

# **Woodstock Community Unit School District 200 Middle and High School Activities Code of Conduct**

## **Welcome**

On behalf of the Athletic and Activities Departments of Woodstock Community Unit School District 200 (WCUSD 200), we welcome everyone to the new activities season. We are very proud of our students and are excited to have your child as part of our programs.

Activities are one of the most important elements in the overall education of our students. Activities provide an opportunity to extend the learning process. The intention of this manual is to provide students and parents with a guide for understanding the philosophy, programs, procedures, organization, and expectations of the WCUSD 200 Activities Departments. This manual will define our expectations for students and parents of all extracurricular activities.

## **Philosophy**

Woodstock Community Unit School District 200 provides students with opportunities to participate in extracurricular activities because we believe that such activities make valuable contributions toward the achievement of educational goals, provide significant lifetime learning experiences that are not duplicated in other instructional settings, and assist in the positive development of the individual.

Among the intended outcomes of such activities are physical fitness; the development of virtues such as fair play, honesty, courtesy, self-restraint, and favorable attitudes; an understanding of what it means to be successful in any setting; achieving personal and team goals; and the development of positive interpersonal relationships. We believe that participation in extracurricular activities should be an indispensable part of the total middle and high school program.

Participation in these activities is a privilege that includes responsibilities to the school, team, community, and the individual participants themselves. To these ends, we expect all of our student participants to exhibit four basic traits:

1. Exemplary moral character in and out of activities and sports
2. Enthusiasm for self, team, sport, other programs, and the school
3. Confidence in self, team, and coaching and activity staff
4. Commitment to academics, athletics, and support for other extracurricular programs

## **Goals and Objectives**

The following objectives guide the WCUSD 200 extracurricular program:

Instilling a positive competitive spirit

1. Exhibiting good character
2. Improving skills
3. Accepting individual and group responsibility
4. Developing desirable habits of physical fitness, health, safety, and hygiene
5. Promoting leadership and the appropriate reaction to leadership
6. Emphasizing positive and suitable interpersonal relationships

## Eligibility

1. All students must have clearance from the athletic and activities secretary, principal, nurse, or athletic/activities director before they will be allowed to begin to participate, practice, or be issued equipment. This clearance will verify that the following requirements have been met:
  - a. completed physical examination form (athletes only)
  - b. signed parent/legal guardian consent and waiver on file (athletes only)
  - c. written acknowledgment of the Middle and High School Activities Student/Parent Rules & Regulations
  - d. attendance at mandatory district level education night
  - e. attendance at any athletic or activity meetings
  - f. payment of appropriate fee (if applicable)
  - g. payment of all previous monetary obligations

Students will be given a refund of the fee if they quit or have been “cut” after the first week of participation (5 school days). No refund will be allowed if the student was dropped for a violation or a disciplinary problem. It should be understood that payment of the fee does not guarantee equal participation time. Athletes only: Any athlete who is injured during the first half of the season and cannot participate in the second half of the season may receive a 50% refund.

2. On the first day of practice or tryouts, each coach or advisor will clarify eligibility rules with students. The basic requirements that must be met for participation in high school sports or activities are listed below:
  - a. The student must be passing twenty-five (25) hours of academic work when the eligibility sheet is sent out and must have passed twenty-five (25) hours of work the previous semester.
  - b. The student must file a current physical examination (athletes only). This also applies to middle school athletes.
  - c. The student must be under twenty (20) years of age.
3. By the end of the first week of practice or tryouts, each head coach or advisor will submit the complete list of participation forms for students in each activity to the athletic/activities director.].
4. Weekly eligibility for all students is also determined by academic performance.

Any high school student not passing 25 hours a week is considered on probation but can still fully participate. The student has one week to raise the number of passing hours to 25 or will be ineligible to participate in games or contests, but may continue to practice and be part of the activity until the requirement is met.

Any middle school student failing even one class is considered on probation but can still fully participate. The student has one week to raise any failing grades or will be ineligible to participate in games or contests, but may continue to practice and be part of the activity until the requirement is met. Middle school students are allowed only one probation period per activity.

Honor societies and some special activities may set standards higher than the ones listed above. Please refer to your advisor/sponsor’s specific rules and regulations for that activity for more information.

5. If a high school student fails a semester, he or she is ineligible for participation in any sport or activity the next semester. This does not apply to middle school students.
6. Each coach or advisor will be responsible for communicating with parents/legal guardians and students the expectations for his or her sport or activity. Each student must sign a statement indicating acknowledgement of these rules.

