

Effective - August 1995

Revised and Adopted by the Board of Education - March 1998 - May 1999 - July 2001

**RECEIPT FOR COPY OF HAMILTON C.C.S.D. #328 ATHLETIC AND  
EXTRACURRICULAR CODE**

I have received a copy of the Hamilton Community Consolidated School District No.328 Athletic and Extracurricular Code. I have read the Athletic and Extracurricular Code. I understand the rules contained in the Athletic and Extracurricular Code apply to me and (my daughter, son, and/or legal dependent). I acknowledge that even with the best coaching and supervision, injuries are a possibility in any athletic/organizational participation.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Athletic/Organizational Member)

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Parent or Guardian)

Except with respect to the use of prescription drugs prescribed for me by a medical doctor when used by me in the manner intended by the prescribing medical doctor, I promise that I will not possess, use, distribute, purchase or sell any alcoholic beverage, drug paraphernalia, controlled substance, look-alikes, tobacco or tobacco products 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 me or anyone else to be, or is believed by me or anyone else to be any of the above, regardless of the true nature or appearance of the substance, for so long as I am a student in the Hamilton School District. I understand that my athletic and/or organizational eligibility is conditioned on my keeping this promise.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(ATHLETIC/ORGANIZATIONAL MEMBER)

I plan to complete and/or participate in the following interscholastic sports and/or extracurricular activities.

**PLEASE CIRCLE:**

FOOTBALL	BASKETBALL	SOFTBALL
VOLLEYBALL	POMPON	BASEBALL
CHEERLEADING	BAND	PLAYS
CLASS ORGANIZATIONS	CHORUS	WYSE
STUDENT COUNCIL	SPELLING BEE	GOLF
YEARBOOK	FRENCH CLUB	TRACK
SCIENCE OLYMPIAD	SCHOLASTIC BOWL	SPEECH
DANCES		

Yearbook;  
Band/Chorus  
WYSE;  
Plays;  
Science Olympiad  
Science Club;  
Scholastic Bowl;  
Spelling Bee  
Dances;  
Or any other clubs or organizations administratively approved.

### 3. ACTIVITY

Activity means a tryout, practice, game, event, contest, competition, tournament, match or recreation connected to the conduct of a sport or extracurricular occasion, including school-sponsored weight training, summer league, camp or open gym.

### 4. SPORT

Sport means any interscholastic sport sponsored by Hamilton Community Consolidated School District No.328, which includes cheerleading and pompons.

### 5. EXTRACURRICULAR

Extracurricular event means any activity sponsored by the Hamilton Community Consolidated School District No.328 which includes all of the above listed in Item #2.

### WHEN THIS ATHLETIC/EXTRACURRICULAR CODE IS IN EFFECT

The rules set forth in this Athletic and Extracurricular Code are in effect throughout the regular calendar year and twenty-four (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. The rules apply from the students' first enrollment in the Hamilton Community Consolidated School District No.328 and apply until the completion of the athlete's athletic eligibility in all sports. For Band and Chorus, eligibility rules apply for competition events only. Eligibility rosters will be kept for fifth and sixth grade students, seventh and eighth grade students and high school students.

### POLICY CONFLICTS

In the event of conflict between any Hamilton Board of Education policy, rule or regulation and the rules contained in this Athletic and Extracurricular Code, the rules in this Code shall apply and prevail.

## REQUIREMENTS FOR PARTICIPATION

### ATHLETES

An athlete must have the following fully executed documents on file at the High/Middle/Elementary School Office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed to practice medicine in all its branches which finds the athlete is physically able to participate.
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or legal guardian.
3. Proof that the athlete is covered by medical insurance.
4. A receipt showing the athlete and his/her parents or legal guardian received a copy of the Athletic and Extracurricular Code, understand the terms of the Athletic and Extracurricular Code and agree to abide by its terms and conditions.

### EXTRACURRICULAR PARTICIPATION

An extracurricular and organizational participant must have the receipt showing the participant and her/his parents or legal guardian received a copy of the Athletic and Extracurricular Code and agree to abide by its terms and conditions.

### PRACTICE SESSIONS AND MEETINGS

All practice sessions and meetings shall be appropriately planned by the coaching staff and the sponsors to ensure the safety of and maximize instructional value for the participating athletes and organizational members.

