

**CARROLLTON
COMMUNITY UNIT
SCHOOL
DISTRICT #1**

**EXTRA-CURRICULAR
CODE**

2020-2021

Table of Contents

Table of Contents	2
Introduction	3
Policy	4
When This Extra-Curricular Code is in Effect	5
Definitions	5
Student Participant	5
General Regulations	5
Athletics	5
Other Organizations	6
Absence from School on Day of Activity	6
Requirements for Athletic Participation	6
Attendance at Practice, Meets, Games, and Extra-Curricular Events	7
Application and Conflict of Disciplinary Rules	7
Athletic Policy on Tobacco, Alcohol, and Marijuana	7
Athletic Policy on Drugs and Paraphernalia	8
Reporting of Extra-Curricular Code Violations	8
Extra-Curricular Code Appeal Committee	9
Enforcement of Extra-Curricular Code Violations	9
Miscellaneous Discipline Problems	9
Handling of School Property	9
Extra-Curricular Activity Policy on Tobacco, Alcohol, and Marijuana	9
Student Council/Class Officers	9
Clubs, Organizations, and School Musical	10
Student Council/Class Officer	10
Clubs, Organizations, and School Musical	10
Coronations and Homecoming or Prom	10
Due Process For Student Participants	10
Academic Eligibility	10
Miscellaneous Rules	11
Travel	11
Athletes Beginning a New Season	12
Extra-Curricular Honors and Awards	12
Activity Fee	12
Athletic Affiliations	12
Lockers	12
Report of Injury	12
Medical Release to Return to Competition	13
Practice Sessions	13
Sportsmanship	13
Coaches/Sponsors Rules & Guidelines	13
Complaints/Chain of Command	13
Disclaimer	14

Introduction

Positive Experiences

Extra-Curricular activities at Carrollton Community Unit School District (CCUSD) provide students with opportunities for success and UNFORGETTABLE MEMORIES.

In the history of athletics at CCUSD, there have been many outstanding programs and individuals. Many conference, district, regional, and sectional championships have been won. Many teams have been state place winners. Many individuals have received awards at the state level. It is now time for you to add to this rich tradition. What legacy will you leave...as an individual...as a teammate?

Welcome to CCUSD-one of the best programs in the state. Enjoy every minute of the experience because before you know it you will be an alumni wondering where the time went.

Sportsmanship

Successful achievement does not occur by chance or by skill alone. There is another ingredient which cannot be measured, but is readily recognized by every parent, fan, sponsor, coach, or participant. It is a positive "ATTITUDE."

When a team or individual takes the position against an opponent this attitude is prevalent. This reflects the school's commitment, desire, determination, leadership...it reflects CHARACTER. These qualities create an ATTITUDE that produces championship performances and unforgettable memories for all concerned and promotes success in life outside of sports and after high school.

In accordance with the IHSA, CCUSD believes that sportsmanship is a core value and its promotion and practice are essential. This code of conduct applies to all parents/fans involved in interscholastic athletics and activities.

1. Parents/Fans will promote academic, emotional, physical and moral well being above desires and pressure to win.
2. Parents/Fans will teach, enforce, advocate, model, and promote the development of good character to include:
 - a) Trustworthiness
 - b) Respect
 - c) Responsibility
 - d) Fairness
 - e) Caring
 - f) Citizenship
3. Parents/Fans will respect participants, officials, opponents, and all other involved.
4. Parents/Fans will promote fair play and uphold the spirit of the rules in the activity.
5. Parents/Fans will model appropriate behavior at all times.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be forbidden from attending contests or practices if I violate any of its

provisions. I acknowledge that my signature on the back page of this booklet indicate that I have read and understand this Code.

We salute our students, parents, and fans who have demonstrated this positive ATTITUDE. Learning to win and lose in a proper manner is an important life lesson to learn at CCUSD.

Extra-Curricular Activities are a Privilege

Participation in student activities and athletics is considered an extension of, but separate from, the regular school program. While the regular program is a right afforded to each student, participation in athletics and activities is a privilege. This privilege asks students to meet certain expectations beyond those found in the traditional classroom setting. Since participation is a privilege, the school has the authority to suspend or revoke this privilege for those who do not conduct themselves in a responsible manner as determined by CCUSD. Nothing in this handbook or Code of Conduct is intended, nor shall it be construed, as creating any right, contractual or otherwise, to participate in student activities or athletics, or to any procedure or process in connection with any suspension or revocation of the privilege of participating in student activities or athletics.

