

Havana Community Unit School District Extra Curricular Compliance Policy

(This policy will be administered by the Athletic Director and the Principal)

Havana School District is concerned about student health, safety, behavior and attitude. It is essential that all students participating in athletics, cheerleading or school activities be in good physical condition, free from the devastating effects of drugs, alcohol, tobacco and any other illegal substances.

Participation in interscholastic athletics, cheerleading or school activities in Havana Community Unit School District 126 is a privilege extended to the student body by the Board of Education. Students are encouraged to participate enthusiastically as team members and as fans.

For many people in our community and most people in surrounding communities, the only contact they have with our school is through our athletic participants, cheerleaders, fans, coaches and sponsors. Thus, the image of Havana Schools and community is largely formed by the actions and attitudes displayed by our students, coaches and sponsors at athletic contests and school activities. This applies not only on the playing field or court, but also in the locker rooms, hallways, and concession areas before, during and after the games and school activities.

You need to be aware that you (students, players, cheerleaders, and fans) are ambassadors of the Havana Schools and community. You radiate the spirit and build the image and reputation of the school and community by your actions and attitudes. Let's help each other to build a very positive image and enthusiastic spirit, one which we can all be proud!

All students who participate in extra-curricular activities will have their parent or legal guardian sign and have on file at the school the extra-curricular code of conduct, which states:

1. As a condition of participation in the extracurricular activity programs of the district, the student and or parent or guardian waives any right under the provisions of the Juvenile Court Act (705 ILCS 405/1-7,705 ILCS 405/1-8) against disclosure of the conduct of the student by law enforcement officers in a student disciplinary proceeding which is closed to the public.
2. That the student and parent/guardian hereby holds any law enforcement office and/or law enforcement agency harmless with respect to disclosure to the Havana Community Unit Schools of such conduct as may be requested by the school and does indemnify and release the police officer and/or police agency from any liability resulting from such disclosure.
3. No student will be allowed to practice or participate in any activity until said document is signed and on file.

MEDICAL AUTHORIZATION

1. All students who participate in extra-curricular activities will have their parent or legal guardian sign and have on file at the school the medical authorization form that grants treatment authorization by hospital, emergency center, doctor, nurse, and/or paramedic, when accompanied by or escorted to the treatment facility by a teacher, coach, teacher's aide, principal or any member of Havana Unit School District #126 Board of Education.
2. It also grants authorization for the attending physician to conduct life-saving surgery or other lifesaving procedure as may be necessary.
3. Additionally, it states that the Havana Community Unit School District 126 Board of Education and school personnel be held harmless.
4. No student will be allowed to practice or participate in any activity until said document is signed and on file.

EXTRA CURRICULAR COMPETITION

The extra-curricular program at Havana High School and/or Havana Junior High School in addition to various clubs and classes consists of:

1. Music: Band, Chorus, Jazz Band
2. Scholastic Bowl
3. Cheerleading
4. Dance Squad
5. Athletics: Golf, Football, Volleyball, Basketball, Softball, Baseball, Track, Cross-Country & Wrestling

REQUIREMENTS FOR PARTICIPATION IN PRACTICE OR GAMES:

As an athlete/student you are not eligible to begin practice in any sport or school activity until the following items have been completed or met:

1. Current physical examination form completed and on file with Athletic Director.
2. Students must meet all IHSA requirements to include but not limited to: academic eligibility requirements from previous semester have been satisfied.
3. All Athletic fees are paid in full.
4. Signed Havana Community Unit School Extra-Curricular Compliance Agreement with Medical Authorization form
5. IHSA Concussion Information Form filled out.
6. IHSA Performance Enhancing Substance Testing Policy form
7. Affidavit of Residency Form completed

***** All transfer students should consult the principal and athletic director to be certain that IHSA individual residency requirements are met.**

ACADEMIC ELIGIBILITY EXTRA-CURRICULAR ACTIVITIES

A student athlete may not fail more than one class to participate in extracurricular activities and a student athlete must be taking at least (25 hours of classroom instruction as per IHSA guidelines, which is equivalent to 5 academic classes). If student is only taking 5 academic courses, then they must be passing all 5 classes in order to participate, as per IHSA minimum guidelines. All extra-curricular activities will follow this guideline as stated.

