

# **Extracurricular and Athletic Handbook**

## **West Prairie, Bushnell-Prairie City, Bushnell West Prairie Athletic Cooperative**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry a grade for credit.

Each coach or sponsor may have his or her own rules, regulations, and stipulations. Student will be obligated to follow those rules. A coach may include rules for grooming that are appropriate for the safety and welfare of the athlete. The head coach will communicate these rules and procedures at a parent/player meeting or at the first practice. These rules must not conflict with the handbook rules but may be stricter. Students or parents who have questions about rules or procedures should contact the head coach or athletic director for clarification.

Student athletes may not participate in more than one sport at a time.

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. Current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. Permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. Signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

## **Illinois High School Association**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### **Academic Eligibility**

**Weekly Eligibility:** In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades in all courses. Any student failing to meet academic requirements will be suspended from the sport or activity for one week. Eligibility to participate in extracurricular activities will be determined at the end of each academic week. The academic/eligibility week runs Sunday through Saturday. A student must maintain a passing grade in all courses to remain eligible. If a student is determined to have an "F" for a current overall semester grade in any course, the student will be ineligible for the next academic week. The student will remain ineligible until the end of an academic week, even if he/she brings a grade up to passing at some point during the week. Privileges will not be restored until eligibility is determined again at the end of the next academic week.

**Semester Eligibility:** A student must pass all courses in a semester in order to be eligible to participate in an athletic or extracurricular activity during the subsequent semester.

### **Absence from School Day of Extracurricular or Athletic Activity**

A student who is absent from school for the last half of the day is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Absence from School Day After Extracurricular or Athletic Activity**

Student athletes are expected to be in school the entire day following an event. Student athletes who miss school or are late to school on the day following a sporting event will have the following consequences:

#### First Occurrence

- The administrator will notify the coach and the coach will question the reason for the lateness

#### Second Occurrence

- The coach will not permit the student athlete to start the next game
- The coach will require the student athlete to sit out the first quarter, the first game of a match, three innings, or will prevent the athlete from competing in one-fourth of his/her track events.

#### Third Occurrence

- The student athlete will miss the next entire competition activity (full game/match/meet)

Student athletes must attend all regularly scheduled practices and events while serving consequences. If a participant fails to serve consequences the coach will suspend or remove the athlete from the team.

#### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. The principal or her/his designee may waive this stipulation upon advance receipt and approval of a completed Student Release Form and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

#### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from a properly certified provider for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations. Participation in a alcohol, drug or other outside counseling program will be at the personal expense of the student. Neither cooperative district shall assume financial responsibility for the evaluation, diagnosis, or treatment of the student athlete.

#### **The student shall not:**

1. Violate the school rules and School District policies on student discipline

including policies and procedures on student behavior;

2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or

4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case. Note: The administration staff will investigate allegations when an occurrence happens on school property, is acted upon by law enforcement, or reported by individuals that are willing to leave their name. Anonymous reports will be investigated at the discretion of the principal.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows in 6a through 6e below:

Sanctions, including suspensions, will commence at the time of the first competition/performance date scheduled following the completion of the administrator's investigation.)

There may be circumstances where a "percentage of competitions" is not applicable due to the specific activity in which an individual participates. If circumstances like this arise, the building principal may consult with the extracurricular council to then assign appropriate sanctions.

In the event there are not enough contests/performances remaining to implement the entirety of the sanctions assigned during the most immediate season, the penalty will extend to the following season in which the student participates.

- a. Sanctions for violations, other than those following in sections 6b thru 6e, will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - A specified period of time or percentage of events, performances,

- activities or competitions; or
    - The remainder of the season or for the next season; or
    - A period of one calendar year; or
    - The remainder of the student's school career.
  
- b. The sale, distribution, possession or use of alcohol, illegal drugs, inhalants, drug paraphernalia, look-alike drugs, or illegal steroids are prohibited.
  - 1st Offense:
    - A suspension from all athletic and extracurricular activities as a participant for 40% of scheduled contests/performances (2 contest/performance minimum).
    - If the student chooses to complete an evaluation by MDH Behavioral Health Services, complete any recommended counseling through MDH, or another properly certified provider, the suspension will be reduced to 25% of scheduled contests/performances (1 contest/performance minimum).
  
  - 2nd Offense and Any Additional Violations:
    - Student will not be allowed to participate in athletics or extracurricular activities for a period of one calendar year.
  
- c. The involvement in any situation where alcohol, illegal drugs, inhalants, or steroids are illegally present is also prohibited. If a student is observed in one of these situations, the following penalties will be imposed.
  - 1st Offense:
    - A suspension from all athletic and extracurricular activities as a participant for 10% of scheduled contests/performances (1 contest/performance minimum).
  
