

EXTRA CURRICULAR ACTIVITIES

Student activities that are considered extracurricular are separated into two categories: athletic and non-athletic. The following activities are available for students:

Athletic	Activity
Boys JH/HS-Baseball (JH-Fall/HS-Spring)	HS-Flag Team
Girls JH/HS-Softball (JH-Fall/HS-Spring)	JH/HS-FFA
Girls JH/HS-Volleyball (JH-Winter/HS-Fall)	JH/HS-FCCLA
Boys/Girls JH/HS-Cross Country (Fall)	HS-Bass Fishing
Boys/Girls JH/HS-Track and Field (Spring)	JH/HS-Quiz Bowl
Girls 5th-6th/JH/HS-Basketball (Winter)	HS-Cheerleading
Boys 5th-6th/JH/HS-Basketball (Winter)	HS-Student Council
Boys/Girls HS-Golf (Fall)	JH/HS-Marching Band
	JH/HS-Band
	JH/HS-Choir

Band and Chorus

Band and chorus students will be governed by extracurricular policies that differ somewhat since these activities are extracurricular but also a class in which a grade is earned. Band and chorus members will not participate in competitive events if they are on the weekly ineligibility list. However these students will participate in competitive events if they have failed the previous semester and are not on the weekly ineligibility list.

PURPOSE

The Liberty School District believes that extracurricular activities are a vital part of the total educational program. The participation in extracurricular programs and activities is voluntary and a privilege. All students are encouraged to participate in any activities in which they are interested.

Students participating in extracurricular activities are not only representing themselves but are also representing their school and community. Because of this added responsibility, it is

important that those participating meet individual standards or expectations. The Liberty Board of Education has therefore developed policies and regulations for those students participating in extracurricular activities. This will insure consistency and provide guidelines as to what is expected from all students wishing to participate in any and all extracurricular programs. The Liberty School District will provide financial assistance for lodging and travel for students who have earned the privilege through competition at district and/or sectional levels or representing district school sponsored organizations at State competitions. In special situations where distance or time of competition in sectionals would make it difficult for the individual/team to perform, assistance lodging will be considered.

Financial assistance is limited to those contestants that have earned a first or second in district and/or sectional competition. Travel and lodging will in all cases be accomplished in the most cost effective manner and must be approved by the principal and superintendent. Financial assistance will not be provided for students who are not competing at the sectional or state level.

BUILDING USAGE

All events are to be placed on the official calendar as early as possible. Events will be placed on the official calendar only after permission to hold the event has been obtained from the principal. All calendar event entries must be for a definite scheduled event. No group may place indefinite dates on the official calendar unless preplanning of any event requires holding of tentative dates for early decision regarding actual scheduling. Also, the superintendent must give approval and notification given to the head cook before any group can use school kitchen facilities.

When events planned at times not served by a janitor there must also be arrangements made to assure proper building clean up and control. A janitor is regularly employed on all school nights, Monday through Friday, until 11pm. Saturday, Sunday, or holiday dates must be scheduled well in advance and under the general specifications as follows:

- A. Money making events are expected to pay for any formal police surveillance deemed necessary for the event by administration and sponsors whether on regular nights or on Saturday, Sunday, or holidays.
- B. Clubs, classes, teams, or other groups using the building on off-janitor house must:
 - 1. Notify administration in writing of the planned use far enough in advance to allow for gate security and other necessary precautions to be taken through the use of regular custodial help.
 - 2. Plan for control of entrances and halls to assure proper security and care of the building.
 - 3. Sponsor or person in charge should be familiar with electric switches, heating controls, plumbing valves, or other control details in the area to be used.
 - 4. Clubs, classes, or other groups must reimburse the school district for any custodial salaries in excess of the regular custodial working hours which are incurred by the district as a result of the event or activity.

C. Saturday may be used for practice for school sponsored activities. The activity must be supervised by the coach or sponsor of the event. Scheduling of events is to be far enough in advance to allow proper gates and other controls to be in effect. Sponsors or coaches must take full initiative for complete control of the premises since no other employee will be on school premises. This basically means completing a follow up inspection of the building, cleaning the building, and making sure all doors are locked and all students have left the building.

D. Sunday may be used for practice for school sponsored activities only if prior permission is obtained from the superintendent.