Eligibility is checked Friday morning. Any athlete that does not meet this academic requirement will not participate for 7 days. It is up to the coach whether the student continues to practice, or if the student stays after school to get further academic help. The ineligible student may not dress for extracurricular activities.

ATHLETES/EXTRA-CURRICULAR ATTENDANCE ELIGIBILITY

1. A participant must be in attendance for 4 periods on the day of a contest to be eligible to participate in that contest/activity. Emergency or unique medical situations can be appealed to the athletic director and or administration.

2. Participants missing one or more class periods during the school day, which are unexcused, shall be suspended from participating in any extra-curricular activity scheduled for that day. If no activity is scheduled for that day, athletes may not participate in the next regularly scheduled contest in the sport in which they are involved.

3. Participants receiving an in-school and/or out-of-school suspension may not practice and/or participate on the days of the suspension. In addition, participants will not participate in the next regularly scheduled contest in that activity in which he/she is involved.

4. The number of contests in which participants may not participate may vary depending on the length and/or severity of suspension, but will be no less than one contest. The building administrators and activity sponsor will make the final decision as to the number of contests the participants will miss.

TRANSPORTATION TO AND FROM ATHLETIC ACTIVITIES

All students will ride school transportation to and from athletic events unless arrangements are made by the parent/guardian and approved by the coaching staff. The parents must sign a sheet giving permission for the student to not ride home on the bus and give permission with them to ride with someone else.

TRAINING RULES

*****These Training rules will apply both in and out of season.**

1. The use of possession of any alcoholic drink, illegal drugs, look a-like drugs, or a substance that affects the way the body works properly, or any tobacco products is prohibited. Any student caught or discovered through investigation using/having used or possessing/having possessed any of these substances will serve a violation of extracurricular code penalty.

2. Havana High School students participating in extra-curricular activities are prohibited from any illegal activity where a student athlete has received probation or charged in some way by the courts. This includes theft or possession of stolen objects.

3. All students/parents or guardians will comply with IHSA rules

4. Havana Community Unit School District #126 Citizenship Code: Any candidate for an athletic team or school activity at Havana Community Unit School District #126, who receives any combination behavioral referrals, suspensions or unexcused absences, totaling three per semester, may forfeit privileges of participation.

RANDOM DRUG TESTING

1. The "In Season" Coach of an athletic team, sponsor of an extra-curricular activity (or the Principal) may request a random drug test of the participants at some time during the season. Several random tests may be scheduled throughout the year.

2. Before requesting the drug test the Coach/Sponsor must receive approval of the Principal or Superintendent and must submit to the administrator his or her reasons for requesting the test. Cost of the test will be borne by the school district.

3. IF THE STUDENT REFUSES TO SUBMIT TO DRUG TESTING, IT WILL BE CONSIDERED AS AN OFFENSE.

4. Realizing that some prescription medications may influence a drug test, a student testing positive, will be allowed to explain the results of the test to the Coach/Sponsor and/or Superintendent. The student may request an immediate retest. (Immediate meaning no later than two (2) hours after the positive results is conveyed to the parents and the student.)

This second sample will be collected by the school nurse and if positive will be sent to the hospital lab (in Springfield) for confirmation. The results of the school test will be considered positive unless otherwise determined by laboratory analysis. If the result of the laboratory analysis is negative, the student will be reinstated.

PROCEDURE FOR HANDLING VIOLATIONS TO SPECIFIC SCHOOL PROHIBITED STUDENT CONDUCT FOR ATHLETE/EXTRA-CURRICULAR COMPETITION:

1. Each violation will be handled by the Principal and Athletic Director.

2. Offenses are cumulative by violation, not type and will be carried from the beginning of a student's athletic competition until graduation.

