

**MT. ZION
COMMUNITY UNIT SCHOOL DISTRICT #3**

2018-2019

**CO-CURRICULAR
RULES & REGULATIONS
GUIDE**



INTRODUCTION

This Guide contains rules and regulations related to participation in the Mt. Zion Community Unit School District's program of student activities for students in grades 5 – 12. Section One of the guide contains guidelines related to the use of tobacco, alcohol, and drugs and is applicable to all students participating in the following programs: Football, Cross Country, Golf, Soccer, Volleyball, Tennis, Basketball, Baseball, Softball, Track, Wrestling, Scholastic Bowl, FFA, Math Team, WYSE Team, Pom Pon, Bass Fishing, Cheerleaders, High School and Junior High School Show Choirs, Flag Corps and Junior High and High School Bands.

PHILOSOPHY

The Mt. Zion Community Unit School District #3 is committed to providing all students with a variety of opportunities to learn the skills necessary for them to reach their potential as productive citizens. The co-curricular program aims to expand and enhance the learning opportunities available to students. In doing so, the district offers an extensive co-curricular program. While involvement in these activities is voluntary, one's participation in such activities is a privilege. Students who choose to participate accept the responsibilities that come with serving as representatives of their school and community. These responsibilities hold students to a higher standard of conduct as a condition of participation. Those who represent the Mt. Zion Schools and community are expected to conduct themselves in a manner that brings honor to our school community.

This guide outlines the expectations for those who choose to be involved in the co-curricular program. This guide also defines the rights of our students that will accompany such responsibilities.

PURPOSE

The purpose of this guide is to clarify the consequences for all students involved in co-curricular activities who violate this code of conduct, and to establish procedures that will ensure fair and consistent enforcement of the guide. Participants involved in the co-curricular program are expected to comply with the regulations of the school, observe good order, and conduct themselves in a manner that will bring credit and honor to them and their school. All parties involved must always consider both the interests of the individual student and the integrity of the co-curricular program.

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SECTION ONE

General Rules That Apply to All Participants

These rules will be in effect **365(6) days, 24 hours per day, 7 days per week beginning the day after promotion from fourth to fifth grade.** The rules set forth in this Co-curricular Guide are in effect throughout the year 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. Mt. Zion School District administration reserves the right to investigate if there has been any previous violation of the code during the past 365(6) days. If a violation has occurred, the consequences shall be imposed in the next sport/activity in which the student participates. The student/athlete must start and finish that sport/activity in good standing in order to be considered punishment served. Penalties imposed hereunder should, if circumstances dictate, be carried over to the next sport/activity.

The school administration may determine a student participant ineligible for further competition/participation in any activity for violation of the Co-curricular Guide. The following guidelines and recommended consequences related to the use of tobacco, e-cigs/vapor cigarettes, alcohol, drugs and/or other criminal offenses will be in effect for all students participating in the following High School and Jr. High School programs:

Athletics (Grades 5 – 12) – School Team only: Football, Cross Country, Golf, Soccer, Volleyball, Basketball, Wrestling, Baseball, Softball, Track, Tennis, Pom Pon, Cheerleaders.

Academic/Fine Arts Groups (Grades 7 – 12) – School Sponsored Groups only: Scholastic Bowl, FFA, Math Team, WYSE Team, High School and Junior High Show Choirs, Flag Corps, and Junior High and High School Bands.

Note: All Consequences will be assessed by a percentage of scheduled dates. Junior High School suspensions will be based on comparable criteria.

LEVEL ONE VIOLATIONS

Drug, Alcohol or Criminal Misconduct-Level One violations include, but are not limited to, use, being under the influence of or possession of alcohol, drugs or being charged with a criminal violation.

The cost of the assessment and related counseling and testing will be the responsibility of the parent and /or student. Results must be sent to the principal or athletic director. Proof of ongoing participation must be provided by the parent/guardian.

First Offense

Tobacco Related Misconduct

(including e-cigs/vapor cigarettes)

Football, Fall Cheerleading
25% or 12.5% (with assessment)

Basketball, Wrestling, Volleyball and Tennis
Winter Cheerleading
25% or 12.5% (with assessment)

Soccer, Golf, Track, and Cross Country
25% or 12.5% (with assessment)

Softball and Baseball
25% or 12.5% (with assessment)

Scholastic Bowl, Poms, Bass Fishing
25% or 12.5% (with assessment)

FFA
25% or 12.5% (with assessment)

Math Team and WYSE
25% or 12.5% (with assessment)

Flag Corps, Band and Show Choirs
25% or 12.5% (with assessment)

Drug, Alcohol or Criminal Misconduct

Football, Fall Cheerleading
50% or 25% (with assessment)

Basketball, Wrestling, Volleyball and Tennis
Winter Cheerleading
50% or 25% (with assessment)

Soccer, Golf, Track, and Cross Country
50% or 25% (with assessment)

Softball and Baseball
50% or 25% (with assessment)

Scholastic Bowl, Poms, Bass Fishing
50% or 25% (with assessment)

FFA
50% or 25% (with assessment)

Math Team and WYSE
50% or 25% (with assessment)

Flag Corps, Band and Show Choirs
50% or 25% (with assessment)

**Tobacco Related Misconduct
(including e-cigs/vapor cigarettes)**

Second and Subsequent Offenses

The consequences for a second offense of Tobacco Related Misconduct shall be the consequences for Level One Drug, Alcohol and Criminal Misconduct.