## **Coach or Advisor/Student/Parent Communications**

As your child becomes involved in programs at WCUSD 200, he/she will experience some of the most rewarding of life's moments. It is important to understand that there also may be times when things do not go the way you and/or your child wish. At these times discussion with the coach or advisor is encouraged. Appropriate concerns to discuss with coaches and advisors are:

1. What role will my child play in this activity and why?
2. What does my child have to do in order to be better?
3. What can we as parents do to help our child fulfill their expectations?

Students may not participate as much as parents/guardians expect. Coaches and advisors are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you can see from the list above, certain things should be discussed with your child's coach or advisor. Other things must be left to the discretion of the coach or advisor, including:

1. Participation time is entirely in the hands of the coach/advisor and no one else.
2. Strategies are entirely in the hands of coaches/advisors and no one else.
3. Other students – it's unprofessional to discuss other participants' talents.

## **Scheduling a Conference with the Coach or Advisor**

There are situations that may require a conference between the coach or advisor and the parents/guardians. Conferences are encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to promote a resolution of the concern:

1. Parents/guardians should call the school office to schedule an appointment.
2. If the coach or advisor is not available, please leave a message for the athletic/activities director. He/she will set up the meeting for you.
3. Please do not attempt to confront a coach or advisor before, during, or after a contest or practice. These can be emotional times for the parent/guardian, the athlete or participant, and the coach or advisor. Meetings of this nature do not promote resolution and are inappropriate when students are present. Advisors and coaches have been instructed to avoid such confrontations.

## **Complaint Procedure**

When a parent feels that meeting with the coach or advisor does not provide a satisfactory resolution, the next step in the process is to call the athletic/activities director for a conference. If the situation is not adequately resolved, a meeting should be scheduled with the principal. In very rare occasions, when the situation cannot be resolved by the principal, the Assistant Superintendent for Middle and High School Education should be contacted for further resolution.

## **Co-Curricular Participation by Home Schooled Students**

### **Middle School Level**

A home schooled student at the middle school level must be enrolled in a minimum of two academic classes during the school day. This includes, but is not limited to all music programs, athletic programs, clubs, and activities.

## Co-Curricular Participation by Home Schooled Students (continued)

### High School Level

In order for a home schooled student to participate in a co-curricular program at a WCUSD 200 high school, the student must be enrolled in a minimum of two classes (10 hours) at a WCUSD 200 high school. The student is still required to pass the standard number of hours of instruction required by the WCUSD 200 Board of Education (25 hours of instruction each week during each semester). The student's home school classes must be approved curriculum that is fully accredited by the North Central Association. Eligibility checks for the home school courses will be done each week, and it is the responsibility of the parent/guardian to phone the athletic/activities department secretary each Thursday before noon and report the weekly progress in the home school coursework. If the home school student refuses to enroll in this minimum number of classes, no participation or eligibility will be allowed for that student.

### Athletic Team Structures and Goals

In the great majority of our athletic offerings, we will have five team levels, each with its own structure and goals. The following system, or segments of it, will be used throughout the Activities Departments:

1. **Sixth Grade** • This is the entry level to all our programs. The emphasis here is on introduction of the activity, learning the basic fundamentals needed to help the athlete be their best at the activity, and a healthy balance between competition and participation. The goal is not about winning at this level; it is about learning in an atmosphere that is dominated by having fun, learning the activity, and playing in competitive situations that meet the student's skill level. (Cross-country, wrestling, and track are played at the conference level.)
2. **Seventh/Eighth Grades** • This is step two in the seven-year process. The emphasis here is on building upon the basics and further developing the student's skills to match his or her personal maturation level. We need to continue the balance between competition and participation that is introduced in the sixth-grade program. (All sports available at the conference level. In addition, volleyball and basketball offered as intramural.) This is the first level of competition in which the number of participants on the team may be limited.
3. **Freshman/Sophomore** • This is the first real, intensely demanding level within our programs. The emphasis here is to further hone the basic skills and the complex elements of the activity within a regular conference schedule and atmosphere. The number of participants on the team may be limited.
4. **Junior Varsity** • This is the varsity preparatory level. Basic skills will still be a key concern, and the complex elements are really emphasized in preparation for the varsity level. The number of participants on the team may be limited.
5. **Varsity** • Basic skill development and complex systems are continually developed within the rigors of the intensely competitive demands of the conference and state competition. The number of participants on the team may be limited.

### Activity/Athletic Participation and Retention

Factors such as time, facility availability, equipment, staffing, budgetary considerations, and tradition limit the ability of WCUSD 200 on providing participatory opportunities. However, our goal is to provide as many students with as many program opportunities as possible.