Student participation in School District extra-curricular activities and athletics is a privilege and not a right of Carrollton Grade School and High School students. With this privilege comes certain responsibilities; responsibilities associated with being a positive representative of the school, being a good role model, and making good decisions concerning physical health and conditioning.

The Carrollton C.U.S.D. #1 Board of Education, Administration, Faculty, and Coaches strongly oppose the use of tobacco, smokeless tobacco, alcoholic beverages, or illegal drugs, including steroids, by students. In order for students to be at their best both mentally and physically, each individual must work toward being in good health and condition. The use of tobacco, smokeless tobacco, the drinking of alcoholic beverages and the use of illegal drugs and/or steroids will not allow a person to attain his/her best health and physical conditioning.

PLEASE READ THE INFORMATION CONTAINED IN THE EXTRA-CURRICULAR CODE HANDBOOK. THIS FORM AND AGREEMENT MUST BE SIGNED AND RETURNED BY PARENT/GUARDIAN AND STUDENT PARTICIPANT AT REGISTRATION.

Policy

This policy covers, but is not limited to, the following activities and any other activities that may be added during the year: (1) all clubs, organizations and class officers, (2) athletics, (3) National Honor Society, (4) Cheerleading, (5) Scholastic Bowl Team, (6) Student Council, and, (7) School Musical. Band and Chorus performances and FBLA and FFA contests are not covered by this agreement because they are co-curricular. Carrollton Grade School and Carrollton High School will strictly enforce this policy against students involved in extracurricular activities. This means that:

- Students found to be in possession of, or under the influence of, alcohol, marijuana, other non-prescription or prescription drugs for which no prescription is obtained,

steroids, drug paraphernalia, tobacco, smokeless tobacco or look-a-like drugs (ex: vape, JUUL, etc.), will be in violation of the Extra- Curricular Code Agreement and will be disciplined accordingly.

- Students in violation of the above stated substance abuse rules will be suspended from practice and/or participation in all extra-curricular activities and athletics according to guidelines outlined in this handbook.

When This Extra-Curricular Code is in Effect

The rules set forth in this Extra-Curricular Code are in effect throughout the year, 365 days, 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.

Definitions

1. Student Participant

Student participant means a boy or girl enrolled in Carrollton Grade School or Carrollton High School or who otherwise has authorized administrative permission to participate and who is participating and/or intends to participate in an interscholastic athletic activity, cheerleading, or any of the extra-curricular activities or clubs sponsored by Carrollton C.U.S.D. #1.

A student, who intends to participate in athletics and/or extracurricular activities in the School District, is required to notify the School District of his/her intent to participate in a particular activity prior to the start of practice or tryout.

In the event that a student enrolls in the School District during the school year and intends to participate in a particular activity, that student must notify the School District of his/her intent to participate in the activity prior to the start of practice or tryout. All students are considered under the Hawk Code upon signing of the receipt. Therefore the student is subject to all rules set forth in the Extra Curricular Code if they choose to participate in any extracurricular activity.

2. Activity

Activity means any tryout, practice, game, event, contest, competition, tournament, match or recreation connected to the conduct of a sport or activity.

3. Sport

Sport means any interscholastic activity sponsored by the district.

General Regulations

Athletics

Illinois Elementary School Association and Illinois High School Association rules must be followed in all cases of student eligibility, transfer, physical examination, insurance

coverage, starting dates, use of school equipment, etc. Each coach has the responsibility of knowing, understanding, informing student team members and enforcing school and association regulations.

Other Organizations

Each organization is required to maintain a current constitution and list of members. Each organization sponsor has the responsibility to know, to inform members and parents/guardians, and to enforce school and constitution regulations.

Absence from School on Day of Activity

- A student must attend school the entire day and follow the regular schedule in order to participate in a practice, game or contest that day. Exception to this rule is permission granted from the principal for absolutely necessary reasons to be out of school (examples: funerals, necessary doctor, or dental appointments). Parents must clear any absence with the building principal prior to 10:00 am for that student to be eligible to participate in interscholastic activities that day.
- If a student is absent from school prior to a non-school day activity, the student will not be permitted to participate in the activity, unless permission has been granted by the Principal. The student or parent/guardian must contact the Principal on the morning of the absence by 10:00 a.m. with an explanation of the absence. The Principal will then decide if the absence is excusable. If the student is out for medical or dental reasons, the student must present to the sponsor on the day of the activity a note from a doctor or dentist verifying the visit. The sponsor/coach will then present the note to the Principal the next school day.
- School sports takes precedence over club sports or select teams and the absence will be unexcused.
- If students are scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches, or sponsors involved should cooperate so that the students may participate in both events. If this is not possible, the following guidelines will determine which events they should participate.
 1. A class related activity (Example: field trip, science project fair, or choir performance, etc.) would take precedence over an extracurricular practice or performance.
 2. A performance, contest, or game takes precedence over a practice or rehearsal.
 3. If there are schedule conflicts between two activities, either sponsor (teacher or coach) may ask the student to choose between the activities with the advice and consent of the Principal.

