

EDINBURG CUSD #4

JUNIOR HIGH / HIGH SCHOOL

EXTRA-CURRICULAR HANDBOOK

2009-2011

Adopted by the Board of Education

Extra-Curricular Handbook

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Attachments:

- Extra-Curricular Emergency Information Form
- Extra-Curricular Participation-Permission Form
- Random Drug Testing Consent Form
- School Bus Release Sign-Off Form
- Wildcat School Song

Edinburg CUSD #4

Extra-Curricular Handbook

Board of Education requires that no student shall on the basis of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity: Students and/or parents have the right to initiate a grievance or complaint if discrimination is alleged to have happened. Such complaint should be filed with the Superintendent of the School District, who shall then send a copy of the grievance procedure to the complainant.

STUDENTS

Conduct Code For Participants In Extra-Curricular Activities

The Board of Education and Staff of Edinburg Community Unit School District #4 have adopted this Extra-Curricular Code which applies to all students, grades 5-12, who desire to participate in competitive or other extra-curricular activities. This policy addresses student conduct and imposes additional responsibilities on student extra-curricular participants.

Participation in extra-curricular activities is a privilege available to qualified students. There is no right of students to participate in sports athletic competition, intramurals, pom-pom or cheerleading activities, or to participate in any other school-governed extra-curricular activity. Those who participate in extra-curricular activities are considered role models and have a responsibility to favorably represent the school and community. Student extra-curricular participants and athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Edinburg Community Unit School District #4. Strict adherence to the rules and policies set forth in the Extra-Curricular Code is a responsibility that accompanies the privilege of participation. If a student fails to comply with the terms of the Code, the privilege to participate in any extra-curricular activity may be lost in accordance with the terms of this extra-curricular policy. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education. Building Principal should consult with Athletic Director and/or Extra-Curricular Committee as needed.

The rules set forth in the Extra-Curricular Code are in effect year-round, twenty-four (24) hours a day, whether or not school is in session, including breaks and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other location away from school. The rules apply from the beginning of the participant's IESA/IHSA first practice or initial sign-up for a non-IESA or non-IHSA activity and remains in effect until the completion of the cumulative from the first period of eligibility in the 5th grade until graduation from the middle school, and is cumulative from the first period of eligibility in the 9th grade until graduation from the high school.

A Parent(s) / Guardian(s) and Participant meeting will be scheduled and arranged by the Athletic Director, Coach(s) / Sponsor(s), and Principal. The purpose of each meeting shall be to go over and discuss the Extra-Curricular Handbook with individual coach(s) / sponsor(s) and discuss specific rules/procedures with parent(s) / guardian(s). In addition, Coach(s) / Sponsor(s) of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 5 through 12 participating in these programs. The potential participant(s) are encouraged to bring at least one (1) parent/guardian to the scheduled meeting. The parent(s) /

guardian(s) could sign the required Permission Form at this meeting. No participant(s) shall practice or participate without turning in the following signed forms: Participation-Permission Form/Emergency Information Form/Proof of Insurance and the Physical Examination Form (Athletes Only).

I. GENERAL EXPECTATIONS

Performance Enhancing Drug Testing

The Illinois High School Association (IHSA) randomly tests the student athletes who qualify as individuals or as members of a team for selected State series competitions. The student athlete and his or her parent(s)/guardian(s) shall consent, in writing, to the random drug testing before participating in interscholastic athletics. Failure to sign the consent form renders the student athlete ineligible. The Superintendent or designee shall develop procedures to implement the District's compliance with this IHSA policy.

Activities Defined:

- Any Illinois High School Association (IHSA) sports and activities that Edinburg CUSD #4 students participate in.
- Non-IHSA activities are defined as: Art Club, District/State Music Festival, Family Career and Community Leaders of America, Future Farmers of America, Play/Musical, Drama Club, National Honor Society, Science Club, Spanish Club, Student Council, WYSE, Yearbook, Chess Club, Class Parties and Dances.
- Any Illinois Elementary School Association (IESA) sports and activities that Edinburg CUSD #4 students participate in.
- Non-IESA activities are defined as: Student Council, Art Club, Music Festival, and Play/Musical.