Drug, Alcohol or Criminal Misconduct

Second Offense

Suspension from any competition for a period of one calendar year (the student must continue participation rules).

Drug, Alcohol or Criminal Misconduct

Third Offense

Suspension from all competition and/or participation for a **minimum of one calendar year through the remainder of the student's high school career.**

LEVEL TWO VIOLATIONS

Drug, Alcohol or Criminal Misconduct

Drug, Alcohol or Criminal Misconduct-Level Two violations include, but are not limited to, sale, distribution, intent to sell or deliver drugs including look alike drugs or being charged with a criminal violation.

First Offense

Suspension from all competition and/or participation for a **minimum of one calendar year.**

Drug, Alcohol or Criminal Misconduct

Second Offense

Suspension from all competition for a minimum of one calendar year through the remainder of the student's high school career.

Other Infractions/Misconduct

A participant exhibiting insubordination, poor sportsmanship, violation of individual coach's or sponsor's rules, conduct detrimental to the team and to school environment may be disciplined up to and including removal for the remainder of the competitive season.

Question: If a student has a drug or alcohol situation and goes to the building administrator and athletic director and requests help, what procedures and related consequences will be followed?

Answer: If the student sincerely seeks help and asks the building administrator or athletic director for assistance to help with his/her drug or alcohol situation (and it is not public knowledge or will soon be public knowledge that the student has been involved in a drinking or drug situation), the student will be considered to be under the first offense penalty, but 25% or 12.5% of (with assessment) the season penalty will be waived; however, the student must enroll in an approved Drug/Alcohol/Tobacco Program for minimum time that is equal to or exceeds the amount of time that the proposed suspension would last. The student must take and pass a drug test prior to returning to competition.

Enforcement and Review

The following procedure will be utilized in enforcing the Co-Curricular Guide:

1. The student will be given an opportunity to offer an explanation of the alleged allegations against him/her to the investigating administrator.
2. A school administrator and/or athletic director will determine the consequence(s) as per this Guide and will inform the student and his/her parent(s)/guardian(s).
3. The student and his/her parent(s)/guardian(s) may appeal the Guide violation by requesting a review of the assigned consequences within five (5) days after the date the consequences are issued. This request must be addressed to the Superintendent in writing and must state the reasons that a review should be granted.
4. During review of the request, the Superintendent may interview material witnesses or others with evidence concerning the case. The student may also respond to the charges leveled against him/her and provide information for the reviewer to consider.
5. The Superintendent will review the evidence and act according to one or more of the following:
 - Affirm the consequence(s) as issued.
 - Impose additional consequences(s) as per this Guide.
 - Dismiss the issued consequence(s), and/or
 - Expunge records relating to the issue.

SECTION TWO

Student Athletic Code Overall Regulations

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

A student who is absent due to illness during the school day will not be admitted to after school co-curricular activities. Excused appointments as delineated in the appointment section will not affect the option of attending after school activities.

ACADEMICS

The academic eligibility policy as stated in the IHSA and IESA Eligibility Rules sections of the Student/Parent Handbook will be strictly adhered to. The primary responsibility of a Mt. Zion athlete is his/her academics. In addition, high school athletes must meet IHSA Athletic Eligibility rules printed at the bottom of this section.

ATHLETIC EQUIPMENT USE

Mt. Zion athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach. Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for at replacement cost.

ATHLETIC PARTICIPATION FEE

During the school year, all athletes must pay a participation fee. The cost of the participation fee is \$40 for Junior High students and \$60 for High School students. There will be a \$260 maximum limit on participation fees for a family. The fee must be paid before a student is allowed to try out for a sport. If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal. If the student decides to quit the sport, a refund of the participation fee will be given up until the first game. No refunds will be given after the first game or competition.

LATE TRYOUTS

Late tryouts will be permitted under the following circumstances.

1. Student injury and/or illness – the student or parent must notify the Coach or Athletic Director in advance that the athlete will not be able to begin the season because of injury (illness).
2. The student moves into the District (or enrolls late) after the season has started.
3. A family commitment – the student must obtain approval from the Coach or Athletic Director before missing the first practice.
4. Conflict with another school activity – the student must notify the Coach or Athletic Director of the conflict prior to missing the first practice.

Exceptions may be made by the Athletic Director, but should be approved prior to the start of the season so that plans can be made accordingly.

