



SHELLS

**FRESHMAN ATHLETE
ORIENTATION & SURVIVAL GUIDE
2018**

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***ROXANA HIGH SCHOOL
FRESHMAN ATHLETE
SURVIVAL GUIDE***

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SPORTS OFFERED AT ROXANA HIGH SCHOOL

GIRLS

Fall

VOLLEYBALL:	Three levels: Varsity, JV, Freshman
GOLF:	One Level: Varsity
CROSS COUNTRY:	One Level: Varsity
TENNIS:	One Level: Varsity
CHEER:	Two Levels: Varsity, JV
DANCE:	One Level: Varsity

Winter

BASKETBALL:	Two Levels: Varsity, JV
BOWLING:	One Level: Varsity
CHEER:	Two Levels: Varsity, JV (COMPETITION SEASON)
DANCE:	One Level: Varsity (COMPETITION SEASON)

Spring

TRACK:	One Level: Varsity
SOFTBALL:	Two Levels: Varsity, JV
SOCCER:	Two Levels: Varsity, JV

BOYS

Fall

FOOTBALL:	Two Levels: Varsity, Freshman-Sophomore
GOLF:	One Level: Varsity
CROSS COUNTRY:	One Level: Varsity
SOCCER:	Two Levels: Varsity, JV

Winter

BASKETBALL:	Three Levels: Varsity, JV, Freshman
WRESTLING:	Two Levels: Varsity, JV

BOWLING: One Level: Varsity

Spring

TRACK: One Level: Varsity

BASEBALL: Two Levels: Varsity, Freshman-Sophomore

TENNIS: One Level: Varsity

Levels Defined:

Varsity: Primarily meant for Juniors and Seniors – Sophomores and some Freshmen have competed

JV: Could include only Freshmen and Sophomores, but may include Juniors

Freshman-Sophomore: Made up of Sophomores and Freshmen – no freshmen team offered

Freshman: Made up entirely of Freshmen – may include A and B Schedules

COACHES

GIRLS

GIRLS VOLLEYBALL – 3 Coaches

NAME	LEVEL	EMAIL
MIKE MCKINNEY	HEAD COACH	MMcKinney@roxanaschools.org
ANDREA KELLER	JV COACH	akeller@mtoliveschools.org
DANIELLE SCHAUS	FRESHMAN COACH	daschaus20@gmail.com

GIRLS GOLF – 1 Coach

NAME	LEVEL	EMAIL
ROB MILAZZO	HEAD COACH	RMilazzo@roxanaschools.org

GIRLS CROSS COUNTRY (BOYS AND GIRLS) – 2 Coach

NAME	LEVEL	EMAIL
SCOTT EDWARDS	HEAD COACH	SEdwards@roxanaschools.org
JULI AKAL	ASSISTANT COACH	JAkal@roxanaschools.org

GIRLS TENNIS – 1 Coach

NAME	LEVEL	EMAIL
MIKE KATHRINER	HEAD COACH	MKathriner@roxanaschools.org

GIRLS SOCCER- 2 Coaches

NAME	LEVEL	EMAIL
LORI YATES	HEAD COACH	LYates@roxanaschools.org
MAMIE-LISH VASQUEZ	ASSISTANT COACH	MLish@roxanaschools.org

CHEERLEADING – 2 Coaches

NAME	LEVEL	EMAIL
STEPHANIE PALEN	HEAD COACH	SPalen@roxanaschools.org
CINDY WELKER	JV COACH	cwelker@roxanaschools.org

GIRLS BASKETBALL – 3 Coaches

NAME	LEVEL	EMAIL
BRIAN DISKIN	HEAD COACH	briandiskin@hotmail.com
CAROL FLETCHER	JV COACH	CFletcher@roxanaschools.org

GIRLS BOWLING – 1 Coach

NAME	LEVEL	EMAIL
BRIAN KASTING	HEAD COACH	BKasting@roxanaschools.org

DANCE TEAM – 1 Coach

NAME	LEVEL	EMAIL
JESSICA GIDDINGS	HEAD COACH	JGiddings@roxanaschools.org

GIRLS TRACK – 3 Coaches

NAME	LEVEL	EMAIL
JULI AKAL	HEAD COACH	JAkal@roxanaschools.org
SCOTT EDWARDS	ASST. COACH	SEdwards@roxanaschools.org
JON LAWRENCE	ASST. COACH	JLawrence@roxanaschools.org

SOFTBALL – 2 Coaches

NAME	LEVEL	EMAIL
WADW STAHLHUT	HEAD COACH	woodriverfire821@hotmail.com
TBD	ASST. COACH	

BOYS

FOOTBALL – 5 Coaches

NAME	LEVEL	EMAIL
WADE DeVRIES	HEAD COACH	WDevries@roxanaschools.org
DWIGHT TUNGETT	ASST. COACH	
STEVE SLATER	ASST. COACH	SSlater@altonschools.org

JEFF OGLE	ASST. COACH	jeogle@ranken.edu
TBD	ASST.COACH	

BOYS GOLF – 1 Coach

NAME	LEVEL	EMAIL
JEFF PARE	HEAD COACH	JPare@roxanaschools.org

BOYS CROSS COUNTRY (BOYS AND GIRLS) – 2 Coaches

NAME	LEVEL	EMAIL
SCOTT EDWARDS	HEAD COACH	SEdwards@roxanaschools.org
JULI AKAL	ASST. COACH	JAkal@roxanaschools.org

BOYS BASKETBALL – 3 Coaches

NAME	LEVEL	EMAIL
MARK BRIGGS	HEAD COACH	MBRIGGS@ROXANASCHOOLS.ORG
JERRY WHEATON	ASST. COACH	JWheaton@roxanaschools.org
JAMES FUTRELL	FRESHMAN COACH	james_d_futrell@yahoo.com

