

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
June 22, 2017
7:30 PM

“WHERE ALL STUDENTS WILL LEARN AND SUCCEED AND ALL MEANS **ALL**”

DISTRICT GOALS:

Demonstrate increased academic achievement for all students.
Improve communications among all stakeholders in the Putnam County School District and communities.
Maintain strong fiscal responsibility in the Putnam County School District.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. AUDIENCE PARTICIPATION
- V. ADJUSTMENTS TO AGENDA
- VI. NEW BUSINESS
 - A. Review draft of extra-curricular policy manual 2
- VII. OLD BUSINESS
 - A. Enterprise zone - resolution approval (to be provided prior to meeting)(action)
- VIII. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE SCHOOL DISTRICT. 30
- IX. ACTION ITEMS FOLLOWING EXECUTIVE SESSION
 - A. Hires (action)
- X. ADJOURN

PUTNAM COUNTY
CUSD #535
Extracurricular
Handbook



2017-18



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I. General Information

INTRODUCTION

Mission Statement

The mission of the Putnam County Athletic Department is to provide an athletic program that helps develop the whole person through education and competition; to stimulate a strong attitude of discipline, sportsmanship, integrity, leadership, and social responsibility; to promote pride in our athletic programs; to insure equal opportunity for all student-athletes; and to make our athletic program a sense of pride for our students, alumni, and community.

PRE-SEASON ITEMS

Pre-Season Meetings

The athletic director will hold an athletic department meeting at 6pm on the Monday of the second week in August prior to the start of the school year for all coaches, players, and parent(s)/guardian(s) to go over important items prior to the start of the athletic calendar. Coaches and the athletic director and/or building principal, if applicable, will meet prior to the start of the first practice to go over items such as practice schedules, tryouts/cutting procedures, budgets, bus times, emergency contact info, etc. in preparation of the season.

Each team is to have a pre-season “Player/Parent Meeting” where the coach provides his/her team rules and expectations. Also to be discussed are school policies and expectations, such as attendance, eligibility, contact information, etc. The date of this meeting should be communicated with the athletic director and should take place either one week prior to the start of the season or within the first week of the season. Team rules and expectations are to be turned in to the athletic director for approval a minimum of one week prior to the scheduled “Player/Parent Meeting.”

Communication

Coaches should adopt a method for communicating with players and parents. It is highly recommended for coaches to utilize text and emails to communicate with parents. Information that parents need to be aware of should be communicated directly to them (e.g., schedule changes, bus times, directions, meetings). Coaches should communicate in a timely manner with parents regarding discipline concerns/issues as well as any injury related matters.

Formal Evaluation Meeting Schedules

All head coaches will schedule and attend a Pre-Season Goal Setting meeting. This meeting should take place after practice has begun and before contests begin. All coaches should schedule and attend a midpoint check-in meeting roughly one-half of the way through their season. The final meeting will be a Post-Season Evaluation meeting. This should take place within a month of your season ending. All meetings are to be scheduled with the athletic director and/or building principal, if applicable.

Volunteer Coaches

All volunteer coaches must be approved by the district office. Coaches wishing to utilize volunteer coaches need to have the volunteer communicate with the district office and turn in any necessary documentation prior to beginning any duties. A volunteer coach must have either a valid teaching certificate or be ASEP certified. The following web address provides



information related to the certification of non-faculty coaches:

https://www.ihsa.org/documents/forms/ASEP_Non-Faculty_Coaching_Certification.pdf

All costs of the certification are the responsibility of the individual wanting to volunteer. Once the course(s) are completed, the individual can take proof of completion to the district office to seek reimbursement.

With prior approval of the head coach, a certified volunteer coach may start and/or run practice without the presence of the head or assistant coach.

Athletic Homepage <http://il.8to18.com/PutnamCounty>

Coaches have the responsibility to update their own page, including all general information as well as game scores and highlights. Instructions are available in the athletic office.

Physicals, Insurance Waivers, and Drug Testing Consent Forms

In order to try-out or practice for any extracurricular activity, all students must have a current physical (*within the past 395 days*), an insurance waiver, and drug testing consent form turned in the office prior to participation. If a student does not have any of the forms turned in, they are not allowed to participate. If a player gives a coach their physical/waiver/drug testing consent form, coaches are to turn the form(s) into the office the following day.

Concussion Testing

For the safety of all, every student-athlete in Putnam County CUSD #535 is required to have a baseline concussion test completed prior to the first contest. Coaches need to communicate with the athletic director and/or building principal, if applicable, to schedule a time when the test can be administered. For participants in grades 9-12, one test will last for two years. For participants in grades 5-8, the test needs to be taken annually.

Try-Out / Cutting Procedures & Team Rosters

All try-outs shall last a minimum of two days and should be advertised by the coach through morning announcements. The announcement of the try-outs should be made one week prior to the start of the try-out. Coaches of all Fall extracurricular offerings that begin prior to the start of school year need to communicate their try-out information to the athletic director and/or building principal, if applicable, so it can be distributed through district communication system(s).

At the conclusion of try-outs (or the first week of practice), coaches shall turn in their rosters to the office. It is the responsibility of all coaches to notify the athletic director and/or building principal, if applicable, of any changes to the roster throughout the season.

