

# ***Cartersville High School***



## ***Extra-Curricular Handbook*** ***2023-2024***

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# **Chapter 1: General Information**

## **EXTRACURRICULAR HANDBOOK**

The Board of Education has authorized the publication of this handbook so that parents will have a better understanding of our extracurricular program and the rules and regulations that guide it. Parental understanding, cooperation, and support are vital to the success of any school program, but are particularly important in the extracurricular area of school activities. ***The extracurricular handbook is a supplement to the student handbook and participants are required to adhere to the policies of both handbooks.***

Extracurricular activities are privileges extended by the district to students who wish to participate and agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations as established by each sponsor for their activity will result in sanctions as set forth in writing and made fully aware to the participants. Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered. Attendance and participation in extracurricular activities may be denied as a matter of disciplinary policy.

Regardless of how complete a handbook may be, it cannot anticipate all of the different situations that may occur. It is meant rather as a guide to point out the direction of the Athletic Department. The penalties noted herein shall be considered minimal and in no way implies that more severe action cannot be taken.

## **ATHLETIC PROGRAM OVERVIEW**

Cartersville Community High School participates in the following sports and activities: football, golf, soccer, cross country, basketball, wrestling, bowling, baseball and track and field for males; with volleyball, golf, basketball, bowling, softball, track and field, cross country, cheerleading, soccer and dance team for females. The high school participates as a member of the Southern Illinois River to River Conference as a member of the Mississippi Division.

Cartersville Jr. High School participates in the following sports and activities: cross country, softball, basketball, track and field, and cheerleading for females; cross country, baseball, basketball, cheerleading, and track and field for males. The Jr. High participates as a member of the Big Seven Conference.

## **ATHLETIC DEPARTMENT MISSION STATEMENT**

The Athletic Department of Cartersville High School is committed to providing our student athletes a positive educational experience through interscholastic competition. In addition to preparing our athletes with the skills necessary for success in competition, we will support and enhance the educational development of our student athletes for lifelong success.

## **THE EXTRACURRICULAR PROGRAM CORE GOALS**

The goal of our extracurricular program is to promote and to develop more effective individuals for our democratic society.

### **OBJECTIVES**

1. TO LEARN SPORTSMANSHIP - Accepting defeat is easier, knowing that extracurricular participants have done their best. Being a gracious winner in victory or a lady or a gentleman in defeat is a quality which each extracurricular participant should be proud to possess.
2. TO ACCEPT EXTRACURRICULAR PROGRAMS AS PART OF THE SCHOOL - Extracurricular programs are an important part of the total school program and are sponsored by the school for their educational value. The academic achievement and the personal welfare of the athlete are essential purposes of the program.
3. TO LEARN A SKILL - Extracurricular programs will teach individual skills that may be used to aid each individual in developing a lifelong activity.
4. TO ENJOY EXTRACURRICULAR PROGRAMS - It is important that extracurricular participants have satisfaction in their accomplishments and positive attitudes in their participation. They should willingly give of themselves to develop personally and to improve the total program.
5. TO WIN - Our society is very competitive. Extracurricular participants will not always win, but they will succeed if they continually strive to do so. They can learn to be good losers if assured that they have earnestly dedicated themselves in attempting to succeed.

## **SEVERE WEATHER & EMERGENCY (SNOW) DAYS**

In the event school is dismissed early or canceled due to severe weather conditions, Unit #5 students will not participate in practice sessions for athletic teams or other extra-curricular activities; however, exceptions to this may be allowed after consultation and agreement is made with the appropriate sponsor, athletic director, immediate supervising administrator, and the superintendent that conditions are such that practice can be held.

In the event school is dismissed early or canceled due to severe weather or travel conditions, Unit #5 students will not participate in scheduled games or competition; however, exceptions to this may be allowed after consultation and agreement with the appropriate sponsor, athletic director, immediate supervising administrator, and the superintendent.

In the event that the above listed authorities have cleared practice, extracurricular participants will not be punished/disciplined by the coach in the event that they cannot get to a practice session.

## **Chapter 2: Students: Management and Discipline**

### **GENERAL CONDUCT**

It is expected of members of the extracurricular teams that they be good citizens about school and in the community. A team member is constantly in the public eye and in a position of influence. Young children, community members, and other school personnel will observe the extracurricular participants, will look to them for leadership, and will expect them to set standards for others to follow. Self-discipline is essential in developing this high degree of social maturity.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

A participant must remember that coaches are not policemen; violations of the rules cannot be tolerated. Attention is constantly focused on the extracurricular participant, and he or she will be expected to set a good example so that the entire community can be proud of him or her. Participants must avoid situations that bring disrespect to themselves, their teammates, their coaches, their family, or their community. Violations of these rules and policies adopted by the Board of Education that occur will be handled by the administration in a fair and consistent manner.