Extra-Curricular Discipline Committee:

The Extra-Curricular Discipline Committee will be utilized when requested by the coach(s) / sponsor(s) and/or the Athletic Director, who may schedule a meeting.

- Committee members will consist of the following: Athletic Director, Coach(s) / Sponsor(s) involved, and the Principal.

Participating Athletic Season:

All Participant(s) must understand at the parent(s) / guardian(s) meeting, prior to the first (1st) practice/activity/event that they are subject to consequences if they violate our CODE OF CONDUCT. The athletic season is defined as the minimum amount of varsity contests that a participant may participate in. This would include one (1) Regional Tournament and the minimum possible varsity tournament contests. A fraction of an athletic season would be determined by dividing the minimum amount of contests by the proper number and then rounding down. [Example: Minimum contest count is 27; one third of the season would be 9 contests]. Due to inclement weather cancellations, all contests

would count toward the offender's required consequences. If a CODE OF CONDUCT consequence is not considered to be complete, it will be determined by the Extra-Curricular Discipline Committee as to how many contests an offender must have a consequence for in their next participating athletic season. Any participant that does not fill their obligation during the season will fulfill the discipline during next activities.

Participating Non-Athletic Activity Season:

A Non-Athletic activity also has a beginning and ending point during the school year. Our CODE OF CONDUCT violations will be enforced in the same manner as an athletic season. [Example: If the activity/program/event is six (6) months long, then a CODE OF CONDUCT violator would not participate in any practices/meets/events/programs for two (2) months, if the consequence was one third of the activity/program/event]. The violator may be expelled from the activity/event/meeting/program by the coach(s)/sponsor(s) if too many activity absences occur as a result of a CODE OF CONDUCT violation.

Athletic Programs:

Junior High

Students in grades (6-8) have the opportunity to participate in Baseball, Softball, Girls Volleyball, Cheerleading, Boys Basketball, and Girls Basketball with Kincaid South Fork (Co-op). Students will follow the handbook of the sponsoring co-op school.

The participation of 5th grade students in the Edinburg CUSD #4 Extra-Curricular Programs / Activities shall be limited to the following:

- 5th Grade Basketball / Volleyball Season
- 5th/6th Grade Basketball Tournament
- 5th Grade Basketball players shall not be allowed to participate in any Junior High contests.

**NOTE:* When the participant numbers decline at the Junior High (6th/7th/8th) grade level, the Athletic Director, Principal, and all Coach(s)/Sponsor(s) shall meet to determine alternatives.

High School

Students in grades (9-12) have the opportunity to participate in two (2) Co-op Programs with Kincaid South Fork School District (Football & Girls Basketball). Athletic programs offered to Edinburg High School students are (Boys Basketball, Volleyball, Baseball, Softball and Cheerleading). Students will follow the handbook of the sponsoring co-op school.

II. COMPETITION ELIGIBILITY

- Edinburg CUSD #4 Junior High School is an active member of the Illinois Elementary School Association (IESA) and Edinburg High School is an active member of the Illinois High School Association (IHSA). In all such matters, Edinburg CUSD #4 will adhere firmly to the rules/regulations and guidelines agreed upon by these two associations.

- The (IESA/IHSA) ATHLETIC ELIGIBILITY RULES are contained herein. The eligibility rules apply to all competitive activities.
 1. IHSA – cumulative on the semester
 2. IESA – cumulative on the quarter

Student/Participant(s) are students first and foremost. Student Scholastic Eligibility is determined on a weekly basis, cumulative for the current semester (IHSA), quarter (IESA). Every Monday the Athletic Director will go to the main office secretary who will run the eligibility list showing all students who have a “C” average or below. The athletic director will then look for any student on that list who is failing a class and inform the coach(s) / sponsor(s) so they have time to make plans and to notify any participant(s), if he/she is found ineligible. Student(s) / participant(s) not maintaining passing grades in every subject are then ineligible to participate in any school IESA/IHSA sponsored competition for one week (Monday a.m. to Monday a.m.). Student(s) / participant(s) at coach(s) discretion will be allowed to practice with the organization, ride the bus, and attend contests, but cannot participate in any contests during this seven (7) day period.