Illinois Elementary School Association (IESA) & Illinois High School Association (IHSA)

The IESA & IHSA posts online (www.iesa.org & www.ihsa.org) several documents available to coaches. Some of the most important annual documents include: General Reminders, Activity Update, Terms and Conditions, Regional Entry Form Instructions, Instructions for Online Seeding and Ratings, Activity Limitations, Advisory Committee Minutes, and Exceptions to NFHS Rules. Coaches should read through all IESA and IHSA literature to stay apprised of all changes and points of emphasis.



Practices

Coaches need to coordinate with each other regarding facility use when developing their practice schedules. Every coach shall turn in their practice schedule to the athletic director. Parents are to be provided a practice schedule that allows sufficient time to arrange transportation. Practices are not to begin prior to 3:30pm during the school week, including early dismissal days. Practices are not to take place during parent-teacher conferences. (Exceptions can be pre-arranged with the athletic director only if there is a non-faculty coach, employed by the district or a certified volunteer coach that can start and/or lead the practice until the head coach completes all of his/her duties as a faculty/staff member per collective bargaining agreement). There are to be no practices on Sundays. Practices during Institute Days cannot begin until after the end of the regular school day. No practices on Christmas Eve, Christmas, or New Year’s Day.

All coaches who are faculty members employed by the district are to complete their teaching duties/responsibilities prior to taking part in their coaching duties/responsibilities.

Activity Fee

Based on the roster coaches submit, students will be required to pay the district’s Activity Fee. This must be paid prior to participating in the first contest of the season. Coaches should communicate with the office prior to the first contest to confirm all fees have been paid. Coaches should work with the office to help remind students to turn in their unpaid activity fee(s).

Extracurricular Activity Fees

The Putnam County CUSD #535 Board of Education has established a fee structure for student extracurricular activity participation for the 2017-2018 school year.

Category	Junior High	High School
*Clubs	\$15	\$25
Puma Crew	\$5	N/A
Panteras	N/A	\$40
Play/Musical	N/A	\$20
**Cheerleading/Athletics	\$25	\$40
Concussion Test	\$5	\$5

*One fee for as many clubs as desired

**Per sport

Students will be expected to pay a monthly rental fee for band, unless they own their own instruments.

Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

In order to avoid undue financial hardship, a \$300 family limit exists. The family holds responsibility for keeping track and verifying extracurricular fee payments. Charges for instrumental rentals are not included in the \$300 family limit.

Indigent applications for waiver of the extracurricular fees are available at the time of registration in



July/August.

Team GPA Challenge (grades 9-12)

Understanding the vital link between extracurricular participation and academic success, the athletic director conducts a seasonal Team GPA Challenge. The challenge runs from the opening day of the season (according to IHSA calendar) to the last day of competition for any team within that given season. The winning team will have their team name, year, and team GPA engraved on a plaque.

Team Pictures

A picture day for each team will be scheduled at the beginning of each year. Picture packets are available in the office and coaches should pass these out prior to their picture day.

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
JH Fall Athletic Pictures	8/16/17	2 pm	PCJH
JH Winter Athletic Pictures	11/1/17	2 pm	PCJH
JH Spring Athletic Pictures	3/21/18	2 pm	PCJH
HS Fall Athletic Pictures	8/18/17	2 pm	PCHS
HS Winter Athletic Pictures	11/15/17	2 pm	PCHS
HS Spring Athletic Pictures	3/7/18	2 pm	PCHS

FINANCIAL POLICIES

District Compensation

Please refer to the current collective bargaining Extracurricular Pay Schedules for coaching compensation. All coaching compensation questions should be directed to the district office.

Team Apparel

Teams are encouraged to offer items for purchase to players and families. Apparel sales are a great way to promote your program and instill team and school spirit. The selling of team apparel is not considered the team’s fundraiser, just the promotion of your program; therefore, pricing should only cover the costs. If a coach/sponsor chooses to use apparel sales as their fundraiser, the pricing structure will be reflected as such.

Be sure to order team apparel as soon as the season begins so buyers can have items as soon as possible. Coaches should deposit all funds collected into their team’s activity account. The office staff will pay invoices for the apparel purchases out of the team’s activity account after it has all been received and the coach fills out and turns in to the office the Activity Account Payment Request Form (see appendix).

Fundraising

Due to being a unit district in a small community, each extracurricular activity is only allowed to conduct one fundraiser per calendar year. All fundraisers need prior approval by the athletic director and/or building principal, if applicable, before conducting the fundraiser. Pre-approval is necessary so multiple teams are not conducting the same fundraiser. Fundraising approval will be given on a first-come, first-served basis by the athletic director.



Money Procedures

All purchases should be submitted through the district's purchase order (PO) process. Coaches should request an activity purchase order from the athletic director when making an order that will be paid with the team's activity account funds. The coach fills out the PO and turns it into the athletic director for approval. After the coach receives the signature of the athletic director, he/she can then proceed with ordering. Once equipment/apparel has been received, coaches should contact the office staff in order to reconcile what was received with the invoice. Each team has an activity account that works like a checkbook and the money "rolls over" from year to year. See the office staff for current account balances.

Any money collected through the participation of a student-athlete(s) in an extracurricular activity should be deposited into that activity account on the day the money is turned in to the coach. If money is turned in on a weekend, money should be deposited on the next school day. Coaches should communicate to all parties that if student/athletes elect to pay by check, all checks should be made out to the school and/or the program (i.e. PCHS Volleyball) and not the individual coach.