WRESTLING – 2 Coaches

NAME	LEVEL	EMAIL
ROB MILAZZO	HEAD COACH	Rmilazzo@roxanaschools.org
TODD HACKER	ASST. COACH	Thacker367@gmail.com

BOYS TRACK – 3 Coaches

NAME	LEVEL	EMAIL
JULI AKAL	HEAD COACH	JAkal@roxanaschools.org
SCOTT EDWARDS	ASST. COACH	SEdwards@roxanaschools.org
JON LAWRENCE	ASST. COACH	JLawrence@roxanaschools.org

BOYS BASEBALL – 4 Coaches

NAME	LEVEL	EMAIL
SCOTT HARPER	HEAD COACH	coachharp25@hotmail.com
JERRY WHEATON	ASST. COACH	JWheaton@roxanaschools.org
NATHAN MILES	FR-SO COACH	NMiles@roxanaschools.org
CHARLIE BROWN	FR-SO COACH	CBrown@roxanaschools.org

BOYS TENNIS – 1 Coach

NAME	LEVEL	EMAIL
SCOTT STAHLHUT	HEAD COACH	SStahlhut@roxanaschools.org

BOYS SOCCER – 2 Coaches

NAME	LEVEL	EMAIL
JAMES FUTRELL	HEAD COACH	james_d_futrell@yahoo.com
GREG YOST	JV COACH	gyost@hotmail.com

REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

Prior to participation, each student must register online at our athletic website: il.8to18.com/roxanahs. There is a gray tab at the top named “Registration” where you will begin. You will need to set up an account, if you are new to the system, and create a password. Be sure to save your password. You will need this for all 4 years your athlete is in high school.

To register for a sport you need to turn in:

- **A Current Physical:** Physicals are good for 13 months (395 days) from the original date of the physical. When it expires, the athlete is ineligible for practice or competition. Make a copy of your physical and keep with you at home – papers can get lost. **PLEASE NOTE THAT IF YOUR PHYSICAL IS ONE THAT EXPIRES DURING THE SCHOOL YEAR, WE CANNOT BE RESPONSIBLE FOR REMINDING YOU, AND YOU NEED TO BE RESPONSIBLE FOR KEEPING YOURS CURRENT. FAILURE TO DO SO REMOVES YOU FROM COMPETITION THE DAY IT EXPIRES. ALSO, IF YOUR STUDENT IS ON A MEDICAL PE WAIVER, YOUR STUDENT MUST BE CLEARED BY YOUR DOCTOR FOR PARTICIPATION IN A SPORT.**
- **Fees for Participation:** For the 2017-2018 school year, there are no athletic fees to participate.

Q. & A.

Where do I get the registration materials?

They will be available at the 9th grade orientation meeting and an email will be sent to every district parent. Information will also be available in the high school office.

Does the parent need to accompany the athlete during the online registration?

Yes, both parties will have to read and check acceptance boxes as well as providing a digital signature.

How will I know my registration is completed and successful?

You will receive an email notifying you of registration for each sport.

ON-LINE REGISTRATION FOR SPORTS

To be completed by parent/guardian with the athlete

- The parent/guardian and the athlete need to be at the computer for this process
- Roxana Athletics utilizes online registration for all sport teams
- Please read the information below before going online to register
- You may contact the high school if you have questions at 618-254-7553
- The online registration will produce a roster for the coaches consisting of those athletes who have completed the registration process

FOLLOWING ARE THE DIRECTIONS FOR REGISTERING YOUR ATHLETE FOR PARTICIPATION. You can access the registration on our athletic website front page and clicking the gray REGISTRATION tab, or go directly to: <http://roxanahs.8to18.com/accounts/login>.

- Go to the above account log-in site
- Create an account - Enter your email address and create your own password. (Remember your password as you will use this for all subsequent registrations for any of your high school athletes)
- Click on ***“Begin Registration”***
- ***“Select Activity”***
 - Choose the sport or camp you child will be trying out or participating
- Select ***“Participant”***
 - *Add a New Participant (or choose your child if already in the system)*
 - *All information for this page is for the student, i.e. cell phone, email, etc.*
- ***“Roster Details”***

- *You may be asked for a t-shirt size*
- *Height and Weight if listed will be used for rosters*
- *“Primary Parent/Guardian Information”*
 - *Fill out the parent information on the next page*
- *“Physical Form”*
 - *If you need a form to take to the doctor, you may print it here*
 - *Remember, your athlete must have a current physical in order to begin tryouts/practice*
 - *If you have not already turned in a physical, you must bring the completed signed physical to the high school office.*
- *“Legal Form”*
 - *By clicking on the boxes you are agreeing and consenting to all information provided*
 - *You may click on the form to read and/or print. Please note that when there is a parent/guardian and a student box - they must both be checked to move forward.*
 - *Please DO NOT turn in any forms filled out - except the physical*
- *“Summary”*
 - *At this point you can see what you have registered for*
 - *Click “Finish” to complete the registration*
- *When completed successfully, you will get an email notification.*

Q. And A.

Do I need to register for each season, or can I take care of all of this during the fall?

You need to register for each season. Registration is open the month ahead of the start of that season.

Do I need a physical to try out for a sport? This costs money and I may not make the team.

Sorry, you cannot take part in tryouts or practices without an up-to-date physical.

Do I need a separate physical for sports other than the required freshman physical?

NO, the physical required for your attendance as a freshman, will also serve for athletics. If you have sent this with your school registration materials, the athletic department will get the verification and date of physical from the nurse's office. If you bring this physical to the high school office for registration, the office will also make sure the nurse gets the physical to complete your school registration process.