1. Attendance of members of the team or group may not be required.
2. Members of practicing groups may not be dropped from the event for nonattendance.

E. Wednesday nights are reserved for church activities.

1. Wednesday night activities of any kind must end and the building cleared by 5:30.
2. Any events scheduled on Wednesday must be cleared through administration.

TRANSPORTATION INFORMATION

It is the policy of the school district to use school vehicles for the transportation of students participating in extracurricular activities under the following conditions:

- A. Bus usage within Adams County and within the area of any conference, tournament agreement, or competition by any department is accepted as a routine matter.
- B. The Board of Education delegates authority to the administration for a request for extracurricular usage in which the bus would return the same day.
- C. All other requests for transportation not listed in items one or two above will be referred to the Board of Education for decision.

Students involved in Liberty District #2 athletic/organizational competition/field trips will be transported to events in school district vehicles whenever possible. These vehicles will be driven by school personnel or approved volunteers. Students who are unable to use school district transportation may be taken to the event by their parent/guardian or a person designated by the parent only if they have received permission by the administration prior to the event by completing the appropriate form, getting it approved by the administration, and then turning it into the coach/sponsor. If this permission is granted, the parent/guardian must deliver his/her child directly to the coach/sponsor. If the parent/guardian does not bring his/her child directly to the coach/sponsor, the student will not be allowed to participate in the event, and if there is an admission charge to the event, the student will have to pay as he/she is not considered with the team/organization at the particular event.

Only parents/guardians or an adult designated by the parent/guardian may sign their son/daughter out after an event. If it is a parent designee, the name of the person must be supplied in writing in

advance to the coach and administration for approval. This should only be utilized in extreme circumstances. Students without parental permission who do not ride the bus/van/suburban home from an event will not be allowed to participate in the next scheduled event or contest.

Coaches or sponsors must complete the necessary bus information forms, which are maintained in the office. Bus forms are to be completed and returned to the school office before final approval can be granted.

Students who receive a written warning for misbehavior on the bus will generally receive the same consequences for all bus riders. However, the administration may accelerate or alter for individual circumstances. Consequences can range from the following, depending on the seriousness of the issue and prior interventions:

- *Conference with administrator and student and disciplinary action may be taken, parent contact made by either the administrator or the bus driver.
- *Warning, *lunch detention*, first formal letter sent home
- *Probation, *one day off the bus*, second formal letter sent home
- *Minimum: *three days off the bus*, third formal letter sent home

Use of private vehicles and non-school district personnel drivers (e.g., parents) may be used.

Events that are solely for the purpose of bringing organizational members together in a social setting do not have to use a district vehicle to transport students.

Events that are not organized by school personnel do not have to use a district vehicle to transport students.

Summer sports and non-educational events are non-school sponsored.

All transportation to other activities or events must be reviewed and approved by the administration.

FUNDS AND FUND RAISING

Money collected in activities of the various extracurricular accounts to be deposited with the regular bonded employee appointed to handle such funds. Expenditures will be by check through the established activity fund in individual payments for invoiced transactions.

A record of income and expenditures is to be kept by each activity, and accounts are to be balanced monthly with the secretary. Income will be noted and a receipt issued from the school secretary and expenditures will be by voucher system with signatures of President, secretary, and sponsor of extracurricular activity.

Extracurricular activity monies are never to be left in lockers or taken home. If for some reason a deposit is to be retained, this money is to be kept in the school safe until time for actual deposit.

In the event an extracurricular activity has disbanded with unspent funds, the remaining money will be kept and accounted in the fund for two years. After this time any unused money will be deposited in a memorial fund or applied to a suitable project.

All fundraising must be approved by the principal and entered on the fundraising calendar in the high school office. Each organization may have one door to door sale each year. Administrative approval is required for additional door to door fundraisers. In addition to the date in which the fundraising promotion is to commence and end, the following information is required:

- a. Product to be used or type of event being used to raise money
- b. Explanation as to what the purpose of the money raised is going to be used
- c. Company being used
- d. Cost of product being sold and percentage of profit
- e. Completion of post fundraising information sheet

LETTERING

The Liberty Board of Education will provide on a one time basis at the discretion of the sponsor or coach:

- A. Numerals for those freshmen who qualify. Numerals shall indicate the participants projected year of graduation.
- B. A 4" chenille two color letter L for those who qualify in junior varsity or equivalent service.
- C. A 6" chenille two color L for those who qualify in varsity or equivalent service.