GAME DAY ITEMS

Emergency Contact Information

Once rosters are submitted to the office, coaches should compile an emergency contact list that will also include his/her athletes' medical concerns. This list should accompany the coach to all practices and games and is expected to be kept confidential.

If an accident occurs at practice (or game) that is serious in nature (e.g. broken bone, ambulance called), the head coach shall contact the athlete's parent immediately. Also, the head coach must contact the athletic director and turn in an accident report form the following day to the office. If there is ever a question on whether an accident report should be filed the answer will always be yes, it needs to be completed.

Each coach should create a phone tree or have some other method of contacting team members in case of emergency or other last minute change of schedule.

Scholastic Eligibility

The eligibility report is completed on the last day of the week at approximately 12pm. It is the responsibility of the coach to communicate ineligibility with his/her athletes. Ineligible players are allowed to practice with the team but are not allowed to be in uniform at contests. Individual coaches should communicate their expectations regarding attendance at contests.

Grades 9-12

In order to be eligible to participate, students must be doing passing work in 5 of 6, or 6 of 7 academic subjects (Driver's Education & PE are not used in determining extracurricular eligibility). If a student receives two failing grades on the eligibility report, that student will be placed on the ineligibility list for one week. The ineligibility period runs from Monday to Sunday. After three weeks of ineligibility (per season), a student will be dismissed from that



team. This pertains to all extracurricular athletics and activities. Coaches are to clearly communicate with their athletes and their athletes' parents/guardians regarding eligibility.

Grades 5-8

A student shall be doing passing work in all subjects. If a student receives one failing grade on the eligibility report, that student will be placed on the ineligibility list for one week. The ineligibility period runs from Monday to Sunday. After three weeks of ineligibility (per season), a student will be dismissed from that team. This pertains to all extracurricular athletics and activities. Coaches are to clearly communicate with their athletes and their athletes' parents/guardians regarding eligibility.

Equipment and Uniforms

Coaches shall distribute, collect, and inventory all uniforms and equipment made available to athletes during the season. At the conclusion of each season, the head coach shall be responsible for collecting all district owned uniforms/equipment within one week of the final contest.

Coaches are required to communicate with the office staff following the conclusion of uniform/equipment turn-in time frame so the office staff can start the process of billing for lost, stolen, or damaged items. Uniforms will not be collected by the office. Uniforms should be returned directly to the coach (this includes coaches who are not district employees). Coaches can coordinate with an assistant or a coach of another level to assist with uniform turn in provided it is completed within one week of the final contest. It is the responsibility of the coach to set up uniform/equipment turn-in time(s) & location(s) and communicate those times & location(s) to the players and parents/guardians.

Morning Announcements

Coaches should utilize the morning student announcements through the office to communicate information such as try-out times, parent meetings, game results, schedule changes, etc. Coaches need to be mindful regarding the length of announcement so that classroom time is not lost.

Away Games

The athletic director will set bus times. The head coach should communicate directly with the athletic director if there are any necessary adjustments. It is the responsibility of the coach to find another certified faculty member to cover their class(es) if the coach has to leave early. This should be clearly communicated with the building principal as it does affect the teaching and learning in the building.

Athletes should also be instructed to communicate with their teachers with regards to missed assignments prior to missing the class and/or assignment(s).

Coaches may allow players to ride home with their parents after away contests. Each coach should have a sign-out sheet with them for each away contest. The procedure for this is to have the athlete's parent/guardian sign-out their child. Also, an athlete is allowed to ride home with another parent only if said athlete has a note from his/her parent/guardian indicating permission and the other parent/guardian signs said student out. Coaches may not have their own children



ride the bus.

When riding buses, excluding minibuses, all coaches are expected to give the bus driver a roster/list of student-athletes who are riding the bus on that given trip. If student-athletes are signed-out after the contest according to our sign-out policy, a new roster/list should be given to the bus driver for the return trip.

A coach/sponsor is required to ride the bus to and from the contest/activity. If multiple teams are riding the same bus, coaches/sponsors can coordinate between themselves regarding who will ride the bus and who will meet the team at the contest/activity location. If a coach does not ride the bus to or from the contest/activity, he/she is still responsible for staying with the student-athletes/participants on his/her team upon returning to Putnam County CUSD until their individual rides show up. Coaches who opt not to ride the bus when the bus is available for him/her to ride will not be reimbursed mileage.

MINIBUSES

If a coach/sponsor is assigned one or both of the district's minibuses, he/she is responsible for documenting the date, destination, driver, and starting and ending mileage. Copies of the documentation sheet are kept on the buses themselves and are also available in the high school office. The cleanliness of the bus as well as fueling the bus back to full are the responsibility of the coach/sponsor (every time a mini bus is driven, the driver should fill up the tank with gas). The keys and the documentation sheet are to be turned in to the high school office upon returning from the contest/activity.

Drivers are compensated per collective bargaining agreement assuming they complete their responsibilities, including turning in a completed documentation sheet.

POST-SEASON

Post-Season Meeting and Evaluation of Head Coaches

Upon conclusion of each season, selected coaches are to be evaluated (preferably within one month). Prior to the evaluation meeting, inventory should be taken of all team supplies, equipment, and uniforms. The self-evaluation and inventory forms should be brought to the meeting. These forms are included in this handbook and are shared via Google Drive.