SEASON STARTING DATES 2017-2018

SEASON	STARTING DATE	REGISTRATION
FOOTBALL	AUGUST 6, 2018	On-Line Registration June
VOLLEYBALL	AUGUST 8, 2018	On-Line Registration June
CROSS COUNTRY BOYS AND GIRLS	AUGUST 8, 2018	On-Line Registration June
GOLF BOYS AND GIRLS	AUGUST 6, 2018	On-Line Registration June
GIRLS TENNIS	AUGUST 8, 2018	On-Line Registration June
BOYS SOCCER	AUGUST 8, 2018	On-Line Registration June
CHEERLEADING	AUGUST 8, 2018	On-Line Registration June
DANCE TEAM	AUGUST 8, 2018	On-Line Registration June
GIRLS BASKETBALL	OCTOBER 29, 2018	On-Line Registration June
BOYS BASKETBALL	NOVEMBER 5, 2018	On-Line Registration June
WRESTLING	NOVEMBER 5, 2018	On-Line Registration June
BOYS & GIRLS BOWLING	NOVEMBER 12, 2018	On-Line Registration June
TRACK AND FIELD BOYS AND GIRLS	FEBRUARY 18, 2019	On-Line Registration June
SOFTBALL	FEBRUARY 25, 2019	On-Line Registration June
BASEBALL	FEBRUARY 25, 2019	On-Line Registration June
BOYS TENNIS	FEBRUARY 25, 2019	On-Line Registration June

Please get physical appointments well ahead of the starting date for your sport to avoid having to miss practice.
CHEERLEADING AND DANCE TEAMS ARE TYPICALLY SELECTED IN APRIL THE PRECEDING YEAR.

TEAM SELECTION

Team Membership Limitations

Coaches may conduct try-outs. Coaches may limit team members based on the following criteria:

- ✓ Availability of personnel in sufficient numbers to ensure adequate supervision and safety of participants
- ✓ Character and personality of the individual
- ✓ Work habits and loyalty to the program(s)
- ✓ Positions needed for the team or activity
- ✓ Final determination on an athlete's team membership will be made by the district athletic director

Q. & A.

We are going to be on vacation at the start of the season – can my student still try out when we get back?

My bosses would probably not agree with me on this but coaches around the state are starting practice that day and all of them expect that every athlete will be at practice and anxious to get started from day one. Having said that, I have seen many times where athletes are allowed to try out later. At the least, if an athlete is going to miss, every effort should be made to contact the coach well ahead of tryouts (you can work through our office for help on this) to communicate this information and get some answers well ahead of time. I cannot guarantee that this will work to everyone's satisfaction.

I am injured – what do I do about tryouts?

There is no easy answer for this as well. Coaches are allowed leeway on this and their professional opinion carries the day as to whether this athlete will be named to the team, will not be able to try out, or can try out later when healthy. We have seen each of these scenarios but it is at the discretion of the coach. Communicate with the coach as early as possible.

If I don't make the team, can I join another sport?

Generally other sports will allow athletes after the two week try out period. This again is not a guarantee and is up to the coach of the 2nd sport. It is a great idea to have communicated this possibility with the coach ahead of time

I want to know why I didn't make the team – how do I get that information?

Each of our coaches is expected to meet with any athlete that wants to discuss his/her not being selected to a team. This is solely the coach's decision and rarely if ever will this decision be changed. The coach will meet with you to discuss the matter. These discussions are difficult for both parties and proper decorum is expected of all involved. The final decision in this matter rests with the coach.

What next if I am cut from the team?

If you still would like to be involved in this program, you can possibly work as a manager, film, stats person, etc. This would have to be discussed and approved by the coach but most likely the program could use the help.

PRACTICES

Practices begin the opening day of the season. Teams with try-outs commonly refer to the first two weeks as tryouts but these are also practices in preparation for the first contest. Once these three days are over for the tryout sports, practices will go on the next day for all the selected athletes. In general, most teams will practice on Saturdays and some holidays – particularly early in the season. We make an effort to communicate as much of this as we can on our Athletic website. Practices can be two hours or more in length. Below we have put together a chart giving you a typical practice schedule for that sport including starting times, length of practice, and location.

This chart notes typical practice times once school has started. At the beginning of the school year, practices will start before the school begins – practice times on these days, and on days that we do not have school or have early dismissal will vary from the information below.

SPORT	WEEKDAY PRACTICE	SATURDAY PRACTICE	LOCATION	NOTES
CROSS COUNTRY	3:00 - 4:30 PM	SOME SATURDAY MORNING PRACTICES	TRACK	NOT AS MANY SATURDAY PRACTICES BUT MANY SATURDAY MEETS
FOOTBALL	3:00 - 5:30 PM	MORNING PRACTICE ON SATURDAY IS TYPICAL	FOOTBALL PRACTICE FIELD	FILMS AND SHORT PRACTICE DURING SEASON ON SATURDAY ARE THE USUAL
VOLLEYBALL	3:00 – 5:00 PM	MORNING PRACTICE ON SATURDAY IS TYPICAL	HIGH SCHOOL GYMNASIUMS	WILL PRACTICE SATURDAYS MOST OF THE SEASON
TENNIS BOYS AND GIRLS	3:00 – 4:30 PM	SOME SATURDAY MORNING PRACTICES	TENNIS COURTS	NOT AS MANY SATURDAY PRACTICES
GOLF BOYS AND GIRLS	3:30 – 6:00 PM	SOME SATURDAY MORNING PRACTICES	BELK PARK GOLF COURSE – WOOD RIVER	STUDENTS ARE RESPONSIBLE FOR TRANSPORTATION TO THE COURSE – PRACTICE TIMES VARY DUE TO TEE TIMES