  - 2nd Offense:
    - A suspension from all athletic and extracurricular activities as a participant for 50% of scheduled contests/performances (2 contest/performance minimum).
    - If the student chooses to complete an evaluation by MDH Behavioral Health Services, complete any recommended counseling through MDH, or another properly certified provider, then the suspension will be reduced to 25% of scheduled contests/performances (2 contest/performance minimum).
  
  - 3rd Offense and Any Additional Violations:
    - Student will not be allowed participation in athletics or extracurricular activities for a period of one calendar year.
  
- d. Possession, use, purchase, or sale of tobacco products, e-cigarettes or "vaping" will not be tolerated.
  - 1st Offense:

- Suspension from all athletic and extracurricular events as a participant for 25% of scheduled contests/performances (1 contest/performance minimum).
- 2nd Offense:
- Suspension from all athletic and extracurricular events as a participant for 50% of scheduled contests/performances (2 contest/performance minimum).
- 3rd Offense and Any Additional Violations:
- Student will not be allowed participation in athletics or extracurricular activities for a period of one calendar year.
- e. Unlawful violations or criminal activity, including but not limited to stealing, theft, possession of stolen property, battery, assault, vandalism, gang activity, burglary or any other action that involves the potential of serious harm to persons or property will not be tolerated.
- 1st Offense:
- Suspension from all athletic and extracurricular events as a participant for 50% of scheduled contests/performances (2 contest/performance minimum).
- 2nd Offense:
- Suspension from all athletic and extracurricular events as a participant for 100% of scheduled contests/performances (3 contest/performance minimum).
- 3rd Offense and Any Additional Violations:
- Student will not be allowed participation in athletics or extracurricular activities for a period of one calendar year.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Extracurricular Council.

All students remain subject to all the School District's policies and the school's student/parent handbook.

### **Extracurricular Council**

An Extracurricular Council will be established and the council shall consist of the following people:

- Building principals
- Athletic directors
- Head coach of each sport at the student's school
- Coach or Adviser to which the incident pertains

Any athlete may request to meet with the Extracurricular Council by submitting a request to the Building Principal and/or Athletic Director. The Council reserves the right to meet concerning any athletic code violation. Due to extenuating circumstances, the Athletic Council reserves the right to recommend a student athlete for expulsion from extracurricular activities for a first

offense violation for the use, possession, or sale of alcohol, drugs, drug paraphernalia, or look-alike drugs.

The Council may rule on any situation not covered specifically in this handbook and allow the student-athlete an opportunity to receive due process in his/her situation.

If a question arises concerning interpretation or enforcement of any portion of this policy, please contact the Athletic Director to set up an appointment to clarify the situation, or to schedule a meeting with the Extracurricular Council.

### **Extracurricular Drug and Alcohol Testing Program (Bushnell-Prairie City)**

#### Consent for Student Participants

Each student wishing to participate in any interscholastic program, as outlined by this policy, and the student participant's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the drug testing policy. Written consent shall be on the form attached to this handbook. No student participant shall be allowed to participate in any interscholastic program without such consent.

#### Selection of Student Participants

All student participants will be awarded a number and will be randomly selected on a lottery basis. Any student selected will have his/her number placed back into the pool after each test and will be eligible for the next random sampling. A minimum of 5% of the testing pool will be selected per testing date. A minimum of 8 dates will be scheduled throughout the school year and will not follow any recognizable pattern. Any student participant, who refuses to submit to a urine screen test, once selected, will be considered in violation of this policy and will be subject to the actions specified in this policy for "violations".

#### Testing Pattern

All testing will be done at the high school or the junior high during the school day. All dates will be confidential. Only the building principal and the testing company will know the dates. Representatives from a board-approved lab will complete testing. The school will not be involved in the collection or handling of any samples but will serve only in a supervisory capacity, selecting and identifying students, reporting results to parents, and providing intervention for those who test positive. The testing area will be quarantined.

#### Limited Access to Results

Personnel administering testing or those contracted to perform lab urine tests will be authorized to report results only to the building principal. All drug test results are considered confidential information and will be handled accordingly.

#### Non-Punitive Nature of Policy

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student's custodial parent or legal guardian will be notified in writing in a language that they understand at least 72 hours before response is made by the District.

### Other Rules

Apart from this drug-testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student-participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

### **Extracurricular Drug and Alcohol Testing Program (West Prairie)**

#### Testing Procedures

1. The Building Principal or designee shall, from time to time throughout the school year, randomly select extracurricular participants for drug and alcohol testing. Testing may occur on any day, Monday through Saturday. Names will be drawn from a pool of all student participants. Each student participant may be tested at any time during the year.
2. No student will be given advance notice or early warning of the testing.
3. Drug and/or alcohol testing may be performed by breath alcohol testing; saliva swab; and/or urinalysis. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. A staff member will accompany the student until he or she produces an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal's office and told he or she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he or she must be tested at a later date in order to be eligible.
5. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. The head strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen.
6. A student will be ineligible for all extracurricular activities for the remainder of the school year if, according to the testing laboratory, he or she tampers with the sample or cheats during the collection. This will be reported to the parent(s)/guardian(s).
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he or she left the collection site.
8. Each specimen is given to the laboratory for testing for alcohol, controlled substances (that may include all drugs listed as controlled substances under Illinois law), and "performance enhancing" drugs, such as steroids.

