

## **2014-2015 Extracurricular Handbook**

The Board of Education of the East Dubuque School District offers a variety of voluntary activities designed to enhance the education of its students. Students who participate in extracurricular activities shall conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in school-sponsored activities is a privilege conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches, directors, and advisors.

In addition to the expectations contained in this handbook, all other East Dubuque School Board policies and Illinois High School Association (I.H.S.A.) policies for interscholastic participation are in full effect. The coach/director/advisor of an extracurricular activity may establish and make known rules of conduct and regulations in addition to those stated in this policy for the students participating in the activity. Those rules of conduct shall be approved by the building principal, shall be in writing, and shall be given to each student prior to his/her membership or involvement in the activity.

The Board of Education realizes that it is not possible to write rules and regulations that will fit every situation and set of circumstances, and the administrator handling the situation needs some latitude in the application and interpretation of these rules.

The following activities are covered by the Board's policies and these rules: academic bowl, athletics, cheerleading, dance, drama productions, non-curricular instrumental and vocal music performances, National Honor Society, student council, or any other activity where the student represents the school district outside the classroom.

### **REQUIRED FORMS**

1. **PHYSICAL EXAMINATION:** In order to participate, student-athletes must annually have placed on file with the principal a certificate of physical fitness issued and signed by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes. Physical examinations are good for only one (1) year from the date of the exam. The State of Illinois DHS physical forms are available in the high school office or on our website at [www.eastdbqschools.org](http://www.eastdbqschools.org) (click on the High School link, followed by the Printable Forms link).
2. **AGREEMENT TO PARTICIPATE:** An AGREEMENT TO PARTICIPATE form must be signed by the student (including team managers, stage crew, etc.) and his/her parent(s)/guardian(s) and be on file in the principal's office before being allowed to participate.
3. **MEDICAL AUTHORIZATION:** Parents must complete and submit a MEDICAL AUTHORIZATION FORM. This form gives school personnel the authority to seek medical care for a student if the parent/guardian is unable to be contacted.
4. **I N S U R A N C E :** Student-athletes must show proof of accident insurance coverage either by a policy purchased through the district-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. The former can be accomplished by contacting the high school office; the latter can be satisfied by completing an INSURANCE SIGN-OFF FORM available through the high school office.
5. **IHSA STEROID TESTING POLICY CONSENT TO RANDOM TESTING:** The student-athlete and his/her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.
6. **IHSA's MOST CURRENT BANNED DRUG CLASSES LIST:** Student-athletes must sign an agreement not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
7. **IHSA CONCUSSION FORM:** Student-athletes and their parent/guardian must sign a form on a yearly basis that indicates their understanding of the serious nature of head injuries and that the coaches and officials will err on the side of caution when a potential concussion has occurred.

## **ATTENDANCE IN SCHOOL**

Any student who misses more than twenty minutes at the beginning of the school day or any part of the remainder of the school day will not be allowed to participate in that activity by the coach/director/advisor. Medical and dental appointments are approved absences and must be confirmed in writing from doctors' or dentists' offices (e.g., bring back an appointment card). Funerals are excused, and appointments confirmed through the principal and/or athletic director may be excused.

Any student who is suspended will not be allowed to practice/rehearse or participate in games/meets/performances on the day(s) of the suspension.

## **ACADEMIC ELIGIBILITY**

To be academically eligible for an extracurricular activity, participating students must satisfy the following criteria:

1. The student must have completed all required work below the ninth grade.
2. Beginning with the fourth week of each semester, students' grades will be calculated weekly on a cumulative basis throughout the semester and submitted to the principal's office on the first school day of each week. Any student who has two or more failing grades will be declared ineligible. Ineligibility will run from Tuesday through the following Monday and until grades are resubmitted, whereby the student can earn back his/her eligibility.
3. Any student who is ineligible for three weeks total (not necessarily consecutive weeks) during an activity will be ineligible for the remainder of that activity. It will be the decision of the coach/director/advisor, athletic director, and principal whether the student can continue to assist the group in any manner.
4. Any student who fails two or more classes in a semester will be ineligible for the following semester.
5. To be eligible for Student Council, students must have and maintain a "C" average. Incoming freshmen are eligible in the fall of their freshmen year.

## **CODE OF CONDUCT**

To retain eligibility for participation in extracurricular activities at East Dubuque High School, students must conduct themselves as good citizens both in and out of school at all times throughout the calendar year. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community. A student is alleged to have violated any of the rules mentioned in this Code of Conduct if he/she:

- Is observed by one or more staff members employed by the East Dubuque School District.
- Is observed by one or more school board members of the East Dubuque School District.
- Is charged by a law enforcement official.
- Admits to violating any of the standards.
- Is found, by a preponderance of evidence, to have violated any of the standards.