Students are encouraged to participate in activities throughout the entire school year. It should be clearly noted that multi-activity participation has the most benefits. Generally speaking, the most successful adults are those who were involved as students in activities because they learn the skills needed for future success: leadership, self-discipline, cooperation, work ethic, decision-making, perseverance, etc.

## Participation Selection

Certain activities at certain levels have limitations on the number of participants. We do not want to limit participation. In fact, it is the most difficult decision any coach or advisor has to make, but in some instances it may have to be made. You should know that many factors are considered before limiting the number of student participants. Decisions to limit participation will be in as fair and professional manner as possible. Questions concerning such decisions should be directed to the activities/athletic director.

## Mandatory Meetings

At the beginning of each year a district level education program will be held for all middle and high school students and their parents. Attendance at one of these meetings is required for students who plan on participating in a school sponsored activity or sport and at least one parent/guardian of that student. These district level meetings will be held during the school day as well as the evenings to make every attempt to accommodate different schedules. The purpose of this meeting is to educate all parents and students on the good conduct policy and other issues related to the health and safety of students involved in activities. In addition, the high school athletic departments will have a mandatory meeting at the start of the fall, winter, and spring sport seasons. Other extracurricular activities and middle school sports may have mandatory meetings at the beginning of the school year or when the event/season begins. The reason for these mandatory meetings is to convey the philosophy, goals, rules and regulations associated with athletics and activities, especially athletics.

## Attendance and Participation

All activity and athletic participants will conduct themselves properly and will abide by all policies listed in the district and student handbook, including the *Middle and High School Activities Student/Parent Rules & Regulations*.

1. Daily attendance at school and regular class attendance are expected.
2. Athletes coming from one season to another will be offered two (2) school days of rest between sports.
3. All activity and athletic participants that are out-of-school suspended may not practice or participate in any sport or activity during the time of the suspension or until the suspension has been served. Administration will determine, on a case-by-case basis, if a student can participate in any practice/event on the day of a Saturday School or in-school suspension.
4. The activity or athletic participant will be obligated to attend all practices, games, and activities. Students are expected to participate in their chosen activity the entire season. Excused and unexcused absences will be enforced as follows:
  - a. An activity or sport participant must be in attendance for the second half of the school day when a game/event is scheduled. Any change from this must have a parent/legal guardian note or a doctor's excuse, and the activities/athletic director must be informed.
  - b. Any excused absence (a 24-hour notice when possible) is to be approved personally by the coach or sponsor before practice, game, or event. In cases of conflict, coaches and advisors shall cooperate with other school activities.
  - c. In the case of unexcused absences, the coach or advisor in question will handle the first occurrence. The second unexcused absence could result in being removed from the activity or sport. An unexcused absence is defined as when the student is not on the excused absence list in the school's attendance office and has failed to notify the coach or advisor of the reason for the absence. If a student misses school and is excused, the student must still inform the coach or advisor if he or she cannot be at a practice, event, or contest as soon as possible.

## **Attendance and Participation (continued)**

- d. Non-school day, including winter and spring break, practice policies are as follows:
  - i. If the team or individual is in a tournament/event or a scheduled contest, activity and sport participants are expected to attend practices or games.
  - ii. If the team or individual is not scheduled for a contest or tournament/event over
  - iii. winter or spring break vacation periods, practices missed do not have to be made up.
  - iv. If parents/legal guardians take the activity or sport participant out of town and he/
  - v. she misses a practice or contest, the student will not be allowed to participate in as many
  - vi. contests as the coach or sponsor feels the student needs to prepare to participate (physically and team preparation), not to exceed the number of contests missed.
- e. Administration-approved cancellations of games, practices, and events may include, but are not limited to, shortage of participants and/or inclement weather.

### **Sunday Participation**

Under Illinois High School Association (IHSA) rules, there will be no interscholastic activities scheduled on Sundays. There are also no practices on Sundays.

### **Inclement Weather Situations**

When school is dismissed early due to inclement weather, no practice or open gym will be conducted. All students are to go home. When school start time is delayed due to inclement weather, no morning practices will be held. When school is canceled, no practice or open gym will be held. Competitions or other scheduled tournaments may be held at the discretion of the district office.

### **Homework and Make-up Work**

Students who miss school to participate in an activity shall be responsible for coordinating all makeup work with their teachers. Participation in an activity is not an excuse for non-completion of required assignments.