While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressure that might tend to neglect good sportsmanship and good mental health. At all times the extracurricular program must be conducted in a way that justifies it as an educational activity. Not all misconduct can be predicted. Those actions that place students at risk or are deemed detrimental to the school or athletic program or violate law shall be subject to sanctions allowable as stated in the extracurricular handbook.

ONLY IF THE STUDENT-EXTRACURRICULAR PARTICIPANT IS READY TO ACCEPT THIS FULL RESPONSIBILITY, SHOULD HE OR SHE CONSIDER PARTICIPATING IN THE EXTRACURRICULAR PROGRAM AS A LION.

### **ETHICAL AND MORAL STANDARDS FOR EXTRACURRICULAR PARTICIPANTS**

Extracurricular programs offer experiences for encouraging desirable habits of discipline, for developing qualities of self-sacrifice and dedication for common goals, and for promoting an atmosphere of acceptable ethical and moral attitudes.

Extracurricular programs, being an elective part of the high school program, may not be for everyone. They are available for those students who desire to abide by the conditions established for the program and who desire to derive the benefits available through the program.

The nature of competitive extracurricular programs is such as to provide for individual development of

character, personality, and discipline. In order to maintain the overall philosophy of high school extracurricular programs, it is necessary to establish guidelines that are consistent with this philosophical view.

This program attempts to reflect the attitude of the school and the community and will be maintained so that appropriate benefits will be available. The individual performers will be expected to behave and to perform in a manner that will inspire pride from the school community. The future of the extracurricular program department will be affected by the conduct of our present teams, since they set the example that will be followed by future teams.

An extracurricular participant's ethical and moral behavior should be exemplary not only during the sports season, but also during the off-season and summer months as well.

## **HARASSMENT, INTIMIDATION, TEEN DATING VIOLENCE, BULLYING AND CYBERBULLYING**

Cartersville High School will not tolerate any form of bullying or harassment. Bullying is socially unacceptable and is contrary to the Unit #5 Mission Statement and Goals of the Board of Education. Every student has the right to feel safe, nurtured, and valued.

Cartersville High School seeks to reinforce the values of care and consideration for others and to be respectful of each individual. It is everyone's responsibility to report bullying, regardless of the circumstances.

If a student is found to be bullying, the student will be disciplined by the administration on an individual basis. Disciplinary measures may include personal counseling, withholding of privileges, detention, suspension and/or expulsion from school.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to any staff member. Anonymous reports are also accepted by phone or in writing or through the "Friend Watch" system located on the main page of [www.cartersvillelions.com](http://www.cartersvillelions.com).

### **Harassment**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school transportation, through a computer, or other electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, or disability. The school and District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's academic performance; or (4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, or bullying through the transmission of information from a computer or electronic equipment.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the school counselor or building administrator. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and District's discipline policy. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Harassment, intimidation, bullying and cyberbullying are considered forms of severe behavior and will be treated as such. (Consequences for severe behavior are listed in the *Rules and Regulations* section of the Student Handbook)

### **Cyber-Bullying**

Cyberbullying is the offense of harassment through electronic communications or creating an internet website or webpage that is accessible to one or more third parties for a period of at least 24 hours, which contains harassing statements made for the purpose of alarming, humiliating, embarrassing, tormenting, causing discomfort or terrorizing a specific person.

### **Sexual Harassment**

Sexual harassment of students is prohibited. Any person, including a District employee or agent or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment or that makes such conduct a condition of a student's academic status; or has the purpose or effect of

substantially interfering with a student's educational environment,

creating an intimidating, hostile, or offensive educational environment,

depriving a student of educational aid, benefits, services, or treatment, or

making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the building principal, teacher, or counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

## **EXTRACURRICULAR PROGRAM GUIDELINES**

The following general rules and regulations will be considered as guidelines which extracurricular participants are expected to respect and to maintain:

- (A) School Attendance: Extracurricular participants will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with classes. The extracurricular participant must be in attendance the last 1/2 day on the day of a contest or practice to be eligible, unless authorized by the Athletic Director and/or the Principal. The head coach will insist upon attendance in all academic classes. Any missed class work should be made up immediately after returning to class.
- (B) Participation: Participation in extracurricular programs is available to all students. Every extracurricular participant is expected to attend each practice unless excused by the coach in advance, or except in emergency. Promptness is also imperative if a person is to succeed as a student-extracurricular participant. It is considered an honor to participate in Carterville Community Unit #5 extracurricular programs. The attitude and conduct of the student-extracurricular participant must coincide with the rules and regulations set forth.
- (C) Appearance: Dressing and grooming regulations will be in agreement with the rules established by the school and particular sports team.
- (D) Commitment: The rules and regulations for extracurricular participant will be considered a commitment between the extracurricular participant and the school. Violations will be handled according to the procedures outlined in this handbook.
- (E) Rest: Extracurricular participants will be expected to maintain regular hours and to restrict outside activities so that their physical performances will not be hampered in any way by improper rest.
- (F) Injuries: Injuries should not be neglected under any circumstances, regardless of how minor. The immediate reporting of injuries to a coach is necessary for proper care.
- (G) Scholarship: The extracurricular participant should arrange study habits so that maximum results shall be derived from classes. Attendance at all classes, an attentive attitude, and an awareness of eligibility rules are necessities for extracurricular participants.
- (H) Tobacco - Alcohol - Drugs - Inhalants: The use and/or possession of these substances are prohibited.



(I) Other Activities: Involvement in other activities should be considered as to the effect it has on the extracurricular program performance of the individual. Any activity that would prevent maximum performance should be evaluated through consultation of the coach.

(J) Spectators at an athletic or extracurricular activity constitute a school event. The hotels, extracurricular program facilities, and transporting vehicles are all considered part of the school activity. Student/extracurricular participant behavior whether a participant or a spectator falls under the direction of this handbook and the school handbook as well.

(K) Honor Code: Extracurricular participants violating the Honor Code shall be subject to disciplinary action ranging from suspension to removal from their extracurricular activity.

## **RULES FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS**

The following rules are to be followed by those students who participate in extracurricular programs during the season, off-season, and summer.

The Athletic Director and team coach/sponsor are authorized to impose the penalties set forth in this handbook and shall do so based upon personal knowledge of the violation or evidence/testimony from police, school officials, coaches, students, and/or members of the faculty of Carterville Community Unit School District #5.

Each coach/sponsor has the prerogative of establishing additional rules pertaining to his or her activity. These rules may include attendance at practices, detentions, curfew, dress, and general conduct of participants during practices, contests, and trips.

In order to have the best possible extracurricular program, it is essential that students demonstrate an attitude of respect for discipline and a willingness to observe all school rules described in District Policy and the Student Handbook as well as following rules for extracurricular program participation:

1. An extracurricular participant will be subject to disciplinary action including penalties imposed by the Athletic Director, Principal, and/or team Coach for committing any of the following:
  - a. Falsification of a signature on the parent permission form.
  - b. Theft or vandalism of any school property, or property belonging to another student, deemed inappropriate by the Principal, Athletic Director or Coach.
  - c. Acts of unsportsmanlike conduct during the sport season.
  - d. Misbehavior during the school day, intimidation, or acts that directly jeopardize the health, safety, and welfare of school personnel or other students.
  - e. Extracurricular participants suspended from school or assigned to ACR for any reason will also be suspended from participating in their respective sport under the following guidelines:
    1. One-half to Three day suspension will result in at least a one-contest suspension.
    2. Four or Five day suspension will result in at least a two game suspension.

3. If any student-extracurricular participant is suspended for more than five days, a meeting of the extracurricular program Disciplinary Committee will be held to discuss and implement the appropriate suspension. These guidelines will be implemented for internal or external suspensions.
4. Not all extracurricular participants compete in contests. In those cases, extracurricular consequences will be handled on an individual basis.

Student-extracurricular participants must realize that they must have completed a full day of school following the school suspension. For example, any extracurricular participant suspended on Friday will not be allowed to participate in any contest on Friday, Saturday, or Sunday and will only be allowed to play following a full day of attendance at school on Monday.

As mentioned earlier in our handbook, it is important that our extracurricular participants exemplify good character in and about school. Extracurricular participants who are in trouble with teachers and administration will suffer appropriate penalties from extracurricular programs.

