

**Bond County Community Unit #2
Board of Education Policy Manual**

SECTION 600

EXTRA-CURRICULAR POLICY

I. Mission Statement

Bond County Community Unit #2 Schools are committed to offering students the chance to develop their talents by offering a wide range of extra-curricular activities. In choosing to participate, the students must realize that their involvement as representatives of BCCU #2 is a privilege, not a right. Participating in an extra-curricular activity involves a commitment by the student to adhere to the Code of Conduct. As representatives of Bond County Unit #2 Schools, students must understand that their decisions and actions will be scrutinized by the public and their peers while performing or competing, at practice and within the community. This unique position in comparison to the general school population carries additional responsibilities. The Administration expects students who participate in extra-curricular activities to be leaders and models for acceptable behavior. These criteria are reflected in the following pages and within the Code of Conduct.

II. Objectives

- A. To balance extra-curricular activities with all other student's academic responsibilities and considerations.
- B. To encourage, build and promote the individual's moral character.
- C. To develop in each participant a feeling of pride, a sense of accomplishment and a desire to excel.
- D. To develop excellent extra-curricular activities of which the participants, school and community can be proud.
- E. To promote an appreciation for hard work and good sportsmanship at BCCU#2 schools.
- F. To promote activities which are free of drug, alcohol and/or tobacco (drug, alcohol, and tobacco free activities) for all students who participate in extra-curricular activities while in attendance at BCCU#2 schools.

III. Coverage

- A. This Extra-Curricular Code covers students who participate in any BCCU #2 extra-curricular activities listed in Item IV. The Extra-Curricular Code is in effect throughout the calendar year 24 hours per day, whether or not school is in session, including vacation periods and holidays. The rules apply on and off campus and go into effect as soon as the student/parent sign the School Handbook OR the Parent Permission Form, which should be signed before a student is allowed to workout (including summer activities) or practice with a specific team.
- B. If a student violates the Extra-Curricular Code, but at the time of the violation is not participating in any extra-curricular activities, the consequences of the Code violation will be enforced at the time the student next participates in an athletic and/or non-athletic activity, regardless of the year.
- C. If a student participates in both athletic and non-athletic extra-curricular activities, and violates the Code, the student will serve suspensions in the current sport AND activity. If the student is not involved in a current sport and/or activity, the suspension(s) will take place during the next sport and/or activity.

Example A: A student is a member of the Scholar Bowl team in the winter and the track team in the spring. The student violates the BCCU2 Extra-Curricular Code in September. The student would serve the penalty for Scholar Bowl in the winter AND track in the spring.

Example B: Student X is a member of the basketball team in the winter and the softball team in the spring, and is NOT involved in any non-athletic activities nor a fall sport. This student violates the BCCU2 Extra-Curricular Code in September. The student would serve the penalty during basketball season (the next sport season), and not softball.

IV. **Extra-curricular Activities Offered at Bond County Unit #2 Schools**

High School Girls' Athletics

Tennis	Golf	Volleyball	Basketball
Track	Soccer	Softball	Cheerleading

High School Boys' Athletics

Golf	Soccer	Football	Basketball
Track	Tennis	Baseball	

High School Non-Athletic Extra- Curricular Activities Covered by this Code
(not directly linked to curriculum or classroom instruction)

Dance	Drama	FFA	Flags
Musical	Scholar Bowl		

Junior High Athletics and Extra-Curricular Activities

Boys Baseball	Boys and Girls Basketball	Girls Volleyball
Boys and Girls Track	Cheerleading	Junior High Musical
After School Art		

V. **Extra-Curricular Requirements**

Each student must have completed a Handbook/Extra Curricular signoff which is included as part of the handbook each year. This form must be signed by the student and his/her parent or guardian. In addition, all students participating in IHSA sponsored activities will fill out the required Parent Permission form to demonstrate having proper insurance coverage and must also pay the required Athletic Fee before playing in a scheduled contest.

- A. **Current Physical Exam:** Each athlete must have a current physical exam form from his/her doctor indicating that they are physically fit to participate in sports. A copy of this exam must be on file BEFORE the student may practice or compete in a sport. All physical exams are good for 395 days.
- B. **Insurance Coverage:** There is an assumption of risk for a student participating in Extra-Curricular activities, whether during participation or travel. A student must have insurance coverage through the school insurance or parent or guardian insurance plan. Proof of coverage must be on file at the school BEFORE the student may practice or compete in a sport or activity. The Parent Permission Form needs to be signed by student and parent/guardian and returned to the coach, supervisor or Athletic Director.