### **Appearance and Dress**

Students representing the school will dress and appear in a manner which is a credit to the school. Specific dress and appearance will be prescribed by coaches or advisors.

### **Cancellation of a Scheduled Event**

In the event any scheduled activity has to be canceled or postponed, the athletic/activities departments will inform parents through Athletics 2000 and Connect Ed (via phone call and/or e-mail). Students and parents can also call the athletic/activities department at their individual school.

### **Uniform and Equipment Policy**

Every participating student will be provided with necessary equipment and/or uniforms by the district. Students are responsible for these items. Lost or damaged items will result in a fine being levied upon the student for replacement cost of the lost item. All school-issued uniforms and equipment must be returned after the season or event is completed within the timeline established by the coach or advisor. The following are the expectations for equipment and uniforms by all student participants:

## **Uniform and Equipment Policy (continued)**

1. It is the student's responsibility to pay the replacement cost for lost, stolen, or broken items through abuse.
2. If the student is no longer practicing with the team or does not complete involvement in an event or activity, he or she is to turn in school-issued equipment and/or uniform to the coach or sponsor within the next three school days and remove all personal items from his or her sport locker.
3. It is the student's responsibility to turn in his/her school-issued equipment when the season or activity ends on the date determined by the coach or advisor.
4. All school-issued equipment must be turned in to the appropriate coach or advisor. Any exceptions are to be made in advance with the coach or advisor.
5. All school-issued uniforms/equipment must be turned in to the coach or advisor before the student is allowed to try out for or participate in another activity.

## **Participation Safety Procedures**

Although participation in supervised activities may be one of the least hazardous activities any student can engage in, by its nature, activities, especially athletics, include a risk of injury that can range in severity from mild to catastrophic – including temporary and/or permanent disability, or even death.

Serious injuries are not common; however, it is possible only to minimize the risk – not eliminate it entirely.

**STUDENTS MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES OR ADVISORS, FOLLOW THE DIRECTED CONDITIONING PROGRAM, AND PERSONALLY INSPECT THEIR EQUIPMENT DAILY.**

By signing the permission sheet, the parent/guardian and student acknowledge that they are aware of the risks involved.

## **Injuries**

Students must report injuries to the coach or advisor immediately. Injuries will be reported to the proper authorities (nurse and trainer) by the coach or advisor within 24 hours or the next school day. The coach, advisor, and/or trainer will contact the parents/legal guardians regarding injuries as soon as possible.

## **Concussion**

In collaboration with Centegra Hospital and Accelerated Rehabilitation, the district has developed specific procedures for students who may sustain a concussion during an athletic event or an activity. If an injury occurs, the student will be removed from the game or activity and be evaluated by the athletic trainer or nurse. The athletic trainer/nurse will notify the parent and, if appropriate, provide options for medical follow-up. In cases where the athlete is not allowed to return to play that same day, the athlete will need to receive clearance from a licensed health care provider in order to begin the "return to play protocol". The "return to play protocol" is a multi-day process that is determined by the severity of the concussion. Please contact the school's athletic director or athletic trainer for additional details.

## **Traveling with Activities**

The school will provide transportation to and from every event. It is expected that all high school student participants take the school transportation to and from all events. Exceptions to this are permissible for valid reasons. Requests for exceptions to this rule need to be submitted to the athletic/activities department or activities advisor at least 48 hours prior to the event. Students who are eighteen years of age or older are **not** exempt from this policy. Middle school participants are allowed to travel with parents if they have signed out appropriately with the coach or advisor.

## **Rules of Conduct**

Coaches, teachers, staff members, students, administrators, and/or law enforcement agencies may report any alleged violations of the Code of Conduct at any time. Any person from the public may notify school authorities regarding alleged rule violations by a signed letter to the Athletic or Activity Director or Principal.

These rules are in effect for a student's entire school career, including summer. These rules begin on the student's first day of middle school and end on the final day of the student's senior year. Offenses may be cumulative as indicated below. Penalties for infractions in the second semester of eighth grade will be carried over to freshman year if they are not served at the middle school level.

***Activity participants must always remember that participation in activities and athletics is a privilege, not a right.***

Students who participate in extracurricular activities must observe regulations that are more restrictive than those relating to the general student community. Participation is both an honor and a responsibility. Activity participants earn recognition for the achievements as representatives of their school and its ideals. Those students who are selected for the privilege of membership on teams or as members of other extracurricular activities should conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school, and their community. Exemplary conduct is expected throughout the year, in or out of activity, whether on campus or off.