Requirements for Athletic Participation

A student athlete must have the following fully executed documents on file in the school office wherein a student is in attendance before the students' first participation in any activity:

1. A current physical examination completed by a licensed physician.
2. Completed and signed receipt showing the student participant and his/her parents/guardians received a copy of the Extra-Curricular Code, understand

the terms of the Extracurricular Code and agree to abide by its terms and conditions.

3. Receipt of payment of Activity Fee.
4. All parents/guardians are required to attend a pre-season meeting or arrange an individual meeting with the particular coach prior to first practice.
5. All forms including drug testing and concussion forms need to be signed.
6. Baseline concussion test must be completed prior to participation for high school athletes.

Attendance at Practice, Meets, Games, and Extra-Curricular Events

For the protection of the health and safety of student participants and to protect the integrity of the team or production, team members and production members shall be required to attend all regularly scheduled practices, meets, games or events. Failure to attend by a team/production member may result in discipline, including suspension or dismissal from the team or event.

Application and Conflict of Disciplinary Rules

Any discipline imposed for violation of the rules of the Extra-Curricular Code of Conduct does not limit the District in any way. In other words, theft, destruction of property, and consumption of alcohol and other types of conduct described in the Extra-Curricular Code are also violations of the general student handbook. Misconduct that violates the student handbook will be dealt with according to the provisions of the student handbook.

Athletic Policy on Tobacco, Alcohol, and Marijuana

Violations of the following rules and regulations will be of a cumulative nature. These rules will carry over the entire junior high school and high school career of a student athlete. Violations for junior high students will not carry over to the high school. However, an eighth grade program participant will assume high school status the day after completion of grade school. Also, these rules and regulations apply during the summer with the exception of curfew violations. The program participant shall be deemed in violation of the Extra-Curricular Code if found using or in possession of alcohol, tobacco, or vape products and accessories.

Suspension from the team or event involves the actual interscholastic competition or extra-curricular event. Practice may still be required:

1. The first (1st) offense shall result in the student participant being suspended for 25% of the contests for that season. The contest from which the participant is suspended must be consecutive. Any suspension not completed will carry over to the next competitive season for that student's previously established participation. The suspension will be based upon the higher level at which the student participant practices and participates in and will encompass all contests in between. In addition, students may be required at their expense to have an evaluation conducted by a licensed substance abuse counselor prior to resuming participation in any contest or activity. If counseling is deemed necessary by the substance abuse

- counselor and if the counselor verifies that the student has successfully completed the counseling session(s), then the suspension may be-reduced by one-half (1/2).
2. A second (2nd) violation will result in a one (1) calendar year suspension from all athletics. In addition, students may be required at their expense to have an evaluation conducted by a licensed substance abuse counselor prior to resuming participation in any contest or activity. If counseling is deemed necessary by the substance abuse counselor and if the counselor verifies that the student has successfully completed the counseling session(s), then the suspension may be reduced by one-half (1/2).
 3. A third (3rd) violation will result in termination of a student's athletic career.

Suspensions will be based on the number of regular season games and tournaments scheduled for the season for each sport. Each regular season tournament will be equal to two (2) regular season games. Example: Girls basketball consists of 16 regular season games and three tournaments calculated as six (6) regular season games, for a total season of twenty-two (22) games. A player that is found in possession of alcohol for the first time will be suspended for 5 ½ consecutive games.

Athletic Policy on Drugs and Paraphernalia

Illegal use or possession of drugs or controlled substances, illegal use or possession of prescription drugs, illegal use of solvents and inhalants (sniffing toluene glues, paint thinners, etc.) or possession of illegal drug paraphernalia metal tubes, scales, wrapping paper, baggies, etc. by student participants is prohibited. The following consequences will apply:

1. First (1st) offense shall result in a one (1) calendar year suspension from all athletics. In addition, prior to resuming participation in any contest or activity, the student will be required at his/her expense to have an evaluation conducted by a licensed substance abuse counselor to determine if counseling is necessary. If counseling is deemed necessary by the substance abuse counselor and if the counselor verifies that the student has successfully completed the counseling session(s), the student may resume participation after the suspension period.
2. Second (2nd) offense shall result in the termination of the student participant's athletic career.