VI. Academic Requirements

Students will be ineligible to participate during each weekly period if they do not receive passing grades for twenty-five (25) credit hours for the previous week and will be ineligible for an entire semester if they do not pass twenty-five (25) credit hours for the previous semester (High School). Student must follow the academic eligibility guidelines as established by the IHSA and IESA. Academic Eligibility is checked weekly for athletic teams that are in-season and quarterly for non-athletic activities.

If a student is ruled academically ineligible for 4 weeks (consecutive or non-consecutive) during a respective season, the student may be removed from the team for the duration of that season. A student who would like to participate in a sport or activity during the next season must meet with the coach or sponsor and Athletic Director prior to the next season to discuss a plan for academic success.

VII. General Requirements

- A. Suspension and/or expulsion from school that are imposed as a result of the District's Extreme Discipline Measures Policy (715.11) shall result in a concurrent athletic suspension and possible dismissal from any participation.
- B. Participants must travel to and from activities which are more than five (5) miles away from BCCU#2 schools in transportation provided by the schools. The only exceptions are:
 - 1. Injury which requires alternate transportation.
 - 2. Written permission given to the coach or sponsor from the student's parent or guardian for the student to ride with the parent or guardian.
 - 3. Prior arrangements are made at least one (1) day prior to the activity between the participant's parent or guardian and coach or sponsor for the student to ride with other adults named in writing by the parent or guardian.
- C. Any participant who has been under a doctor's care for a disorder, which has caused him/her to be medically unable to participate in an athletic activity or Physical Education, cannot begin participating again until the school receives a written release from the doctor.

- D. Curfew hours apply to in-season only. Hours: 11:00 PM during the week and 12:00 midnight, Friday and Saturday. One-hour curfew after school activities that extend beyond these times. Violations will be dealt with at the head coach's/sponsor's discretion.

VIII. Attendance Requirements

- A. Students must be in school the **entire** day in order to participate in any extra-curricular activity that day. Exceptions may be made in the following cases:
 - 1. Medical or dental appointments for which the student has a signed physician's or dentist's statement explaining the absence.
 - 2. Death in the family as determined by Administration on a case-by-case basis.
 - 3. An approved College Day/Military Day.
- B. If a student is absent the last day of the week, and the activity is on a non-school day, the parent or guardian must give in writing to the coach or sponsor permission for their son/daughter to participate.
- C. Excused absences from practices or contests will include: sickness, death in the family, approved pre-arranged trip, or school-sponsored activities, and the other absences deemed unavoidable by the coach or sponsor (i.e. slick roads). Participants must realize that to be fair to those students attending all games, activities and practices, positions on extra-curricular activities can be affected when missing practices and/or games or activities.
- D. Unexcused absences from practices or contests will result in disciplinary action by the coach or supervisor and may lead to removal from the team or activity.
- E. Any student who is suspended from school will also be suspended from the extra-curricular activity for the same period of time or for a longer period of time as determined by the coach and the administration. Each day of in-school or out-of -school suspension is equal to being suspended for one scheduled contest. (Junior High and High School). In all instances, suspension must begin during the next scheduled contest.
- F. Student must be enrolled as a full-time student to be eligible to participate in extra-curricular activities.

IX. IHSA Individual Participation in Sports not offered at BCCU2

Greenville High School is a member of the Illinois High School Association (IHSA). Whereas a wide variety of sports are offered at GHS, individual students may wish to participate in IHSA sponsored activities not offered at GHS. BCCU2 recognizes and supports individual students who wish to participate in other IHSA sponsored activities. Students who wish to participate in an IHSA sponsored activity, as an individual representing BCCU2 and Greenville High School, must do so under the following guidelines:

1. BCCU2 will assume no responsibility for any costs incurred or related to any individual activity not already approved by the Board of Education.
2. Any student wishing to participate as an individual in an IHSA sponsored activity must be approved by the Board of Education prior to beginning participation.
3. Individual participants must adhere to all BCCU2 Extra-curricular Code of Conduct rules and grade requirements, as well as IHSA residency requirements.
4. Parents/Guardians of individual participants assume all liability related to their student's involvement in the IHSA sponsored activity.
5. The individual must have a current physical and permission form on file with BCCU2.
6. The individual acting as the coach/sponsor must be approved by the Board of Education and meet all IHSA Qualifications of Coaches By-Laws.
7. All correspondence and activity scheduling in regards to the actual IHSA event must be conducted through the Greenville High School Athletic Director's office.

X. Student/Parent/Supervisor Communication Guidelines

The School District recognizes that many problems can be solved more efficiently and expeditiously by effective communication through proper channels. To that end, the following procedures will apply. To help with any communication issues, any meeting that takes place with a coach/supervisor and parents/guardians must have the student present as well.

