



LITCHFIELD STUDENT PARTICIPATION CONTRACT: EXTRA-CURRICULAR HANDBOOK 2017-2018



Introduction

It is our belief that participation in extra curricular activities is a privilege and not an absolute right of Litchfield Community Unit School District #12 students. With this privilege goes certain responsibilities; responsibilities associated with being a positive representative of the school, being a good role model, and making good decisions concerning physical health conditioning.

The L.C.U.S.D. Board of Education, Administration, Faculty, and Coaches strongly oppose the use of tobacco, smokeless tobacco, alcoholic beverages, or drugs by students. In order for students to carry on the Panther tradition, each individual must work toward being in good health and condition. The use of tobacco, smokeless tobacco, the drinking of alcoholic beverages and the use of drugs, steroids, or the possession of drug paraphernalia will not allow a person to attain his/her best health and physical conditioning.

PLEASE READ THE INFORMATION CONTAINED IN THE EXTRACURRICULAR ACTIVITY POLICY HANDBOOK.

Policy

This policy covers, but is not limited to, the following activities and any that may be added during the year: 1) all clubs and organizations, 2) athletics, 3) National Honor Society, 4) cheerleaders, 5) participation in homecoming or prom court, 6) Academic Bowl Team, 7) Student Council, 8) school play. By law, band, chorus, and yearbook are not covered by this agreement because they are academic classes. District 12 will hold to a strict “**NO TOLERANCE**” policy governing students involved in extra curricular activities. This means that:

1. If students are identified as being at a student gathering or party where alcohol or other controlled substances are present, such students will be in violation of the Student Participation Contract and will be disciplined accordingly. (**Exception:** When a student is under the direct supervision of his/her parent(s) and does not drink or use a controlled substance, i.e. family wedding, family reunion, company picnic.)
2. Students found to be in possession of, or under the influence of, alcohol, marijuana, other prescription drugs, steroids, drug paraphernalia, tobacco or smokeless tobacco, will be in violation of the Student Participation Contract and will be disciplined accordingly.

Student participants in violation of the above stated substance abuse rules will be suspended from the activity(ies) in which they participate. Student athletes will be suspended for 25% of the contests for the current sport. (This may carry over to the next season.) The length of suspension of student participants in other extra curricular activities will be dependent upon the nature of the activity. The decision will be made by the Activity-Discipline Review Team made up of a committee appointed by the Principal.

When This Extra Curricular Activity Code is in Effect

The rules set forth in this Extra Curricular Activity Code are in effect throughout the year, 365 days, 24 hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. In season is defined as the first practice session until the last interscholastic contest or event has been played in a particular sport or activity.

Definitions

Student Participant

Student participant means a boy or girl enrolled in Litchfield Community Unit School District #12 or who otherwise has authorized administrative permission to participate and who is participating and/or intends to participate in an interscholastic athletic activity, cheerleading, pom poms, or any of the extra curricular activities or clubs sponsored by Litchfield Community Unit School District #12.

1. **Activity**

Activity means any tryout, practice, game, event, contest, competition, tournament, match, or recreation connected to the conduct of a sport or activity.

2. **Sport**

Sport means any interscholastic sponsored by Litchfield Community Unit School District #12 and includes cheerleading.

Absence From School on Day of Activity

A student must attend the last four (4) periods on the day of an activity to be eligible to participate / practice /or play in that activity. Exceptions to this rule may be granted by the administration for funerals, family emergencies, and doctor/dentist appointments or for other excused reasons covered in the Illinois School Code.

Application and Conflict of Disciplinary Rules

In the instance of violation of school policies, rules or regulations or this Extra Curricular Activity Code by a student participant, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under this Extra Curricular Activity Code and classroom-academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provided however, the due process rights of the student shall be protected in so doing.

Attendance at Practice, Meets, Games, and Extra Curricular Events

For the protection of the health and safety of student participants and to protect the integrity of the team or production, team members and production members shall be required to attend all regularly scheduled practices, meets, games, or events. Failure to attend by a team/production member may result in discipline, including suspension or dismissal from the team or event.

Athletic Policy on Tobacco, Alcohol, Drugs

NOTE: (Offense of the following rules and regulations will be of a cumulative nature. These rules will carry over the entire high school career of a student athlete. Middle School students carry over to the high school; however, an eighth (8th) grade program participant will assume high school status the day after completion of middle school. Also, these rules and regulations apply during the summer with the exception of curfew violations.

The following rules and regulations include stealing, vandalism, tobacco, alcohol, illicit drugs, and look-a-like drugs. The program participant shall be deemed guilty if found using, in possession of, or in attendance at a function where said drugs and alcohol are available. Being present at a wedding reception or the like does not necessarily deem the program participant guilty.