- Any Junior High/High School Student(s) / participant(s) that have been reported ineligible for the fourth (4th) time during one season is then ineligible for the remainder of that season.
- IESA/IHSA Extra-Curricular participants reporting to school after 9:00 a.m. due to illness on game days will not be allowed to participate in the game that evening. Students leaving school due to illness or unexcused absence will not be allowed to participate in the game that evening.

III. FORMS

The following forms shall be distributed to participant(s) prior to the beginning of an activity or program (including co-op activities):

- A. Edinburg CUSD #4 Junior High/High School Extra-Curricular Handbook
- B. Physical Examination Form (all athletes, including co-op participants)

- The (IESA/IHSA) and the Edinburg CUSD #4 Board of Education require all participant(s) to have a physical examination yearly before they can begin practice or participate in any interscholastic athletic activity or program.
- Participant(s) may obtain a Physical Examination Form from our School Nurse’s Office or from their coach(s) / sponsor(s). The Physical Examination Form must be filled out by the participant(s) doctor and returned to the Athletic Director and/or School Nurse before any participant(s) can practice or participate in contests/activities. Completed Physical Forms are on file in the School Nurse’s Office.
- Physical Examinations are good for one (1) year from the date of the physical examination.

C. Participation-Permission Form/Emergency Information Form/Proof of Insurance (all athletes and non-athletes)

- Before participant(s) can participate in any activity/program they must have their parent(s) / guardian(s) sign a Participation-Permission Form which states that they give their consent for their child to participate in the Extra-Curricular activity/program.
- This form indicates to the coach(s) / sponsor(s) any physical problems or limitations a participant(s) may have and whether or not to treat them. It also should give the coach(s) / sponsor(s) specific measures to take and how a participant(s) should be treated if injured. This form should be available for immediate access at all activities in case of an emergency. Coach(s) / sponsor(s) are responsible for obtaining copies of these forms for their activity/sport from the Athletic Director or participant. Participant(s) may not participate until this form is on file in the School Nurse's Office and/or Athletic Director's Office. This form shall include Proof of Insurance.
- Located on the Emergency Information Form, there is an area for the parent(s) / guardian(s) to indicate whether they have purchased School Insurance or have their own coverage for their child.
- Edinburg CUSD #4 does not provide any insurance coverage for participant(s) injured while participating in all Extra-Curricular activities/programs.
- Parent(s) / guardian(s) must notify the school immediately if insurance coverage lapses or is changed in any way.
- Edinburg CUSD #4 is not liable for any lapse or change in an individual's or family's insurance coverage. Student insurance is available for school time or (24) hour coverage and may be purchased at the parent(s) / guardian(s) own expense.

D. Random Drug Testing Consent Form

- The student and his or her parent(s)/guardian(s) shall consent, in writing, to random drug testing pursuant to the Illinois High School Association (IHSA) Performance Enhancing Drug Testing policy before participating in interscholastic athletics.

E. School Bus Release Sign-Off Form

- Participant(s) must ride on the School Bus to Extra-Curricular activities/programs, unless prior arrangements are made.
- Participant(s) may ride home with their parent(s) / guardian(s). The coach(s) / sponsor(s) should have the School Bus Release Sign-Off Form with him/her on every School Bus Trip.
- Only parent(s) / guardian(s) may sign this release unless prior arrangements are made and approved by the Athletic Director and/or Principal.

- If the parent(s) / guardian(s) choose to release their child from riding the school bus, the parent(s) / guardian(s) must sign the School Bus Release Sign-Off Form after the Extra-Curricular activity/sport.

IV. RIGHT TO DUE PROCESS

A CODE OF CONDUCT Violator is entitled to the following steps of Due Process:

- A review of the violation and announcement of consequences by the involved coach(s) / sponsor(s) or involved Extra-Curricular Discipline Committee shall be given as quickly as possible;
- After the review, the participant may appeal the consequences in writing to the Superintendent within five (5) school days after the announcement of the consequences(s);
- After the Superintendent's review, the participant may appeal the consequence(s) in writing to the Edinburg CUSD #4 Board of Education within five (5) school days after the Superintendent's review is completed.

V. CODE OF CONDUCT – VIOLATION AND CONSEQUENCES

Violations (As reported by school employee and/or law enforcement.)