***By no means does this handbook address or foresee all types of disciplinary problems that may arise during the school year. Therefore, in those offenses in which an athlete may get involved in which the penalties are not specifically addressed in the student or extracurricular handbook, the penalties will be at the discretion of the Principal, Athletic Director, and Coach. Disciplinary decisions are subject to review. There shall be no right to a hearing, an appeal, or due process.***

## **RANDOM DRUG AND ALCOHOL TESTING FOR CARTERVILLE HIGH SCHOOL STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES**

### **I. Testing Policy**

The Board of Education believes that the use of tobacco products, alcohol, anabolic steroids, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety and welfare of the student participant and to those who participate with the student. The Board encourages students to participate in interscholastic activities, but believes the opportunity to try-out for and to participate in school-sponsored extracurricular activities is not a right but a privilege offered to eligible students on an equal opportunity basis. Furthermore, it must be understood that students who participate in extracurricular activities serve as ambassadors of the school district whether away from school or at school. Therefore, students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy. To be eligible to try-out for and to participate in any school sponsored extracurricular activity, students must agree to submit to testing for the use of anabolic steroids, alcohol, and/or illegal drugs in accordance with this policy.

The purpose of this policy is to protect the health, welfare and safety of students involved in extracurricular activities. It is to better assure those students' health and physical and mental fitness to participate in activities and not to provide a means by which the district may use to punish a student participant other than by disqualification from participation in extracurricular activities.

The Superintendent or designee shall establish a procedure for Board approval for drug and alcohol testing of students participating in extracurricular activities.

## II. Extracurricular Activity Defined

Extracurricular Activity is defined as being any activity where students represent Carterville High School voluntarily and for which no academic credit or grades are awarded. The activities covered by this policy include, but are not limited to, all IHSA recognized activities, student council, clubs, dance, color guard, National Honor Society, play participants etc.

## III. Prohibited Conduct

Students participating in extracurricular activities shall not possess, sell, distribute, or be under the influence of any controlled substance, anabolic steroid or alcohol while a member of any extracurricular activity at any time during the year.

## IV. Testing Procedures

a. **Consent:** The parent and/or guardian and the student involved in any extracurricular activity give consent for drug and alcohol testing when they sign the Carterville High School "Extracurricular and Random Drug and Alcohol Testing Consent" as a condition precedent to the students' participation in a program. If any student or parent/guardian refuses to sign a written consent for drug and alcohol testing, that particular student will not be allowed to participate in any extracurricular program until the student and parent/guardian signs such consent.

b. **Testable Items:** Alcohol is the intoxicating agent in any beverage, mixture or preparation as defined in the Liquor Control Act, 235 ILCS 5/1-3 et seq. The term alcohol for purposes of this policy shall also include spirits, wine, and beer as defined in the Liquor Control Act. Controlled substance are those substances prohibited by the Illinois Controlled Substances Act, 720 ILCS 570/101 et. seq and the Cannabis Control Act, 720 ILCS 550/1 et. Seq and include, but are not limited to the following:

*	amphetamines	*	marijuana	*	phencyclidine
*	barbiturates	*	methadone	*	propoxyphene
*	benzodiazepines	*	methaqualone	*	anabolic steroids
*	cocaine	*	opiates		

c. **Medication:** Students involved in any extracurricular activity who have been taking medication will be expected to provide parental phone numbers at the time of the test. The Medical Resource Officer of the testing company may then contact the parent for verification of a doctor-authorized prescription.

d. **Student Selection:** All extracurricular participants may be tested at the beginning of each sport season or each activity. Extracurricular participants may then be tested randomly over the course of the entire year **including the summer months**. At intervals of the sports season or extracurricular activity, testing may be conducted at random, unannounced times. For test selection purposes, students will be identified by their own school ID number and/or name. The Athletic Director shall make a list of all students' names cross-referencing the student and his/her respective ID number. The Athletic Director shall maintain the list and the contents of the same shall remain confidential. Students will be randomly selected from that list in an appropriate manner. After testing, a student's name and/or ID number will be returned to the testing population and subject for re-selection. The District specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion is found to exist.

e. **Testing:** Once a student is selected, the student will be accompanied by the testing agency personnel and/or school official to the testing area, where the student shall provide a sample of his/her urine in a verifiable manner. The student will not be under direct visual observation while providing the sample, unless there is a reason to believe that the student will alter or substitute the specimen to be provided. The sample will be labeled with the date and the student's initials. Thereafter, the sample shall be sent to a competent laboratory to test the sample. The District and the testing laboratory shall closely monitor and record the chain of custody of the sample to assure accuracy and anonymity of the testing procedure. The only school personnel who will have prior knowledge of a selection shall be the Principal, the Athletic Director, and the School Nurse. The only persons who may be informed of the results of the test are the student, his/her Parents, Custodial Parents or Guardian, the School Nurse, the Principal, the Athletic Director, and the Head Coach or Sponsor.

f. **"Positive Test":** If the test is positive the student shall be subject to the consequences found within the Extracurricular Substance Abuse Policy.

g. **Signed Consent:** By signing the Extracurricular and Random Drug and Alcohol Testing Consent, we, the student and parent/guardian hereby acknowledge that we have received and have read and understand all testing procedures and policies. We desire that our son/daughter participate in this program and in the extracurricular programs of Carterville High School and hereby agree to be subject to its terms. We accept the method of obtaining urine samples, testing, and analysis of such specimens, and all other aspects of the program. We agree to cooperate in furnishing such urine samples, which may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent such disclosure is authorized by this program.

h. **Enforcement:** Nothing in this policy shall prohibit or limit the application of the District's regular student disciplinary rules and regulations to student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.