3. A coach/sponsor's policies can exceed that of the listed disciplinary actions. The coach must make the more stringent policy a written part of his/her own Code of Conduct, which is approved by the administration and then clearly disseminated to the participants and placed on file with the athletic director.

4. When there is confirmed involvement in violations to specific prohibited student conduct for athlete/extra-curricular participant then disciplinary action will follow.

5. An appeal to an action for a disciplinary violation can be appealed to the Board of Education for a final decision.

Listed is the minimum disciplinary action for violating training rules. It is the administration's final decision if specific acts warrant greater disciplinary actions.

VIOLATION OF TRAINING RULES FOR ALCOHOL/DRUG/LOOK A-LIKE DRUGS AND SUBSTANCES THAT AFFECT THE WAY THE BODY WORKS PROPERLY:

FIRST OFFENSE

1. Suspension of 20% of the sport or activity, based on the number of games or activities scheduled at the beginning of the season, rounded to the next whole number. (Example - Football, 9 games scheduled, if the violation occurred during football, then the player would be suspended from 20% of the games or 2 games. If the offense occurred during baseball in which 24 games were scheduled, the athlete would be suspended for 20% of the season or 5 games.)

2. The parent/guardian must have a conference with the head coach/sponsor (and whomever else the parties deem appropriate) before the student/athlete will be allowed to continue to practice with the team. The student might not be allowed to practice with the team if deemed inappropriate by the administration.

3. In order for the 20% suspension to be counted, the student/athlete must complete the sport or school activity immediately following the suspension. The student cannot participate in the sport or school activity, serve a suspension and quit the sport or school activity. They must finish the sport or school activity in which the suspension is served.

4. The student forfeits the rights to individual and team or activity awards in which the student was involved at the time of the infraction.

5. Mandatory drug testing: to be paid for by the offender, parents or legal guardian.

6. Probationary period of one calendar year in which the Administration may ask for a drug test.

7. If the athletic/student is caught a second time or show positive on a drug test while suspended from athletics or school activities, he/she would be then be ineligible for one calendar year from the time of the second offense.

SECOND OFFENSE

The second offense for alcohol or drugs is a one-year suspension from the time of parental notification of the infraction. The athlete/student may or may not practice with the various teams or take any part of the organization during the one-year period of time, at the discretion of the individual head coach/sponsor, administration, however the athlete/student will not be allowed to practice or attend school activities until the parent/guardian has had a conference with the head coach/sponsor/administration (and whomever else the parties deem appropriate) in the sport or activity in which the violation occurred.

***No lesser penalty option is available for the second offense for drugs or alcohol infractions; however the following still apply for the second offense:

1. The student forfeits the rights to individual and team awards in which the student was involved at the time of the infraction.

2. Mandatory drug testing for one calendar year in which the administration or coach/sponsor may ask for a drug test at any time. Testing will be at the expense of the athlete/student.

3. If the athlete/student shows positive for drugs or alcohol a third time, the athlete will be banned from interscholastic athletic competition or school activity from the Havana C.U.S.D. #126 schools

B. VIOLATION OF TRAINING RULES FOR TOBACCO POLICY:

FIRST OFFENSE

1. Two week suspension from athletic competition or school activity

SECOND OFFENSE

2. Four week suspension from athletic competition or school activity

THIRD OFFENSE

3. Suspension for remainder of season or semester whichever is greater

C. VIOLATION OF TRAINING RULES FOR ILLEGAL ACTS POLICY:

FIRST OFFENSE

1. Removal from the sport or school activity for the remainder of the season.

2. Forfeit ability to practice or train with the team.

3. Forfeit the rights to team and individual awards for that season.

SECOND OFFENSE

1. Suspension from athletic competition or school activity for one year minimum.

2. Forfeit ability to practice or train with the team.

3. Forfeit of all individual and team awards for the season in which the athlete was participating.

4. After completion of 1 year suspension the student/athlete may appeal to the Administration and school board for possible reinstatement.