Suspension from the team or event involves the actual interscholastic competition. Practice may still be required.

1. The first (1st) offense shall result in the student participant being suspended for 25% of the contests for that season. Any suspension not completed will carry over to the next competitive season for that student participant. The suspension will be based upon the higher level at which the student participant practices and participates in and will encompass all contests in between.
2. A second (2nd) violation will result in a one (1) calendar year suspension. If the violation was of a substance abuse nature, the student participant must complete an intervention program. Certification of the program must be issued by the director or a counselor of a chemical dependency treatment center.
3. A third (3rd) violation will result in termination of his/her athletic career.

Enforcement of these rules is not the sole responsibility of the coach, but must be shared by parents and team members. Both parents and team members frequently have knowledge of training rule violations and therefore, have an obligation to attempt to deal with the situation.

An athletic review will be called if the student participant so desires after he/she is told of the penalty for his/her violation of training regulations. This hearing shall be conducted by a committee consisting of the Building Principal, Athletic Director, and the Head Coach of the sport involved.

Suspension from the team will be handled by the Building Principal, Athletic Director, and the Head Coach of the sport involved.

By agreeing with this Extracurricular Code of Conduct, you [student-athlete] are promising not to possess, use, distribute, purchase, or sell any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike tobacco product, or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by you or anyone else to be, or is believed to be, any of the above, regardless of the true nature of the substance for so long as you are a student athlete within the meaning of the Litchfield Extracurricular Code or subject to its terms and conditions.

Extra Curricular Activity Policy on Tobacco, Alcohol, Drugs

Enforcement of these rules is not the sole responsibility of the sponsor but must be shared by parents and activity members. Both parents and activity members frequently have knowledge of rule violations and therefore, have an obligation to attempt to deal with the situation.

An extra curricular review will be called if the student participant so desires after he/she is told of the penalty for his/her violation of the rules. This hearing shall be conducted by a committee consisting of the Building Principal, the Activities Director, and the Sponsor.

Suspension from the activity/event will be handled by the Building Principal, Activities Director, and the Sponsor of the activity/event involved.

Student Council

1st Offense – Removed from Student Council for one semester (18 weeks).

2nd Offense – Terminated from Student Council for remainder of middle/high school career.

Coronations/Homecoming or Prom / High School Only

1st Offense – Students who violate the Extra Curricular Activity Policy during their junior or senior year will not be eligible for homecoming or prom court.

National Honor Society / High School Only

1st Offense – Dismissal from National Honor Society.

Clubs and Organizations, School Play

1st Offense – Ineligible for participation for one semester (18 weeks). Ineligible to hold any officer position in the future.

2nd Offense – Ineligible for participation for one (1) calendar year.

3rd Offense – Ineligible for participation for the remainder of middle/high school career.

It is impossible to list every possible infraction that could occur. Violations occurring that are not listed in this policy will be handled by the Building Principal. The integrity of the athletic and extra curricular programs at Litchfield Schools will be maintained at all times.

Consent to Testing / High School Only

As mandated by the I.H.S.A. (Illinois High School Association) as a prerequisite to participation in athletic activities, the student and the student's parent/guardian shall consent, in writing, to random testing. Students will be selected at random from a list of all those students participating in I.H.S.A.-sponsored state series competitions at which drug testing takes place. The I.H.S.A. Board of Directors shall determine on an annual basis which state series competitions will be tested.

The student and parent signature on this Extracurricular Code authorizes random performance-enhancing substance testing by the I.H.S.A. Participants that fail to take part in random testing will be considered ineligible to participate in the activity.

Consent to Self-Administer

If your child is required to use an inhaler, the *Self-Administer* consent form must be filled out and turned into the coach/sponsor.

Athletic Awards / High School Only

Each head coach will notify in writing the player and parents as to the criteria used to determine athletic awards in his/her sport. Completion of the sport season will be required in order for the student to be eligible to receive a letter or other team award unless participation has been limited due to injury. **Please Note:** Any student participant who has served a suspension is not eligible for All-Conference Nomination or a MVP Award during the season in which the suspension occurred. (This includes any carry-over suspension.) **Example:** If the student participant had a violation during volleyball, she will not be eligible for aforementioned awards during that season. If the suspension carries over into basketball, the student participant will not be eligible for said awards in that basketball season also.

Awards Night Attendance / High School Only

At the completion of the sport season, all student participants are recognized during an awards night. It is part of the student participant's team responsibility to attend. An unexcused absence by the student participant will result in his/her forfeiture of his/her awards. If the athlete is going to miss the awards night, he/she should contact the coach and let him/her know the reason for the absence.