## **SUBSTANCE ABUSE POLICY TOBACCO**

Use or possession of all forms of tobacco, including electronic cigarettes and other look-alikes, and tobacco products by an extracurricular participant (a student who has been or is currently participating in extracurricular activity) at any time during the school year on a 24-hour basis or during the summer will result in:

### **During Season**

a. **First Offense** -Suspension from extracurricular program participation for one week and to include at least one interscholastic competition.

b. **Second Offense** -Suspension from extracurricular program participation for the remainder of season.

c. **Third Offense** -Suspension from extracurricular program participation for one calendar year.

### **Out-of-Season**

- a. **First Offense** -Suspension from extracurricular program participation for one week to be served at the start of the next sport attempted by the student and to include at least one contest after tryouts.
- b. **Second Offense** -Suspension from extracurricular program participation for two months to be served at the start of the next sport attempted by the student.
- c. **Third Offense** -Suspension from extracurricular program participation for one calendar year from the date of the infraction.

## **ALCOHOL - DRUGS - INHALANTS**

Use or possession of alcohol, drugs or inhalants as described in the Extracurricular Handbook and the Student Handbook at any time during the school year on a 24-hour basis or during the summer will result in:

### **First offense**

1. Regular disciplinary actions of the district (if applicable).
2. The student shall be suspended from participation in extracurricular activities for one calendar year. The suspension covers a period of twelve (12) months from the time disciplinary action is taken.
3. A meeting shall be held the concerned parties including the Athletic Director, the parents or guardians, and the student. The student may not attend any practice or event until the parent conference has been held.
4. With the permission of the Coach, Athletic Director, and Principal any student under suspension may practice and may attend contests, but will not be allowed to participate in contests.
5. The student may be offered the option of returning to the extracurricular program after two weeks of interscholastic competition if he/she agrees to undergo a screening process and to follow in a meaningful way all terms, conditions, and recommendations set forth by the screening process. The extracurricular participant will be responsible for any costs incurred throughout the screening process.

If there is a drug or alcohol violation, they must take a weekly drug test **at their own expense**. In the case of a drug or alcohol violation, the extracurricular participant must test negative and be involved in an administratively approved assistance program before they will be allowed to participate.

An extracurricular participant who has been offered the option of returning to the team shall miss the following number of games upon reinstatement:

If the sports season is limited to 5 or less regular season contests the extracurricular participant involved shall not participate in 1 contest. If the sports season is limited to 6-10 regular season contests the extracurricular participant shall not participate in 2 contests. If the sports season is limited to 11-15 regular season contests the extracurricular participant shall not participate in 3 contests. If the sports season has 15 or more regular season contests the extracurricular participant shall not participate in 4 contests.

In cases not involving athletics, suspension from participation will be determined on a case-by-case basis depending on the extracurricular activity.

6. If the student at any time fails to follow the recommendations of the screening process, he/she shall be required to complete the remainder of the one-year suspension from participation in extracurricular activities.
7. If the student is found in possession of drugs and/or alcohol, the parents and police will be contacted.
8. If the infraction incurs out of season the appropriate disciplinary action will be administered at the start of the next extracurricular activity in which the student participates.

**Second Offense** (A second offense is one which occurs within five years of the first offense.)

1. Regular disciplinary action of the district (if applicable).
2. The student shall be suspended from participation in extracurricular activities for the next 12 months.
3. The police shall be informed.

**Third Offense** (A third offense is one which occurs within five years of the second offense.)

1. Regular disciplinary actions of the district (if applicable).
2. The extracurricular participant shall not be allowed to participate in any extracurricular activity during the remainder of his/her time as a student in the Carterville Community School District.
3. The police shall be informed.

These sanctions apply to all students whether or not they are actively engaged in the activity at the time of the violation. These penalties may be imposed if charges are filed and/or substantial evidence has been presented by coaches, police, faculty, and/or school administration. These penalties shall be cumulative beginning at the time the student enters the extracurricular programs and continuing throughout the student's career at Carterville. This policy is in effect throughout the calendar year and does not supersede school district disciplinary policies.