Assistant Coach Evaluations

The head coach will evaluate the assistant coach(es) using the same evaluation tool that is used for head coaches. The head coach is expected to address any issues/problems with the assistant coach(es) if/as they arise throughout the season. Head coaches should communicate to the AD/Principal regarding any issues/problems with assistants. The final evaluation meeting will be with the head coach, assistant coach, and the AD and/or Principal.

Post-Season Hosting

Coaches are expected to be in attendance throughout any post-season tournament, regardless if his/her team is competing. Coaches are responsible for the gym/field and making sure it is ready



for play and should assist in getting teams into the correct locker room(s), if applicable.

End of Season Awards Presentation

Grades 9-12

Putnam County High School will hold three seasonal (Fall, Winter, Spring) athletic awards ceremonies throughout the year. Dates and times will be communicated through the district's communication system(s). Ceremonies will consist of head coaches listing individual and team accomplishments followed by the distribution of either a Junior Varsity or Varsity certificate to each participant. The school will provide cookies and punch at the conclusion of the ceremony. Coaches may choose to hold their own individual team end-of-year get-together, but all coaches are expected to attend the school's awards ceremony. Student-athletes are strongly encouraged to attend the seasonal awards ceremony. All coaches are expected to communicate the importance of attending the awards ceremony to his/her team.

Grades 6-8

Putnam County Junior High will hold an annual end-of-year recognition ceremony for all of their extracurricular participants.

Promoting Players and Program

Coaches are expected to be an advocate for players and their program throughout the season. It is the responsibility of the high school coaches to attend the Tri-County Conference (TCC) All-Conference meeting if applicable to their sport. The athletic director will communicate with the coaches notifying them of the All-Conference meeting date(s), time(s), & location(s).

III. Parent/Coach Communication

Parents and Coaches share an important role in an athlete's life. Both are there to support and help him/her to become the best possible player and person he/she can be, and each of these positions has different roles. In order to greater benefit the players, it is important to establish an understanding of each role. Also as parents, you have the right to understand what expectations are placed on your child. To do this, we must have clear communication from the coaching staff.

Communication Parents Should Expect From the Coaches

1. Philosophy and expectations of your child as well as the players on the team
2. Locations and times of practices and games
3. Team requirements, i.e., fees, special equipment, off-season conditioning
4. Procedure should your child be injured during participation
5. Discipline that result in the denial of your child's participation
6. Scholastic eligibility issues

Communication Coaches Expect From Parents

1. All concerns expressed directly to the coach, first
2. Notification of any schedule conflicts in advance
3. Specific concern in regard to a philosophy and/or expectations

Appropriate Concerns to Discuss with Coaches



1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior
4. Scholastic eligibility concerns

It can be very difficult for a parent/guardian to accept their child's not playing as much as he/she hopes; however, one must keep in mind that the coaches are professionals and make judgment decisions based on what they believe to be best for all students involved.

As seen from the list above, certain issues can be and should be discussed with the child's coach. Others, such as those that follow, will be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

1. Playing Time
2. Team Strategy
3. Play Calling
4. Other Student-Athlete's Playing Time

If a problem or concern should arise that requires a conference between the coaches and the parent(s)/guardian(s), there are certain procedures that need to be followed. These procedures will help promote finding a resolution to the concern and give all parties involved a clear understanding of the other's position. If a concern presents itself, players & parent(s)/guardian(s) are expected to follow the chain of communication.

1. Head Coach of the level on which he/she participates (if applicable)
2. Head Coach of the program (if applicable)
3. Athletic Director
4. Building Principal
5. Superintendent
6. Board of Education

Conference Procedure

If a concern presents itself, student-athletes should talk to the coach themselves first. If there is still a question, parents/guardians should call to set up an appointment with the coach. If after this meeting there continues to be a question, please contact the athletic director and all parties will meet to discuss the situation. Parents/guardians should not attempt to confront a coach before or after a practice or game. These can be emotional times for both parents and coaches. Meetings of this nature do not promote resolution.

IV. Extracurricular and Athletic Activities Code of Conduct

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness is the IHSA's / IESA's "Pre-Participation Physical Examination Form."



2. Proof the student is covered by medical insurance.
3. IHSA Sports Medicine Acknowledgement & Consent Form (grades 9-12)
4. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy (grades 6-12)
5. A signed agreement by the student and the student's parent/guardian stating the student will fully abide by the School District's Extracurricular Student Code of Conduct.

IESA and IHSA

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association (IESA) & the Illinois High School Association (IHSA) and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA/IHSA and this Code, the most stringent rule will be enforced.

The entire IESA Handbook can be found at:

<https://www.iesa.org/documents/handbook/IESA-Handbook.pdf>

The entire IHSA Handbook can be found at:

http://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition



- does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
 7. Act in an unsportsmanlike manner;
 8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
 9. Haze or bully other students;
 10. Violate the written rules for the extracurricular or athletic activity;
 11. Behave in a manner that is detrimental to the good of the group or school;
 12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
 13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider



5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case

Drug and Alcohol Testing Program (Grades 6-12)

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing of the student in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building Principal or designee and the results are reported. The building Principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Extracurricular Requirements and Guidelines

Guidelines to be followed for extracurricular activities grades (6-12).