Litchfield High School Tri-L Award

In order to qualify for the Tri-L Award, an athlete must letter in three sports his or her senior year.

Sports available at Litchfield High School include:

Fall

Cross-Country (Boys/Girls)
Golf (Boys/Girls)
Football
Boys Soccer
Volleyball
Cheerleading

Winter

Basketball (Boys/Girls)
Wrestling
Cheerleading

Spring

Track (Boys/Girls)
Baseball
Softball
Girls Soccer

In addition, beginning with the Class of 2016, an athlete must be a member of the sport his or her junior **and** senior years. If an athlete only competes his or her senior year in a given sport, it will not be considered for the Tri-L.

Activities Department and Behavior

Behavioral misconduct by student participants shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. insubordination; or
- b. any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. hazing or harassment of any kind; or
- e. use of profanity; or
- f. exhibition of bad sportsmanship; or
- g. violation of the Extra Curricular Activity Code, training rules, or any other school policies, rules or regulations.

Care and Maintenance of Equipment

Coaches and sponsors shall be ultimately responsible for the care and maintenance of equipment used in their respective activity. Coaches and sponsors shall establish rules requiring students to demonstrate responsibility for equipment while such equipment is in the control of the student. Student participants shall be responsible for the care and maintenance of all equipment issued to them.

Chain of Command

Assistant coaches shall be responsible to the Head Coach. The Head Coach shall be responsible to the Athletic Director and Building Principal.

Change of Sports Program During Season

A student participant may change sports with the approval of both coaches involved.

Coach's/Sponsor's Rules and Guidelines

Each head coach and sponsor will be responsible for providing participants with rules and guidelines for each activity. These rules and guidelines will be discussed at the beginning of each sport or activity. These rules will be approved by the Activity Directors and the Building Principal.

When scheduling events, every effort is made by the Activity Directors, coaches, and sponsors to avoid conflicts with other school activities. All conflicts will not be able to be resolved and as a result, an active student will have to make choices between contests. It is not the intent of anyone at LHS to penalize any student for his/her active involvement in school-sponsored activities.

Concussions

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
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<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:	
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<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions
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- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. I.E.S.A. and I.H.S.A. policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all I.E.S.A. and I.H.S.A. member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions go to:
<http://www.cdc.gov/ConcussionInYouthSports/>

Conference Affiliation

Litchfield High School is a member of the South Central Conference and the Illinois High School Association (I.H.S.A.). Eligibility of student participants is governed by the rules and regulations of the I.H.S.A., South Central Conference, the Board of Education, the Administration, the Athletic Director, and the coaches of the various sports offered by Litchfield High School. Litchfield Middle school is a member of the Illinois Elementary School Association (I.E.S.A.). Rules and regulations for middle school may be found at www.iesa.org.

Disciplinary Dismissal of a Student Participant From a Team or Activity

Upon consultation with and upon approval of school administration, the coach or sponsor may dismiss a student participant for violation of the Extra Curricular Activity Code, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal from a team is defined as removal of the student from participation in one or more athletic practices, games, meets, or other activities in a sport for the balance of the season. A dismissal may be imposed so as to carry over to the next season or to the next activity when school officials deem the carry over warranted. Generally, the carry over will be used only when the violation underlying the discipline occurs near the

end of a season and, in the judgment of school officials, effective discipline cannot otherwise be obtained. The following procedure shall apply to disciplinary suspensions:

- a. prior to dismissal, the student participant shall be provided with an explanation of the charges against him/her. The student shall be given an opportunity to present his/her version of the incident to the suspending school officials.

Disciplinary Ineligibility for Further Competition

The school administration may declare a student participant ineligible for further competition in any activity for violation of the Extra Curricular Activity Code, training rules or other appropriate policies, rules, and regulations of the school district. Ineligibility for further competition in any activity is defined as removal of the student from participation in any sport or activity for the balance of his/her high school eligibility. The following procedure shall apply to disciplinary ineligibility:

- a. prior to dismissal, the student participant shall be provided with an explanation of the charges against him/her. The student shall be given an opportunity to present his/her version of the incident to the suspending school official.

Disciplinary Suspension of Student Participant

Upon consultation with and upon approval of school administration, the coach may suspend a student from athletic participation for violation of the Extra Curricular Activity Code, training rules or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the student from participation in one or more athletic practices, games, meets or other activities but less than dismissal for the balance of the season. A suspension may be imposed so as to carry over to the next season or to the next activity when school officials deem the carry-over warranted. Generally, the carry-over will be used only when the violation underlying the discipline occurs near the end of a season and in the judgment of school officials, effective discipline cannot otherwise be obtained. The following procedure shall apply to disciplinary suspensions:

- a. prior to dismissal, the student participant shall be provided with an explanation of the charges against him/her. The student shall be given an opportunity to present his/her version of the incident to the suspending school official.