BOYS' SOCCER	3:00 – 5:15 PM	MORNING PRACTICE ON SATURDAY IS TYPICAL	SOCCER PRACTICE FIELD	GAMES WILL BE PLAYED AT THE WOOD RIVER SOCCER & SKATE PARK
CHEERLEADING	3:00 – 5:30 PM	DURING COMPETITION SEASON	COMMONS	NOT AS MANY SATURDAY PRACTICES EARLY BUT MORE AS COMPETITION SEASON BEGINS NEAR DECEMBER
DANCE TEAM	3:00 – 5:30 PM	DURING COMPETITION SEASON	COMMONS	NOT AS MANY SATURDAY PRACTICES EARLY BUT MORE AS COMPETITION SEASON BEGINS NEAR DECEMBER
BOYS' BASKETBALL	AFTER SCHOOL PRACTICE	MORNING PRACTICE ON SATURDAY IS TYPICAL	HIGH SCHOOL GYMNASIUMS	MANY LEVELS OF BASKETBALL SO PRACTICE COULD START AT 3:00, 5:00, or 7:00pm Freshmen usually get the 7:00pm practice slot. Varsity will practice some mornings
GIRLS' BASKETBALL	AFTER SCHOOL PRACTICE	MORNING PRACTICE ON SATURDAY IS TYPICAL	HIGH SCHOOL GYMNASIUMS	MANY LEVELS OF BASKETBALL SO PRACTICE COULD START AT 3:00 OR AT 5:00
WRESTLING	3:00 – 5:00 PM	MORNING PRACTICE ON SATURDAY IS TYPICAL	HIGH SCHOOL WRESTLING HOLE	
BOWLING	3:00 – 4:30 PM	NONE	AIRPORT BOWL	STUDENTS ARE RESPONSIBLE FOR TRANSPORTATION TO THE BOWLING ALLEY
GIRLS' SOCCER	3:00 – 5:00 PM	MORNING PRACTICE ON SATURDAY IS TYPICAL...ESPECIALLY EARLY IN THE SEASON	HIGH SCHOOL PRACTICE FIELD	
SOFTBALL	3:00 – 5:00 PM	MORNING PRACTICE ON SATURDAY IS TYPICAL	PARK SOFTBALL DIAMOND	EARLY SEASON INDOOR PRACTICE TIMES WILL VARY
BASEBALL	3:00 – 5:00 PM	MORNING PRACTICE ON SATURDAY IS TYPICAL	HIGH SCHOOL BASEBALL FIELD	EARLY SEASON INDOOR PRACTICE TIMES WILL VARY
TRACK AND FIELD BOYS AND GIRLS	3:00 – 5:00 PM	SOME SATURDAY MORNING PRACTICES	HIGH SCHOOL TRACK	

Some Sport Specific Information Regarding Practices

Note: For all sports we make every effort to communicate changes in practice times or locations on the internet at the athletic web sites.

CROSS COUNTRY

The Cross Country team will meet and practice beginning August 8. This is ahead of the start of the school year and practices will mostly be in the morning.

FOOTBALL

Football practices at the high school practice field behind the game field. The football team will begin practice on August 6. This is well before school starts. During this first week and a half they will practice long hours – our version of what is typically referred to as two -a- days. On these days they will report to practice early in the morning – practice for 2.5 hours – take approximately an hour break for lunch and then practice again for another hour or so. Athletes typically bring lunches for the break. Most of the football players will be issued equipment during the camps in July. Those needing equipment will be taken care of when they register for the sport on Monday Aug. 7 or on their first day of practice. Football can only practice in helmets for the first three days. All football players must participate in twelve days of practice before they can play in a game – this is a state rule. PRACTICE OF SOME SORT WILL TAKE PLACE INDOOR OR OUTDOOR REGARDLESS OF THE WEATHER – THE ATHLETE SHOULD COME TO THE HIGH SCHOOL.

VOLLEYBALL

The volleyball teams practice mornings mostly before the school year starts. Practice will begin August 8th. Once school begins, practice is usually right after school though the lower levels have had some evening practices. You should expect to have practices on Saturday mornings and days when school is off.

BOYS' SOCCER

Practice for boys' soccer begins August 8. Boys' soccer practices are primarily on the practice field behind the HS football field. The soccer practices will mostly be in the afternoon/evening hours.

GOLF – BOYS AND GIRLS

The golf team does most of their practicing at our home course @ Belk Park, located in Wood River. Practice begins August 6. These times will most likely be in the morning hours. The times for tryouts will be communicated during registration. The athlete provides his/her own clubs, shoes, and tees. Golf bags and golf balls will be provided by the coach. Team wear may involve some extra expenditure on the part of the golfer depending on the cost of item(s) the team selects.

TENNIS – BOYS AND GIRLS

The tennis teams practice at the high school tennis courts. Girls' tennis practice will begin on August 8. Boys' tennis practice in the spring is scheduled to start at the end of February or early March but often doesn't get on the courts this soon due to weather conditions. Typically, the coach hosts a pre-season meeting to talk about plans for days when the weather is uncooperative.

CHEERLEADING

There are two phases of cheerleading. Sideline cheering is in the fall and winter and competitive cheering is during the winter season only. Teams are selected in April with tryouts involving students from 8th to 11th grades. We have JV and Varsity cheerleading squads. They practice at various times throughout the summer months and attend camp together. During the school year, practices are typically after school. As competition season evolves, the cheerleaders will have an

occasional Saturday or weekday evening practice. **Like the other fall activities, the cheerleaders must register prior to August 8 or be ineligible for practice starting on that day.**

DANCE TEAM

The dance team has a performance season both in the fall and winter at home football and basketball games. They also have a competition season during the winter. Teams are selected in April with tryouts involving students from 8th to 11th grades. There is only one level of dance team. They practice at various times during the summer and as a group attend a summer camp. During the school year, the girls typically practice after school or in the evening in the Commons. **Like the other fall activities, the dancers must register and pay their fee online prior to August 8 or be ineligible for practice starting on that day.**

BOYS' BASKETBALL

Boys' basketball practices after school during the season. Typical practices are two hours in length from 3:00 to 5:00pm, 5:00 to 7:00pm, or 7:00 to 9:00pm. Freshmen typically practice during the later time slots. There could be an occasional early morning practice for any of the three levels. They practice most Saturdays and days when school is off, including winter break - though practice would more likely be in the mornings on these days.

