

STUDENT EXTRACURRICULAR HANDBOOK



2023-2024
PAW PAW COMMUNITY UNIT SCHOOL
DISTRICT #271

Board Adopted- August 21, 2023

Table of Contents

Topic	Page
Introduction/ District Information	2
Philosophy	2
Objectives	3
Cooperative Sports Agreement	3
Coaches/ Advisors Responsibilities	3
Spectator Responsibilities	3
Parent/ Spectator Conduct	4
Student Athlete Responsibilities	4
Hazing/ Bullying	4
Dressing and Playing	5
Joining Athletic Teams	5
Participating Guidelines/Limitations	5
extracurricular Activities	5
Required Forms/Information- Sports Activities	6
Academic Eligibility Requirements	7
Coverage of Rules for Extracurricular Participation	8
Athletic/Extracurricular Rules and Regulations	8
Uniforms and Extra Equipment	10
Athletic/Event Day Attire	10
District Athletic/Activity Department	11
District extracurricular Discipline Policy	12
Addressing Issues- Parent/Legal Guardian of a Participant	12
Suspension/ Removal	12
Due Process Procedure	13
Concussion Protocol	14
Moral and Ethics Conduct Pledge	17

Introduction

This handbook is provided for each member of the student body and his/her parents/guardian, and for the faculty and staff of Paw Paw Community Unit School District #271 as a source of information for the student who participates.

The content of this district handbook is comprehensive, but no handbook could cover every incident or give every bit of necessary information. It will serve as a guideline when addressing non-sport concerns for other extracurricular activities or for an item not specifically covered in the handbook. Changes in this handbook can and will be made as we, the school communities, develop better approaches to our endeavor. Students may also be assigned school disciplinary action for inappropriate behavior as a participant, member, or spectator at/in extracurricular activities based upon handbook rules.

Although students may not be actively participating in extracurricular activities, student participation or attendance may be restricted in activities or events based on inappropriate behavior outlined in the extracurricular activities discipline policies or specified team/activity rules and procedures.

The School District may schedule an all sport meeting or individual team meetings in which any student who might/will play in a sport during the school must attend with a parent or guardian. This meeting may be scheduled prior to the start of the school year. Failure to attend will delay or even limit the ability for a student to join a team. This all sport meeting may be in place of or in addition to any special meetings required by each coach during the season.

Junior High sport teams will normally be limited to grades 6–8. Administrators are allowed the ability to adjust grade levels as needed, every school year, per each individual sport.

District Information:

District Superintendent/K-8 Principal:

Ms. Jennifer Warrenfeltz 815-627-2671 ext. 224

Athletic Director/ Coordinator of Student Services

Dan Garza 815-627-2671 ext. 222

Board of Education:

Email addresses for school board members can be found on the Paw Paw CUSD #271 website.

Mr. Jason Penman- Board President

Mr. Josh Sarver – Board Vice President

Mrs. Rachel Brewer – Board Secretary

Mr. Steve Richey– Board Member

Mr. Todd Schrader – Board Member

Mr. Jared Penman– Board Member

Philosophy

Paw Paw Junior High School (PPJHS) believes participating in student activities is an extension of, but separate from the regular school program. While the regular curricular program is a right afforded to each student, participation in the student activities program is a privilege and as such carries certain expectations beyond those found in the classroom. The important goals of the activities programs are to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for rules and regulations. It is important that student activity participants recognize their responsibilities as role models, both at school and in the community.

Objectives

- To balance Extracurricular activities with all other student academic responsibilities and considerations.
- To encourage, build, and promote the student participants' moral character and physical development.
- To develop in each student participant a feeling of pride, a sense of accomplishment, and a desire to excel.
- To develop excellent athletic teams and extracurricular programs about which student participants, the District, and the community can be proud.
- To require that activities are free from prohibited substances at all times for all student participants.
- To promote a high regard for hard work and good sportsmanship.
- To help promote school spirit and good sportsmanship at Paw Paw School

Cooperative Sports Agreement

In the event the Paw Paw CUSD #271 approves a 'Cooperative Sport Program' be developed with another school(s) the program/sport will follow the guidelines established in the agreement. The program will be administered by Paw Paw CUSD #271 or by another host school(s) with Paw Paw students following the guidelines established in this handbook, by coaches, administration and the Board of Education. Student-athletes will follow the aspects of athletic participation in part using the Paw Paw guidelines and those established by cooperative agreement.

Coaches/ advisors responsibilities

All coaches/ advisors should:

- Be a resourceful person able to assist the student to develop his/her potential and self-dependency.
- Recognize individual differences in students and always think of their long-term best interests.
- Aim for excellence based upon realistic goals and the student's growth and development.
- **Lead by example.**
- Teach and practice cooperation, self discipline, respect for officials and opponents and proper attitudes in language, dress and deportment.
- Make sports/ activities challenging and fun. Skills and techniques need not be learned painfully.
- Be honest and consistent with participants. They appreciate knowing where they stand.
- Be prepared to interact with the media, league officials and parents. They too, have important roles to play.
- Be flexible and willing to continually learn and develop.