***All substance offenses are cumulative.***

## **DRESSING ROOM REGULATIONS**

A student shall show proper respect for any visitors in the dressing room. "Horseplay" can be dangerous on the slick floors in a dressing room and will not be tolerated at any time. Students should safeguard their equipment, clothing, and valuables at all time. Proper respect for the facilities of our opponents is very important. Vandalism, theft, or the improper use of the facility or its belongings will be considered a violation of this extracurricular program code.

## **ENFORCEMENT OF POLICIES AND REGULATIONS**

If an extracurricular participant makes a commitment to the program, then he/she is expected to adhere to those regulations regardless of the activity or sport and also whether the program is in season or not. If a violation of policies and regulations is evident, or brought to the attention of the school administrators, athletic director, or coach and proved, then the following guidelines will be used.

1. In the case of an infraction, the student is placed on a probationary status. During this time, the student should attempt to correct the deficiencies in a time frame prescribed by the head coach. They remain as part of the team during this time.
2. The head coach will inform the student of his/her deficiencies and of the ways to correct them. The parents will be contacted about the actions being taken.
3. Upon completion of the probationary period, the student is reinstated if the deficiencies have been corrected. The probationary period may be extended, or the student may be suspended if the deficiencies have not been corrected.
4. In the case of a school suspension, the student is not allowed to participate in any extracurricular program until they have been removed from the suspension list.
5. A student may be immediately suspended without any probationary period in case of a major infraction.
6. When a student is suspended, they are notified of the status and the reason for their suspension. Parents will be contacted as to the action being taken. The Athletic Director and Principal shall be notified of such action.
7. Reinstatement following a suspension will be requested by the student through the head coach involved. The coach may accept or reject this proposal. If accepted by the coach, it will be passed on to the Athletic Director and the Principal. Acceptance by these people will be final when the student, parents, and head coach are contacted as to approval or reinstatement.
8. Any disagreement in the above process should follow the proper chain of command as follows: Coach, Athletic Director, Principal, Superintendent, and Board of Education.

## **Chapter 3: Medical**

### **STATEMENT OF RISK**

Sports are fun, healthy experiences that anyone may enjoy. Even though the concepts of sport activities are positive, the risk of injury does exist. All sports pose this health threat, so athletics and parents are aware of the danger.

At Carterville High School, a variety of sports are offered for our young men and women. Throughout the various season, athletes are faced with the possibility of injuries to the head, neck, back, knees, and ankles. Cuts, scrapes and other open wounds may also occur as well as damage to the soft tissue of the

body. Broken bones, dislocations, and other joint problems are injuries that the athlete may be forced to face during his/her career. Injuries such as these may result in not only temporary loss of function, but also serious impairment of physical psychological and social abilities.

The Carterville High School Coaching Staff understands the inherent dangers of their sport. While not every accident can be prevented, the Coaching Staff makes every effort to prevent these injuries from occurring. Through the teaching of proper skills, technique, training/conditioning of athletes, establishment and enforcement of training rules, and execution of safe practices the Coaches work to maintain a safe environment for their athletes.

The Statement of Risk is not intended to scare anyone away from athletics. For the most part, athletics are a healthy, positive experience for our young men and women; on occasion, however, injury may occur. All participants - athletes, coaches, and parents - must be aware that these incidents may occur. Awareness will, hopefully, bring about more attention to instruction and warning as a result, lower the incidence of injury.

## **STUDENT ACCIDENT**

Student accident coverage is provided to the students at no charge to the parents for school time coverage. It protects the child for accidental injuries that occur when they participate in a school activity. The one exception is football. The school time coverage includes travel time directly to and from the residence to attend regular academic school sessions, up to one hour before and one hour after regular classes. It is an excess plan which means if there is other insurance; the primary insurance company must adjudicate their benefits first before our coverage will respond. Student accident claim forms can be obtained from the school office. It is the responsibility of the parents to meet the time allowances, file the claim, and provide the necessary documentation to the insurance company.

## **INSURANCE**

Students must provide proof of insurance prior to trying out for, or participating in, any extracurricular activity that would require insurance.

## **INJURIES**

Athletes and parents should recognize the risks of physical injuries from athletic participation. Those risks include the possibility of death along with neck and spinal injuries, brain damage, eye, dental or hearing damage, or internal injuries. Athletes should report every injury to the coach, no matter how minor. In cases of anaphylaxis, the policy and procedure of Carterville Unit 5 School District will be followed as described in the student handbook under the Emergency Medical Care section.