GIRLS' BASKETBALL

Girls' basketball practices after school during the school season. Typical practices are two hours in length from 3:00 to 5:00pm, 5:00 to 7:00pm, or 7:00pm to 9:00pm. There could be an occasional early morning practice for any of the two levels. They practice most Saturdays and days when school is off, including winter break - though practice would more likely be in the mornings on these days.

WRESTLING

Wrestling practices after school in the wrestling hole at the high school. Practices typically run from 3:00pm to 5:30pm. They practice most Saturdays and days when school is off, including Winter Break - though practice would more likely be in the morning on these days.

BOWLING

Bowling practice takes place at Airport Bowl in Bethalto. Practice begins shortly after 3:00pm and lasts until around 4:30pm. The bowling team rarely practices on Saturdays or on days when school is off. Bowling lane fees for practice and matches are paid by the District.

GIRLS' SOCCER

Typically when the girls' soccer season begins it is cold. Early season practices are usually inside sharing facilities with numerous other sports. Practices rotate inside from 3:00pm to 5:00pm, 5:00pm to 7:00pm, or 7:00pm to 9:00pm. This rotation is in place for the entire spring season so that if it rains and the coaches want to go inside the teams/coaches know their time slot. The soccer team wants to be outside and will more likely practice outside in rain or cold – so appropriate practice attire is important. Practices will take place at the high school. When outside, practices would

typically run from 3:00pm to around 5:15pm. Their games are played at the Wood River Soccer and Skate Park. The district provides transportation to all games. They will practice most Saturdays and days off from school.

TRACK – BOYS AND GIRLS

With track practice beginning in mid-February, the weather is not cooperative so the teams typically practice for the first few weeks inside. Practices generally run from 3:00 to around 4:30. Eventually the teams move outside to the high school track. They will practice some Saturdays and days off from school.

BASEBALL

Typically when the baseball season begins it is cold, often with snow on the ground. For that reason, early season practices are usually indoors sharing facilities with numerous other activities. Practices rotate inside from 3:00pm to 5:00pm, 5:00pm to 7:00pm, or 7:00pm to 9:00pm. This rotation is in place for the entire spring season so that if it rains and the coaches want to go inside the teams/coaches know their time slot. When baseball practices outside it will be at the high school field and are typically from 3:15pm to 5:30pm. They will practice on Saturdays and days off including Spring Break. **During the early season practices, when we are inside most of the time, be sure to have shoes and warm clothing at the high school as practice could be moved outside on any nicer day (may go out even when a little cold and wet).**

SOFTBALL

Typically when the softball season begins it is cold, often with snow on the ground. For that reason, early season practices are usually indoors sharing facilities with numerous other activities. Practices rotate inside from 3:00pm to 5:00pm, 5:00pm to 7:00pm or 7:00pm to 9:00pm. This rotation is in place for the entire spring season so that if it rains and the coaches want to go inside the teams/coaches know their time slot. When we can get outside, softball practices are at the Roxana Park softball field. The team typically plays at the picnic diamond located in the north end of the park, but will occasionally play at the main park field. Practices are usually from 3:00pm to 5:30pm. They will practice on Saturdays and days off including Spring Break.

PRACTICE EXPECTATIONS

- 1. YOU CAN NOT PRACTICE WITHOUT BEING REGISTERED ONLINE AND MUST HAVE AN UP TO DATE PHYSICAL ON FILE AT THE HIGH SCHOOL**
- 2. THE ATHLETE IS EXPECTED TO BE AT EVERY PRACTICE**
- 3. THE ATHLETE IS TO BE IN PROVIDED PRACTICE APPAREL**
- 4. TRY TO SCHEDULE ALL ORTHODONTIST APPOINTMENTS, HAIRCUTS, ETC. AROUND PRACTICES AS WELL AS CONTESTS.**
- 5. CLEAN AND TAKE CARE OF EQUIPMENT – WASH PRACTICE GEAR REGULARLY**
- 6. KEEP YOUR LOCKER ROOM LOCKER LOCKED AND DON'T SHARE YOUR COMBINATION**
- 7. FOR OUTSIDE SPORTS, EVEN IF IT IS STORMING OUTSIDE – UNLESS YOUR COACH HAS SAID OTHERWISE – REPORT TO PRACTICE – YOU WILL DO SOMETHING INSIDE OR WAIT OUT THE WEATHER AND PRACTICE**

8. A LATE ATHLETIC BUS IS PROVIDED DAILY THAT WILL LEAVE FROM THE BACK HIGH SCHOOL PARKING LOT
9. TEAMS THAT HAVE MULTIPLE LEVELS USUALLY HAVE THE FRESHMEN PRACTICE ALONE OR WITH THE VARSITY
10. MISSING TOO MANY PRACTICES CAN GET YOU REMOVED FROM THE TEAM
11. IF AFFECTED BY WEEKLY ELIGIBILITY YOUR FIRST PRIORITY IS STUDY HALL AFTER SCHOOL
12. YOU SHOULD MAKE EVERY EFFORT TO LET THE COACH KNOW YOU WILL BE MISSING PRACTICE
13. YOU MUST BE IN SCHOOL THE LAST 2 BLOCKS IN ORDER TO PARTICIPATE IN PRACTICE (EXCEPTIONS MAY BE CLEARED IN THE HIGH SCHOOL OFFICE).

Q. & A.

How do I know the practice schedule?

Coaches should make available practice schedules for the athletes – at times, these may also be posted on the athletic website. High school students are expected to handle and communicate practice times to parents – this is part of the educational process provided by athletics – responsibility, organization, and an expectation of increased responsibility.

How do I get In touch with the coach if I must miss practice?

The coach may communicate a preferred method of communication and that should be followed. If not, the coach can be reached at school – at least a voice mail left – or you can contact the athletic office – however do not contact us in place of letting the coach know. If you will be leaving school, it is also a good idea to try to make contact with that coach or leave a message in the main office for the coach.

If it is storming, why should I assume there would be practice for an outdoor sport?