Spectator Responsibilities

The following guidelines have been suggested for fans and participants at school athletic events, to promote the general welfare of conduct and cooperation.

All Parent/ Spectators should:

- Attempt to understand and be informed of the playing rules
- Appreciate a good play, no matter who makes it
- Cooperate with and responds enthusiastically to cheerleaders
- Show compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players
- Avoid use of profane and obnoxious language and behavior
- Respect the judgment and strategy of the coach, and does not criticize players or coaches for loss of a game
- Respect property of others and authority of those who administer the competition
- Censure those whose behavior is unbecoming

Parent/ Spectator Conduct

It is important to remember that the participants are students and the activities are related to school. The behavior of parents and spectators need to set an example of good sportsmanship that we expect our students to display. Parents and spectators may be restricted from attending school activities if their behavior is not appropriate to a school setting. During sporting events the officials are in charge of the venue and have complete control over who may remain as a spectator pending displays of unsportsmanlike behavior. School administrators, coaches or activity supervisors also have the authority to have spectators removed for inappropriate behavior but must also comply with any game official who directs that a spectator be ejected from an event. Failure to leave the event will result in a contact to the Lee County Sheriff for removal and possible filing of other complaints. Inappropriate behavior not only demonstrates poor judgment but it also embarrasses the players and Paw Paw School District to also include unsportsmanlike behavior at away events. Paw Paw School District reserves the right to restrict anyone from attending school activities. Presence at the activity after being notified not to be present may result in legal authorities being contacted and a complaint for trespass being filed by the school district. The Board of Education may take action to restrict a person from being present at school activities for up to two (2) years. Non-parent/legal guardians of a participant are to refrain from making contact with any coach regarding issues of concern or problems. These are to be directed to the athletic coordinator (sport events), event supervisor or administration. Any person that confronts an athletic official may be subjected to legal action as it is a felony to physically harass/harm/make contact with an official.

Student Athlete Responsibilities

- To be a good role model and citizen who exercises good moral judgment
- To attend all classes unless excused
- To attend all team practices unless given prior permission from a coach or advisor
- To maintain any school equipment issued and to return it at the season's end
- To keep locker rooms and shower areas neat and picked up whether at home or a visiting school
- To leave all buses clean and undamaged after all away events
- To report all injuries to your coach or athletic trainer immediately
- To abide by the law and all school athletic/ extracurricular rules and codes of conduct
- To act with integrity at all times when representing Paw Paw School

Hazing/ Bullying

PPJHS recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing/bullying or initiation rites for any school-related activity. "Hazing/Bullying" refers to any act, whether physical mental, emotional, or psychological, intentional or otherwise, which subjects an individual student or group of students, to any situation or expectation that may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate, or compromise such student or group of students' inherent dignity.

Hazing/Bullying includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substances that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school, and/ or participation;
5. Any activity that includes the victimization of another student, sexual harassment, or sexual violence; or
6. Any activity that includes, causes or requires the student to perform a task that involves a violation of state or federal law.

Dressing and Playing

PPJHS coaches are hired to teach students a particular sport and abilities necessary for them to become a competitive athlete in that sport. Our coaches do this to the best of their abilities. It is also their job to develop every player on the team in order to make our athletic teams competitive. Participation in athletics is not a right but a privilege. While every coach understands and appreciates that each student wants to play; every student and parent should understand that this may not be an unattainable goal. Successful teams, whether they are in athletics or in business, are comprised of individuals who work hard and understand their roles. Not everyone can be the best player on the team; however, our coaches understand that the player who works tirelessly in practice to make the team better is an extremely valued member of the team. Parents and students must understand from the beginning the privilege of dressing and/or playing must be earned in practice and that game conditions have a bearing on the playing time decisions made by coaches. All athletes have an equal opportunity to show their talents in practice and the athletes that earn consistent playing time are the athletes who consistently display the talents necessary to be competitive. Each coach has been entrusted by the district with the sole responsibility and authority to evaluate his or her athletes and determine who shall dress and who shall play. The goal at the junior high level is not to play every player in every game; rather, it is to play as many athletes as possible while still being competitive. Ultimately, the coach's decision on playing time is final.

Joining Athletic Teams

Junior high sport teams generally begin while school is in session but this may not always be the case. Students will have until the 3rd (third) day of practice (once school starts) to join/attend a sports team but must have forms completed and up to date physical. If a delay occurs due to a situation beyond the control of the student but not related to transportation then a parent must contact the coach via phone call or note to explain the delay. There will be no penalty of "sit out" games if the reason is beyond the control of the student (i.e. medical appointment). If a student joins without a valid reason or parent notification to the coach by the 3rd (third) practice then the player will sit out a game for each day of practice the student missed. "Sit out" games will be based upon the player's readiness to fully compete during a game and to avoid forfeits factoring eligible players in attendance at games.