## **PHYSICALS**

Students planning on participating in any sport must have a current and valid physical on file before they may tryout or participate in that sport.



## **CONCUSSION PROTOCOL**

Beginning September 1, 2016, legislation governing concussion management at the middle school and high school levels will become state law. This law, more commonly known as SB07, requires school districts to form Concussion Oversight Teams(COT) that monitor the education of coaches, parents and student-athletes of the nature and risk of concussions and continued play after a head injury. In addition, the COT will adopt protocols for Return to Play(RTP) and Return to Learn(RTL).

### **Concussion Oversight Team**

The Concussion Oversight Team will be comprised of a variety of school and medical personnel that will monitor implementation of the RTP/RTL protocols. This team will consist of a physician and trainer from *Sportsology*, an athletic training service provided by Southern Illinois Healthcare. School personnel serving on the COT will include the school nurse, Athletic Director and guidance counselor. The COT will meet periodically to evaluate RTP/RTL protocols and to assess Emergency Action Plans for all facilities.

### **Concussion Education and Resources**

In compliance with IHSA policy, all coaches and COT members will complete a training course of at least two hours on concussions. This required training must be performed every two years. Many resources are available for parents and student-athletes as well. The following materials are provided by the IHSA and NFHS(National Federation of High Schools):

<http://ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<http://nfhslearn.com/courses/61064/concussion-in-sports>

### **Preseason Responsibilities**

Prior to participation in an interscholastic athletic activity, a parent/guardian must sign the IHSA acknowledgement and consent form, COT acknowledgement and consent form and *Sportsology* medical consent to treat form. This should be done after reviewing educational materials concerning concussions, potential harms of continued play, and protocols for Return to Play and Return to Learn. In addition, student-athletes will receive baseline cognitive testing to help accurately assess and manage potential concussions.

### **Concussion Procedure Overview**

When a player shows ANY symptoms or signs of a concussion:

1. The player will not be allowed to return to play the same day.

2. The player will be evaluated by appropriate medical personnel.
3. If a concussion has occurred, the Return to Play and Return to Learn Protocols will be activated..
4. Once protocols are completed, medical clearance documentation will be submitted.
5. The final step will be submission of the Post-Concussion Consent Form from the parent/guardian.

## **Chapter 4: State and National Competition**

### **IHSA RULES**

Please refer to the following link for Key Provisions Regarding IHSA Rules: [www.ihsa.org](http://www.ihsa.org)

### **COMPETITION AND ACTIVITIES AT THE NATIONAL LEVEL**

Carterville High School is a member of the Illinois High School Association. It is our philosophy that competition on a state level is appropriate and best suited for high school students. Coaches and sponsors shall not become involved in any competition that will lead to a national level without prior approval of the administration.

National competition may be considered after teams have reached the conclusion of the regular competitive season. Consideration would be based upon available district funds, previous participation in a national competition, the likelihood for success as determined by statewide competition, and the legitimacy of the qualifying competition as a large representative event. Competition will be restricted to team events.

Any venture in the name of Carterville High School is considered a High School activity and falls under the policies of Carterville Community School District # 5 policies.

### **SPECIAL OLYMPICS**

Students with intellectual disabilities may participate in two school sponsored events for Special Olympics per year. There is one fall event and one spring event recognized through Carterville High School. Special Olympics athletes must meet the policies of the school handbook for athletic eligibility. Students in Special Olympics must also meet the eligibility requirements set forth for athletes through Special Olympics. These rules are found on the Special Olympics website:

<http://resources.specialolympics.org/Topics/GeneralRules/Article02.aspx>. No other absences for Special Olympics will be sanctioned by the school.

## **Chapter 5: Students - General Information**

### **ACADEMIC ELIGIBILITY**

Extracurricular participants of Cartersville High School and Cartersville Jr. High are expected to achieve in the classroom. The emphasis will be placed on the "Student" portion of extracurricular participant.

Extracurricular participants at Cartersville High School or Cartersville Jr. High shall be failing no more than 1 class and have a grade no lower than a C- in any other class. Any student ineligible for three weeks (consecutive or nonconsecutive), during a season, that student will be ineligible for the remainder of that semester. These standards set forth are the minimum standard of scholastic standing for participation at Cartersville High School and Cartersville Jr. High.