The athletic director will attempt to keep Wednesday evenings free from athletic contests. However, with limited days in a season, some Wednesday events can be expected from time to time throughout the year.

If after-school activities held on campus, such as clubs, athletic, scholastic bowl, or fine arts practice sessions are scheduled for Wednesdays, those sessions will be completed by 5:00 PM for grades 6-8. Due to the wider range of possible activities, the sessions will be completed by 6:00 PM for grades 9-12.

School sponsored events and/or activities will not be held or participated in on Sundays, on or off campus for grades 6-8; no activities will be conducted on Sunday for grades 9-12 without permission and approval from the building Principal.

Coaches/sponsors will be informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity.

Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is ultimately the coach's responsibility and



decision.

Eligibility for Athletics and Extracurricular Activities

Grades 9-12

Grades will be checked every week during the season. To be eligible to participate in athletics and extracurricular activities, including theatre productions, a **student must be doing passing work in 5 of 6, or 6 of 7 academic subjects.** Student athletes are required to pass 25 credit hours per week. Subjects not counted toward eligibility are Driver Education & Safety and Physical Education. Passing 25 credit hours per week is determined by measuring a student's performance on a cumulative basis from the beginning of a semester through the date on which the check is made. Students must be eligible the previous semester to be eligible at all during the ensuing semester. Any student failing to meet these academic criteria shall be suspended from the activity for seven (7) days or until the specific academic criteria are met, whichever is longer.

Selection of members or participants is at the discretion of teachers, sponsors, or coaches, provided selection criteria conform to the District's policies. In order to be eligible to participate in any school-sponsored or athletic activity, a student must satisfy Putnam County High School's scholastic standing requirements and may not be failing more than one academic class.

If a student receives a second failing grade, the student will then become academically ineligible.

Academic ineligibility guidelines are as follows:

- a. During the first ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- b. During the second ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- c. During the third ineligibility period, the student athlete is dismissed from the team.
 - i. Any student dismissed from the team will not be recognized at athletic awards ceremonies nor will they receive a junior varsity or varsity certificate.

Grades 5-8

To be eligible to participate in athletics and extracurricular activities, a **student must be doing passing work in all subjects.**

Students must be eligible the previous semester to be eligible at all during the ensuing semester. Any student failing to meet these academic criteria shall be suspended from the activity for seven (7) days or until the specific academic criteria are met, whichever is longer.

Selection of members or participants is at the discretion of teachers, sponsors, or coaches, provided selection criteria conform to the District's policies. In order to be eligible to participate in any school-sponsored or athletic activity, a student must satisfy Putnam County Junior High School's scholastic standing requirements and may not be failing any subject.

If a student receives a failing grade, the student will then become academically ineligible.

Academic ineligibility guidelines are as follows:



- a. During the first ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- b. During the second ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- c. During the third ineligibility period, the student athlete is dismissed from the team.
 - i. Any student dismissed from the team will not be recognized at athletic awards ceremonies nor will they receive a junior varsity or varsity certificate (if applicable).

Attendance

In order to participate in an activity, practice or rehearsal, performance, or contest, students must be in attendance at the start of second period and remain at school until the end of the day. On shortened or special schedule days, a student must be at school by 8:50 AM. and remain at school until the end of the day. An unexcused absent on Friday will result in the student-athlete being ineligible to participate in any contest/activity that takes place on the following Saturday.

Substance Abuse Testing

Putnam County High School believes that the use of prohibited substances, alcohol, tobacco, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health and welfare of students and those who compete or participate with those students. To be eligible to try out for or to participate in any extracurricular activities, students must agree to submit to testing for the use of prohibited substances according to established policy.

Substance abuse testing will be conducted in a random manner throughout the school year for all students in extracurricular organizations that participate in competitions and performances. These include but are not limited to: band and choral ensembles, cheerleading, Panteras, Scholastic Bowl, all sports, theatrical productions, and FFA member who compete in events.

Students involved in extracurricular activities will be subject to testing for the entire school year. A student may be tested more than once should his/her number be drawn.

Should a student test positively for substance abuse during any part of the school year, that student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations.

In order for students to participate, the student and parent/guardian must sign a substance abuse testing consent form. This is to be done at the beginning of the school year during open enrollment for any and all activities during the entire school year. Should a student or parent/guardian not sign the form at that time and then the student elects to participate later in the year, the student is ineligible until a test is completed at the student's expense and will become eligible for participation according to the following: when the school receives the results of the test; results must indicate that the student was negative for all prohibited substances. If student tests positive, the student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations.

In addition, any student not involved in extracurricular activities or not enrolled during open enrollment may be enrolled at the request and expense of the parent/guardian.

Substance Use Rules and Regulations

The use of alcohol, tobacco, and illegal drugs is a harmful habit for young adults, and abstinence



from these substances at all times is essential for the wellness of the individual. In the event that a student is found to be using, consuming, transporting, or possessing any form of alcohol, tobacco, or any illegal drugs or paraphernalia other than prescribed by a physician, that student will be found to be in violation of the extracurricular substance abuse rules and regulations and may be subject to a punitive referral.

Should the student seek help and apply for a substance abuse program before the violation occurs, a non-punitive referral will take place. This referral will be made in confidence and will not result in any suspension from activities but will necessitate the student participating in a substance abuse program. Expenses for the program will be the responsibility of the parent/guardian.