Participation Guidelines/Limitations

The limitations for participation in Junior High sports are:

1. Enrolled in grades 6 – 8
 - a. 5th graders may participate pending the need for additional players to field a Junior High team.
2. Per Junior 10 Conference age limitations
 - a. May not participate on a 7th grade conference activity if the student has turned 14 years old prior to August 15th of any school year
 - b. May not participate on an 8th grade conference activity if the student has turned 15 years old prior to August 15th of any school year

Extra Curricular Activities (6-8)

Extracurricular activities include but are not limited to sport teams, clubs, academic teams, plays, musicals, and other activities that are sponsored by the school beyond the academic requirements for school. Each coach or sponsor may institute special guidelines for participation and determine the extent to which a student participates. Playing time on sport teams or activity participation time is at the discretion of the coach/sponsor.

Students must understand that participation in extracurricular activities is a privilege that the school extends to its students. Participation in extracurricular activities means that the student has voluntarily chosen to represent his/her school. Students will have their extracurricular privileges revoked if they are involved in drinking alcoholic beverages, using drugs that are not medically prescribed, smoking, using tobacco products or possession of the same, or committing a criminal act (arrested, charged, or convicted) and/or is present where a reasonable person should know such illegal activity is being conducted, will be considered in possession according to the Athletic/Activity Code of Conduct. The length of time during which the student is suspended from these extracurricular activities will be determined by the Principal. During suspension, students must attend the practices, activities and/or performance even though they may not participate in the practice, activity and/or performance. The general guidelines of one-half of the organization's scheduled activities for the school term shall be used to determine the period of ineligibility. As with athletic rules, periods of ineligibility may be reduced by the Principal if the offending student seeks a professional appraisal approved by the administration.

All students involved in extracurricular activities must be in attendance by 9:00 A.M. and remain in school the rest of the school day to be eligible to participate in extracurricular activities scheduled for that day. Exceptions will be for doctor appointments or for other emergency situations approved by the Principal.

Athletic Fees: A \$35.00 fee is required for participation and must be paid prior to the 1st practice in each sport. Refunds will only be permitted if a student elects to discontinue participation prior to the first scheduled event/game for that season's sport, and all school issued equipment is returned. No refunds will be provided if a student discontinues participation after the first event/game, if dismissed from the team by the coach/athletic coordinator/administrator, or removed due to academic ineligibility. A student will be removed from the team if not paid/waived by the first event/game.

Physical Examination: All students that participate in interscholastic sports will be required to have a physical in order to participate in practices and events. Physicals are good for one calendar year. A student must have a new physical to start an interscholastic sport if the past physical will expire during the sport season. Submission of the school provided form completed by a physician will be required.

No Cut Policy: Paw Paw School District believes that any student who wishes to participate in a sport may do so provided that the student adheres to: 1) any and all training/participation rules developed by the coaching staff and school; 2) rules established by other organizations that Paw Paw Schools are required to follow and 3) the academic/behavior requirements prescribed by Paw Paw Dist. #271. Cooperative teams in which Paw Paw participates may determine a cut policy on a team by team basis.

Conflicts Between School Sponsored Activities: When a conflict arises between school sponsored activities (other than between cheerleading/poms and other athletics) it is up to the student to notify the coaches and sponsors. The coaches and sponsors of the conflicting activities will mediate and resolve the issue and if necessary include the athletic coordinator and Principal. The basis for the decision will include, what is best for the student-athlete, competitiveness for the team/activity, level of the event (practice, regular event, conference, regional, state, and etc.). Once decided it will be expected that the student participates in the activity assigned and the student will not be allowed to participate in the other event. Penalties for dismissal from a team/activity will only be assessed if the student violates the decision.

Player Suspension/Team Impact: Player suspensions/'sit-out games' may impact a team's ability to hold a game. Consideration to when a suspension or 'sit-out' occurs will be determined by the school district if a team will not be able to hold an event/forfeit. Junior High sport suspensions required by the IESA/Junior 10 Conference will follow those regulations which generally are the next game(s). Conference rules and regulations will also be followed.

Completion of season in Good Standing: If for any reason a player/participant in an extracurricular activity does not complete the season in good standing either academically or in regards to any rules violation they will

not be permitted to attend the end of season/activity awards recognition or be eligible to receive awards. This includes infractions that occur at the end of season that have game suspensions/sit-out components in place or will be put in place.

Activities Offered

PPJHS offers the following activities as opportunities for student participation pending student interest each year:

Athletics: PPJHS fields teams in boys' soccer, track, and basketball; girls' volleyball, basketball; track, and in cheerleading, Pom's, and spelling bee. PPJHS is a member of the Junior Ten Conference in all sports. Participation in some branch of athletics is highly recommended by the school.