- A. Students and their parents/guardians are encouraged to address questions or concerns to the coach/supervisor of the program involved at the mutually agreed upon time. Such contact should not be made before, during or immediately after a game or contest or during the coach's/supervisor's assigned teaching hours.

- B. Coaches/Supervisors will listen to the concerns and questions and provide answers and explanations as appropriate.
- C. If the student and his/her parents/guardians are not satisfied with the response or explanation of the coach or supervisor, they may contact the Athletic Director, who shall schedule a meeting with them at the mutually convenient time.
- D. If the student and his/her parents/guardians are not satisfied with the response or explanation of the Athletic Director, they may contact the Principal, who shall schedule a meeting with them at a mutually convenient time.
- E. If the student and his/her parents/guardians are not satisfied with the response or explanation of the Principal, they may contact the Superintendent, who shall schedule a meeting with them at a mutually convenient time.
- F. If the student and his/her parents/guardians are not satisfied with the response or explanation of the Superintendent, they may ask to be placed on the agenda of the next regular meeting of the Board of Education. The decision of the Board of Education shall be final.
- G. No reprisal will be taken against any student because a student or his/her parents/guardians have addressed a question or concern in a manner consistent with this policy.

XI. Additions to the Policy

Each extra-curricular activity may adopt rules in addition to the Extra-curricular Code provided the following criteria are met:

- A. The additional rules must not contradict the Extra-Curricular Code in spirit or substance.
- B. Students and parents/guardians are made aware of the additional rules and have signed an agreement form stating they are aware of the additional code.
- C. Approved by the Athletic Director and Principal.

CODE OF CONDUCT

Bond County Community Unit #2 Schools Extracurricular Code of Conduct

One of the major objectives of public education is teaching citizenship and responsibility for one's actions. The Board of Education, the community, and staff of Bond County Unit #2 schools believe this to be of primary importance in today's society. Therefore, any student representing BCCU#2 in a public forum is obligated to adhere to the following Code of Conduct with full knowledge of the consequences of their actions which may be detrimental to themselves, their school and their community.

The acceptance of participation in extra-curricular activities involves a commitment by the student to the following code. It is the responsibility of the Coach and/or Supervisor, Athletic Director and/or Building Principal to inform the parents/guardians and the students of the Extra-Curricular Code of Conduct and to enforce the Code. It is the student's responsibility to be aware of the Extra-Curricular Code and to adjust behavior accordingly so that it becomes unnecessary to take disciplinary action.

This Code of Conduct shall be enforced throughout the calendar year, 7 days/week and 24 hours/day. Disciplinary consequences for violations when a student is "out of season" will be levied in the student's next period of participation in any athletic and non-athletic activity. Penalties shall be cumulative beginning with and throughout the student's participation in activities while at each attendance center (Bond County Unit #2 Schools), with exception of moving from 8th to 9th grade.

CODE OF CONDUCT GUIDELINES

- A. The student must finish the extra-curricular activity in good standing, in which the penalty was served.
- B. If a suspension is given, the student will begin serving suspension immediately.
- C. If a student is involved in multiple extra-curricular activities, full penalties will be assessed in both athletic and non-athletic extra-curricular activities.
- D. Once participation in an extra-curricular activity has been established, students will not be permitted to serve penalties during extra-curricular activities in which they have not previously been a participant.

Example C: Student A is a junior volleyball player. She has played only volleyball during her high school career. In December, (after her junior volleyball season) of a given school year she is found responsible for being in possession of alcohol. In March of that school year, she decides to play soccer. Student A will NOT serve consequences for the December alcohol offense during soccer season because she had not previously participated in soccer. Student A's consequences will be served during her senior volleyball season.

- E. If a suspension is issued at the end of a season, and a student is not able to finish the entire suspension, the remainder of the suspension will be served during the next sport and/or activity that the student is involved in.

Example D: Student X commits a violation with one game left in his football season. Student X is also a basketball player. Student X was issued a suspension of 1/3 of his athletic season. Student X is suspended for the final football game- this is 33% of his total suspension. The remaining 67% of the suspension will be taken during basketball season.