## **Alcohol, Drugs, and Other Substances**

Possessing, purchasing, using, being under the influence of or attempting to transfer to others any alcohol, drug-related substances, look-a-likes, unauthorized prescription medications, inhalants, performance enhancing drugs as identified by the IHSA, and unauthorized over-the-counter medicines or apparatus or paraphernalia designed or intended for smoking, inhaling, lighting, injecting, or ingesting any illegal substance is strictly prohibited. Violation of this policy will result in consequences up to and including expulsion (see Attendance and Participation section). The appropriate police authorities will be notified.

Use or possession of alcohol, tobacco, and/or illegal drugs or substances is expressly forbidden. This may include misuse of over-the-counter drugs as well.

## **Attendance at Parties Where Illegal Substances are Present**

We expect our students to be healthy and safe and obey the law. If an activity or sport participant attends a party where alcohol or drugs are being illegally dispensed, the student-participant must leave the party and encourage teammates and other activity participants to leave with them. Students choosing not to leave a party leave themselves open to possible violations of the policy through social media posts, information from other students, and police involvement. It is in the student's best interest both for purposes of these procedures and for health and safety that he/she leaves a party where alcohol and/or drugs are present.

## **Violation of Law**

Any arrest will be investigated by the administration for its merits and possible consideration of a violation of the rules of conduct. If any student, while on a school-sponsored activity, violates the law, he/she will be reported to the proper authorities.

## **Cyber Images**

Any identifiable image, photo, or video that implicates a student to have been in possession of or in the presence of drugs, or portrays the actual use or out-of-character behavior or crime, shall be confirmation of a violation of the rules of conduct. It must also be noted that there may be persons who would attempt to implicate a student by taking such images, to place them in a situation where they might be in violation of these rules. This is our rationale for demanding that our students not place themselves in such environments.



## **Hazing**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any athletic team or club, etc. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. WCUSD 200 does not permit any form of initiation or harassment, known as hazing, as part of any school-sponsored activity. No student, coach, advisor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

Suspected acts of hazing should be reported to the coach, advisor, activities director, principal or other school administrator.

## **Team/Activity Rule Violations**

Each team/activity will notify its members of any special rules or expectations that are in addition to those listed in this code. Team/activity members are expected to follow those rules and expectations. Consequences for violations of these rules may include temporary loss of playing or practice time or, upon consultation with school administration, removal from the team/activity.

## **Harassment, Hazing, Intimidation, and Bullying**

As defined by the Board of Education Policy 7:180, bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender, identity, gender-related identity or expression, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: 1. During any school sponsored education program or activity. 2. While in school, school property, on school buses or other school vehicles, at designated bus stops waiting for the school bus, or at a school sponsored or school sanctioned events or activities. 3. Through transmission of information from a school computer, a school computer network, or other similar electronic school equipment 4. In any other way that has a nexus to school or school activities For purposes of this policy, the term 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 one or more of the following: 1. Placing the student in reasonable fear of harm to the student's person or property. 2. Causing a substantially detrimental effect of the student's physical or mental health. 3. Substantially interfering with the student's academic performance. 4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying, intimidation, and/or harassment make take various forms, including without limitation: physical, verbal, psychological attacks, intimidation, sexual harassment or sexual violence directed against another individual or writing, messages, or pictures using media communications or devices, harassment threats, stalking, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying

## **Racial, Ethnic or Sexual Slurs**

Comments that demean or are generally considered to be offensive/derogatory to a particular sex, ethnic or cultural group may lead to disruptions in the school setting. The goal is to provide the best possible school setting conducive to learning for all groups. Comments of this nature, either written or spoken, will not be tolerated

## **Harassment, Sexual**

Students should be free from sexual harassment in order to promote appropriate social interactions in the classroom. Sexual harassment is defined as an unwelcome sexual advance, requests for sexual favors, or any conduct of a sexual nature such as 1. Crude or suggestive remarks directed at an individual based on that individual's gender 2. Sexual proposition advances 3. Sexual favors by threat Sexual harassment occurs when such unreasonable conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive academic environment. Furthermore, any student who feels that he/she or another student has been sexually harassed by students or staff should report such conduct immediately to an assistant principal, counselor, or social worker. These reports will be investigated with utmost urgency. All efforts will be made to respect the confidentiality of the student making the report.

## **Physical Threats and/or Intimidation**

Physical threats, intimidation, or assaults toward another student or staff member is prohibited. Students who commit these acts will be disciplined in accordance with the school's discipline procedures up to and including a recommendation to the Board of Education for expulsion.