Required Forms/ Information- Sports Activities

The following documents are to be on file in the school office prior to being permitted to practice and the issuance of a uniform:

1. Current physical (if a physical will expire during the sport season then the student must start with a new physical on file before the first practice in order to participate in practice and by the 5th day of practice or the player will be removed from the team).
2. Concussion Notification Form (All Athletes)

The following items/documents need to be on file in the school office prior to being issued a uniform and by the end of the first 5 days of practice or player will be removed from the team roster:

1. Paw Paw Participation Form (1 time only during the year – good for all extracurricular activities)
2. Moral and Ethical Conduct Pledge Form (1 time only during the year – good for all extracurricular activities)
3. Permission Slip – Each sport/activity
4. Insurance Waiver or proof of insurance – when applicable
5. Sport Fee or Waiver

Students are to attend practice but may not participate if the physical form is not on file in the office. Each day of missed participation will lead to a 1 (one) game "sit out" and removal from the team after 5 days of non-participation.

Each sport team may schedule a mandatory player, parent, coach and athletic coordinator meeting. Failure of the player and parent to attend will result in "sitting out" of events/games until the player and parents meet with the coach at a time convenient for the coach. The coach may require the signing of a form that indicates an understanding of the team rules in order for a player to continue participation on the team.

Academic Eligibility Requirements

All Students: Academic eligibility runs from Sunday through the following Saturday. Grades are checked each week usually to include all work and grades entered by teachers until the end of the school day on Thursday (earlier in the case of shortened weeks and school does not meet on Thursday or Friday). Students could be ineligible for consecutive weeks when school breaks do not permit a grade check and the student was ineligible when the break began (in this situation only one week of ineligibility would count towards the four week limitation). Eligibility checks will begin at the end of the first full week of practice.

Junior High: Student grades will be checked weekly and a student will be ineligible for the following week based on the following criteria:

- 2 D's in any classes (including exploratory classes)
- 1 F's in any class (including exploratory classes)

Sequence of Consequences for junior high school weekly ineligibility:

1. Week One – Student attends and participates in practice but sits on the bench for competition/activities;

2. Subsequent and continuous weeks – Students will not be allowed to participate in practices or competition/activities until grades meet eligibility requirements.
3. Students must be eligible for the last week of the competition season after a two or more week period of ineligibility in order to have completed the season in good standing. Students not finishing in good standing will not receive recognition or awards for that sport and will be removed from the roster.

Coverage of Rules for extracurricular Participation

The rules and regulations pertaining to participation in extracurricular activities have two levels of coverage. In season coverage and out-of-season, year-round coverage. Team/activity rules are in place during the season or duration the student is a member of the activity. Rules pertaining to tobacco, drugs, alcohol and illegal activities are enforceable year-round. Disciplinary consequences can carry over sport to sport and year to year.

For junior high students, violations of the athletic rules, codes, and expectations will generally only impact a student for the duration they are involved in junior high to include during breaks and when school is out of session but will not carry over to high school;

For non-athletic activities, the rules and regulations outlined for the pertinent grade level will be used as a guide to determine consequences for violations.

The Paw Paw CUSD #271 Board of Education has the authority to remove any student from extracurricular activities or modify on a case-by-case basis student participation in extracurricular activities which include: school sports, clubs, sanctioned activities related to school and presence at extracurricular school activities.

Athletic/ extracurricular Rules and Regulations

Training - All athletes in District #271 are encouraged to maintain training throughout their elementary and junior high athletic careers including taking advantage of community leagues and teams. Peak performance cannot be expected or achieved by an athlete who does not maintain training. Therefore, athletic rules and regulations governing training will be considered to be in force throughout an athlete's elementary and junior high school career. This would include school vacation periods, and sport seasons other than when an athlete is active on a team.

1. **Quitting a sport:** An athlete who quits a sport and wishes to participate in another sport must have a conference with the coaches involved and the Principal before he/she may be allowed to participate. Any student who quits the same sport twice will be barred from further competition in that sport. Quitting will include walking out of a practice/game, failure to attend practice, unexcused absence from a game.
2. **Game/Event Presence Expectations:** Players are expected to stay for an entire event. This includes watching and supporting another team level for their team sport. Players are not to arrive late if their level is not first to play or leave early when their level has concluded unless for emergency reasons approved by the coach in advance. Players that do not follow this component can incur loss of playing time or be considered missing a practice/game outlined in this section.
3. **Missing Practice/Game:** Any student who misses two practices and/or games, during any sport season for unexcused reasons shall be dropped from the squad. It will be determined that he/she quit the sport. The coach involved, the athletic coordinator, and the Principal will determine what an unexcused absence is. At the least, students who are in school on a given day and who are not able to attend practice that afternoon must inform their coach/main office of their pending absence or the absence will automatically be classified as unexcused.
4. **Conflict with non-school activities:** Students who participate in activities outside of school that conflict with school activities/sport programs will have a limited number of times permitted to miss a game or practice in part or whole. With parent notification to the coach through meeting with or speaking to the coach to provide the dates/times that may conflict, students may miss up to one (1) practice every two weeks and only one (1) game per-season. Students may not miss under this provision for a similar sport activity. Players will also be expected to stay for an entire event unless

approval is provided by the coach to leave early. Players that leave early may incur limitations on game participation.