The 6" letter shall have metal inserts to designate the activities in which the person has lettered. Service bars are to be awarded for each year of additional service, after the 6" letter has been awarded. Awards for interscholastic athletic competitions shall be red with white trim, awards for all other activities shall be white with red trim.

Sponsors, coaches, and the principal shall, with input from activity members, determine criteria upon which awards may be earned. The criteria then shall be made available to participants in the activities.

There are activities for which a chenille letter may not be appropriate. The sponsors of these activities may submit a plan for consideration to the principal and Board of an alternate award of like value. These awards, if approved, will also be provided at the expense of the school district. These plans shall contain rationale for selection, method of recognizing award recipients, and yearly cost of these awards.

ATTENDANCE

Students may not attend or participate in any school activities such as practices, functions, or events if they have not been in school attendance all day, 8:15 a.m. to 3:05 p.m. on Monday, Tuesday, Thursday, Friday and 8:15 a.m. to 2:05 p.m. on Wednesdays, the day of the activity, unless a doctor's excuse is provided or it is a verifiable emergency (approved by an administrator) which includes, but is not limited to the following:

- Attendance at a funeral
- Court appearance
- College Visits
- Special appointments over which the student or parents have no control

Students will be permitted to leave school for a doctor's appointment. However, they are expected to be at school prior to the appointment unless the appointment is made for 9:30 a.m. or earlier. After the appointment, students must return to school. Students must also provide a doctor's excuse to the office. The administration may deem an excuse verifiable.

If a student is missing for one of the above situations or one approved by an administrator, the student must still make an attempt to attend school if at all possible, the day of the event. Example: A student has a court appearance in the afternoon they may still be able to attend their morning classes.

All team members of each sport will attend all scheduled practices and meetings. If circumstances arise whereby the student cannot attend practice or a meeting, the coach must be notified prior to the practice or meeting missed by parental contact, phone contact, or written statement from the parent or guardian.

EXCUSED ABSENCE FROM PRACTICE

The following instances will be excused absences in all Liberty athletic endeavors:

- Illness
- Doctor appointment
- Other school activity/athletic contest
- Church related obligations
- College visit
- Funeral

It should be noted that each coach may/or may not excuse other instances as he/she sees fit.

JOBS

The athlete shall not obligate himself/herself to a job that interferes with practice time or regular competition time.

CONDUCT

The high school Code of Conduct governs the behavior of students away from school. There may be student behaviors that occur away from school and not at a school activity that coaches and sponsors believe reflect upon the organization, team, or individual. The Expectations and Consequences hereafter, referred to as Expectations, for extracurricular activities that govern participation in these activities and will be determined by persons sponsoring and coaching these activities. There will be a common core of Expectations for athletic teams and for non-athletic organizations. While the coaches and sponsors may, if the activity warrants addition, add to the common core of Expectations, they may not delete from this common core.

Two committees one with membership of all coaches and one with ownership of all sponsors will review the Expectations governing extracurricular participation. The committees will report their findings to the principal for consultation and then to the Board on or before the May meeting of the Board of Education for consideration of the Board.

Coaches and sponsors will distribute and explain the Expectations to the students before the start of the activity and require students to sign, date, and return a statement acknowledging that they have received and understand the Expectations which govern participation in extracurricular activities.

Organization Requirements, By-Law, and Constitution:

Students who are participating in a non-athletic activity must abide by the laws and constitution of the particular organization. The by-laws and constitution may be on the local, state, and/or national level.

SPORTS PHYSICALS/PRE-PARTICIPATION FORMS

Sports physicals are required prior to the first for all participants in extracurricular athletics and are good for 13 months. All pre-participation sport forms can be found on the school website under forms. There is a link for the IESA/School required forms and a link for the IHSA/School required forms. An activity fee of \$40 along with the forms must be submitted before the athlete is allowed to participate in that sports first practice. These forms along with the \$40 dollar activity fee are to be submitted to the Athletic Director.

IHSA / IESA

Students participating in extracurricular athletic activities must meet all standards and guidelines as required by the IHSA and IESA. In areas where standards and guidelines of the Liberty Community Unit No 2 Board of Education exceed those of IHSA and IESA, those of Liberty will prevail.