## **District and School Disciplinary Violations**

**In addition to the specific violations listed above, any infraction of the district's discipline policy and/or the rules listed in the student handbook could be considered as violations of the Activities Code of Conduct.** Consequences, in addition to those handed out as part of the regular discipline procedures, may include temporary suspension or complete removal from the activity or team.

## **Gross Misconduct/Disobedience**

The Board of Education defines gross disobedience or misconduct to include any behavior that is of such egregious (extreme) nature as to constitute, on its face, gross disobedience, or misconduct. Gross disobedience or misconduct is also any conduct, behavior, or activity as defined by the Board of Education in Policy 7:190, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption, or material interference with school activities, or with the rights of other students or school personnel or the risk of same. Gross disobedience may occur on school grounds, on a school bus, or at a school function. Gross disobedience or misconduct may also occur outside the school grounds, providing a reasonable relationship exists between the conduct of the student and the school's educational function. Gross disobedience or misconduct may include, but is not limited to, the following types of conduct designated by policy of the Board of Education Policy 7:190.

## **Penalties for Infraction of Athletic/Activities Code of Conduct**

### **Violations Procedure**

The athletic director or activities assistant principal will meet with the student to discuss the infraction/violation and provide an opportunity for the student to respond. Students are expected to be honest and forthcoming during the investigation of any infraction/violation of the Rules of Conduct. If a student is not truthful during the administration's investigation, the penalty may be increased.

The athletic director or activities assistant principal will contact the student's parent/legal guardian and inform them of the violation and any issued penalty.

All suspensions will carry over to the next sport or activity, if the suspension has not been fulfilled in the current season. If a student is involved in another activity during the suspension, the student will not be allowed to represent WCUSD 200 until the suspension is completed. A suspension of any type carries over between middle school and high school.

## **First Offense**

- A student is suspended for half of the scheduled contests/activities for the season in which the infraction occurs. In sports or activities with an odd number of contests, half is defined as the larger segment of the season.
- A contest/activity needs to actually occur in order for it to be counted as suspended contest. A student can not be suspended from a canceled contest.
- Students are still expected to be at all practices or meetings to develop necessary skills for full participation at the end of the penalty.
- If an infraction occurs beyond the halfway point of the season, the penalty will continue into the next season/activity in which the student participates. The athletic director or activities assistant principal will determine the number of suspended contest/activities in the continuing season based on the percentage of the suspended contests/activities left in the original consequence.

## **Example:**

An infraction occurs after game 8 of a 10 game football season. Since there were 10 games scheduled for the entire season, the student is suspended for 5 football games. However, there are only two games left in the football season. The student is suspended for the remaining two (2) football contests and will have completed 40% of their consequence.

The student then chooses to participate in basketball where 26 contests are scheduled. Since the student only completed 40% of their consequence, 60% of the consequence remains to be completed during basketball season. In this situation the student would be suspended from 8 basketball contests to complete the consequence. ( $\frac{1}{2}$  of 26 contests = 13 60% of 13 = 7.8 or 8 contests)

## **Second Offense**

The student guilty of a second violation will be suspended from all contests and activities/competitions for one calendar year from the completion of the penalty incurred.

## **Third Offense**

The student guilty of a third violation will be suspended from participation in interscholastic athletics or activities for the remainder of his or her high school career. Should a student desire to participate after being suspended for a minimum of one calendar year, he or she may appeal to the Activities Council (see below) for reconsideration of the career suspension.

## **Severity Clause**

Severe violations including, but not limited to, violation of any rules of conduct, harassment or bullying conduct, or violation of any laws may result in immediate suspension or removal from activities as deemed appropriate, by the discretion of the principal.

## **Middle School Students**

The cumulative process for offenses begins new when a student enters high school. However, a middle school student who violates the conduct policy must complete all of their suspension time before returning to an activity or sport. Students who reach the level of the third offense in middle school, may appeal the career ban from activities and athletics by following the appeal process. The Activities Council may uphold the career ban thereby not allowing the student to participate during their entire high school career. The Activities Council may also choose to remove the career ban, thereby allowing the student to participate, and place the student at the second offense level.

## **Appeal Procedure**

A student and/or parent may appeal the decision of the athletic/activities director. The appeal procedure of a student is sequential. The first appeal is to the Activities Council (see below). This appeal must be made in writing within 10 days of the original decision (the appeal form will be provided by the athletic/activities director). If the student is not satisfied with the council's decision, he or she may appeal to their school principal. This appeal must be made in writing within 10 days of the Activities Council's original decision. Future appeals would then go to the WCUSD 200 Board of Education Hearing Officer. This appeal must be made within 10 days of the school principal's decision.