The coach may meet in a classroom to do a variety of things or utilize some space inside to go over some items. Don't assume practice is off and miss practice – this would most likely be treated as unexcused or a skipped practice.

COSTS INVOLVED WITH PARTICIPATION IN ATHLETICS

Football: Some students purchase protective wear beyond the gear typically supplied; arm pads, neck roll, ankle supports, elastic wraps, gloves, etc. You will need several pairs of shorts and t-shirts to keep fresh, clean clothing available. The football spikes differ from baseball and soccer and will be the athlete's responsibility.

Volleyball: The athlete generally purchases knee pads, shoes, and socks.

Boys' and Girls' Golf: You supply your own golf clubs and spikes.

Boys' and Girls' Tennis: Athletes purchase their own tennis racquets.

Boys' and Girls' Soccer: Players purchase their own shin guards, spikes and appropriate practice attire.

Boys' and Girls' Cross Country: Athletes purchase their own running shoes and comfortable running clothing for practices.

Cheerleading: Athletes will purchase shoes and often buy different t-shirts, hooded sweatshirts, or like outfits including gear for camp in the summer.

Dance: Athletes will purchase shoes and often buy different t-shirts or like outfits including gear for camp in the summer.

Boys' and Girls' Basketball: Athletes will purchase their own shoes.

Wrestling: Each wrestler will supply his own wrestling shoes and appropriate practice gear. The athletes often don't eat much during the day of a meet to insure making weight at the contest. Therefore, they often need money to purchase something to eat at the meet.

Boys' and Girls' Bowling: Some boys and girls have their own bowling ball but are supplied at the bowling alleys also.

Baseball: Baseball players supply their own glove, spikes, practice wear (for indoors and outdoors), and some bring their own bat. They are issued hats– but they are responsible for any extra apparel.

Softball: Softball players supply their own glove, spikes, practice wear (for indoors and outdoors), hats if desired, and some bring their own bat. They are responsible for any extra apparel.

Boys' and Girls' Track: Athletes will purchase track spikes or running shoes and some comfortable practice gear for both warm and cold weather. Early season practices are inside, so tennis shoes will be needed for these practices.

FUNDRAISING

We have made a concerted effort to have one selling fundraiser per season. At the discretion of the athletic department, programs may choose to have extra fundraisers. These fundraisers should not be selling fundraisers. The following are questions and guidelines concerning fundraising activities at the high school:

- What is the fundraising activity?
- When will the event occur?
- What will the money be used for?
- What does the fundraising activity involve?

Guidelines:

- No student can be made to fundraise – we do hope all will do their share and not leave it to a few.
- No student can be punished or threatened in regards to participation in fundraising or meeting a determined goal or amount – students may be rewarded for their participation or excelling.
- Parents always have the option of donating funds rather than participating in the activity.
- Money from the fundraising effort should be used appropriately to benefit the program.
- All district policies must be followed in regards to fundraising activities.

ATHLETIC WEBSITES

We work hard at keeping relevant and up-to-date information on the athletic website. Our primary site is:

www.athletics2000.com/roxanahs

Here you will find information regarding the athletic program. Specifically, you will find calendars, driving directions, various forms, sport's results, announcements, rosters, photos, and schedules. This site is updated daily and used to communicate any breaking news. Cancellations and practice changes are good examples of what you would find in the announcement section. For example, if weather postpones an event you would see the postponement there first. Please bookmark this site and be sure to utilize the information to the fullest extent. Follow results and accompanying articles for various sports on the website or on Twitter by following: [@ROXANAATHLETICS](https://twitter.com/ROXANAATHLETICS)

Q. & A.

The driving directions are wrong – how does this happen?

We have updated and feel we have the driving directions up-to-date. For whatever reason, they seem to change on occasion. We are not sure whether the issue is at our host's site or the MapQuest site, but it has been a problem for us. As you notice any problems with the directions please bring this to our attention. And of course, we do at times make mistakes so feel free to help us get it right.

Why does it take so long to get results up?

Generally this all happens pretty fast but there are a few steps involved. The coach writes the article and supplies all the information. This is not posted but moved to the athletic office for approval. Once checked and approved, it is then posted online. The coach may have been delayed in getting the information submitted or the AD may be out of the office and not able to approve. We do the best we can with it and it is something stressed to coaches as important to their program.

CONFERENCE AFFILIATION

We are members of the South Central Conference.

There is some travel in this league. This is a highly regarded and established small school conference with athletic success at the state level in various sports every year. We do not always play all conference opponents in freshmen level activities but have defined conference schedules for our upper levels of competition. We do not have conference champions at the freshmen level.

BOOSTER CLUB

The Roxana Athletic Booster Club supports all Roxana athletic activities. The Booster Club meets once a month, typically on Sunday evenings at 6:00pm. Everyone is welcome. There are officers and committee chairs for the various fundraising efforts and other interested parties come to be a part of the meeting and contribute as well. You are encouraged to get involved – join, volunteer, serve as an officer, help in concessions and support the various fundraising activities throughout the year. At the beginning of each year we sign up members. We will be asking parents to help in concession stands, particularly during the fall & winter seasons as this is the primary source of revenue and there are many home contests. The Booster Club helps fund athletic requests, awards scholarships, and provides additional funding for larger school projects related to athletics. Your support and work through the Booster Club is a great way to help make a difference in Roxana athletics. **BE SURE TO SIGN UP TO BE A BOOSTER CLUB MEMBER DURING SCHOOL REGISTRATION.** Just a side note, during your child's senior year you can apply for the Roxana Booster Club Scholarship. Membership in the Booster Club is a requirement by a certain date in October to be eligible. Contact the athletic office for more information.

FAMILY PASSES – STUDENTS FREE

To help some with cost, many families purchase family passes. This involves a one-time cost of \$50 for one season and \$75.00 for two. This family pass allows for admission to most Roxana athletic events. This involves admission for immediate family members living in the home. These passes are good for regular season games, NOT tournaments or special events (shootouts, IHSA Tournaments, etc.). All students are admitted free to regular season contests. For tournaments and special events students will be required to pay admission.