SCHOLASTIC REQUIREMENTS

Academic eligibility is a very important part of any successful athletic program. We adhere to the policies of the IHSA (Illinois High School Association) and the IESA (Illinois Elementary School Association).

Students must be doing passing work in all subjects (D or higher) to be eligible to participate in athletics or in any other extra-curricular activity that pertains to interscholastic competition.

Eligibility will be run by noon every Monday, except the first two weeks of each quarter. *Teachers will have their grades entered and updated on Lumen by 10:00 am Monday of each week.* If a student is found to be ineligible, their ineligibility will begin on Tuesday and extend through Monday the following week. This will give the coaches or administration time to check with teachers for any holds that week. Coaches will be notified Monday afternoon of their eligibility for the coming week and will notify the player.

Eligibility will also be checked each quarter and semester. If at the end of a quarter a student is found ineligible, that student will not be allowed to participate in athletics the first week of the following quarter. If a high school student is found to be ineligible at the end of a semester he or she will be ineligible to participate in athletics for the following semester. Junior high eligibility is figured on a weekly basis.

If an athlete is on the failing list, he/she will use practice time to get extra help in the class he/she is failing. After receiving help and completing homework, he/she will follow the coach's instructions as to spending the rest of practice studying or joining practice. This represents the minimum requirement. Each coach may have his or her personal guidelines that need to be followed.

If an athlete is on the failing list three times in one season, he/she will be removed from the team.

DUAL SPORT PARTICIPATION

Liberty athletes will be allowed to participate in two sports simultaneously. It should be understood by the athlete and his family that participation in two sports at the same time is difficult at best. On days when both sports are in competition, the coaches will determine which sport the athlete will participate in. The amount of quality playing time is dependent upon one's abilities and participation in practice.

PERSONAL APPEARANCE

Each coach will be responsible for making sure their athletes are dressed in a manner that represents Liberty School in a respectable and acceptable manner.

SCHOOL DECORUM

We expect our athletes to be positive role models. They are expected to abide by the guidelines outlined in the student handbook. In the rare instance where an athlete receives an in-school suspension, for reasons other than personal health practices, the following range of consequences may take place, depending on the seriousness of the issue and prior interventions:

- A. One or two day ISS:
 - a. Ineligible to practice, play, or attend game/match/meet during the ISS period
 - b. Benched one additional game/match/meet
- B. Three-day ISS:
 - a. Ineligible to practice, play, or attend game/match/meet during ISS period
 - b. Benched for five additional games/match/meets
 - c. A second three-day ISS results in immediate removal from the team
- C. Out of school suspension
 - a. Immediate dismissal from the team

ALCOHOL/TOBACCO/DRUG USE

Due to the harmful effects on the health of the individual, all students will not use or have in his/her possession tobacco, electronic smoking devices, alcoholic beverages, and/or abusive drugs of any kind. According to the Liberty Board Policy, during the school sporting/activity year {beginning with the first day of practices/event in the fall, until the last athletic/event contest in the spring} each Liberty student is to remain alcohol, drug, and tobacco free at all times. If a student is found in violation of this expectation by his/her coach/sponsor, the athletic director, or any administrator at school, any school function, or while not at a school sponsored event the following consequences will take place:

- A. First Offense: The first offense will result in suspension from 1/3 of a full season. The suspension will be based upon the scheduled dates of contest/events whether they are regular season or tournaments. Should a suspension occur at the end of a season, the remaining percentage of suspension will be enforced in the next sport/activity he or she participates in. The student will finish the season of the following sport/activity in good standing in order to complete the suspension. Example: A student commits a major violation in basketball and he or she only has one game left of the season. One game out of 30 is only 3%, so the next sport he or she participates in, he or she will miss 30% of that season.
- B. Second Offense: The student will be removed from the team they currently are participating with and not allowed to participate in any other sport or/activity for 1 calendar year.

REINSTATEMENT PROVISION:

Once a student reaches a 2nd offense, that student will serve a one calendar year suspension from all activities and privileges. A student may apply for reinstatement to all activities and privileges if he she meets the following criteria:

- A. The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the suspension.
- B. The student will serve a 6 month suspension from all activities and privileges
- C. The student completes a drug/alcohol counseling treatment program within six months after being placed on suspension.