5. **Missing the Players' Bus:** Students who miss the players' bus may be transported by their parents or an adult who has written permission from the parent to transport the player. Such written permission will be presented to the coach before a student will be given consideration to participate. If a student misses the bus and is unable to get to the game, the coach involved, the athletic coordinator, and the Principal will determine whether the absence is excused or unexcused.
6. **Bus Transportation To and From Games:** Participants will return from a contest aboard the bus provided by the school except when the **parent/guardian pre-requests in writing or through email, to the athletic coordinator/principal** that the participant be allowed to return with another parent. **Coaches will not be permitted to give approval over the phone/email/text for another person to take a participant home.** Parents may sign their child out at the end of each game **provided the coach permits team members to not to ride as a team home from an event.** Violations will have automatic game sit-outs and required parent meetings prior to being reinstated to play. The first offense will be a one (1) game sit-out (parent meeting requirement may extend the sit-out); subsequent violations will result in a two (2) game sit-out and parent meeting; a third violation will be removal from the team. This requirement covers the entire school year of sports and sit-outs can be held over to the next season/year if occurring at the end of a season. A violation at the end of the season will have the player forfeit the ability to attend the season end awards ceremony or be eligible for awards.
7. **Drinking - Criminal Acts (Excluding Minor Traffic Violations) - Drug Usage – Smoking/Chewing Tobacco/E-smoking devices:** Any student accused of drinking, using or possessing drugs, smoking, chewing tobacco, e-smoking device or in possession of the same, or committing a criminal act and/or is present where a reasonable person should know such illegal activity is being conducted, will be considered in possession/present according to the Athletic/Activity Code of Conduct and will be suspended from game(s) if the accusations are determined by the administration are found have occurred. The suspension will carry over for completion into the next season if not able to be completed during the current season due to remaining events scheduled. A proportionate number of games will be determined by the administration to complete the suspension which may include all of the original suspension. If it is the student's last season and the consequence cannot be completed due to no remaining events then the student forfeits the ability to be present at the awards ceremony and be ineligible to receive award recognitions.
8. **Care and return of school uniforms and equipment:**
 - a. Uniforms/equipment will only be issued when all required forms and fees are verified by the main office staff.
 - b. All uniforms and equipment issued to the athlete must be returned within ONE WEEK after the last game of the season. Failure to return school equipment may lead to disciplinary action and be reported as theft.
 - c. Lost, stolen, or damaged items (not as a result of normal wear and tear), are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued but not returned. The replacement or repair bill becomes the responsibility of the student and will be considered restitution owed to the school district.
 - d. No awards are to be given to the athlete until all equipment and uniforms issued to him/her have been returned and accounted for if the season has concluded.
 - e. No student will be allowed to participate in any future extracurricular activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged.
9. **Issuance of Equipment:** Equipment will not be issued to a student until all equipment issued for an earlier season has been returned. Verification from the main office staff that all forms and fees have been turned will be required before uniform/equipment issued. Sports awards will not be issued until all equipment is returned. Failure to return school equipment may lead to disciplinary consequences, reported as theft, and restitution required to replace lost or damaged school equipment. No student will be allowed to participate in any future extracurricular activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged.
10. **Practices/Games Held During Vacation Periods:** Participation in extracurricular activities takes precedence over attendance at other social activities such as concerts, dances, and movies. At the

same time, school personnel recognize that occasional family related activities: vacations, reunions, significant birthdays, anniversaries, and weddings among others - are more important than participation in extracurricular activities. With this in mind, the following guidelines are established:

- a. Students are expected to attend games and practices held during school vacation periods and on Saturdays.
 - b. Students will be excused from such games and practices when parents give the coach/coordinator prior written notice that their child will be involved in a family activity. Notice should be given as early as possible but at least two days in advance. In case of an emergency, verbal notice will be given as soon as possible.
 - c. Students for whom prior notice is given will be allowed to dress for subsequent games. The coach/coordinator will determine when the student is able to resume normal activity.
 - d. Student absence without notice will be handled as any other unexcused absence.
11. **During Suspension:** During any type of suspension for violation of the athletic code, students must attend practices and games during their suspension even though they may not dress or participate in the practice, activity or game. During out of school suspensions for violations of the student handbook, students cannot attend any practices and/or games. The student handbook suspensions will not be counted as unexcused absences as stipulated in the Athletic Rules and Regulations.