In the event of a positive test, the Principal or designee will notify the student and parent/guardian. On a student's first positive test, the student will be declared ineligible from participation as outlined in violations. That period may be reduced by half or held in abeyance during a probationary period during which the parents/guardians may choose to enter their child in a counseling program. Any second or subsequent positive test will result in the automatic imposition of the consequences described in the Code. Noncompliance with any portion of the testing procedure will be received and treated as a positive test. Noncompliance includes, but is not limited to, a student not providing a sample. If a student fails to provide a sample, the cost of the test is the responsibility of the student and/or parent/guardian. Any student who has tested positive must provide a negative test before being eligible for participation.

The Substance Abuse Policy is in effect the entire calendar year. Students should make every attempt to avoid events where illegal substances are being used or are present. Students are advised to immediately leave the site of any illegal activity. If a student is present where illegal activities are taking place, it is conceivable that the student may be arrested or accused of illegal consumption or possession of illegal substances.

Violations

Punitive violations by participants in interscholastic activities will result in the penalties outlined below.

Two violations, including one from Category I and another from Category II, will result in a calendar year suspension. Three violations from one category or a combination of three violations from both categories will be grounds for loss of eligibility for the remainder of the student's time at the school attended.

Category I - Smoking

a. First Violation: After confirmation of the first violation, the participant shall lose eligibility for $\frac{1}{4}$ of the season and seek counseling provided by the high school. When necessary, the eligibility loss will continue through the next activity in which the student participates.

b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 365 days starting at the date of the second offense and seek counseling provided by the high school.

c. Third Violation: A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.



d. In activities that have no specific length, a confirmation of a first offense consequences shall be decision of the Principal, athletic director, and sponsor to closely follow the intent and philosophy of this code.

Category II - Drugs and Alcohol

a. First Violation: After confirmation of the first violation, the student shall lose eligibility for ½ of the season and seek counseling provided by the high school. When necessary, the eligibility loss will continue through the next activity in which the student participates.

b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 365 days starting at the date of the second offense and seek counseling provided by the high school.

c. Third Violation: A third violation will result in the student losing eligibility for the remainder of the student’s time at the school attended.

d. In activities that have no specific length, a confirmation of the first offense consequences shall be decided by the Principal, athletic director, and sponsor to closely follow the intent and philosophy of this code.

Should a violation occur after school has let out for summer vacation or occur when a student is not an active participant in an activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved. Eligibility loss may extend into the next season or the next school year. The continuing ineligibility will be pro-rated.

Any student and parent(s)/guardian(s) who enroll in a substance abuse program within five (5) school days of confirmation of an alcohol/drug incident will have the suspension period reduced by half. The cost of the abuse program will be the responsibility of the student/parent(s)/guardian(s). This option exists only on a first offense.

Criminal Acts

Because participants in extracurricular activities are held in high esteem by our student body, they are expected to be good examples of citizenship and conduct. They should avoid actions which discredit themselves, their team, and their school. Because of the wide range of possible actions and charges, any codification becomes impractical. Therefore, once there has been believable evidence presented that an offense has been committed, a meeting between the athletic director, the head coach or sponsor of the activity, and a neutral coach or sponsor selected by the Principal will be held to determine disciplinary action appropriate to the seriousness of the violation.

Repeated Violations

After confirmation of a second offense of any item listed above, the participant will be declared ineligible for 365 days starting at the date of the second offense. After a confirmation of a third offense of any item listed above, the student will be declared ineligible for the remainder of his/her high school career.



Unexcused Absences

A student who is absent and unexcused from school may not participate in that day's scheduled practice or contest. Playing time for students who are absent and excused will be the coach's decision. All coaches should have this in his/her team rules/expectations.

A student who is absent and unexcused for a practice or contest will not be eligible for the next scheduled contest. A second unexcused absence for a practice or event will result in the student being ineligible for the next two scheduled contests. A third unexcused absence may result in dismissal from the team or activity.

Quitting

A student who quits during the season will not be permitted to participate in that activity for the remainder of the season or duration of the activity.

- a. A student who quits an activity will not be permitted to participate in any other activity during that season unless prior approval is obtained from the Principal.
- b. Prior to the first event, a freshman trying out for one sport may quit to participate in another sport. This regulation pertains only to athletics.

If a student chooses to quit at any point following the first week of the season, including practice, the student-athlete and his/her parent(s)/guardian(s) forfeit the right to recoup any fees paid to participate in that specific sport. If money has already been paid for non-district owned team apparel and/or equipment, the student-athlete will still receive the item(s).

The district considers the start of season to be once try-outs are completed and the team's roster is set. If try-outs are not held, the start of the season will be considered the first day of organized team practice.

Equipment

Each student is responsible for equipment and uniforms issued to him/her. If borrowed articles are lost or damaged, the participant and his/her parent(s)/guardian(s) may be required to pay the current replacement cost after parent/guardian notification has been made. If items are said to be stolen, a police report should be filed with local law enforcement.

General

Curfew - A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.

Rights - In the event of a suspension from participation, parents who have a concern regarding the application of the extracurricular code may schedule a formal meeting with the Principal, athletic director, and head coach/sponsor of the activity.

Deadlines for Participation - Students who wish to participate in an activity once the season has begun may do so only with the permission of the head coach, athletic director, and Principal. No student may join a team once the first event has occurred. Transfer students must meet IESA/IHSA guidelines in order to be eligible for participation.