Q. & A.

How do we buy a family pass?

During the first home game and all other home games for each sport season you will be able to purchase these at the ticket table. You will list your family members and passes are distributed to you. The information is also kept with the ticket takers to help identify members in case the pass is lost or forgotten. Family passes can also be purchased in the high school office.

ATHLETIC TRAINER

Roxana High School employs a Certified Athletic Trainer. The trainer has an office and training room located in the weight room. The athletic trainer is a healthcare professional that collaborates with physicians to optimize activity and participation of our athletes. His/her duties encompass the prevention, evaluation, and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities. Specifically, the athletic trainer is involved with:

Protective equipment, conditioning, nutrition and hygiene, game coverage, follow-up injury care, all matters pertaining to the well-being and health of our athletes, oversight of rehabilitation, decisions regarding a return to competition, and maintenance of necessary records.

When we have multiple events, the trainer typically tries to visit each site but generally camps at the location deemed to be of greater risk. Coaches utilize cell phones to be in constant contact with the trainer. The trainer travels with the varsity football team but typically does not travel to away contests for most sports. We obviously have more events than trainers. To compensate, we try to educate our coaches with CPR/AED training and emergency procedures for injuries in the event the trainer is not present.

CONTACT INFORMATION: Trainer – Leah Brueckner – 618-920-2452

ACADEMIC ELIGIBILITY

To remain eligible during the season, a student-athlete can't have **MORE THAN TWO FAILING GRADES DURING THE WEEKLY ELIGIBILITY CHECK**. Students determined to be ineligible during weekly checks shall be suspended from contests for one week until the required coursework reflects improvement. Weekly grade reports reflect a cumulative score. When a student is ineligible, that student cannot participate in games but is expected to practice and attend all activities and help as directed by the coach. If an athlete is ineligible for three consecutive weeks during a season the athlete will be dropped from the team.

In addition, IHSA rules stipulate that a student can be ineligible for the entire following semester if he/she does not pass 25 semester hours of course work. Summer work can be accepted to help gain semester hours of passing work and affect eligibility.

Weekly Eligibility

At the beginning of each semester, the athletic office does grade checks on Wednesdays and Fridays following the first three weeks of class. This delay is to allow for grades to be accumulated and a representative grade be established. This weekly check continues every week until the conclusion of the semester when the process then starts over. As described, we collect the information on Wednesdays. It is tabulated and a report is made designating those students receiving a D or F in any particular class or classes. The "D List" is published to help coaches and sponsors recognize those students who might be struggling that may need some extra help or encouragement to get their grade up. The "F List" serves this purpose, but also helps us identify any students failing two classes. This would make the student-athlete academically ineligible. We post this list for the coaches to recognize who won't be available to them the following week and we mail home a letter to the family explaining this situation as well. The student also is handed the letter the next day in school. When an athlete's grades collected on that Friday are inadequate and force this ruling, the athlete will become ineligible for competitions starting the following Monday through Sunday. To help clarify, though we collected the grades on Friday the period of ineligibility does not start until the upcoming Monday.

Semester Eligibility

Students must pass 25 hours of semester work in order to be academically eligible to compete the following semester. If you fail to reach this standard, by IHSA rules you are ineligible for competition for the following Semester.

Q. & A.

My grades on FRIDAY had me failing two classes but on the following MONDAY I did really well on a test – Can this raise my grade and get me eligible for the current week?

NO – Your weekly eligibility is based on how you were doing at the end of the day FRIDAY from the previous week. Your grade on Monday will help assure that when we check grades on Friday you are no longer ineligible.

I am positive my teacher has made a mistake and I am not failing that class - How do I get this problem fixed?

Politely go see your instructor and ask to discuss your grade. Mistakes can be made and the teacher does not want you to be ineligible if the grade is not correct. Discuss the matter with the teacher. You may find that he/she does not agree and that indeed the grade is correct. If after that discussion you are still dissatisfied, you will most likely want to bring this problem to the principal for discussion. The athletic department does not get involved in the academic work and grading. For us to set the original ruling aside, we will need to hear a mistake was made either from the teacher or the principal.

CODE OF CONDUCT

When you register online for your sport, you will sign an athletic handbook and a code of conduct. Both of these documents include the athletic code of conduct. The code of conduct is an agreement between the athlete, parent, and school district that the athlete will follow the rules as outlined in the code and recognizes potential consequences for doing otherwise. The code of conduct is in affect year round. It is in force when you are away from school activities, on the weekends, and during the summer (365 days a year). Almost always, violations of the athletic code will result in loss of participation privileges. If an athlete were currently involved in a sport it would take place immediately after the meeting between the athlete and the athletic director. If an athlete was not currently involved in a sport, the penalty would be invoked during the next sport in which the athlete participates. **PLEASE BE AWARE THAT FOR ANY PUNISHMENT TO BE COUNTED FOR THIS VIOLATION, THE STUDENT MUST FINISH THAT SPORT IN GOOD STANDING.** For example, you would not be able to go out for a new sport, miss the required games, and then quit just to get the consequence out of the way before participating in something else later that year. The code of conduct is invoked based on information from one of three sources: faculty/staff, police, or student/parent.

Q. & A.

My son/daughter was involved in an underage drinking party and we are aware that he/she has violated the athletic code – What will happen in regards to athletics?

Once this is reported to the principal/district athletic director the matter will be investigated to determine the facts. If involved in an athletic program, there will be a meeting with the athlete to discuss the matter and provide due process to determine if there is a violation.

I know other athletes that were drinking at a party that was busted and they did not get in trouble – Why doesn't the school enforce the code and punish these athletes? – OR We reported our son's/daughter's infraction and our athlete

was punished but nothing happened to other athletes at the same party – Why weren't they punished and why should we get our athlete in trouble?

