

KOHLER

ACTIVITIES HANDBOOK & CODE OF CONDUCT



KOHLER HIGH SCHOOL

KOHLER MIDDLE SCHOOL

DISTRIBUTED BY
THE KOHLER SCHOOL DISTRICT ACTIVITIES DEPARTMENT
333 UPPER ROAD
KOHLER, WI 53044

KOHLER BLUE BOMBER ACTIVITIES HANDBOOK & CODE OF CONDUCT

All organized activities in life place expectations upon participants. This handbook details these expectations as they pertain to all participation in activities in the Kohler School District. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in this activities handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardian(s). Participants will be expected to sign and adhere to the Blue Bomber Code of Conduct for the duration of the student's middle and high school career.

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I. EDUCATIONAL PHILOSOPHY

Activities are an integral and valuable part of a student's educational experience, and the Kohler School District is committed to sponsoring a wide variety of such opportunities. The Kohler School District recognizes that participation in activities is a privilege offered to its students. While difficult to measure, the educational value of participation in activities is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult life.

II. MISSION STATEMENT

Activity programs are intended to enrich student learning and development through activities which foster emotional, intellectual and physical growth.

III. NON-DISCRIMINATION STATEMENT

The Kohler School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability in any of its student programs and activities.

IV. DEFINITION OF ATHLETICS & ACTIVITIES

Activities in the Kohler School District are defined as those activities in which students serve, perform, or compete as representatives of Kohler Middle School and Kohler High School. All students who participate in the various activities offered are required to abide by this handbook.

V. GOALS AND OBJECTIVES OF ACTIVITIES

- A) To teach attitudes of responsibility and cooperation and to help students realize that participation in activities is a privilege with accompanying responsibilities.
 - B) To provide activities that allow students the opportunity to develop self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
 - C) To provide a "whole school;" interest and activity for all students to rally around thereby developing school spirit and commitment.
 - D) To provide activities that allow students the opportunity to develop physical, social, emotional, and mental health and academic development of all students.
 - E) To encourage the development of sportsmanship through interscholastic competition.
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VI. RESPONSIBILITIES OF PARTICIPANTS

All students desiring to participate in school sponsored activity programs must be willing to assume the following responsibilities:

- A) Be a credit to yourself, your parents, your Kohler schools and the Kohler community.
- B) Respect the rules of competition.
- C) Display respect to those in authority, including coaches, directors, advisors, teachers, and officials.
- D) Display a strong spirit of cooperation and sportsmanship.
- E) To place the unit, team, squad, class, and school above personal desires.
- F) Use language that is not offensive to others.
- G) Display high standards of social behavior and lawful behavior.
- H) All members of the activity squads shall be neatly dressed and well-groomed as directed by their coach/director/advisor while representing the Kohler School District at events.
- I) Students have a responsibility to be role models to other students and younger children.

VII. GROUPS OF ACTIVITIES IDENTIFIED & REQUIREMENTS TO PARTICIPATE

A wide variety of extracurricular activities are offered within the Kohler School District. For the purpose of issuing consistent and fair consequences for the variety of activities, they have been grouped below.

Registration for all activities listed in Groups 1-4 below is performed on the **Activities Registration** found on the school website. This must be completed before becoming eligible to participate.

GROUP 1 - Interscholastic Athletics

DEFINED: Baseball, Basketball, Cheerleading, Cross Country, Dance, Football, Golf, Hockey, Soccer, Softball, Swimming/Diving, Tennis, Track & Field, Volleyball

REQUIREMENTS TO PARTICIPATE

- Physical Card
- Prevea Authorization Forms
- WIAA Eligibility Information
- Concussion Form / Certify that athlete has adequate health insurance in case of injury
- Code of Conduct
- Participation Fee - *PAID THROUGH FAMILY ACCESS*

GROUP 2 - Activities with a culminating event(s) or performance(s)

DEFINED: This includes, but is not limited to: Forensics, Jazz Band, Madrigals, Musical Cast, School Play Cast, VOCE

REQUIREMENTS TO PARTICIPATE

- Code of Conduct
- Participation Fee - *PAID THROUGH FAMILY ACCESS*

GROUP 3 - Elected/Membership where a requirement must be fulfilled

DEFINED: This includes, but is not limited to: Class Officers, Dance Court's (PROM, Homecoming, Winterfest), National Honor Society, and Athletic Team Managers & Statisticians