Reporting of Extra-Curricular Code Violations

Student participants are required to report to their coach, sponsor, athletic director, or Principal when they are in violation of the Extra-Curricular Code. Students who self-report a tobacco and/or alcohol and/or illegal drugs and paraphernalia violation within 24 hours of the violation shall have their punishment reduced by one-half (1/2).

Administration, faculty and police may also report extra-curricular code violations. Faculty who observe an extra-curricular code violation are to immediately inform the student of the infraction and notify an administrator within 24 hours of the violation. The student has the option to self-report an incident within 24 hours. Self-reporting is only applicable for a first time offence.

Extra-Curricular Code Appeal Committee

Upon information accusing a student of an extra-curricular code violation, the Principal shall form a committee consisting of, but not limited to, himself, the athletic director, the student's head coach/sponsor, and the assistant coach. Evidence shall be presented but not limited to the committee by teachers, administrators, coaches, the accused student and the police. Based upon the evidence submitted, the committee will review the information and render a decision.

Enforcement of Extra-Curricular Code Violations

It is the responsibility of the coach/sponsor to enforce the consequences of extra-curricular code violations.

Miscellaneous Discipline Problems

The following will result in counseling by the coach/sponsor and possible disciplinary action by the Principal. Action may include suspensions from all meetings, practices, and/or contests. After the third (3rd) such suspension, the student will be removed from the team or organization.

1. Displays of unsportsmanlike conduct towards an opponent or official or use of profanity during a practice, meeting, organizational event, or contest.
2. Theft or intentional destruction of any school or individual's equipment or property.
3. Any criminal law infraction such as stealing or acts of vandalism, acts of violence, or conduct by a student member that is determined by the coach/sponsor to be detrimental to the organization's program, school, or school district.

Handling of School Property

All uniforms and school equipment issued to students must be returned cleaned and washed at the coach's request following the conclusion of an activity. Failure to comply will result in the student not being able to begin another activity until the matter is resolved. The student will be billed for the replacement cost of the uniform or equipment. The student will not receive any awards that were earned until the matter is resolved to the coach/sponsor's satisfaction.

Extra-Curricular Activity Policy on Tobacco, Alcohol, and Marijuana

Carrollton C.U.S.D. #1 sets high expectations for all students. The purpose of these policies is to motivate students not to use tobacco products or alcohol. The following consequences will apply to students who violate this policy.

Student Council/Class Officers

1st offense- Removed from Student Council or officer position for one quarter (9 weeks).

2nd offense- Removed from Student Council or officer position for one calendar year from offense.

3rd offense- Removed from Student Council or officer position for remainder of junior high or high school career.

Clubs, Organizations, and School Musical

1st offense- Ineligible for participation for one quarter (9 weeks)

2nd offense- Ineligible for participation for one (1) calendar year from offense

3rd offense- Ineligible for participation for the remainder of junior high or high school career

Extra-Curricular Activity Policy on Drugs and Paraphernalia

Illegal use or possession of drugs or controlled substances, illegal use or possession of prescription drugs, illegal use of solvents and inhalants (sniffing toluene glues, paint thinners, etc.) or possession of illegal drug paraphernalia (metal tubes, scales, wrapping paper, baggies, etc.) by student participants is prohibited. The following consequences will apply:

Student Council/Class Officer

1st offense- Removed from student council or officer position for one calendar year from offense.

2nd offense- Removed from student council or officer position for remainder of junior high or high school career

Clubs, Organizations, and School Musical

1st offense- Removed from the activity for one calendar year from offense.

2nd offense- Removed from the activity for remainder of junior high or high school career

Coronations and Homecoming or Prom

If the violation occurs during the student's senior year, the student will be ineligible for the homecoming and prom court. Senior year begins the day after a student's junior year ends.