### ABSENCE FROM SCHOOL ON A DAY OF ACTIVITY

An athlete or organization participant who is absent from school during any period of the day of an activity shall be ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the principal;

Examples are:

1. For a medical absence prearranged with the coach or sponsor; and/or
2. A death in the athlete's or organizational member's family.

An athlete or organization member who has one (1) or more un-excused absences or who has been suspended from school will be suspended from participation in athletic or organizational activities by the administration.

An athlete or organization member who is absent from school on Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the principal. Participation will ordinarily be allowed on Saturday if the Friday absence is excused.

#### SPORTSMANSHIP AND APPROPRIATE BEHAVIOR

Athletic coaches and organizational sponsors shall personally exhibit and shall require their athletes and organizational members good sportsmanship and appropriate behavior. Athletic coaches and organizational sponsors shall establish rules of deportment for their athletes, teams, individual members and organizations that encourage good sportsmanship and appropriate behavior.

#### USE OF PROFANITY

Athletic coaches and sponsors will not use profane language and shall require their athletes and organizational members to refrain from the use of profanity.

#### CARE AND MAINTENANCE OF EQUIPMENT

Athletic coaches and sponsors shall be ultimately responsible for the care and maintenance of athletic equipment and other school equipment used in their respective sport or activity.

#### CHAIN OF COMMAND

Assistant coaches shall be responsible to the head coach. The head coach shall be responsible to the athletic director. The athletic director shall be responsible to the Building Principal.

#### ELIGIBILITY

Students must pass all subjects including Band, Chorus and Physical Education in order to participate in athletics and organizations. This policy is on a weekly basis with teachers turning in the name of any student failing each Friday. Any student failing would be declared ineligible for the following week starting on Monday.

Further eligibility shall be governed by the rules of the Illinois High School Association (I.H.S.A.) and the Illinois Elementary School Association (I.E.S.A.) and all applicable school Board policies, rules and regulations. In some cases, Hamilton Community Consolidated School District No.328 eligibility rules may be more stringent than I.H.S.A. and/or I.E.S.A. rules, in which case Hamilton Community Consolidated School District No.328 policies, rules and regulations shall apply.

### INSURANCE

Before any student athlete shall be permitted to practice or compete in any athletic event, and before any athletic equipment is issued to the athlete, the athlete must:

1. Be currently enrolled in, and have paid the current premium for the School District's health insurance plan; or
2. Provide proof of coverage for athletic injuries by a private insurance carrier and have on file with the School District a signed insurance waiver.

Insurance is not required at this time for students involved in clubs or organizations. However, it is recommended that all Hamilton students are covered by family or individual insurance.

### REPORT OF INJURY

The student athlete or organizational member shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by athletic competition to the head coach or the sport in which the athlete is competing or the sponsor of the organization in which the student is involved.

### STUDENT INJURY

No athlete is permitted to participate in a practice or athletic event if the nature or extent of an injury to the athlete dictates that the athlete should be withheld from participation. When doubt exists as to the ability of the athlete to practice or compete, competent medical advice shall be solicited. These same standards and expectations will be maintained for students involved in organizational activities.

### MEDICAL RELEASE TO RETURN TO COMPETITION

When there is any question of an athlete's medical fitness to practice or compete, coaches or school officials may require the athlete to provide a release to participate, signed by a physician licensed to practice medicine, before allowing the athlete to engage in further athletic activity. These same standards and expectations will be maintained for students involved in organizational activities.

### DRESS AND GROOMING

Rules regulating the dress or grooming of athletes and organizational members may be developed by the coach or sponsor of each respective sport or organization. Team/Organizational uniforms and necessary equipment shall be required. Other rules shall be limited to regulating forms of dress or grooming which present health or safety concerns for the athlete, organizational members, or other participants.

### USE OF EQUIPMENT

Athletes and organization members shall be responsible for the care and maintenance of all athletic and organizational equipment and materials issued to them.