REQUIREMENT TO PARTICIPATE

- Code of Conduct

GROUP 4 - Activities not meeting the above classifications

DEFINED: This includes, but not limited to: Drama Production Crews, Engineering Club, Faculty Pet Projects, Future Problem Solvers, Globe, Key Club, Nature Club, Pep Band, Robotics, Student Council, Yearbook (Kohian)

REQUIREMENT TO PARTICIPATE

- Code of Conduct

VIII. ENFORCEMENT PERIOD

GROUP 1

The rules and regulations for Group 1 stated herein will be observed on a twelve (12) month basis (WIAA policy). The period begins when a student participates in an Interscholastic Athletics for the first time and remains in effect until the student graduates. This period runs from 6th grade through 12th grade and until the spring baseball season is finished.

GROUP 2, 3, 4

The rules and regulations for Groups 2, 3, and 4 stated herein will be observed during the school year (1st day of school to the last day of school). The period begins when a student participates in an extracurricular activity for the first time and remains in effect until the last day of school.

IX. ACTIVITIES EXPECTATIONS

A) SCHOOL BEHAVIOR

- 1) Student participants are expected to meet the expectations described in the Bomber pride Code of Conduct Matrix, the Student Handbook and the Board of Education Policies found on the school website.
 - 2) Suspension (includes in & out of school) - All students suspended from school during a season of activity will be ineligible to participate or attend practices, performances, competitions, or activities during the period of suspension. In addition, a student that is suspended will automatically be given a 1st Degree consequence that will be served during the current season in which he/she participates.
 - If the suspension & consequence ends on Friday, the student will be eligible to return to practice/participation on Saturday.
 - If the suspension & consequence is carried over until Monday (or next scheduled school day following the weekend), the student will be ineligible to practice/participate on Saturday or Sunday.
 - 3) Student participants are urged to display a common service attitude in their conduct throughout the Kohler schools and community.
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B) PERSONAL BEHAVIOR

When participating in activities, students are representing the Kohler School District, and, as such, must not put themselves in situations that would cause embarrassment to themselves, their families, the community, or the District.

- 1) Social Media and online Representation - The same rules of appropriate, respectful behavior which apply to Kohler school students, also applies in online environments such as Facebook, Twitter, YouTube, Instagram, message boards, and any other social media site. Students are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online.
 - 2) Violations of statutory laws are prohibited (ex: theft, vandalism, etc.)
 - 3) Students who knowingly attend underage drinking and/or controlled substance parties will be considered to be in violation of the Code regardless if they drink or use a controlled substance.
 - 4) Conduct degrading to the school or unbecoming of an student/athlete representing the Kohler School District is prohibited.
-

C) ATTENDANCE REQUIREMENTS (SCHOOL, PRACTICES, EVENTS/CONTESTS)

Attendance is important as students are more likely to succeed in academics when they attend school consistently. We ask for the cooperation of parents to see that students miss as little as possible.

1) **SCHOOL DAY** - In order to practice or participate, a participant must be in attendance for at least half of the school day (present by 5th period). Individual exceptions, such as documented family emergencies, school field trips, college visits or other absences that are pre-excused by the building administrator are accepted.

Absences - offenses below will only impact a student while in season

- Unexcused on the day of a Practice - during one (1) or more hours of the school day
 - Sit out of the scheduled practice on the same day - or next scheduled practice if there isn't a practice scheduled on the day of the violation
- Unexcused on the day of a Game/Competition
 - Sit out of the scheduled Game/Competition on that same day
 - The discovery of a violation of the attendance requirements after the contest or event will result in the suspension from participation on the next event or contest date.

2) **PRACTICES** - All practice sessions will be made on time unless there is a valid excuse for missing. For

unexcused absences, disciplinary action will be administered by the advisor/coach with guidance from administration when necessary. Students who need academic help after school WILL NOT be penalized if they contact the coach/advisor beforehand or present a pass from the instructor when arriving late to practice. Injury, illness, funerals, or religious holidays will be the only legitimate excuse for missing a regularly scheduled practice or game. Other reasons for missing must be cleared by the coach before the absence.

3) EVENTS/CONTESTS - Students will need to be excused early from class to attend some events. Those permissions will be requested by each individual coach/advisor in a timely manner for approval by administration. Once approved, the message will be sent out to staff indicating those who need to be excused. Students are expected to remain in their classes until they are permitted to leave. Students will not be excused early to do other personal tasks prior to leaving for the event. Likewise, when students return late from out of town competitions they are expected to be in attendance according to their schedule the next morning. Students will not be excused for being late to school because of a perceived late return from an away event.