Due Process For Student Participants

Under these rules and before any suspension or termination of career participation shall take effect, the student shall be verbally advised by the Principal of the alleged violation and the student will have an opportunity to explain or justify the action. If, after such conference the Principal is satisfied a suspension is warranted, the student and coach shall be notified of the suspension. The parent/Guardian may appeal the decision to the extra-curricular code appeals Committee. The appeal must be made within seven (7) calendar days of notice of suspension. The suspension initially imposed by the Principal will continue while the appeal is conducted. The appeal committee will render a decision based on the evidence provided by both sides. If not resolved, the student may then appeal the decision to the Superintendent. The Superintendent will meet with the appeal party and render a decision. If not resolved, the student may then appeal the decision to the Board of Education.

Academic Eligibility

Carrollton Grade School and High School conduct a weekly assessment of all students who are participating in an extra-curricular activity or sport. Grades are due in Skyward by 4 p.m. on the close of each school week. Eligibility guidelines are as follows:

1. Students must pass all classes in order to be eligible on a weekly basis.

2. The student's eligibility runs from Sunday to Sunday of that particular week.
3. The student's academic eligibility is determined by a cumulative average of that student's work. This is the grade that the student would receive upon transferring to another school that day for that semester's work.
4. A high school student's eligibility is determined by the first nine weeks, on a week-by-week basis, accumulating that nine weeks only. Beginning in week 10 of a semester, eligibility is determined by a cumulative semester grade. This is the grade a student would receive upon transferring to another school at that time.
5. A grade school student's eligibility is determined by a cumulative quarter grade that starts over with each new quarter.
6. At the end of a semester, a student's eligibility is determined by the number of credit hours the student passes. This is determined by the IESA and IHSA.
7. All academic eligibility starts over at the beginning of the second semester and at the beginning of the next school year.
8. Teachers are required to have a variety of, and a number of, grades recorded each nine weeks, i.e. projects, quizzes, tests, homework, performance assessments, etc. No student will be reported ineligible until at least three grades have been recorded at the start of a new semester.
9. A student declared academically ineligible may not participate in any event, meet, match or contest but may practice with the team or organization.
10. Eligibility also applies to student council, class officers, clubs, organizations, school musical, and homecoming or prom coronations.
11. After being ineligible for three consecutive weeks during a sports season, the athlete will be dropped from the squad.
12. After three weeks of nonconsecutive ineligibility during a semester, a meeting will be held with student, parents, and coach or sponsor to determine continued participation in their extra-curricular activities

Miscellaneous Rules

Travel

Participating students must travel to and from contests away from Carrollton Schools on transportation provided or arranged by the school. The only exceptions are as follows:

1. Injury to a participant, which necessitates alternate transportation.
2. Other emergency exceptions approved by the building principal.
3. An arrangement between the participant's parent/guardian and sponsor as follows:
If the parent/guardian personally asks to drive his/her child home and signs a release form.
4. JV players must stay for all varsity games unless a student receives permission from the sponsor to leave.

All athletes are expected to use district transportation to and from events. This is an excellent time for coaches and players to communicate informally and build team cohesiveness that is a vital part of the athletic experience. Should there be an emergency; an athlete may be released only to their parent/guardian. Athletes shall never be released to someone other than a parent without prior written permission.

Athletes Beginning a New Season

Any athlete not beginning the season with the rest of the team is required to sit out the number of days he/she missed before playing in an interscholastic contest. (Exceptions: when seasons overlap, for a medical reason, for military obligations, or a transfer student)

- After the first game of the season, the athlete may not quit to join the roster of another school team unless both sponsors agree and approval is granted by the athletic director and the building principal.
- If an athlete is on the roster of two teams during the same season and quits one after games have begun to focus on the other, approval must be granted by the athletic director and building principal.

Extra-Curricular Honors and Awards

Each coach will inform students and parents/guardians of guidelines for lettering in each sport. Completion of the sports/activity season is required in order for the student to be eligible for a letter or other team or individual awards. (Exceptions: medical conditions or injuries, which arise during the season and limit a student's participation.)

Activity Fee

Students are required to pay dues or a fee to participate in an organization or sport before the first scheduled practice. Regarding athletics, the participant fee covers one or more sports and does not guarantee playing time. If a student is participating in only one sport for the year and, prior to the first contest in that sport, decides not to participate in the sport, the student may request a refund in writing.

Athletic Affiliations

Carrollton High School is a member of the Western Illinois Valley Conference and the Illinois High School Association. Carrollton Grade School is a member of the Illinois Elementary School Association. Rules that pertain to membership in both of these organizations must be followed in cases of student eligibility, transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility of knowing, understanding, informing student team members and enforcing school and association regulations.

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.