Dress and Grooming

Team uniforms and equipment shall be required. Other prohibitions shall be limited to regulating forms of dress or grooming which present health or safety concerns for the student or other activity participants.

Eligibility

Eligibility shall be governed by the rules of the I.H.S.A. / I.E.S.A. and all applicable school board policies, rules and regulations. All interested young men and women are encouraged to participate in Litchfield High School athletic programs and activities. All rules and regulations of the I.H.S.A. / I.E.S.A. will be followed. High school students must have passed all but one course (semester credit equivalent) the previous semester to be eligible to participate in the current semester. Eligibility will also be checked on a weekly basis. Each participant must be passing all classes but one in order to remain eligible. Middle school students must be passing all classes. Eligibility is checked weekly.

High school students who are academically ineligible must arrange with their coach to attend a daily 30-minute study hall before or after school during the week(s) of their ineligibility.

Imposition of Discipline

Coaches, sponsors, and school officials shall impose discipline appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaches, sponsors, and other school officials.

Lockers

Lockers are school property and are loaned to students for temporary use. Lockers are subject to search by school officials at any time.

Medical Release to Return to Competition

When there is question of a student's medical fitness to practice or compete, coaches or school officials may require the student to provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before allowing the student to engage in further athletic activity. In each instance when a student participant has been directed by a coach or other school official to see medical examination or treatment, the student shall provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before the student participant is allowed to engage in further athletic activity.

Participation Fee

Annually, the Board of Education shall establish a fee that is assessed each student participant in each sport.

Policy Conflicts

In the event there is uncertainty as to whether this Extra Curricular Activity Code is in conflict with or is meant to be in addition to school board policies, rules and regulations, this Extra Curricular Activity Code shall be deemed to be in addition to school board policies, rules or regulations.

Practice Sessions

All practice sessions shall be appropriately planned by the coaches and sponsors to ensure the safety of and maximize instructional value for participating students.

Report of Injury

The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity and whether or not caused by a school-sponsored activity, to the Head Coach of the sport in which the student is competing or the Activity Sponsor.

Requirements for Participation

The student athlete must have the following fully executed documents on file at the school office wherein the student is in attendance before the student's first participation in any activity:

1. a current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the student participant is physically able to participate; and
2. a permission slip to participate in the specific sport in which the student intends to participate signed by the student's parent/guardian; and
3. proof the student participant is covered by medical insurance; and
4. a receipt showing the student and his/her parent/guardian received a copy of the Extra Curricular Activity Code, understands the terms of the Extra Curricular Activity Code, and agrees to abide by its terms and conditions; and

5. receipt of payment of activity fee; and
6. completed Student Medical Authorization Form;

Return of Equipment

Each student participant issued equipment shall return the equipment in the condition in which it was received (normal wear and tear expected) to the coaches or sponsor within one week of completion of the athletic season or event for which the equipment was issued or within one week of the end of the student's participation in the sport for the season, whichever comes first. If a student participant fails to return equipment as required or returns it in damaged condition, the student may be charged for replacement or otherwise disciplined as appropriate. A student will not be allowed to participate in the next season unless all equipment has been turned in from the prior season.

Sportsmanship

Coaches shall personally exhibit and shall require of their student participants respect of officials and each other and good sportsmanship. Coaches shall establish rules of deportment for their student participants and their teams that encourage good sportsmanship and required respect for the coach, the officials and each other.

Student Injury

No student shall be permitted to participate in a practice or athletic event if the nature or extent of an injury to the student participant dictates that the student should be withheld. When doubt exists as to the ability of the student to practice or compete, competent medical advice shall be solicited.

Training Rules

The coach of each sport may establish training rules that shall apply to each student participating in the sport, provided however such rules shall not be inconsistent with the rules provided herein. Training rules, the purpose of which shall be to enhance the educational experience, provide the safety or protect the physical well being of the student participant and shall be subject to approval by the Board of Education. Before the adoption of any training rule(s), the proposed rule(s) shall be submitted to the Building Principal who shall submit the rule(s) to the Board of Education for approval.

Travel

Student participants shall travel to and from away contests on transportation provided by the school unless:

1. there is an injury to a student participant that requires alternative transportation; or
 2. parent/guardian signs the student out at the end of the game/meet; or
 3. an adult designee of the parent/guardian, who is approved in advance in writing by the Building Principal, signs the student out.
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