REQUIREMENTS BEFORE PARTICIPATION

Students are required to submit the following information to the coach and/or Athletic Director prior to the beginning of participation:

- A. Insurance Affidavit
- B. Athletic Participation Fee Receipt (or waiver)
- C. Current Physical Examination Form – this is good for 13 months from the date of his/her physical exam. This form must be turned in prior to tryouts (all sports including cheerleading and pom poms).
- D. Birth Certificates (Jr. High School only)

SCHOOL DISCIPLINE

In addition to the punishment imposed under the terms of the Co-Curricular Guide, violators may also face additional discipline under the School District's Discipline Policy for violations occurring on school property or at a school activity by the Mt. Zion Board of Education, building principal and/or athletic director.

STUDENT/ATHLETE RULES OF CONDUCT

All students/athletes must adhere to the rules and regulations of the *Mt. Zion Co-Curricular Guide* that will be distributed and signed by parents and students prior to the school year. Students will fall under the Co-curricular Guide from the end of fourth grade through high school graduation. The policy resets at the completion of the 8th grade year.

STUDENT INSURANCE

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, including tackle football. Full details of this insurance coverage are available in brochures available at each school's office. This coverage is provided as secondary insurance to parents and students in the local district. Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help to fill the gaps in coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Parents of students participating in extra-curricular activities must sign the insurance affidavit to the effect that their family policy is adequate and/or that they will access the student accident insurance. Students will not be able to practice, play in games, or hold team membership without having the affidavit signed.

GUIDING PRINCIPLES FOR CO-CURRICULAR PROGRAMS

- Participation helps develop character, social competence, cooperation, and moral and ethical values that are an everyday part of society.
- Participation develops mutual respect for all who are involved in the competition: teammates, opponents, coaches, and officials.
- Participants must learn to abide by the rules, regulations, and decisions of officials, just as everyone must abide by the laws that govern society.
- Participation leads to a better understanding of democratic ideals, social and economic well being, and the spirit of fair play.
- Through participation, the individual will develop a healthy body, a sound mind, and a better understanding of individual differences.
- Competition helps to develop the fundamental processes that lead to emotional maturity and self-control.
- Participation in the co-curricular program will cause participants and spectators to look forward to attending school, resulting in improved student attitude towards school and related activities.
- Participation in co-curricular competition will give students opportunities to achieve, not only for themselves, but also for their teams and school community, and receive their just rewards in return.
- The individual school administration will provide adequate control and safety measures for the participants, Officials, and spectators to ensure the proper atmosphere for interscholastic events.
- Members of the co-curricular staff will abide by the rules and regulations and officials' decisions which govern each sport/activity, maintain the highest standard of ethics, recognize each participant as an individual, conduct themselves in a manner befitting their responsibilities, and develop the kind of rapport with the total school community that will improve the total education program.

SECTION THREE

MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3

PARENT/STUDENT SIGNATURE STATEMENTS

I, _____ have read and understand the *Revised* policies of the Mt. Zion High School/Junior High School Co-Curricular Rules & Regulations Guide as outlined previously.

I/We hereby agree to abide by the letter and spirit of these policies.

_____	_____	_____
Student Signature	Grade	Date
_____		_____
Parent/Guardian Signature		Date



This guide has been provided to make both you, the Participant, and your Parents aware of the standards that will be expected of you as a member of a co-curricular team or group. If these standards are upheld, we believe this experience will be one that you can be proud of participating in.

SECTION THREE

MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3

INSURANCE AFFIDAVIT

I understand it is a requirement of the Mt. Zion Community Unit School District #3 that all Students participating in school activities/sports must provide evidence of insurance for Claims that may arise from accidents or other incidents involving the individual student while participating in a given activity/sport.

Furthermore, it is understood that the responsibility to provide said insurance coverage lies with the Individual student's parents and/or guardians, not the school district.



My student, _____, is:
 (name of student) (grade of student)

(Please check one:)

_____ adequately covered by our family insurance policy as
held by _____
 (name of Insurance Company)

_____ covered by the Student Insurance Plan offered by the
School District at the beginning of the school year

Parent Signature: _____

Sport Participating in: _____

. . . and is therefore protected in cases of claims being reported from any accident or injury sustained while participating in extra-curricular activities.

The Board of Education of Mt. Zion CUSD #3 has purchased a very basic school-time student accident policy for all students. It is not necessary for parents to fill out any application for this basic school-time only student accident coverage. We urge you to read your personal health insurance policy very carefully and to review it with your insurance agent to be sure that you understand the coverage you have relative to accidents. No insurance policy pays everything. Please be sure that you understand your policy and/or the District's policy.

While the District takes every precaution to ensure accidents and injuries do not occur, families and participants should have protection to cover in case of such incidents.

Please keep in mind that all expenses incurred as a result of athletic injuries or school time related accidents are the responsibility of the parents. Mt. Zion CUSD #3 will not be held liable in the case of an injury, and provides limited insurance for these types of accidents.

I **DO NOT** give permission for my son/daughter to participate in the following extra-curricular

Activities: _____