D) ACADEMIC REQUIREMENTS

This is a student's primary responsibility. Participation in athletics & activities is dependent upon maintaining passing grades. Participants are urged to do their best in the classroom and strive to get the highest grades possible.

1) GRADE CHECK PROVISION - ACADEMIC INELIGIBILITY - 1 "F" @ QUARTER

A student will immediately be declared academically ineligible if he/she fails (F) one or more courses posted on the report card for the Quarter. 4th Quarter will carry over to the Fall Sports Season the following school year.

ACADEMIC INELIGIBILITY CONSEQUENCE - If a student has 1 or more F's posted, the Academic Eligibility Consequence will be enforced beginning the following Monday that school is in session (Tuesday if there is no school on Monday) or the 1st day of practice for the Fall sports season when the 4th Quarter carries over, and is as follows:

GROUP 1 & 2

1 "F" - Sit out of performances/competitions for Ten (10) school days/nights(*). Student will be allowed to practice.

→ **4th Quarter carry over on Fall Sports** - The minimum ineligibility period will be Ten (10) days counting only weekday dates Monday through Friday. Student will be allowed to practice.

2 or more "F's" - Sit out of performances/competitions for Fifteen (15) school days/nights(*). Student will NOT be allowed to practice.

→ **4th Quarter carry over on Fall Sports (WIAA rule: Art.V, Sec.2, No.7)** - The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) $\frac{1}{3}$ of the maximum number of games/meets allowed in a sport. Student will not be allowed to practice.

GROUP 3

1 or more "F's" - Sit out/ineligible for of all elected/membership opportunities the entire semester for which they have not met the provision above.

GROUP 4

1 "F" - Sit out of all activities for Ten (10) school days/nights(*).

2 or more "F's" - Sit out of all activities for Fifteen (15) school days/nights(*).

(*) school days/nights are calculated only using dates when school is in session. It will be enforced Monday-Friday when the 4th Quarter carries over to the Fall Sports Season. This is because the date of the earliest competition is before the first day students are in class. Students may not participate in weekend events for their activity while serving this consequence.

2) GRADE CHECK - ACADEMIC INELIGIBILITY FOLLOW UP

A second grade-check will be done at the end of the 10 or 15 days for any student that did not initially meet the Grade Check provision requirement and/or who did not rectify the Academic Eligibility Consequence within the outlined amount of days. 2 or more F's will need to serve the full consequence prior to being reinstated.

a) A student meeting the Grade Check provision will regain full eligibility

b) A student still NOT meeting those requirements, the consequence is as follows:

GROUP 1, 2, 4

Not eligible to participate in practice, performances or competition until the

E) ACADEMIC HONESTY

Students involved in activities need to be aware of the academic honesty expectations and consequences outlined in this handbook.

<u>Infraction</u>	<u>Assessment</u>	<u>Consequence</u>
1st OFFENSE: CHEATING	Homework Quiz or Test / Essay scored as a Quiz or Test Final Exam	MINOR Referral - Documented 1st Degree Code Violation 2nd Degree Code Violation
1st OFFENSE: PROVIDING ASSISTANCE	Homework Quiz or Test / Essay scored as a Quiz or Test Final Exam	MINOR Referral - Documented 1st Degree Code Violation 2nd Degree Code Violation
2nd OFFENSE: CHEATING or PROVIDING ASSISTANCE	Homework Quiz or Test / Essay scored as a Quiz or Test Final Exam	1st Degree Code Violation 2nd Degree Code Violation 3rd Degree Code Violation
3rd OFFENSE: CHEATING or PROVIDING ASSISTANCE	All Areas	4th Degree Code Violation

X. CODE VIOLATION - DEGREE & BEHAVIOR

1st Degree

- 3 related MINOR referrals in one quarter (1st, 2nd, 3rd, 4th)
 - Note: each quarter, referrals are set back to zero)
 - MAJOR referral
 - Failing to serve a Detention
 - Insubordination
 - Bullying, harassment, hazing that does not rise to the level of police involvement
 - Social media and online representation infraction
 - Suspension for violation of school rules, either in or out of school that does not include a ticket/citation being issued
-