- Tobacco – possession or use
- Alcohol or Drugs – possession or use
- Alcohol or Drugs – sale/distribution

Consequence: (1st Offense)

The participant will be excluded for (1/3) of the athletic season or the next participating season. This participant would also be excluded from (1/3) of any current non-athletic activity/program and/or event. The participant would also be subject to recommendations(s) as deemed appropriate by the Extra-Curricular Discipline Committee, the involved coach(s) / sponsor(s), Athletic Director and Principal.

Consequence: (2nd Offense)

The participant will be excluded for the remainder of the athletic season or the next participating athletic season. The participant would be excluded from any current non-athletic activity/program/event for its duration.

Consequence: (3rd Offense)

The participant will be excluded for the remainder of their Junior High or High school career.

Violation:

Arrest by Law Enforcement

- **Consequence(s)**
Participant will be excluded (or suspended) from participation in all Extra-Curricular activities/programs/events until the Extra-Curricular Discipline Committee has had the opportunity to receive the necessary information and particular circumstances of the situation. This committee shall impose the appropriate consequence or requirements for possible reinstatement.

Violation:

Suspension:

- **In-School Suspension:**
A participant who received an In-School Suspension may not participate in or dress for the Extra-Curricular activity/program/event during the day(s) of punishment. It will be the Coach(s)/Sponsor(s) discretion as to whether participation is allowed to attend game.
- **Out-Of-School Suspension:**
A participant who receives an Out-Of-School Suspension may not participate/practice, or attend any Extra-Curricular activity/program/event during the day(s) of the offense.

If a student/participant receives a total of five (5) to seven (7) days of OSS during a school year, the student shall be excluded from any extra-curricular activity for the remainder of the school year unless he/she shows good conduct for a period of one month after accumulating the OSS days. The Principal and/or Athletic Director will review the student's conduct after this one month of probation. If the student has exhibited the good conduct, he/she may be reinstated to participation. Good conduct will be defined as no suspensions, office referrals, detentions, and other items as determined by the Principal.

If a student/participant receives a total of eight (8) or more days of OSS during a school year, the student shall be excluded from any extra-curricular activity for the remainder of the school year.

Any extra-curricular activity will be defined as participating in games, concessions, student council, sports, class meetings, homecoming, prom, team quest, and other activities as determined by the Principal.

VI. UNIFORMS

- Edinburg CUSD #4 will supply uniforms and equipment. Each coach(s) / sponsor(s) will keep accurate records and inventories of all uniforms and equipment issued for their particular activity/program/event. Issued game or practice uniforms are the responsibility of the participant and the property of the school district.

- The coach(s) / sponsor(s) shall make sure he/she received all uniforms/equipment issued to a participant(s). If a uniform or part(s) are not returned in a timely manner, participant(s) shall be charged for the appropriate replacement.
- Uniforms shall be worn only on authorized occasions, such as games, school pep assemblies, and homecoming events.
- Uniforms shall be clean when returned at the end of a season/activity/program/event to the coach(s) / sponsor(s). All uniforms and equipment should be cared for properly. Participant(s) will be charged for uniforms and equipment they have lost, damaged, or returned in an unusable condition.

VII. ATHLETIC AWARDS

- Athletic Award Program – Awards, Athletic Letters, Pins, Plaques, and Certificates may be presented at the annual Awards Program, generally held in the spring. However, our Co-op Teams will schedule their Awards Programs at different times. Coach(s) / sponsor(s), parent(s) / guardian(s), and participant(s) should expect to attend this annual event. It is the Coach(s) discretion as to what awards are given.
- Senior Night and Eighth Grade Night – Every effort will be made to recognize our senior players, cheerleaders, statisticians and band members during their last scheduled home competitions. Additionally, efforts will also be made to recognize our eighth grade players, cheerleaders and statisticians during their last scheduled home competitions. Coach(s) / sponsor(s), parent(s) / guardian(s), and participant(s) should cooperate in planning the various recognitions.

**NOTE:* The Award Programs are for participant(s) in Junior High (6-7-8) and High School (9-10-11-12). Fifth grade participant(s) will be recognized and may only receive Athletic Awards for 5th grade sports at the Junior High Athletic Award Program. All other awards will be distributed at the End of the Year Awards Assembly.