### RETURN OF EQUIPMENT AND MATERIALS

Each athlete and organizational member issued equipment and materials shall return the equipment in good condition to the respective departments within one (1) week of completion of the athletic or organizational season for which the equipment and materials were issued, or within one (1) week of the end of the athlete's or organizational member's participation for the season whichever comes first. If an athlete or member fails to return equipment or materials as required, or returns it in damaged condition, the athlete or member may be charged for replacement or repair, or otherwise disciplined as appropriate.

### LOCKERS

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

### TRAVEL

All athletes and organizational members shall travel to athletic/organizational events and return home from athletic/organization events with the team or group by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advanced written request of an athlete's or member's parent or legal guardian. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent or legal guardian. Oral requests shall not be honored.

### TRAINING RULES

The coach or sponsor of each sport or organization may establish participating in the sport or organization, 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 for the safety, or protect the physical well-being of the student athlete, shall be subject to the approval of the Superintendent of Schools.

### ATTENDANCE AT PRACTICES, MEETS, GAMES AND ATHLETIC EVENTS

For the protection of the health and safety of athletes and organizational members, and to protect the integrity of the team and membership, teams and members shall be required to attend all regularly scheduled practices, meets, games and events of the team. Failure to attend by a team member may result in discipline including suspension or dismissal from the team or organization.

### DRUGS, ALCOHOL, AND/OR TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco or 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 a student to be, or is believed by a student to be any of the foregoing regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses, and on all school property or school related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete or students involved in organizational activities in any instance where the school can demonstrate a reasonable connection to the school programs. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they have prohibited substances in their possession.

Any student and/or member of an extracurricular organization found to be in violation of this policy shall be subject to discipline policies, rules and regulations as provided herein. Staff members are to be informed.

### ATHLETIC/EXTRACURRICULAR DEPARTMENT AND CONDUCT

Behavioral misconduct by student-athletes and/or organizational members shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior which is negligently or intentionally injurious to person or property or which places a person at risk or injury or damage;
3. Any behavior which disrupts the appropriate conduct of a school program or activity;
4. Hazing or harassment of any kind;
5. Use of profanity;
6. Exhibition of bad sportsmanship;
7. Violation of the Athletic/Extracurricular Code or other school policies, rules, or regulations.

### IMPOSITION OF DISCIPLINE

Coaches, sponsors, and school officials shall impose disciplines appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching or sponsoring staff and other school officials. Consideration will be given for honesty displayed by a student.

### APPLICATION AND CONFLICT OF DISCIPLINARY RULES

In the instance of violation of school policies, rules or regulations, or of this Athletic and Extracurricular Code by a student athlete or member of an organization, nothing herein or elsewhere shall prohibit the School District from imposing disciplines available under this Athletic/Extracurricular Code and classroom-academic penalties from 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.

#### More specifically in relationship to the drug and alcohol violations:

The first step in determining whether an athlete or organization member is in violation of the rules shall be decided by the Principal and the Athletic Director (AD) or the Sponsor. The initial contact with the athlete/student member and parents should be made by the Principal, AD, Head Coach or the Sponsor. If the athlete or student member and parents are dissatisfied with the initial decision of the Principal, AD, or Sponsor, then the second step is to make an appeal to the AD or the Sponsor within three school days (after the initial decision is made) for a review by the Athletic or Extracurricular Committee, which will act upon the appeal within three school days after receipt of the appeal. During the appeal procedure, the athlete or organizational member will be ineligible to participate.

#### On the first violation, the athlete or student member has the option to:

A. Serve a one-game/event suspension, and agrees to seek immediate rehabilitation accompanied by parent/guardian (NOTE: Tobacco (smoking or chewing) violations will be handled differently and separately from alcohol and drug offenses. A student athlete who is guilty of using or possessing tobacco (smoking or chewing) on the first offense will be issued a one-game suspension, a second violation will result in a two-game suspension and so on; or

B. To serve a three week suspension. The rehabilitation program is the responsibility of the parent/guardian and must be approved by the AD or Sponsor and Guidance Counselor.

Preseason practice does not count as part of the three week suspension period, but rather the suspension period begins with the first contest. During the suspension period the athlete/student member will be expected to practice and travel with the team/organization, but will not be allowed to dress for contests. To serve a suspension period, an athlete must be a team member/organizational member the entire season (first day of practice to the last contest).

If a second violation occurs during an athlete's/member's career, then she/he will be excluded from participation for ninety school days.