Other Infractions: At any time that a member of an extracurricular team/squad is not living up to the highest standards of sportsmanship and citizenship or is regarded as a detriment to the best interest of the extracurricular program, the competitor is subject to suspension or dismissal from participation.

Uniforms and Extra Equipment

The school district generally provides the necessary equipment and uniforms for students to meet minimum requirements for participation and competition. Some sports will require players/parents to provide/purchase items when they are considered personal use items not meant to be reissued (hats, socks, undergarments, and etc.). Junior High track may require students to purchase a team shirt and use their PE shorts as the uniform. The sport fee for JH track is reduced for this purpose. Coaches/sponsors may not require additional uniforms, warm-ups or equipment items for students/parents to provide in order to be a participant on the team/activity. In recent years teams have enhanced their uniforms by the addition of warm-ups, special shoes or team identifying clothing items. This practice has put additional strain on families and created a 'peer' pressure situation to have all students conform to the request. Paw Paw Schools will not require additional team clothing to be purchased by a student/parent. Any additional items requested by the coach/sponsor will be paid through a school approved team fundraising activity with no requirement that the student participate in the fundraising activity.

Equipment provided to students that are the property of the school will need to be returned and in a condition that does not exceed normal wear and tear. Students will be required to reimburse the school for the actual cost of replacement to include shipping, logos and lettering. Students will not be considered in good standing at the end of the season and for awards if there is an outstanding bill for replacement or for missing items. Items that are not returned or are damaged and payment not received will be considered theft of school property and reported to legal authorities. Future participation in school activities, awards ceremonies, promotion or graduation will be impacted by non-payment, replacement or missing school property issued to the student.

Athletic/ Event Day Attire

Coaches/sponsors may require students to dress-up for game/event days. Students may be asked to wear: Boys – Dress pants/non-denim casual pants, polo/dress shirt, tie and non-athletic shoes/sneakers; Girls – Skirt/dress, polo/blouse and non-athletic shoes/sneakers. The dress requirement would not include 'special' team clothing or warm-ups unless the request meets the guidelines under "Uniforms and Extra Equipment". Game time may be limited if dress code is not followed. This is at the coaches discretion.

District Athletic/ Activity Department

Awards Presentation: The season ends at the designated awards ceremony for each sport/activity. Students are to be in attendance at the awards ceremony in order to receive their Paw Paw awards (certificates, letters, pins, special awards, etc.). If a student will miss the ceremony, then a parent must call the Athletic Coordinator (sport) or Principal (non-sports) before the ceremony occurs, explain the reason the student will miss, and in some cases provide documentation of the reason. Not all reasons will be accepted to include non-school based activities.

Team Awards: Up to one award per three (3) team members may be designated by the team's coach with a cap of five (5) awards per team (example – 6 players on a team equated to two team awards; 8 players equates to two team awards; 9 equates to three team awards, and etc.). Paw Paw designated athletic team awards will not exceed five (5) per team with coaches determining the number/type of team awards. A team is defined as having its individual, stand-alone full season of games. To be eligible for a team award, membership on a team is defined as playing the majority of time at that level. This applies to younger players playing at two levels in a sport. Players are not eligible for multiple level awards. Coaches will determine at which level a student is eligible to receive a team award based upon level of participation. Only school designated awards will be provided at awards ceremonies with coaches having the opportunity, at their discretion, to provide special recognition at the final home games for a sport.

District extracurricular Discipline Policy

The coach or sponsor of a sport/activity/organization may impose disciplinary action with their participants in regards to the rules and regulations outlined in the handbook or those developed specifically for that sport/activity/organization. For violations relating to tobacco, alcohol, drugs or illegal activity a coach/sponsor may start the disciplinary process; however, the athletic coordinator or administration will complete the disciplinary process. For general rule violations in which a player or parent disagrees with the disciplinary action they must first address the issue directly with the coach or sponsor following the "Guide for Addressing Issues".

Athletics

1. Offense
 - A. Swearing
 - B. Fighting
 - C. Disruptive/Disrespectful behavior
2. Consequences
 - A. 1. First Offense – Removed from the remainder of the game
 2. Second Offense – Removed from that game and the next game
 3. Third Offense – Dropped from the squad
 - B. 1. First Offense – Removed from the remainder of game
 2. Second Offense – Dropped from squad
 - C. 1. First offense – Removed from remainder of game
 2. Second Offense – Removed from that game and the next
 3. Third Offense – Dropped from squad

*** The foregoing procedure shall be superseded if an offense is of a serious enough nature to demand immediate dismissal from the team.

This policy applies to all players, even when the other team is playing.
This policy applies to games only. Coaches will handle other situations.