2nd Degree

- Use or Possession of alcohol, tobacco, illegal drugs, prescription drugs used illegally, smokeless tobacco, e-cigarettes, or any look-alikes
 - Theft, vandalism, or any other non-traffic misdemeanor type offense(s) that includes a ticket/citation being issued (or knowingly being in the presence of said activity)
 - Note: "other non-traffic misdemeanor type offense(s)" and its consequence is at the discretion of administration based on the evidence that has been gathered and the intent of the behavior
 - Attendance at an event where a 2nd Degree Use or Possession violation is occurring or knowingly being in the presence of said activity that is occurring and not leaving immediately (within 10 minutes)
 - Truancy Citation
 - Subsequent violations of a 1st Degree offense once one is already on record
-

3rd Degree

- The sale or furnishing of alcohol, tobacco, illegal drugs, prescription drugs, smokeless tobacco, e-cigarettes, or any look-alikes
 - Hosting an event where alcohol, tobacco, illegal drugs, prescription drugs, smokeless tobacco, e-cigarettes, or any look-alikes are being consumed
 - Subsequent violations of a 2nd Degree offense after already having a 2nd Degree offense on record
-

4th Degree

- Behaviors that rise to the level of a felony
- Any 2nd, 3rd, or 4th Degree violation of the code after already having a 3rd Degree offense on record
- Any 3rd Degree violation after already having a 2nd degree violation on record

XI. CODE VIOLATION

A) CONSEQUENCES OUTLINED BY GROUP

	<u>GROUP</u>	<u>CONSEQUENCE</u>
1st DEGREE	1, 2	Sit out 20% of the contests/competitions currently in season. If not currently participating in a season, it will be 20% of the next season of participation. Student must finish the season in good-standing or the 20% will apply to the next season of participation. Student can continue to practice.
	3	Sit out 100% of all Group 3 activities for the remainder of the semester.
	4	Sit out 100% of Group 4 activities for 30 school days. This includes practices/meetings

	<u>GROUP</u>	<u>Consequence</u>
2nd DEGREE	1, 2	Sit out 33% of the contests/competitions currently in season. If not currently participating in a season, it will be 33% of the next season of participation. Student must finish the season in good-standing or the 33% will apply to the next season of participation. Student can continue to practice.
	3	Sit out 100% of all Group 3 activities for the remainder of the current school year.
	4	Sit out 100% of Group 4 activities for 60 school days. This includes practices/meetings

	<u>GROUP</u>	<u>Consequence</u>
3rd DEGREE	1, 2	Sit out 66% of all contests/competitions in each season in which the student participates for one calendar year(*). Student can continue to practice.
	3, 4	Sit out 100% of all Group 3 & 4 activities for one calendar year(*). This includes practices/meetings

	<u>GROUP</u>	<u>Consequence</u>
4th DEGREE	1, 2, 3, 4	Sit out of 100% of all activities competitions, practices and meetings for at least one calendar year(*). The student would need to request reinstatement after one-year via the Appeals Process.

(*) Calendar year starts with the first date of being issued the consequence through 365 days after that date.

NOTE: WIAA policy states that any suspension, which results in a student missing any portion of WIAA tournament competition, results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport.

B) DEFINITIONS

Season - Begins with the first formal contact with the advisor/coach during the school year that activity convenes and ends after the completion of the final competition/event.

- Athletics - this would be the first day of practice
- Activities - this would be the first organizational meeting or sign up day.

Competition

- Athletics - considered a game or contest.
- Activities - considered a performance and culminating event.

Administrator - principal or athletic/activities director

Advisor - coach, director, or advisor

Competition consequence by percentage

Competitions	20%	25%	33%	66%
8-11	2	2	3	5
12-15	3	3	4	8
16-19	4	4	6	11
20-23	4	5	7	14

C) ADDITIONAL PROVISIONS

In addition to the "Consequences Outlined by Group", the following provisions will apply:

- All percentage consequences for Groups 1 & 2 will be calculated by rounding up to the nearest number of competitions affected. Competition consequence by percentage is outlined above as a reference.
- Consequences are cumulative. An issued consequence must be served prior to starting any subsequently incurred consequence.
- Violations of 2nd, 3rd, or 4th degree offenses that occur on school grounds (or at a school sponsored event like an overnight trip or school dance) will be issued an **additional 15% added** to the consequence issued (ex: 2nd Degree would grow from 33% to 48%)
- Students would be issued the consequence for the highest degree violated for a specific incident (ex: a student hosting a party and drinking alcohol, they would be issued the 3rd Degree consequence for that incident).
- Students who have committed a 2nd Degree offense can self-report to the school administration and for their first offense can have the consequence **reduced from 33% down to 25%**. This referral must be done prior to the school administration being aware of the infraction or police involvement.
- Students that are of legal age are still subject to compliance with this activities handbook in order to participate in extracurriculars (tobacco use and possession as an example).
- Students who have incurred code of conduct violations are ineligible for school sponsored team awards (ex: MVP) during the season the consequence is being served.
- Failure to Cooperate Clause - Student who does not cooperate with police and/or administration as part of an investigation who is later found in violation of the code will be issued the appropriate consequence with an **additional 10% added** (similar to XI.C.c previously). Examples include but are not limited to:
 - A student attends a party, law enforcement officers question him/her and he/she indicated that he/she saw others drinking. When questioned as to the names of the people he/she saw the student refused to answer.
 - A student is questioned by a school administrator about an incident. The student lies. It is later determined that the student lied when the other facts are gathered.
- A advisor/coach may have students sit out of practices/games for issues not addressed in this handbook (ex: student breaks agreed upon team rules or activity norms).
- Interscholastic scrimmages, regardless of the size or importance, may be counted if used as a regular season contest as defined by the WIAA or in the event of extracurricular teams by the school.

XII. ELIGIBILITY RULES OF THE WIAA & KOHLER SCHOOL DISTRICT REGARDING ATHLETICS

In order to participate and represent Kohler Public Schools in athletics and activities, a student must meet all eligibility requirements of the WIAA (Wisconsin Interscholastic Athletic Association) and the Kohler School District. Kohler School District rules are sometimes more stringent and, therefore, supersede those of the WIAA. According to the WIAA and KSD rules the following criteria must be met:

- A student cannot reach nineteen (19) years of age prior to August 1, of any given school year.
- A student must meet Kohler School District and DPI requirements defining a full-time student. Home school and students enrolled in a full-time charter school are eligible only at the school of residence.
- A student must not have failed one or more courses in the most recent grade-reporting period.
- A student cannot attend more than eight (8) semesters after entering grade 9. Their seventh (7) and eighth (8) semesters must also follow consecutively.
- A student can not participate in any sport for more than four (4) seasons.
- A student and his/her parents must live in the school district in which they attend school unless they; are participating in the Wisconsin open enrollment program, their resident situation has been approved by the WIAA office, or they have served one year of ineligibility at the Varsity level.
- A student must not violate his/her status as an amateur athlete by
 - Accepting any amount of money or any kind of usable merchandise (ex: A student may not have received an award of merchandise value such as a jacket, sweater, watch, billfold, etc. in recognition of their talent or accomplishments as an athlete).
 - Signing a contract for their services as an athlete
 - Permitting their name, picture or personal appearance to be used for any promotion
 - Playing under another name
- Non-school participation - with school approval, a student may participate in no more than two non-school competitions in the same respective sport during the same school season.

XIII. AWARDS

ATHLETIC DEPARTMENT - HIGH SCHOOL ONLY:

Kohler High School provides the following structure for earning awards:

Coaches will clearly articulate the criteria for the earning of awards at the start of the season. The awards are as follows:

Individual Awards

- **“Numerals”** - awarded after successfully completing their first sport (*awarded only once*)
- **“Bomber Plane Patch”** - awarded after successfully completing a sport Sophomore year or beyond (*awarded only once*)
- JV or JV-2 Participation - Receive a “Certificate of Participation”
- Varsity Achievement - Receive a Varsity Certificate of Achievement” and:
 - **“Letter”** (*one awarded per 4 year career covering all sports*)
 - **Sport Specific Pin** (*one “Sport Specific Pin” awarded in each sport per 4 year career*)
 - **Bar** (*awarded each time the athlete letters after receiving their Sport Specific Pin*)
- Captains Pin - Awarded to an athlete who is elected as captain of his/her team.
- Managers Pin - Awarded to a student who serves as manager of a team.

Example: A freshman athlete who earns a Varsity Letter in Football would be given their a 1st year Certificate of Achievement in Football, Varsity Letter, Numerals, and a Sport Specific Pin. If they earn a Varsity Letter in Football as a sophomore, they would be given a 2nd year Certificate of Achievement in Football, their Bomber Patch, and a Bar.