A third violation will result in the exclusion of the athlete from participation in sport/organizational membership for one full and regular calendar year.

Further violations during and athlete's/member's career will result in permanent exclusion from participation in any sport or organizational activity.

If a violation occurs and no actual penalty is incurred because no games or events are scheduled or involved, the penalty will be held until the next game or event that student participates in is scheduled. A week with no activities will not be counted.

It is understood that different levels of student participation will create differences in participation lost.

The ninety day suspension will begin on the next school day after notice is given of a violation unless stipulated differently due to circumstance.



### DISCIPLINARY DISMISSAL OF AN ATHLETE/ORGANIZATIONAL MEMBER FROM A TEAM/GROUP

The coach/sponsor, upon consultation with and upon approval of school administration, may dismiss a student athlete or organizational member from athletic or organizational participation for violation of the Athletic and Extracurricular Code, training rules, or other appropriate policies, rules and regulations of the School District. Dismissal from a team/organization is defined as removal of the individual from participation in one (1) or more practices, games, meets, or other activities in a sport or event for the balance of the season. The following procedures shall apply to disciplinary dismissals:

1. Prior dismissal, the athlete/student member shall be provided an explanation of the charges against her or him. The athlete/student member shall be given an opportunity to present her or his version of the incident to the suspending school official(s).
2. Upon written request, the athlete/student member may appeal her or his disciplinary suspension to the AD or Sponsor, who shall determine the appropriateness of the suspension.
3. If the athlete/student member is dissatisfied with the conclusions reached by the Athletic Director or the Sponsor, the athlete or student member may request a hearing before the School Board, which shall schedule a hearing at its next regularly scheduled meeting, unless the request for hearing is received within seven (7) calendar days of a regularly scheduled Board Meeting, in which case the hearing shall be scheduled for a date within twenty-one (21) days of receipt by the School Board of the request for hearing. At this hearing, the athlete/student member shall be provided an explanation of the charges against her or him, may be represented by counsel at her or his own expense, and may call witnesses, ask questions and may present evidence in his or her defense. The decision of the School Board shall be final and binding.
4. A record of each hearing will be kept and will be available to the athlete, student member, coaches, sponsors, Principal, Superintendent, and the Board of Education.

### DISCIPLINARY INELIGIBILITY FOR FURTHER COMPETITION/ACTIVITIES

The school administration may declare an athlete or student member of an extracurricular organization ineligible for further competition in any activity for violation of the Athletic and Extracurricular 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 athlete/student member from participation in any sport or activity for the balance of her/his high school eligibility.

1. Prior to determination, the athlete/student member shall be provided an explanation of the charges against her or him. The athlete/student member shall be given the opportunity to present her or his version of the incident to the suspending school official.

2. Upon written request, the athlete/student member may appeal her or his disciplinary suspension to the athletic director or sponsor, who shall determine the appropriateness of the suspension.

3. If the athlete/student member is dissatisfied with the conclusions reached by the athletic director or sponsor, the athlete/student member may request a hearing before the School Board, which shall schedule a hearing at its next regularly scheduled meeting, unless the request for hearing is received within seven (7) calendar days of a regularly scheduled Board Meeting, in which case the hearing will be scheduled for a date within twenty-one (21) days of receipt by the School Board of the request for hearing. At this hearing, the athlete/student member shall be provided an explanation of the charges against her or him, may be represented by counsel at his or her own expense, and may call witnesses, ask questions, and may present evidence in her or his defense. The decision of the School Board shall be final and binding.

4. In any case of a finding of ineligibility for further competition, the School Board shall schedule a review hearing to consider the reinstatement of the athlete/student member at the beginning of each subsequent school year the athlete is enrolled in school and otherwise would have remaining athletic eligibility.

5. A record of each hearing will be kept and be available to the athlete/student member, parents, coaches, sponsors, Principal, Superintendent, and the Board of Education.

#### DISPOSITION OF PENALTY PENDING APPEAL

Whether or not an athlete or student member of an organization shall be reinstated pending appeal of a penalty by the athlete or student member shall be at the sole and exclusive discretion of school officials.

#### ADDITIONAL

Please refer to the Student Handbook for additional information.