Any alleged violation of the Code of Conduct must be presented in writing to the athletic director and/or principal and must state the alleged violation, the time and place of its occurrence, and must be signed by the person who witnessed the alleged violation.

Prior to the determination of a violation of the Code of Conduct, the athletic director and/or principal will hold a meeting at which the student shall be confronted with the allegation and given an opportunity to tell his/her side. Any student who is then found to have violated the school's Code of Conduct will be deemed ineligible for a period of time as described in this policy. A student will lose eligibility under the Code of Conduct for any of the following behaviors:

- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.
- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of alcoholic beverages. Only for church services is alcohol (e.g., wine) permitted.
- Possession, use, or purchase of illegal drugs or drug paraphernalia.
- Unauthorized possession, use, or purchase of otherwise lawful drugs or products (e.g., "huffing" paint).

☐ Engaging in any act that results in an arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses.

☐ Flagrant misbehavior in class; flagrant disrespect of school personnel in or out of school; stealing in or out of school; vandalism in or out of school; disorderly conduct (as defined by state law) in or out of school.

A student may also lose eligibility for conduct unbecoming to an extracurricular participant and representative of our school. Since the continuum of inappropriate behaviors varies in its degrees of seriousness, a corresponding degree of latitude will be given to school administration in dealing with those involved.

## **CONSEQUENCES**

When the administration believes it is more likely than not that the student violated the Code of Conduct during the school year or summer, the student is subject to a loss of eligibility as follows:

1st violation: Game/meet/performance ineligibility period equivalent to one-third of the season's dates (calculated at the student's highest level of participation) and anything that falls in between with a minimum performance penalty of one. Each tournament date will be considered one date of ineligibility.

Admission Prior to the Inception of an Investigation: If a student comes forward to a coach/director/advisor, athletic director, or principal to admit (self-report) a violation of the Code of Conduct prior to the inception of an investigation by the principal and/or athletic director, the student's 1st violation consequence may be reduced from "one-third" to "one-fourth."

A student who has a violation of the alcohol or drug provision of the Code of Conduct will be required to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or parent/guardian's expense. The appointment must be made before the student will be allowed to participate and must be scheduled within ten business days of a conference with school officials. This facility must be pre-approved by the Board or their designee before the initial evaluation. The student must agree to waive confidentiality to allow the facility to report back to the principal or his/her designee regarding recommendations for treatment or follow-up care. Eligibility will be reinstated as soon as the game/meet/performance consequence has been satisfied, as long as the student also completes the treatment program recommended by the substance abuse facility. If the student does not make a good faith effort to complete the treatment program, as determined by the principal or designee, the student will be declared ineligible until he/she completes the treatment program in full.

2nd or subsequent violations: One calendar year of ineligibility from the date school officials confirm a violation.

Reduction in Penalty If a student completes a clean calendar year after a violation, the student's next violation will be reduced by one. (For example -- If a student has his/her first violation on January 1 and does not commit another violation until January 2 of the following year, it will be treated as a first violation.) This level reduction may be used only one time in a student's high school career.

### **Additional Information Regarding Penalties**

☐ All violations of the Code of Conduct are cumulative in grades 9-12 for the purpose of determining the appropriate consequence(s). For the purposes of this policy, students are considered East Dubuque High School students from the last day of school of their 8th grade year.

☐ If the period of time between a violation and the start of an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

☐ The period of ineligibility attaches immediately upon the finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is carried over to the time the student next seeks to go out for an activity. Game/meet/performance consequences that are carried over from one activity to another will be prorated by the principal.

☐ If a student violates the Code of Conduct while currently engaged in an extracurricular activity and chooses to drop out of the activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity, subject to the twelve month limitation above.

☐ If a student violates the Code of Conduct while not currently engaged in an extracurricular activity, the penalty will carry over to the time the student next seeks to go out for an activity. If the student chooses to drop out of this activity after the completion of the ineligibility period but prior to the

completion of the activity, then the full penalty will attach when the student next seeks to go out for an activity, subject to the twelve month limitation above. In other words, if a student satisfies any portion of an ineligibility period during an activity, that student must remain an active member in good standing through the completion of the activity to satisfy the ineligibility requirement.

□ For students involved in both athletics and fine arts or multiple athletic or fine arts activities – if the ineligibility period cannot be satisfied within athletics or fine arts activities without an overlap of public performances, then the number of public performance dates for which the student will be ineligible will be the greater of the two; however, all public performances will count toward that total.