Weekly eligibility checks will be administered and completed by Friday of each week. If an extracurricular participant is found not be achieving the minimum standard, he/she will be academically ineligible for participation in extracurricular programs for the following week beginning Monday and ending Saturday. With the consent from the athletic director, coach, and the extracurricular participant's parents or guardians the student-athlete may be allowed to practice or attend home contests, but will not be in uniform. Academically ineligible students are not to be dismissed early for athletic events. They also shall not travel with the team to away games.

### **MULTIPLE SPORT - SAME SEASON PARTICIPATION**

Because Cartersville High School offers a wide variety of extracurricular activities, there has become an issue of students participating in more than one sport in a given season. Student must understand the commitment needed to a particular program for it to be successful.

Student wishing to participate in more than one sport in a given season should discuss at length the amount of time needed for each sport with their parents. If the extracurricular participant feels like he/she can participate in both sports and maintain good academic habits, he/she should then discuss this possibility with the Athletic Director and coaches involved. It will take a commitment from not only the student in this case but the coaches as well. If the student can abide by the rules and regulations set forth by the Athletic Director and coaches involved, he/she is free to do so.

Should a student become ineligible in some aspect, understand that he/she would be ineligible in both sports.

### **SPORTS TRANSFER**

Athletes should recognize the problems that would exist by allowing a person to quit one sport before the season is completed and to start practice for another sport.

## **CARE OF EQUIPMENT**

The extracurricular participants will be furnished equipment that should be well fitted and protective. They should make sure they have adequate equipment or should contact their coach for replacement.

They are expected to care for their own equipment that will need laundering. They are also financially obligated for all equipment issued to them; therefore, they should take every precaution to guard against loss or theft.

The failure to return school equipment without a satisfactory explanation to school authorities may lead to charges outlined in "Enforcement of Policies and Regulations". Any student who fails to return their equipment will not be allowed to participate in another sport or activity until the equipment has been returned. Each coach has the discretion to notify the head coach in the following extracurricular activity of any student who has not met this requirement.

It is the responsibility of all concerned to eliminate any abuses of the use of school equipment. Every effort should be made to avoid any pilfering of equipment and to see to it that no one puts school equipment to personal use.

## **DRESS ON TRIPS**

Extracurricular participants will be expected to dress appropriately for all trips. The coach is responsible for advising the team members what they will need for a trip and follow the school dress code.

## **TRAVEL FOR CONTESTS**

Coaches will enforce a policy of mandatory bus riding for all athletes. Parents are required to sign their children out in order to personally take them home. Parents must use travel release forms provided by the coach or school. Similar steps must be followed in order for parents to take children home other than their own. The District urges parents to only take children when there is a valid reason or circumstance.

## **AWARDS**

Students that successfully complete the requirements of the activity in which they participate may be eligible to receive individual recognition at the conclusion of the activity. Students must be present or seek prior approval to be absent from the formal awards program designated for their activity. Exceptions will be made when necessary, but students should make every effort to attend the designated award program.

## **VARSITY LETTERS**

Earning a varsity letter at Carterville High School should reflect a participant's contribution and/or

commitment to a varsity squad. Each sport will have specific criteria for earning a varsity letter. The coach of each sport shall inform his or her players both verbally and in writing what their criteria for lettering will be the first week of their season. A copy of the criteria for lettering will be approved by the athletic director and kept in the athletic office. You may earn a varsity letter your senior year if you have participated for all four years in a particular sport or activity. Those not meeting the criteria for earning a varsity letter will receive an athletic award for participation and are encouraged to continue their hard work towards earning a varsity letter. Special awards patches will be given for varsity conference championships, post season championships, national, state, or regional competitions.

## **TRYOUTS AND CUTS**

All students that meet the requirements for participation, and are academically eligible shall be allowed to try-out for extracurricular programs. Coaches and sponsors may be authorized to make “cuts” in accordance with approved criteria to maintain a workable number for their activities.

## **SENIOR CERTIFICATES**

At the conclusion of an athlete’s career at Carterville High School, he or she has the opportunity to receive a senior certificate. To receive a senior certificate, an athlete must earn a varsity letter a minimum of their junior and senior year for a particular sport. If an athlete meets the requirements in multiple sports, the senior certificate will recognize such accomplishments.

## **CONCLUSION**

The primary purpose of our extracurricular program is to develop individuals who would be considered “winners”. The individuals who are “winners” will be useful and loyal members of society, will desire to achieve excellence, will strive to live a healthful and purposeful life, have a deep respect for their fellow man, and be willing to make personal sacrifices for the benefit of the majority. Probably the most important factor is that a “winner” is willing to live by high moral codes. Students are challenged in extracurricular programs to become “winners”. It is hoped that they can accept and successfully meet this challenge.