## **Activities Council**

The head coach of each sport, activities advisors, the athletic/activities director, will comprise the Activities Council. The purpose of this council is to review all infractions pertaining to eligibility, training, and the general welfare of the activities program. During an appeal hearing, the council may decide to uphold the original consequence or mitigate all or portions of the original consequence. Students who appeal to the activities council should be prepared to explain and support their reasons for requesting a reduction or removal of the consequence.

## **Self-Referral Exemption**

A "Self-Referral Exemption" may be granted to a student who voluntarily admits to a coach, advisor, staff member, or administrator, that they have violated the substance abuse portion of the code of conduct. This exemption will allow the student to continue in a sport or activity without any disciplinary action. This voluntary admission must come before an investigation begins or the school is notified by the police department. A self-referral claim is determined at the discretion of the athletic/activities director and may be used only once during a student's middle or high school career. Should the student violate the code for a second time after being granted a self-referral exemption, the consequence will be considered a second offense and be subject to the penalties for a second offense.

## **Conditions for Return (after a chemical health violation)**

### **Student Assistance Program**

A violation of the WCUSD 200 Activities Rules and Regulations requires administrative action and involves student participation in the student assistance program, which must be attended by the student and a parent or guardian. Parental involvement is required to ensure that they are informed and aware of the nature of the violation and have a full understanding that any future violations will result in greater consequences. The parent can also come to understand their role in helping their child through a difficult time. Failure by a parent or guardian to comply will result in the student being able to practice but not compete.

- 1. The student must complete the required educational, corrective, and restorative gestures.**  
Educational and corrective component for alcohol and substance abuse violations: The student shall be required to complete the prescribed educational program as part of the process that may lead to resumption of participation in activity programs or athletics.
- 2. The student must address the coaching staff or advisors regarding the incident.**  
This may be done in the form of a letter or conversation with the coach and/or advisor. The student assistance counselor or athletic/activities director will be present to offer support and ensure confidentiality remains intact.
- 3. The student and parent must re-sign the Middle and High School Activities Student/Parent Rules & Regulations.**  
During the educational process, the student and parent will resign the the Middle and High School Activities Student/Parent Rules & Regulations. This is designed to demonstrate that they are recommitted to the provisions of the rules and regulations.

## Parental Code of Conduct

Parents are an invaluable part of their child's educational development. Parental attitudes and actions have the most impact upon the outcome of their child's learning. Therefore, it is important that parents see activities for what they can do to help their child's development. The Parental Code of Conduct ask that parents:

- Be positive role models through their own actions to make sure their child has the best experience possible.
- Be "team" spectators, not "my kid" spectators.
- Weigh what their child says; they may tend to slant the truth to their advantage.
- Show respect for the opposing participants, coaches, advisor, spectators, and support groups.
- Be respectful of all officials' or judges' decisions.
- Praise the students for their attempt to improve themselves as students, as athletes, a participants, and as people.
- Gain an understanding and appreciation for the rules of the contest.
- Recognize and show appreciation for an outstanding achievement by other students.
- Participate and/or encourage student participation in fund-raising efforts by the team or associated booster clubs to support the team or group goals.
- Help their child learn that success is experienced in the development of their skills and that they can feel good about themselves regardless of the outcome.
- Take time to talk with coaches or advisors in an appropriate manner, including proper time and place, if there is a concern. Be sure to follow the designated chain of command.
- Reinforce WCUSD 200's alcohol, tobacco, and other drug-free policies by refraining from the use of any such substances before and during extracurricular contests or events associated with students including post-season banquets, celebrations, etc.
- Remember that a ticket to a school event is a privilege to observe the event.

Parents and guardians have the right to understand the expectations of their child when he/she becomes involved in an activity/program. This begins with clear communication from the coach or advisor.

Communication should include:

- Philosophy
- Expectation of the activity and of the activity members relative to one's own child
- A schedule of practices, contests, events, and games, including locations and times
- Requirements, i.e., fees, special equipment, off-season conditioning
- Procedure when a student is injured
- Behavior and consequences that could result in non-participation on the team
- Communication the coach or advisor expects to hear from parent(s)/guardian(s):
- Notification of scheduling conflicts well in advance

## Coach or Advisor's Code of Conduct

We understand that the athletic/activities director, coaches, and advisors are leaders and are dedicated to more than the need to improve student skills. As a professional educator, leader, and role model for students, the high school athletic/activities directors, coaches, and advisors will:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each student participant.
- Establish a realistic goal or vision for the season/year and communicate that to the student participants and parents.
- Encourage and assist student participants to set personal goals to achieve their highest academic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each member.
- Provide a safe, challenging, and encouraging environment to develop skills, practice, and competition.