#### Chain of Custody

1. The laboratory will provide training and direction to appropriate staff members; set up the collection environment; guarantee specimens; and supervise the chain of custody. To maintain anonymity, the student will be assigned a number.
2. The Building Principal or designee will escort students to the collection site. No student is allowed to go to his or her locker. The Building Principal or designee

- should minimize classroom interruptions. Student participants may be summoned after school, perhaps during practice time.
3. Before a student's urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he or she is taking a prescription medication.
  4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
  5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
  6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats or jackets and wash their hands in the presence of the supervisor before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom stall or outside the restroom if there are no stalls. The student will have 2 minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
  7. After it is sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the Building Principal or designee.
  8. In order to maintain confidentiality, the student's name will not be on the urine specimen container. Instead, the student's random identification number will appear on the container.

### Test Results

1. The Building Principal or designee will be notified of a student testing "positive" (i.e., if the test shows that drug residues are in the student's system after using at least 2 different types of analyses). The Building Principal or designee will notify the student and his or her parent(s)/guardian(s). The student or his or her parent(s)/guardian(s) may submit any documented prescription or explanation of a "positive" test result.
2. In addition, the student or parent(s)/guardian(s) may request that the urine specimen be tested again by a certified laboratory at their cost.
3. If the test is verified "positive," the Building Principal or designee and the guidance counselor will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies. The student will become subject to the consequences specified in the Code of Conduct for Extracurricular Activities. The building principal will request a follow-up test after the student serves the consequences of a "positive" test as stated in the Code of Conduct for Extracurricular Activities. If the result of the follow-up test is "negative", the student may once again participate in extracurricular activities.
4. If a "positive" result is obtained from the "follow up" test, or any later test, the previous procedure shall be repeated in accordance with the Code of Conduct for Extracurricular Activities. In addition, the School District reserves the right to

continue testing at any time during the remaining school year any participating student who had a verified “positive” test.

5. Information on a verified “positive” test result will be shared on a need-to-know basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential.
6. Drug testing result sheets will be returned to the Building Principal or designee identifying students by number and not by name. Names will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

### Financial Responsibility

1. Under this policy, the School District will pay for all initial random drug tests and all initial “follow up” drug tests. Once a student has a verified “positive” test result and has subsequently tested negative from a “follow up” test, any future “follow up” drug test that must be conducted at the request of the student’s parent(s) or guardian(s) will be paid for by the student’s parent(s)/guardian(s).
2. A request for a second lab test of a “positive” urine specimen is the financial responsibility of the student’s parent(s)/guardian(s).
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student’s parent(s)/guardian(s).

### Confidentiality

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a legal subpoena.

### Other Rules

Apart from this drug-testing program, the Illinois High School Association as well as each activity’s coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student-participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

### **Fan and Spectator Conduct**

Fans and spectators must adhere to standards of good sportsmanship. In the event spectators engage in misconduct toward coaches, officials, or players the host administration will provide one warning to the spectator(s). If the unacceptable behavior continues the spectator(s) will be ordered to leave the school grounds. If a spectator is ordered to leave school grounds, the administration will notify the spectator that he or she is barred from attending athletic events for ten days. If spectators refuse the order, the administrator on duty may call for law enforcement and may charge the spectator with criminal trespass and disorderly conduct, if applicable. If unacceptable behavior occurs again the fan will be provided a due process hearing before the board of education after which the board may act to ban the disruptive fan for up to one year.

## **Conflicts in Scheduling**

- Conflicts are unavoidable with so many activities available to each student. Parent, students, and the coach or sponsor should resolve conflicts.
- In order to avoid as many conflicts as possible, everyone involved in scheduling activities should make themselves aware of any event which might cause potential conflicts. Check the master calendar in the school office before scheduling an event and check with the Activities Director.
- Students are responsible for informing coaches and sponsors of any conflict at least one week in advance whenever possible.
- The final choice of conflicting school activities will be left up to the student with no penalty imposed because of non-participation in the conflicting event.

## **Participation**

If an athlete decides to drop a sport, he/she will be expected to handle it as if they were terminating an employment. If a restorative process is absent from withdrawal from a sport, the student athlete should realize that his/her actions may impact trust and relationships with future coaches. The following procedure must be adhered to when terminating participation:

### **Step One**

- By dropping a sport, the athlete forfeits the opportunity to win any awards.

### **Step Two**

- See both his/her coaches and the head coach of that sport and explain the reason for deciding that they will no longer participate.
- Return any equipment that has been checked out.
- Communicate in writing to the principal or athletic director a desire to participate in other athletic programs throughout the school year.