Scholastic Athlete of the Year in any given year. Recipients will receive a plaque along with a \$1,000.00 scholarship upon completion of their first semester of college/tech/trade school.

*Athletes that are earning their second varsity letter in the spring semester of their senior year are eligible for nomination upon coach's approval.

B. Service/Special Interest Activity Awards

1. No awards may be distributed to a student unless he/she has turned in or paid for all school owned or leased equipment, and paid all fees/fines.
2. Rules and guidelines relating to awards' distribution will be provided by the coach or advisor at the beginning of the activity.
3. The school will furnish the following awards. Any other awards that are given are the responsibility of the co-curricular advisor.
 - a. Participation Certificate: This award may be given to any member who actively participates in the organization.

VIII. SPECIFIC REQUIREMENTS

(Students who request to participate after the first day (of practice), must meet with the athletic/activity director and coach to seek their approval).

A. For Competition/Performance Activities

In order for a Permit to Practice to be issued, students must pay all outstanding fees and fines in addition to completing the following, *prior to the first day of practice*:

1. Co-Curricular Contract / Parental Consent Form
2. Pay User Fee (if applicable)
 - a. User Fee is \$75 per activity for competition/performance activities
 - b. This fee will be refunded on a pro-rated basis, only after written medical excuse or documentation is provided, stating the student is no longer able to participate. No refunds for an individual who quits after the season has begun.
3. Emergency Card
4. WIAA Physical Form (green) or WIAA Alternate Year Card (buff)
5. Concussion Verification Form & Consent for Athletic Trainer to treat/Impact Testing
6. View Parent/Player Video and email Verification.
7. Return or pay for all equipment from previous activities.

B. For Special Interest Activities

In order for a Permit to Practice to be issued, students must pay all outstanding fees and fines in addition to completing the following, prior to the first day of practice:

1. Co-Curricular Contract/Parental Consent Form
2. Complete and submit the Emergency Card
3. Return or pay for all equipment from previous activities.

C. For Service Activities

To participate in Service / Special Interest Activities, students must:

1. Sign and return the Co-Curricular Contract/Parental Consent Form
2. Meet requirements of the program as noted by advisor

W I A A

Rules of Eligibility

**NOTE: FORM IS NOT NEEDED—THIS IS PART OF THE
SIGNED HAMILTON HIGH SCHOOL CO-CURRICULAR
CONTRACT WHEN SIGNED YOU ARE AGREEING TO THE
WIAA RULES AND REGULATIONS**