\* A student who is a member of the National Honor Society who violates the extra-curricular code will have the following consequences: A) Fulfill the substance evaluation as described above if the offense is alcohol or drug related; B) Perform ten (10) service hours with approval of the building administrator; and C) be on probation for the remainder of the student's attendance at East Dubuque High School. A second violation will result in immediate removal from the group.

□ An ineligible student may attend all practices/rehearsals and games/meets/performances, but may neither "suit up" nor participate/perform.

□ If a violation occurs during any ineligibility period, consequences will be served consecutively rather than concurrently.

□ Games/meets/performances will only count toward a student's ineligibility if the student could have otherwise participated.

Any student declared ineligible under a prior school district's Code of Conduct and then, without having completed the full period of ineligibility at that school, transfers to the East Dubuque School District, will not be eligible for participation in extracurricular activities in the East Dubuque Schools until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for participation in extracurricular activities in the East Dubuque Schools as far as any Code of Conduct is concerned.

## **ACADEMIC CONSEQUENCES**

Unless the student violated the Code of Conduct while on school grounds, at a school event or activity off school grounds, or the violation may reasonably be considered to cause a material and substantial disruption in the orderly operation of the school, there will be no academic consequence (e.g., suspension from school) for the violation. Otherwise, additional consequences will apply as per the student handbook.

## **APPEALS**

Any student who is found by the administration to have violated the Code of Conduct may request a review of the determination by contacting the superintendent in writing within seven calendar days of being advised of the violation by the principal and/or athletic director. The ineligibility consequence will remain in effect pending the superintendent's determination. Present at the hearing will be the superintendent, principal, athletic director, student, and the student's parent(s)/guardian(s). At this appeal hearing:

1. The athlete will be provided with an opportunity to testify and present other evidence on his/her behalf.
2. The parent(s)/guardian(s) will be provided with an opportunity to present their opinions at the hearing.
3. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and his/her parent(s)/guardian(s).

If the student is still dissatisfied, he/she may seek further review by the Board by filing a written appeal with the board secretary at least 24 hours prior to the next Board meeting. A special meeting of the Board will not be called. The review by the Board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the Board are limited to the following: the student did not violate the Code of Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the Board.

If the Board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## **AWARDS**

1. A student must finish the activity.
2. Under special or unusual circumstances (for example, four years in an activity, illness, value to the program, etc.), a coach/director/advisor may recommend an award be given though the specific award requirement is not met. This must meet with the athletic director's approval.
3. Any time a student is suspended for an entire season or activity, he/she forfeits his/her opportunity to receive awards directly related to that sport or activity.

## **CARE OF EQUIPMENT**

1. Each student is responsible for the proper care and safekeeping of all equipment issued to him/her.
2. Any lost equipment must be paid for by the student. The price will be determined by the coach/director/advisor.
3. School equipment is to be worn only at school-approved events unless otherwise authorized by the coach/director/ advisor. At the conclusion of an activity, all equipment must be turned into the coach/director/advisor.

## **CHANGING ACTIVITIES**

A student may not quit one activity and begin another during the same season, except by agreement of both coaches/directors/advisors.

## **HAZING**

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

A student engaged in hazing will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular activities.
- Conference with parent(s)/guardian(s).
- Referral to appropriate law enforcement agencies.

A student engaging in hazing that endangers the mental or physical health or safety of another may also be subject to suspension for up to ten days and possible expulsion.

## **SCHOOL TRANSPORTATION TO ACTIVITIES**

A student is required to ride school transportation to an activity in order to compete or participate, unless prior approval is granted by the administration. Students arriving at any activity by means other than those authorized by the school are ineligible for that activity and will not be allowed to participate. Students who take school transportation to a school activity must return by the same means.

However, a parent/guardian may sign-off his/her student in the presence of the coach/director/advisor at the event, or a parent/guardian may give permission for his/her student to ride home with another specified adult if the following occurs:

A note from the parent/guardian is given to the coach/director/advisor at least one day prior to the event. This note must include the name of the specified adult.

The specified adult must be pre-approved by the principal or his/her designee.

The student is signed-off on site by the specified adult in the presence of the coach/director/advisor. Failure of a student to return on school transportation or by a means approved in this policy will result in loss of extracurricular eligibility as determined by the principal.

## **EARLY DISMISSAL**

When it is necessary for school officials to cancel school or dismiss school early as a result of inclement weather or other emergency conditions, practice sessions related to extracurricular activities are not permitted. As soon as all students have left the building, it will be secured.

If a game/contest is scheduled for a day when school is cancelled or dismissed for inclement weather, the decision to play the game or participate in the contest will be determined by the administration from all schools involved.