Report of Injury

The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by a school sponsored activity, to the head coach of the sport or the activity sponsor. The head coach or sponsor may need to report the injury to the athletic director, building principal, district nurse and/or superintendent depending on the severity of the injury. Any doctor's notes prohibiting students from practices and games due to illness and/or injury are to be copied and delivered to the head coach and to the district nurse.

Medical Release to Return to Competition

When there is a question of a student's medical fitness to practice or compete, coaches or school officials will require the student to provide a release to participate, signed by a physician licensed to practice medicine, before allowing the student to engage in further athletic activity. In each instance when a student participant has been directed by a coach or other school official to seek medical examination or treatment, the student shall provide a release to participate, signed by a physician licensed to practice medicine, before the student participant is allowed to engage in further athletic activity. Students cannot return to participate in practices or games until a release is received from the student's physician. (Coaches may require the student to participate in at least one practice after receiving this documentation prior to allowing the student to participate in competition depending on the seriousness of the injury.)

Practice Sessions

The athletic director must approve all practice sessions for each month. It is the responsibility of coaches and sponsors to inform students and parents/guardians of each month's practice schedule. Coaches are not to practice or have open gyms on Wednesdays after 6:30 p.m. or Sundays without permission of the building principal and/or athletic director. Practices must be finished and all participants must be out of the school building by 6:30 p.m. on Wednesday evenings. Any open gyms must be approved by the building principal and/or the athletic director.

Sportsmanship

Coaches/sponsors shall personally exhibit and shall require of their student participants respect of officials and each other and good sportsmanship. Coaches/sponsors shall establish rules of deportment for their student participants and their teams that encourage good sportsmanship and require respect for the opposing team or organization, the officials, the spectators, and each other.

Coaches/Sponsors Rules & Guidelines

Each head coach and sponsor will be responsible for providing participants with rules and guidelines for each sport or activity. These rules and guidelines will be discussed at the beginning of each season. The athletic director and Principal must approve these rules prior to implementation.

Complaints/Chain of Command

In the event a problem may occur during a sport or activity, the following chain of command must be followed: Student/parent guardian > Coach/Sponsor > Athletic Director > Principal > Superintendent

Parents/guardians are not to approach a coach/sponsor with a complaint immediately following a game, contest or activity. Parents/guardians should contact the coach/sponsor to set up a meeting the following day to discuss any issues.

Good communication is paramount for a successful experience. **Mandatory parent meetings** are held at the beginning of each sport season so that the coach may review

rules, expectations, and other team rules and guidelines. The coach shall also provide phone numbers and provide the best method to reach him/her.

As with everything we do, we believe in the primacy of “teachable moments.” When athletes are having an issue, we need to seize this opportunity to teach life skills to resolve conflict. Therefore, we expect athletes and parents to follow the “**chain of command**” when dealing with issues. 1. Athlete contacts the coach or coaches; 2. Parent contacts the coach or coaches; 3. Parent contacts the Athletic Department; 4. Parent contacts Principal. If these steps are followed, concerns shall be heard by the appropriate person in the proper venue and resolution will follow.

Failure to Sign

Failure to sign the Extra-Curricular Code of conduct will result in the student not being allowed to participate in any sport/activity. The Extra-Curricular Code of conduct will be issued to all students at the time of registration.

Disclaimer

The Carrollton Community Unit School District #1 Board of Education and administration reserves the right to make changes to this Extra-Curricular Code in order to provide what is in the best interest of the schools, the extra-curricular programs and students.

Revisions

Revised by an Advisory Committee on May 5, 2010
Revised by an Advisory Committee on May 10, 2011
Revised by an Advisory Committee on May 8, 2013
Approved by the CCUSD #1 Board of Education on Sept. 9, 2013
Revised by an Advisory Committee on June 4, 2014
Approved by the CCUSD #1 Board of Education on July 21, 2014
Revised by Advisory Committee - April 28, 2015
Approved by CCUSD #1 Board of Education - July 20, 2015
Revised by Advisory Committee on June 17, 2016
Approved by CCUSD#1 Board of Education – June 20, 2016
Revised by Advisory Committee on May 16, 2017
Approved by CCUSD#1 Board of Education – June 19, 2017
Revised by Advisory Committee on May 14, 2018
Approved by CCUSD#1 Board of Education – June 18, 2018
Revised by Advisory Committee on May 14, 2019
Approved by CCUSD#1 Board of Education – May 20, 2019
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Approved by CCUSD #1 Board of Education-May 18, 2020