Suspensions will be treated in the same respect as being ineligible. Students will still be allowed to practice, at the determination of the coach/sponsor. Suspensions do not reset with each new sport/activity. If a student is suspended in a sport/activity in the fall that is the first offense. If they are then suspended again in the winter/spring for violating this policy that will be charged as the second offense. If a violation occurs with no contests/events remaining, the suspension will be applied to the students next sport/activity season or the following year if they do not participate in any other sport/activity.

AED'S, CPR, AND HEAD INJURIES

Information is available on CPR and AED for parents on the IHSA website at www.ihsa.org. There is also information in regards to concussions and head injuries. This will be covered with the athlete and parents through a meeting. Coaches and sponsors must familiarize themselves with the location of all AED's for the facilities that are used at Liberty School District.

COACHING CERTIFICATIONS

Liberty, in order to be in compliance with the IHSA and IESA, will require ALL coaches, regardless of position (Head or Assistant), of all sports to complete an ASEP or NFHS coaching and first aid course, unless they are a certified teacher. Head coaches/sponsors of sports considered an "activity" rather than a "sport" by the IHSA and IESA are not required to complete an ASEP or NFHS coaching and first aid course, therefore any assistant coaches for those activities will not be required to complete an ASEP or NFHS coaching and first aid course either.

EMERGENCY ACTION PLANS

Per the IHSA all venues used for sporting events must have an EAP posted for access in the case of an emergency. These can be found on the entrances to the gyms or on the concession stands at our outdoor facilities.

CONCUSSION OVERSIGHT TEAM/PROCESS

- Team: School Nurse, HS Principal, Elementary Principal, HS Counselor, Elementary Counselor, Athletic Director, Athletic Trainer, Physician
- Process: If a student suffers a concussion the team will meet to discuss the support for this student and decide who will take this case to insure student has a safe return to the classroom and sport. A student must be removed from a sport or activity if demonstrating concussion like symptoms and may not return until cleared by a LICENSED PHYSICIAN.
- Protocols: Student must go through both Return-to-Learn and Return-to-Play protocols to resume participation in activity/sport. RTL must be passed before RTP.
- RTL Protocols: Student will be given supports based on athletic trainer/physician evaluation to assist with returning to full classroom participation. The oversight team member following this case will communicate this with the student's teachers.
- RTP Protocol: Student must pass RTL before starting RTP. Student will be given an outline from the athletic trainer/physician of a 5-day/step process with slow integration back into the student's sport. If a student experiences any concussion like symptoms during this process they must wait 24 hours, while being symptom free, before resuming the current step.
- Final clearance for RTP MUST come from a physician. The student must provide written proof of clearance to the school and coach.
- QMG has a walk in concussion clinic M-Th 8-3 and Friday 8-12. They will evaluate and provide very detailed outlines for RTL and RTP.

SPECTATOR CODE OF CONDUCT

Individuals, regardless of their role in athletics, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

1st Ejection: If a spectator is ejected during a Liberty athletic/activity contest, that spectator is suspended for the remainder of that contest and the next like contest (this includes both home and away events).

2nd Ejection: Suspension for one quarter of the scheduled dates of the sports season in which the spectator was ejected.

3rd Ejections: Suspension for a calendar year long ban from Liberty athletic events

Please refer to policy 8:30 on the school website for full details on the spectator code of conduct. (www.libertyschool.net)

Liberty School District #2 reserves the right to make any ejection more severe when warranted. All second and third ejections are entitled to a hearing before the school board.

OUTDOOR SEVERE WEATHER

In the event of lightning or severe weather at an outdoor sporting event, the official or officials in charge of the event will be responsible for monitoring, evacuating, and calling the event. Any participants or spectators present at these events should be asked to go into the nearest building/structure or wait in their vehicles until deemed safe or the event is called by the official or officials in charge.

Here are some highlights from what the IHSA follows during IHSA state series contests:

-When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

-It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play.

-Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safe area.

-Develop criteria for suspension and resumption of play.

-30 min. rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.

-Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

***Return This Page Only**

By signing below you and your parent/guardian state that you have read and understand the policies outlined in the athletic handbook. You agree to abide by all outline policies and understand that if you do not, any or all the consequences listed may be assigned as discipline for those actions.

Parent _____

Date _____

Student _____

Date _____

Liberty School District #2 reserves the right to make any consequences more severe when warranted.