E. TEAM RULES/EXPECTATIONS

Coaches or sponsors may have additional rules above and beyond the Activity Code (provided these rules are deemed appropriate by the athletic director and/or building principal). A copy of



these rules along with consequences shall be given to each participant at the beginning of the activity. The coach's or sponsor's' rules will be enforced only during the season that the student participates in that activity.

Participation in extracurricular activities is a privilege, not a constitutionally protected liberty or property right. Coaches and sponsors may have additional rules and expectations, which are specific to their extracurricular activity. As previously mentioned, if there is ever the case of a conflict between IESA/IHSA Handbook, this Code of Conduct, or the individual coaches' rules/expectations, the most stringent rule will be enforced.

TEAM CAMPS

Each extracurricular activity is allowed to hold a team/individual skills camp. All coaches/sponsors are to schedule the camp directly with the athletic director and/or building principal, if applicable. The camp is for the betterment of our student-athletes and the overall program. Any camp fees that are charged are to be deposited in the activity account of that sport/activity. Coaches who conduct camps may elect to use camp fees to compensate camp workers, including themselves. After all camp expenses have been paid, coaches may use up to, but no more than, 50% of all the money collected from the camp participation fees.

MULTI-SPORT & DUAL SPORT PARTICIPATION

It is the district's belief that through education-based athletics, students have the ability to build relationships and develop positive character traits. Studies show that multi-sport athletes have better grades, higher attendance rates, fewer discipline problems, decreased injury rates, and develop into a more well-rounded student. Athletes and coaches work extremely hard to give their team the best possible chance to succeed. The administration and athletic staff will continue to encourage and support multi-sport student athletes to build well-rounded young adults and successful athletic programs. At no time should a coach encourage a student athlete to specialize in one or more specific programs. All coaches will support the multiple-sport concept.

Putnam County High School prides itself on providing student-athletes the opportunity and support to participate in multiple sports and activities. When possible, the coaches of the Putnam County Athletic Department will permit students to have dual participation in more than one sport/activity during the same season. Please note that, although coaches will make every reasonable accommodation, they reserve the right to make playing time decisions based on a student's on-going participation in practices and games in that sport. Each situation will be handled individually and based on its unique characteristics.

The athlete must designate a primary sport. If there is a conflict the primary sport will prevail. Game contest will take precedence over practice. If the athlete decides he/she can no longer continue participating in two sports, the athlete may only leave the team of the secondary sport. The coach of the primary and secondary sport must agree to the athlete participating in dual sports. The athlete and parent(s)/guardian(s) must sign and submit a dual sport form (see appendix) to the athletic director for final approval.



Extracurricular Communication Expectations

Required Communication

- Try-out / audition announcement
 - Schedule
- Cut procedures
 - Schedule / method
- Pre-Season parent meeting
 - Philosophy and expectations
 - Locations and times of practices
 - Team requirements
 - Discipline concerns
 - Injury procedures
- Awards Ceremony (with parent(s)/guardian(s))
 - School awards
- Game schedule, online/hard copy
- School website (updated)
- Periodic Email and or text communications to parents and team
 - Practice/game changes
 - Other information
- Transportation (sign out sheet)
- Game/Event information sent to local news outlets

Recommended Communication

- Individual pre-season player meetings
- Regular (weekly) parent emails
- Team social media account(s)



Try-Out Report

Grade / Sport: _____ Coach: _____

Directions: Turn this in to the AD/building principal at the conclusion of try-outs.

Were try-outs communicated to all eligible parties for a minimum of one week? YES NO

Try-Out Dates: _____

<u># of Players at Try-Outs</u>	<u># of Players Cut</u>	<u># of Players Kept</u>

Try-Out Procedures:

Cut Procedure:

Notes:



Pre-Season Goal Setting

Coach: _____ **Sport:** _____

Directions: *Please list / describe two-three goals that you have set for yourself this season. These should be focused on what you, yourself plan to do to improve your program. These are to be “process-oriented” and not “product-based”. In other words, these should be ideas and / or plans explaining how better to prepare your players and / or improve the quality of the overall program. Goals such as “advancing to state” and have a “winning season” are understood and can be omitted.*

1. _____

2. _____

3. _____

Comments: _____

Signed _____ **Date** _____



Coach's Evaluation

Name: _____ Sport: _____ Date: _____ School Yr: _____

I. Administrative Responsibilities	Exceeds Expectations (2)	Meets Expectations (1)	Does Not Meet Expectations (0)
A. Completes necessary paperwork/requests on time (Purchase orders, Transportation, Rosters, etc.)			
B. Attends athletic awards night(s)			
C. Organization of practices/practice logs			
D. Supervises the issuance of equipment, keeps accurate inventory of equipment & supplies, coordinates turn-in within one week of final contest			
E. Follows up on lost or missing equipment and communicates with office staff in timely manner			
F. Maintains correct team & individual records			
G. Supervision and care of practice & locker room facilities; includes turning lights off and properly securing facilities when done using them.			
H. Publicizes team & individual achievement to the media & school			
I. Demonstrates loyalty & support to the entire athletic program			
J. Communicates & enforces athletic policies			
K. Completes all teaching duties prior to coaching duties (if applicable)			
II. Coaching Performance	(2)	(1)	(0)
A. Knowledge & presentation of fundamentals			
B. Team is well prepared			
C. Uses effective game strategy			
D. Effective use of coaching staff/student staff/student-athletes			
E. Team Appearance			
F. Player & team attitude			
G. Execution of the team reflects enthusiasm, proper fundamentals, & sportsmanship			
H. Conduct of coach during practice & contests			
I. Publicly rewards effort & performance with praise			
J. Criticizes constructively			
III. Self Improvement	(2)	(1)	(0)
A. Reads current coaching literature and/or attends clinics			