In addition to athletic disciplinary action a student may also receive school disciplinary action/consequences for inappropriate behavior using the District's Discipline Policy sections that relate to the behavior.

Game Ejections

For any game ejection by an official the student-athlete will automatically be suspended from the remainder of that game and any level of play until sitting out a game at the level in which the ejection occurred. Examples:

A 6th grader ejected from a non-eighth grade level game would sit out all games until sitting out a game at the non-eighth grade level. The game sit outs start immediately to include additional games on the same day.

Extracurricular/non-athletics

Extracurricular Organizations/Performances (Such as FFA and Student Council)

Students must understand that participation in extracurricular activities is a privilege that the school extends to its students. Participation in extracurricular activities means that the student has voluntarily chosen to represent his/her school. Students will have their extracurricular privileges restricted if they are involved in drinking alcoholic beverages, using drugs that are not medically prescribed, smoking, using tobacco products or possession of the same will be considered in possession according to the Athletic/Activity Code of Conduct. Students who commit a criminal act (arrested, charged, or convicted) and/or are present where a reasonable person should know such illegal activity is being conducted may have extracurricular privileges revoked pending the seriousness of the act. The student will be required to provide a detailed account of the act and provide a release for the Principal to speak to attorneys or legal authorities to receive information regarding the incident. The length of time, during which the student is suspended from these extracurricular activities will be determined by the Principal. During the suspension, students will attend the practices, activities and/or performance (pending coach/sponsor, athletic coordinator, and principal approval) even though they may not participate in the practice, activity and/or performance. The general guidelines for restrictions will be one-half of the organization's scheduled activities for the school term shall be used to determine the period of ineligibility. As with athletic rules, periods of ineligibility may be reduced by the Principal if the offending student seeks a professional appraisal approved by the administration.

All students involved in extracurricular activities must be in attendance by 9:00 A.M. and remain in school the rest of the school day to be eligible to participate in extracurricular activities scheduled for that day. Exceptions will be for doctor appointments or for other emergency situations approved by the Principal

Addressing Issues – Parent/ Legal Guardian of Participant

Issues will arise that will need to be addressed by a parent/legal guardian regarding the interaction of their child in an extracurricular activity. The best time is when you have had the opportunity to calm down if upset. When there is a concern the following times will not be acceptable to confront a coach/sponsor:

1. During the event
2. During a practice
3. Just prior or following the event

Please follow this process to address your concern:

1. Set up a time to meet with the coach/sponsor when convenient for both parties
2. Contact the Athletic Coordinator (sports) or Principal (non-sports) if you are not having success setting up a meeting
3. If after the meeting with the coach/sponsor your issue requires further intervention contact the Athletic Coordinator (sports) or Principal (non-sports)
4. The Principal serves as the next step in the process after meeting with the coach/sponsor and Athletic Coordinator
5. The Superintendent serves as the next in the process after meeting with the Principal
6. The Board of Education serves as the final step in the process

If a parent/legal guardian skips over any of the above steps then the person at that level will listen to your concern but may direct you back to the best step to resolve your concern.

Suspension/ Removal – Athletics/ extracurricular Activities:

A student may be suspended or removed from an athletic team OR extracurricular activity for:

1. Failure to maintain the academic standards set forth in the District's Handbook of Rules and Regulations including the completion of required forms.
2. Violation(s) of the Student Code of Conduct for Athletes, the District's Handbook of Rules and

Regulations, or when behaviors of the student negatively represents Paw Paw School District 271

3. After injury, failure to receive a medical release statement from a physician.
4. Not providing medical documentation of ability to return to a sport after a concussion
5. A coach/sponsor/athletic coordinator/administrator may dismiss a student temporarily and require a parent/player-participant/coach meeting in order for the student to return when a player's conduct is detrimental to the team/activity (i.e. safety, inappropriate behavior, team cohesiveness, etc.). The parent/legal guardian will be contacted and failure on the part of the parent/legal guardian and player to meet within two school days will be considered quitting the activity. The meeting will be required to be held prior to missing a second practice/event. This meeting will determine the conditions that may permit the student to return or it could be determined that the student will not return. Missed practices/events by the student during the temporary removal will incur 'sit-out' time if the student is permitted back on the team/activity.
6. An action taken by the Board of Education beyond those described in this handbook

Drug and Alcohol Violations/Criminal Act – Possession, distribution or use:

1. First Offense
 - a. Suspension for one-half (1/2) of the current sport season or carry over into the next sport season
 - b. Suspension may be reduced to one quarter (1/4) of the season if the student
 - i. Participates in a school approved substance abuse education program screening/assessment
 - ii. Follows the recommended mitigation program
 - iii. Expenses to be incurred in full by the student/family
 - iv. Sign any and all waivers to permit the school to exchange information verbally or in writing regarding the assessment and mitigation program from day one
 - v. If the program will last longer than one quarter (1/4) of the season the reduction will be made but fully reinstated to complete the remaining one quarter (1/4) for unsuccessful completion which will be carried over into the next sport season
2. Second Violation
 - a. One calendar year suspension from participation in extracurricular activities
 - b. May include a no presence at extracurricular activities
3. Third Violation
 - a. Loss of extracurricular participation which may include presence at extracurricular activities