SERVING PROBATION PERIOD REQUIREMENT

1. A student/athlete's probation period must take place during a sport or school activity the athlete/student has previously participated. A student/athlete who participates in a sport or school activity the first time will be given full participation privileges. The probation period will begin with the first sport or school activity in which the student/athlete has previously participated except for student in his/her 8th semester of school. Freshmen entering high school will begin probation period with the first sport or school activity in which they participate.

2. Athletes or students quitting a team or school activity during a season will not be permitted to join another team or school activity during that season unless mutually agreed upon by the coaches/sponsor of both teams involved. A student/athlete will not be permitted to participate in the Havana Community Unit School District Athletic /Extra Curricular Programs if they have an outstanding obligation in any sport or school activity.

CONFIRMED INVOLVEMENT

This is defined as coaches, sponsors, administration or certified staff reporting the violation to the building principal, coach of the sport, sponsor or the athletic director. Any party filing charges must be willing to place in writing those charges before the end of the next school day and appear in front of the Principal to present those charges in person. The principal will request police department to notify the school of any violations. Actual police ticketing, a citation, or a report on file would be verification of a training rules violation.

ATHLETE/STUDENT RIGHTS

1. Right to a free education
2. Right to due process
3. Right to question accuser
4. Right to bring before the Superintendent, for review, questions of unfair removal from team because of violations of the Extra Curricular Code.
 - a. Request must be in writing
 - b. Request must be submitted not more than five days after removal from the squad or activity. In the event that the positive results of the drug test can be explained because of the use of a prescription medication the student and family are allowed to explain the results of the test. A retest may be requested and if the result of the retest is negative, the student will be allowed to play. The explanation of the positive drug test must be done no later than one day after the results are known and the new test conducted that day.
5. Right to appeal the decision of the Superintendent to the Board of Education.
 - a. Request must be in writing.
 - b. Request must be submitted not more than five days after the decision of the Superintendent.
6. Right to choose to follow or not follow these rules.
7. Right to choose to participate or not to participate in the Havana Community Unit School District 126 Extra Curricular Programs.

WHO AND HOW CAN CHARGES BE HANDLED

1. Coaches, Sponsors, Administration, certified staff or law enforcement officials may report the said violation to the building principal, coach/sponsor of the sport or school activity, or the athletic director.
2. Any party filing charges must be willing to place in writing those charges before the end of the next school day and appear in front of the Principal to present those charges in person.
3. Principal will request police department to notify the school of any violations.
4. Actual police ticketing, a citation, or a report on file would be an example of a specific verification of a training rules violation.

STUDENTS PLANNING TO PLEAD NOT GUILTY

1. A student will be advised of the charges against him/her by the sponsor and/or Administration and be given the opportunity to respond to the charges before a decision is made or a penalty imposed.
 2. The student and his/her parents/guardians will be advised in writing by the sponsor and/or Administration of any disciplinary action taken as a result of the charge and made aware of their right to appeal.
 3. Students/athletes that are in violation of the Extra Curricular code will become ineligible immediately.
 4. Those students who plan to plead not guilty may appeal the disciplinary action by responding in writing to the principal within one calendar week of the date on the notice of disciplinary action. The principal and athletic director will hear the appeal unless the parents/guardians petition the Superintendent for a Hearing, which must also be done within one calendar week of the date of on the notice of disciplinary action. The district would reinstate any athlete if the administration members hearing the case find reasonable cause or if a judge issued a stay. The suspension shall last as long as the case is pending.
- Upon hearing the appeal, the administration may recommend one or more of the following:
- a. Overrule the penalty: reinstatement of the participant.
 - b. Sustain the penalty as initially imposed.
 - c. Modify the initial penalty.
 - d. Suspend the participant from participation in all activities (ranging from 180 school days to the remainder of his/her high school career).