

SOAR TO EXCELLENCE



LIBERTY

***ATHLETIC &
EXTRACURRICULAR***

HANDBOOK

2025 - 2026

DISCLAIMER STATEMENT

Not all incidents can be covered in this handbook. All incidents not covered in this handbook will be taken care of at the discretion of the administration. **Policy information can also be located on our school website. Policies can be amended during the school year without notice.**

EXTRA CURRICULAR ACTIVITIES

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

Athletic	Activity
Girls Golf (Fall): HS	Bass Fishing: HS
Girls Cross-Country (Fall): JH, HS	Cheerleading (Winter): JH, HS
Girls Volleyball (Fall): HS (Winter): JH	Color Guard: HS
Girls Basketball (Winter): JH, HS	Dance (Winter): HS
Girls Softball (Fall): JH (Spring): HS	Esport: HS
Girls Track & Field (Spring): JH, HS	FFA-Future Farmers of America: JH, HS
Boys Golf (Fall): HS	NHS-National Honor Society: HS
Boys Cross-Country (Fall): JH, HS	Quiz Bowl: JH, HS
Boys Basketball (Winter): JH, HS	Science Olympiad: JH, HS
Boys Baseball (Fall): JH (Spring): HS	Student Council: JH, HS
Boys Track & Field (Spring): JH, HS	Trap (Fall and Spring): JH, HS

Band

Band 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 members may not participate in competition events if they are on the weekly ineligibility list. However, these students will participate in competition events if they have failed the previous semester and are not on the weekly ineligibility list. Their final grade is heavily dependent on attendance to performances. Failing to attend performances may lead to failing the class.

PURPOSE

The Liberty School District believes 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 in 5/6th grade will only be permitted to play on a Junior High sports team, if approved by the Athletic Director based on need.

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 ensure 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, 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 with lodging and travel 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 to students who are not competing at the sectional or state level.

BUILDING USAGE

All events sponsored on other than the regular school hours 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.

Events planned at times not served by a janitor must ensure arrangements are made to assure proper building clean up and control. A janitor is regularly employed on all school nights, Monday through Friday, until 11:30pm. 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 hours 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 and the following regulations followed:
 1. Attendance of members of the team or group may not be required
 2. Members of practicing groups may not be dropped for the event for nonattendance

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 the 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. Avoid school sponsored activities on Sunday, unless prior approval by Administration. Sunday facility usage must be approved by the administration.

TRANSPORTATION INFORMATION

It is the policy of the school district to use school buses 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, competition, or display area by any department is accepted as a routine matter.
- B. The Board of Education delegates authority to the administration of request for extracurricular usage in which the bus would return the same day.
- C. All other requests for transportation not listed in items one and two above will be referred to the Board of Education for a 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 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 that particular event.

Only parents/guardians or an adult designated by the parent/guardian may sign their son/daughter out after the 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 in triplicate 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 related and non-educational events are non-school sponsored.

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

FUNDS AND FUNDRAISING

Money collected in activities of the various extracurricular accounts is 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 the 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 for in the activity fund for two years. After this time any unused monies 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 fund raising 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 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.

EXTRA CURRICULAR ELIGIBILITY

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 at least 4 of 8 periods with an excused absence the day of activity unless a doctor's excuse is provided or it is a verifiable emergency which includes but is not limited to the following:

- Attendance at a funeral
- Court appearance
- Special appointments over which the student or parents have no control
- Administrative approval (ex. Senior Vacation Days, Mental Health Days and Final Exams)

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 9:30a.m. or earlier. After the appointment, students must return to school. Remember to bring your doctor's excuse to the office. The administration may deem an excuse verifiable.

All team members of each sport will attend all scheduled practices and meetings. If circumstances arise whereby the student cannot attend a practice or 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. Three unexcused absences from practices, games or meetings will result in removal from the team.

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
- MEPS Testing
- Deer Hunting (One day of firearm deer season within a school year, provided the absence is pre-arranged and a copy of the deer tag is submitted to the school.)

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 or 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 sponsor 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 by 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-Laws, 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 practice of 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. The forms must be submitted to the Athletic Director before the athlete is allowed to participate in that sports first event.

EXTRACURRICULAR PROGRAM/ACTIVITY FEE

All extracurricular programs/activities have a fee of \$50.00 for students wanting to participate. (Exceptions are Band, National Honor Society, Student Council, and Trap Shooting.) There is no cap or family rate discount. Also, there is no waiver or free/reduced rate. The program/activity fee of \$50.00 must be submitted to the Coach/Sponsor or Athletic Director before the student is allowed to participate in that program/activity's first event.