Tobacco/Chewing Tobacco/E-Smoking Devices

1. First Offense
 - a. Suspension for one quarter (1/4) of the current sport season or carry over into the next sport season
 - b. Participation in any school provided education program
 - c. May include a no presence at extracurricular activities
2. Second Offense
 - a. Suspension for one half (1/2) of the current sport season or carry over into the next sport season
 - b. Participation in any school provided education program
 - c. May include a no presence at extracurricular activities
3. Third Offense
 - a. Suspension for one calendar year
 - b. Participation in any school provided education program
 - c. May include a no presence at extracurricular activities
4. Fourth Offense
Loss of extracurricular participation with may include a no presence at extracurricular activities

Due Process Procedure

- 1) The Principal (non-sports) or Athletic Coordinator (sports) shall investigate reported code violations. If a reasonable suspicion exists, the Principal or Athletic Coordinator will notify the participant and the parents/legal guardians of the participant of the reported code violation and consequence.
 - a. A coach or sponsor may also notify the player and parent/guardian to start the disciplinary process; however, the athletic coordinator or Principal will then take over the process
- 2) After notification (verbal or written) and assigned consequence the student may submit a written appeal request within three school days to the Superintendent.
 - a. During the appeals process any determined consequence will continue to be served by the student until the outcome of the appeal meeting
 - b. The Superintendent will determine if due process was afforded the student, to include
 - i. Informed of the violation
 - ii. Provided an opportunity to speak
 - iii. Informed of the consequence
 - c. If the superintendent determines due process was provided then the consequence remains in place; if due process was not provided then the issue will be reviewed
 - d. After review the Superintendent may remove the consequence, reduce the consequence, or keep the consequence the same
- 3) After the Superintendent's review the student may request a hearing with the Board of Education at the next regularly scheduled meeting with any consequence remaining in place
- 4) At all steps the consequence remains in place until altered by the Superintendent or Board of Education

Concussion protocol

DEFINITION OF CONCUSSION - A concussion is a traumatic brain injury that interferes with normal brain function. An athlete doesn't have to lose consciousness to have suffered a concussion. NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate healthcare professionals, coaches, officials, parents, teammates, and, if conscious, the athlete himself/herself.

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes . Can't recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion..

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to the IESA's Return to Play (RTP) Policy before the student-athlete can return to practice or competition.
5. Following the contest, a Concussion Special Report must be filed by the contest official(s) with the IESA Office through the Officials Center.
6. In cases where an assigned IESA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be overruled.

Addresses for AWAY Games:

EARLVILLE

415 W. Union St
Earlville, IL. 60518

HINCKLEY-BIG ROCK

47W984 US-30
Big Rock, IL 60511

INDIAN CREEK

335 E Garfield St.
Waterman, IL 60556

LELAND

370 N. Main St
Leland, IL 60531

LISBON

127 S. Canal St.
Newark, IL 60541

NEWARK

Millbrook Junior High
8411 Fox River Drive
Millbrook, IL 60536

SERENA

2283 N. 3812 Road
Serena, IL 60549

SOMONAUK

510 W LaSalle St.
Somonauk Il 60552

THE MORAL AND ETHICAL CONDUCT PLEDGE (Student/Parent will sign an official copy)

If I am chosen to represent my school on the athletic squads and other extracurricular activities, I am sincerely interested in contributing my best to the success of our athletic teams during the coming year.

I, therefore, agree to abide by all rules and regulations set forth in the pages of our athletic code, including the training rules pertaining to the abstinence from alcoholic beverages, tobacco or tobacco products, and drugs in season and out.

This pledge of ethics has been set forth with the purpose of allowing me the full opportunity of becoming a better competitor, and to instill within me the desirable traits of responsible adults. I realize and understand that in the case that I do not live up to this agreement, I am willing to be removed from further athletic competition/extracurricular activity involvement.

Student's
Signature: _____ Date: _____

I, as the parent of the above boy/girl, have read the policies and rules set forth for athletic/extracurricular activity participation in the Paw Paw District and give my son/daughter permission to participate under these conditions. I understand that all athletes/extracurricular participants are requested to have health insurance carried by their own company or under the policy available through the respective school. My son/daughter has my permission to participate in the following activities: (Please circle)

Volleyball	Soccer	Student Council
Boys Basketball	Girls Basketball	FFA
Cheerleading		
Other: _____		

Parent/Guardian
Signature: _____ Date: _____