## Coach or Advisor's Code of Conduct (continued)

- Gain an awareness of the importance of prevention, care, and treatment of injuries (athletics only)
- Respect the integrity and judgment of the competition officials and judges.
- Teach and abide by the rules of the competition in letter and in spirit, build and maintain ethical relationships with coaches, advisors, and administrators.
- Strive for excellence in skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Coaches and advisors are not permitted to transport students in their personal vehicles under any circumstances. Transportation must be conducted using a district-provided vehicle, and drivers must have a valid driver's license and current insurance on file. Additionally, no student should be transported alone with a staff member; there must always be at least two students in the vehicle at all times to ensure the safety of both students and staff.
- When taking students on any trip or event, coaches and advisors are responsible for providing appropriate supervision at all times. The use of alcohol, drugs, or any illegal substances is strictly prohibited while supervising students. Staff should avoid any behavior that could compromise their role as a positive role model and representative of the school. Decisions must always prioritize student safety and uphold the integrity of the district.
- All communication between coaches/advisors and students must be conducted through school-approved channels, the mode of communication must be approved by the athletic director and building principal. If text messaging is necessary, it must be done through a group text and parents and guardians will be given the option at the start of the season to be part of the text. This policy is in place to ensure transparency and protect the safety of both students and staff.
- Reinforce WCUSD 200's alcohol, tobacco, and other drug-free policies.

## Sportsmanship

All visiting teams and participants are our guests and should be treated with courtesy and respect. Students should accept all decisions of the officials or judges graciously and strive to win honestly without boasting. Students may be barred from participation in the extracurricular program if found to be in violation of the principles of good sportsmanship. Spectators will be subject to the district and/or school policies regarding conduct on school property and sportsmanship at both home and away events. Student spectators are also subject to the school discipline policy.

## Unsportsmanlike Behavior

***Any student ejected from a contest or event*** for unsportsmanlike or disorderly conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the school may assess.

***Any coach or advisor ejected from a contest*** for unsportsmanlike conduct shall be ineligible to coach the next interscholastic contest for his/her particular team.

***Any spectator who behaves in an unsportsmanlike manner during*** an athletic or extracurricular event may be ejected from the event and/or denied admission to school events for up to a year after a WCUSD 200 Board of Education hearing.

## **Unsportsmanlike Behavior (continued)**

Examples of unsportsmanlike conduct include:

- using vulgar or obscene language or gestures;
- possessing or being under the influence of any alcoholic beverage or substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person
- failing to obey the instructions of a security officer or school district employee;
- engaging in any activity which is illegal or disruptive; and
- making inappropriate remarks to officials/judges, coaches/advisors, participants, or school personnel.

## **Parental/Booster Club Relations**

The activities departments encourage the participation of all parents in booster clubs. This is a very important support system for the entire program. The ideal booster club is one that is made up of parents, spectators, and coaches/advisors. We need this group to really promote activities and assist the departments in providing our students with equipment, facilities, and opportunities they otherwise would not enjoy. Positive relationships between all the interested parties are necessary for the overall success of each activity and the entire program. Each coach, advisor, student, parent, booster, and spectator has an important impact upon the outcome of the experience of the students involved in our activity programs.

## **Nondiscrimination**

WCUSD 200 and the State of Illinois are committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, handicap, sexual orientation, religion, and any other protected category. This policy should prevail in all matters concerning staff, students, education programs, amended services, and individuals with whom the school district does business.

The school staff should establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

1. Respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, age, handicap, sexual orientation, religion, and any other protected category;
2. Respect for cultural differences;
3. Respect for economic, political, and social rights of others; and
4. Respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination, in employment, assignment and promotion of personnel; in location and use of facilities; and in educational offerings and instructional materials. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic, club, or intramural activity offered by WCUSD 200.



## Illinois High School Association

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of four (5) .5 credit courses (2.5 full credits).
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester (beginning with the second semester of the 2012-13 school term).



### **3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### **4. Transfer**

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws of the Illinois High School Association.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

## 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

## 6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

## 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

## 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

*Note:* If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

## 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the bylaws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

## **School Team Sports Seasons (continued)**

- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### **10. Playing in Non-School Competition**

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### **11. All-Star Participation**

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play on other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

### **12. Misbehavior During Contests**

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.