IHSA / IESA

Students participating in extracurricular athletic activities must meet all standards and guidelines as required by the IHSA and the IESA. In areas where standards and guidelines of the Liberty Community Unit No 2 Board of Education exceed those of the 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 to be eligible to participate in athletics or in any other extra-curricular activity that pertains to interscholastic competition. This means, students must be passing all of their courses to be eligible.

Weekly eligibility checks will be conducted. *Teachers will have their grades entered and updated on Skyward 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. Coaches/Sponsors 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 programs/activities the first week of the following quarter. If a student fails a course (1) for the semester, the student may participate in cocurricular programs/activities the following semester on a contractual basis. Standards for the contract will include, maintaining at least C's in all classes, have no unexcused absences, have no more than three tardies, and no more than one discipline referral. Students will be monitored by the Principal for compliance. Should they be found in violation of the contract, they will become ineligible for the remainder of the semester. Anyone academically ineligible three times during a program/activity will be ineligible for the remainder of that season/semester. Junior high eligibility is figured on a weekly basis.

If a student 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/sponsor's instructions as to spending the rest of practice studying or joining practice. This represents the minimum requirement. Each coach/sponsor may have their personal guidelines that need to be followed.

During seasonal programs/activities: If a student is academically ineligible three consecutive times in one season, he/she will be removed from the team/group for the remainder of the season.

During yearly programs/activities: If a student is academically ineligible three consecutive times, he/she will be removed from the team/group for the remainder of the semester.

FINANCIAL ELIGIBILITY

Any student who has unpaid school or lunch fees exceeding \$150 may not attend a class trip or participate in extracurricular activities until a payment plan is set up and it is being followed. At any time a payment is missed without communication, the student will go back on the outstanding balance list. A JH/HS student and/or parent may set up a plan to work off the unpaid fees as stated in Policy 7:62. All 12th grade students must have ALL FEES paid in full to be eligible to participate on senior trip.

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.

The district allows a student to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion or their cultural values or modesty preferences. A student is not required to receive prior approval of the school board for such modification.

SCHOOL DECORUM

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

- A. In school suspension (ISS):
 - a. Ineligible to practice, play, attend, or participate in games/matches/meets/meetings/activities/ competitions during the ISS period.
- B. Out of school suspension (OSS):
 - a. Ineligible to practice, play, attend, or participate in games/matches/meets/meetings/activities/ competitions during OSS period
 - b. Benched for 20% of the games/matches/meets/meetings/activities/competitions.
 - c. Unable to attend overnight/off-campus activities for the remainder of the quarter for yearly programs/activities.
 - d. Second Offense: Immediate dismissal from the team/group for seasonal programs/activities or immediate dismissal from the team/group for the remainder of the semester for yearly programs/activities.
- C. Any student receiving more than one (1) behavioral discipline referral in the same quarter may receive a one (1) game/match/meet/meeting/activity/competition suspension from their current extracurricular activity. Any additional behavior discipline referrals in the same quarter may result in an additional suspension from the next game/event/meet of the current extracurricular activity. Discipline referral tracking would reset at the beginning of each quarter.

ALCOHOL/TOBACCO/DRUG USE

Due to the harmful effect on the health of the individual, all athletes will not use or have in his/her possession tobacco, alcoholic beverages and/or abusive drugs of any kind.

According to the Liberty Board Policy, during the season {beginning with the first day of practice until the last athletic contest} each Liberty athlete is to remain alcohol, drug and tobacco free at all times. If an athlete is found in violation of this expectation at school or any school function, the handbook consequences take place. In the event an athlete is found in violation of this expectation by his/her coach, the athletic director, or any administrator while not at a school sponsored event, the following consequences will take place.

- A. First offense: athlete will be ineligible for 20% of the games/matches/meets
- B. Second offense: removal from the team/group for the rest of the season/program/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.

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-Gary Hackmann, Physician-Dr. Biggs
- 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 the 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: The 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 Protocol: The student will be given support 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: The student must pass RTL before starting RTP. The 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 clearances 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 Ejection: 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.

SCHOOL BANNERS & SIGNS

Liberty CUSD #2 is financially responsible for the signs displayed on Highway 104 when entering and exiting Liberty Village for JH/HS teams or individuals who place FIRST at the state competition.

Liberty CUSD #2 is financially responsible for banners in the HS gym when a JH team/individual gets FIRST in state and when a HS team/individual gets FIRST through FOURTH place at the state competition.

Liberty CUSD #2 is NOT financially responsible for the large team photos that are displayed outside the gym.

SENIOR BANNERS

Senior banners may be hung in the HS gym or respective field, with understanding that the program covers the costs. Liberty CUSD #2 will not be financially responsible for them.