B. Conducts self-evaluation			
C. Conducts program evaluation			
D. Cooperates with performance evaluation			
IV. Relationships with Administration, Peers, Parents, and Athletes	Exceeds Expectations (2)	Meets Expectations (1)	Does Not Meet Expectations (0)
A. Demonstrates enthusiasm for working with athletes			
B. Demonstrates support for other sports/activities			
C. Conducts oneself in a professional manner on & off the field/court			
D. Dresses appropriately: school, practices, contests			
E. Encourages participation in other school activities			
F. Athletes and parents are made aware of their responsibilities & obligations			
G. High expectations are placed on oneself			
H. Communicates effectively with the athletic office			
I. Communicates effectively with parents			
J. Shows concern for all team members			
K. Develops positive team morale & rapport			
L. Is punctual and expects the team to be the same			
M. Establishes and maintains good rapport with the faculty, administration, & coaching staff			
N. Supports school & department discipline policies			
O. Establishes appropriate & realistic team standards			
P. Discipline is firm, fair, & consistent			
Q. Planned & completed appropriate recruiting activities to maximize student involvement			
R. Provides athletes/parents with expectations & guidelines			

V. Comments

Total Point Value Earned _____ / 43 (42 if applicable) = _____ Final Average Rating

Exceeds Expectations 2.00 – 1.50

Meets Expectations 1.49 – 1.00

Does not meet expectations ≤ 0.99

Coach _____ Date _____ Athletic Director _____ Date _____

The coach's signature does not mean agreement with evaluation's content, only receipt of evaluation. Coach may attach comments on a separate piece paper. Appointments are on a Year-to-Year basis. Appointments in any ONE-year do not



assure reappointments in any subsequent year.

Coach Self-Evaluation

Coach: _____ **Sport:** _____ **Date:** _____

Assess the team's performance this season.

Assess your performance this season.

What are your goals for team next season?

What are your personal goals as coach next season?

What suggestions or recommendations do you have for the athletic department that could help you achieve your team and personal goals?

Coach's Signature

Date



Activity Account Payment Request

DATE:

CLUB/ACTIVITY NAME:

FOR WHAT:

TO WHOM (include address if needed to mail):

AMOUNT:

Coach

Club Representative/Sponsor

Athletic Director / Principal (if applicable)



Putnam County High School Dual Sport Guideline Form

An athlete may participate in two (2) sports that run concurrently but must follow certain guidelines:

1. Athlete must designate a primary sport. If there is a conflict, the primary sport will prevail.
2. Game contest will take precedence over practices
3. If the athlete decides he/she can no longer continue participating in two sports, the athlete may only leave the team of the secondary sport
4. The coach of the primary and secondary sport must agree to the athlete participating in dual sports.

All policies and procedures listed in our Extracurricular Handbook will apply to both sports equally.

(i.e. responsible for two activity fees. if there's a consequence it will be served on both sports, etc.)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Primary Sport: _____ **Coach's Signature:** _____

Secondary Sport: _____ **Coach's Signature:** _____

Athletic Director Signature: _____ Date: _____

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA
June 22, 2017
7:30 p.m.

- I. Hires:
 - A. Harold Fay – HS varsity basketball coach

- II. Superintendent goals

Harold Fay

1047 Morine Dr • Hennepin, IL 61327 • Phone: (815)866-7106 • E-Mail: juddconstruction95@yahoo.com

Position Applying For: Boys Varsity Basketball Coach

Objective

Hoping to be considered for the head varsity coach at Putnam County High School. A combination of fundamentals, hard work and determination is the foundation of success on the court and in life. A well respected individual in this county who has a passion for Putnam County basketball.

Education

Putnam County High School August 1978- May 1982

Monmouth College August 1982- May 1987

- Received a Physical Education bachelor's degree with a teaching endorsement.
- Played basketball and baseball all four years while attending.

Experience

Junior Varsity Sparland High School Basketball Coach 1988- 1990

Putnam County Jr. High 7th Grade Basketball Coach 2000-2008

Putnam County Interim Summer Head Varsity Coach 2005-2010



Where all students will learn and succeed, and all means ALL

Christopher Newsome – Assistant Principal / Athletic Director

Putnam County High School
402 E. Silverspoon Avenue
Granville, Illinois 61326

Phone (815) 882-2800 Ext. 4
Fax (815) 882-2803

June 20, 2017

To Putnam County School Board Members:

After our interview committee met and interviewed several candidates, the recommendation is to hire Harold Fay Sr. for the Varsity Boys' Basketball position for the 2017-2018 school year.

Yours in education,

A handwritten signature in black ink, appearing to read 'Chris Newsome'. The signature is fluid and cursive, with a large initial 'C'.

Christopher Newsome
Assistant Principal & Athletic Director
Putnam County High School