Team and All-Conference Awards

The Kohler Athletic Department will provide each varsity sport with two (2) plaques for coaches to present as special awards (MVP, Ms/Mr Hustle, Most Improved, Coaches Award, etc.). The department also awards the TRUE BLUE Award which is given to and defined as a *varsity athlete who brings energy, hustle, work ethic and positivity to the team and to the sport. This athlete demonstrates positive leadership, displays an appropriate attitude, and serves as a role model for other athletes on the team and in the Kohler High School community.* This is a prestigious award in which the coaches nominate players and voting is then done by the players via secret ballot. The winner of this award winner is displayed on a plaque within the school.

NOTE: A student who has incurred a code of conduct violation is ineligible for school sponsored team awards (ex: TRUE BLUE or MVP) during the season the consequence is being served.

WIAA Scholar Athlete Award

The WIAA Scholar Athlete Award is awarded to the top senior boy and girl athlete at Kohler High School. The award is based on athletic involvement, athletic achievement, academic achievement and citizenship.

Big East Scholar Athlete Certificate

The Big East Scholar Athlete Award is a certificate that is awarded by the conference President to all Seniors who meet the following criteria:

- Earn two varsity letters in conference sports with one earned during your senior year
- 3.6 cumulative GPA after 7 semesters
- No athletic code violations
- Recommendation of the athletic director and principal

The certificates are given at Honors Night.

American Legion Medal

The American Legion Awards, in the form of gold, silver, and bronze medals have been awarded annually since 1975 to the top boys and girl athletes in the senior class. Points for earning this medal are tabulated for each senior boys and girl who have participated in the Kohler HS athletic programs. The student with the highest point total will be awarded the gold medal, second highest-a silver medal and third highest-a bronze medal. Awards are given at Honors Night. Points are awarded as follows:

Varsity Letter	20pts
Manager	10pts
Non-Letter Participation	5pts
Captain	5pts
Conference Championship-Team or Individual	4pts
State Level Participation	4pts
1st Team All-Conference	4pts
2nd Team All-Conference	3pts
Honorable Mention All-Conference	2pts

Banquet

At the end of the season coaches and parents may organize a banquet which affords head coaches a chance to present individual, team and any post-season awards. This banquet is part of the student's schedule and attendance is required.

XIV. EQUIPMENT

One of the values of participation in an activity or athletic program is to teach responsibility. This should apply to the care of equipment as well as school property. It is expected that all participants will take pride in the fine facilities here in Kohler. For the purposes of this section, EQUIPMENT, will refer to any school purchased and issued equipment (athletic and otherwise), uniforms, and other materials used by a student in a given activity or athletic endeavor.

1) Each student is responsible for the proper care and safekeeping of the equipment/materials issued to him/her. Lockers should be securely locked at all times.

2) All equipment is school property and may be used only during the duration/season of a particular activity. It is the responsibility of each student who is issued any type of equipment to return that equipment at the completion of his/her participation in each activity. Each student will be held financially responsible for lost or stolen equipment. **Lost or stolen items must be paid for by the student to the school or he/she will NOT be allowed to participate in the next activity** until the issue is resolved. No awards will be granted until the equipment issue is resolved.

3) Equipment shall only be worn during practice or contests unless authorized by the coach/advisor for other wearing.

XV. TRANSPORTATION & CONDUCT ON TRIPS

A) Participants must use the mode of transportation provided Kohler schools unless special pre arrangements are made in writing and approved by an administrator. The arrangements are as follows:

- 1) IF a parent/guardian would like to drive their child home from the activity
- 2) IF a parent/guardian would like to give permission to have their child transported by another adult.
 - Parent/Guardian must complete the “**Transportation Release Form**” found on the website. This form must be signed by the parent/guardian and approved by the administration. This form is then given to the coach in charge prior to getting on bus.
 - This form must be completed each time the the student needs to be transported
 - The parent/guardian must pick up the student in the presence of the coach/advisor
- 3) IF a student will be transporting himself/herself to practices, scrimmages, and games (ex: GOLF).
 - Must complete the “**Transportation Agreement and Release**” found on the website. This form must be signed by the parent/guardian, student, and approved by the administration.
 - This form must be completed once per season.

B) Buses will leave at predesignated times. Participants who miss the bus will NOT be able to arrange for their own transportation to the event.