I. Rules Infraction Guilt

The administration and Board of Education of Bond County Community Unit #2 believes participation in extra-curricular activities is a privilege and not a right. To that end, it is also the belief of the District that agreeing to meet the requirements contained within this Code of Conduct carries with it the responsibility of student self-monitoring and self-reporting infractions. Students are expected to report to the administration and/or their coach or supervisor when they commit infractions of this Code of Conduct. Self-reporting is defined as informing the administration and/or coach or sponsor of an infraction prior to the administration having knowledge of the infraction. Every effort will be made by the administration to allow students to report their infraction(s) of the Code of Conduct. In the event of self-reporting the consequences may be reduced by half. Students can only self-report one time in their BCCU2 career.

II. Notification

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The students and his/her parents or guardians will be advised by the Administration of any disciplinary action taken as a result of the charges.

III. Student Handbook Violations and Consequences

Any violation of the Student Handbook may result in Extra-Curricular Code Discipline. Each offense will be handled on a case-by-case basis by coach/sponsor and/or Athletic Director and/or Building Administrator. These consequences could be in addition to any school discipline that may result from the student's actions. Discipline may include any of the following possible consequences:

- Team Discipline
- Loss of Playing Time
- Suspension of game(s)
- Removal from the team

Multiple Offenses for the Same Student

If deemed necessary by Building Administration, participant and their parent(s) will have a hearing with Superintendent, Building Principal, Athletic Director, and coach. This committee will prepare a recommendation to the Board of Education.

If it is determined by the Athletic Director that a specific athletic team will not play in the expected amount of games (because of cancellations, etc), the Athletic Director may adjust a suspension to the percentage of games that will be played.

Example E: A high school softball player commits a violation in the middle of their softball season and is suspended for 1/3 of the season. Due to the cancellation of 10 games early in the season due to rain (games that WILL NOT be rescheduled), the Athletic Director will look at the total amount of games that have been played and that are still scheduled to be played and assess a suspension of 1/3 of that total.

V. Eligibility for Participation

- A. The by-laws of the Illinois High School Association (IHSA) and the Illinois Elementary School Association (IESA) are hereby adopted by the Board of Education. These shall apply in all cases of academic eligibility, transfer, physical examination, insurance coverage, starting dates, and the use of school equipment, unless superseded by District policy.

VI. General Requirements

- A. No athletic participants may quit one sport and join another during the same sport season after the first practice date.
1. An incoming freshman, new student, or student new to a sport would have one week in which they could try a sport and, with the permission of the Athletic Director and both coaches/sponsors, could join another sport/activity.
 2. A student that is cut from a team during tryouts may join another team immediately during the same season, with permission from the Athletic Director.
- B. No jewelry may be worn during athletic practices or games.
- C. An athlete may participate in only one sport per season.

VII. Lettering (High School)

Letters are awarded to school sponsored activities based on the qualifications listed for each sport plus good citizenship on the part of the athlete. An athlete must complete the season as an active member of the team to receive his/her letter. Any previous letterman, in any sport, who is injured during the season and cannot participate the required time, will still receive a letter. All letters to be awarded must be approved by the Athletic Director.

Gold Letter- Awarded to a senior who has earned 10 or more varsity letters during his/her high school career.

Silver Letter- Awarded to a high school athlete that has earned 3 varsity letters during one school year.

Black Letter- Awarded to a high school senior that has actively participated in 3 sports for all four years of his/her high school career.

Baseball – A player must have participated in one-third of the total innings played by the team in at least five games. The letter requirements may be waived on the coach's recommendation if a pitcher plays that position only.

Basketball – A player must have participated in one-third of the total quarters played by the team.

Cheerleaders – Varsity cheerleader for season.

Football – A player must have participated in one-third of the total quarters played by the team.

Golf – Letters will be awarded on a point basis. The total number of points will be determined by the number of matches the team plays. For example, if ten matches are played, it will require ten points for a letter. A player earns one point each day he/she plays and one additional point if his/her score is used in the team total. Tournaments count as regular scheduled matches.

Softball – A player must have participated in one-third of the total innings played by the team in at least five games. The letter requirements may be waived on the coach's recommendation if a pitcher plays that position only.

Tennis – Letters will be awarded on a point basis. The total number of points will be determined by the number of matches the team plays. For example, if ten matches are played, it will require ten points for a letter. A player earns one point each day he/she plays, two points if he/she wins in either singles or doubles. Tournaments count as regular season matches.

Track – A player must score a minimum of 15 points in a varsity meet.

Volleyball – A player must have participated in one-third of the total varsity games played.

Soccer – A player must have participated in one-third of the total varsity games played.

Managers – Must have managed one year to earn a letter.

Numerals – For freshmen non-letter winners.

JV Awards – Team members not earning a letter or numerals from a varsity team.

An athlete may earn a letter if he/she: participates in the same sport for a period of four (4) years and does not meet any of the requirements for a letter winner.