C) All participants are expected to conduct themselves as good examples of our student body at all times. We are in the eyes of the public off the field or court as well as while competing and representing Kohler schools.

D) You are representing your school and your organization when supporting another group. It is imperative that non-participating members of the team/group show good sportsmanship while attending interscholastic events (ex: JV players staying to watch the Varsity).

XVI. APPEALS PROCESS & FORM

Decisions issued from code of conduct violations of this handbook may be appealed in writing by a student with or without support from parent/legal guardian (see Appeals Form). A student remains suspended under the issued consequence until the appeal is heard. Said appeal should be provided to the principal within five (5) school days of the notification of violation. The appeal letter provided to the principal should summarize the reason for appeal and any facts that are in question. The principal will then convene an appeals committee within 10 school days of receiving the letter.

The committee will be made up of 3 persons outlined below:

- One advisor/coach who is not involved in the season that will be affected by the consequence being issued
- Principal
- Athletic Director

In the appeals hearing, the student will provide both written and verbal rationale for the appeal. Parent/guardian may attend in support of the student. The administrator who rendered the original decision for the issuance of the consequence will provide written and verbal rationale for the consequence issued. The appeals committee will hear the arguments made by the student and consider the information provided by the administrator. The committee will make a final and binding decision as to the outcome of the consequence issued and its modification if appropriate. There is no appeal of the committee's decision. The student will be notified in person or by phone following the committee's

adjournment. A letter summarizing the committee's decision will also be issued.

KOHLER BLUE-BOMBER ACTIVITIES HANDBOOK & CODE OF CONDUCT APPEALS FORM

An appeal of a decision rendered can be done for the following reasons:

- A) Disputing an administrator's interpretation of the Athletic and Activities Handbook.
 - B) The introduction of additional/new facts in the case.
-

Student making an appeal should complete this form and attach the required letter as defined in the Appeals Process part of the Handbook. The letter should outline the rationale for requesting the appeal, and include:

- A) The date the incident took place
- B) The decision that was issued
- C) Any new information that is applicable which the student wishes to introduce and/or what interpretation of the handbook is being questioned
- D) And why the information in "C" potentially changes the decision that was originally rendered.

NAME: _____ **DATE:** ____ / ____ / ____

Reason for making the appeals request (circle all that apply):

- (A) Disputing an administrator's interpretation of the Athletic and Activities Handbook.
- (B) The introduction of additional/new facts in the case.

I am submitting this form and accompanying letter to formally request an appeal of the decision regarding the situation in which I was involved on (date): ____ / ____ / ____.

STUDENT SIGNATURE:

KOHLER ACTIVITIES HANDBOOK

BLUE BOMBER CODE OF CONDUCT AGREEMENT

NAME OF STUDENT: _____

DATE: ____ / ____ / ____

School activities play an important part in the extension of the classroom for our students here in the Kohler School District. The major objectives of the activities program are to provide opportunities for students to develop favorable habits and attitudes. The information provided in the Kohler Blue Bomber Activities Handbook is designed to provide you with a code that clearly states the expectations that are held for a student and their parent(s)/guardian(s).

Students wishing to participate in activities at the Kohler School District are committing to the following:

- ☐ I will not drink alcohol
- ☐ I will not use illegal or legal drugs in an illegal manner
- ☐ I will abide by school rules
- ☐ I will always try my best in the classroom
- ☐ I have read and understand the items contained in the handbook and agree to abide by them. If I fail to do so I understand and accept that there are consequences for my choices.
- ☐ I understand that there is inherent risk of injury present through participation in athletics and activities. In particular, when involved in interscholastic athletic practice and contest activities, the risk may be severe, including serious physical injury and even death. In some cases, injury may occur during transportation to and from contests, practices and/or events. I further acknowledge that even with qualified coaching/advising, the use of adequate protective equipment, and strict observance of rules, injuries are still a possibility.

SIGNATURE OF STUDENT:

NOTE: Electronic signature on the Activities Scheduler serves as the signature of the student for this document and indicates that you understand and will follow the expectations as written.

We, as parents/guardians, have read all the information contained in the activities handbook. We grant permission for our child to participate in the Kohler School District Activities program(s). We further support our son/daughter's adherence to the expectations contained in the Code.

SIGNATURE OF THE PARENT:

NOTE: Electronic signature on the Activities Scheduler serves as the signature of the parents for this document and indicates that you understand it and your child will follow the expectations as written.