Very good questions...Let's try to understand how and why this is in place and how this can happen. The athletic code is a tool aimed at encouraging appropriate behavior. It is also a document that we hope creates a partnership between home and school rather than a point of contention. We believe if your son/daughter violated the code they should be at the office door to admit to the violation and accept the punishment that goes with the offense. However, this doesn't happen very often. What we think we know and what we can act on are two different things. When we have information from a staff member, the police, a student or family, we will act. Without this important information, we will not.

DRIVING DIRECTIONS

Most of the driving directions for our away contests are on our Athletics2000 website: www.athletics2000.roxanahs. The driving directions are in the upper right hand corner of the opening page and are labeled: **A2K'S Driving Directions.** We certainly don't mind you calling the office if you are not sure where we play or how to get there.

PICTURE DAYS

We designate dates for athletic pictures each fall, winter, and spring seasons. These photos are taken by Lifetouch photography. We have team photos taken for sports programs and the athletic website. The time schedule and forms are handed out a few days prior to the photo shoot. You will then select the packet you are interested in and the student brings back the envelope the day of the shoot with a check to Lifetouch.

TRANSPORTATION

The vast majority of our away contests involve travel by bus. As part of building team unity and bonding, we ask that athletes travel to and from contests together on the bus. There are exceptions, but we ask that they be kept to a minimum. Part of participation in sports is being part of the "team" and being part of the team means group rules and norms. Riding together as a team is one of those practices. When a student has to make plans to ride home with a parent/guardian a sign-out sheet is provided after the game with the coach.

For smaller groups, such as golf, we sometimes take the school van with the coach driving. Proper behavior on the bus is required to assist the driver and allow for concentration on the task of getting everyone to the event safely. Improper bus/van behavior may result in consequences if deemed necessary. If you are picking up your athlete when the bus

returns, please be at the high school ahead of arrival time so the coaches are not required to wait long periods of time waiting for rides.

SCHOOL CALENDAR

The district calendar is a great scheduling tool for keeping abreast of much of what goes on in the school district. Unfortunately the district calendar handed out at the beginning of the school year may be the least reliable for athletic events. As we collect that calendar information from May to July, many schools have yet to verify participation with us in numerous events. Therefore, dates, times, locations and opponents often change as we head into the new school year. A better practice will be to follow the schedule at our website which should match the schedule provided by your coach. If you notice discrepancies in the various published dates and starting times, please contact us at the athletic office so we can help clarify and perhaps correct erroneous information we don't want to be passing along.

CONCESSIONS

This topic was discussed earlier in the Booster Club Section, but we can't put enough emphasis on the need for your help. The booster club relies a great deal on concessions for their income. Parents of athletes are needed to help in the concession stand. ALL PROGRAMS can get financial assistance from the booster club and this can be your way of giving back and making sure the funds are available to support our programs.

IHSA

ILLINOIS HIGH SCHOOL ASSOCIATION

At various times you will hear us refer to the IHSA. They are the governing body for athletics and activities for the high schools in Illinois. They set up the post-season tournaments, write and enforce the rules and regulations, license officials, etc. At times we will talk about school rules and or IHSA rules in regards to eligibility and season limitations. Much information about high school sports in Illinois can be found at the IHSA website: ihsa.org.

LOCKER ROOMS / SCHOOL FACILITIES / RULES

For everyone's protection, there are rules of conduct and a level of cooperation that must be adhered to in regards to use of the various facilities at the high school. The locker room has to be a safe environment meaning no horseplay or unauthorized use is allowed. We also have visitors here for games which limits the availability for entry to the locker rooms. Therefore, it is necessary to take personal belongings with you after practice to so that entry is not needed

during competitions. We have had issues with theft from lockers and it is strongly advised to limit what you store in your gym locker and to keep these locked at all times. Students want to use the gyms whenever they are available. Any athlete staying around the high school or wanting to play in the gym must have supervision. If a student were in the gym without supervision, the student would be in violation of school rules. These rules are in place to keep students safe.

SPRING BREAK / VACATIONS / START OF THE SEASON

A commitment to be a part of the athletic program carries with it a responsibility to attend scheduled athletic team events and practices at the start of the season, as well as during Thanksgiving, Christmas, and Spring Break vacation periods. This is especially true at the varsity level. At the same time, we realize that occasionally it may be desirable or necessary for a student to travel with his/her family during one of these vacation periods and miss scheduled practices, games or meets. Here are some guidelines and criteria we will use to handle such circumstances:

1. The athlete shall continue as a team member provided the student gives advance notification to the coach at least one week prior to the first scheduled contest of the season.
2. The athlete may be required, upon return from vacation, to 'sit out" a number of contests, games, meets or practices based on the number of days missed while on vacation. This is based on the belief that a sense of fairness is owed to those individuals who did not miss and were a part of daily practices and competitions. These students, themselves, may have sacrificed a vacation opportunity to be a part of the team.
3. The athlete is not guaranteed the same position or amount of playing time as when he/she left. The athlete who replaced him/her may have earned the position. It is the responsibility of the athlete who was gone to earn the spot back.
4. Particular care should be given to the district calendar that outlines the starting times and tryout times for various activities.

There should be NO expectation that a student will be made a part of the team if they are not here to begin the season on time or miss ANY of the tryout practices and judging. Questions and discussion regarding absences during tryouts should be directed to the district athletic director.

COMMUNICATION

Parent Expectations

Expect your child's coach to inform you:

- When and where practices are being held
- About his/her coaching philosophy
- The expectations that he/she has for the members of the team
- What is required to be part of the team
- If your child is injured in a game or practice
- Whenever any disciplinary problems are impacting your athlete's opportunity to participate on the team

Appropriate concerns that a parent may discuss with a coach:

- Any unhealthy mental or physical strain you detect at home
- How you can contribute to your child's skill improvement and development
- Any dramatic changes you detect in your child's behavior

Athletic Director Expectations

A. It is *inappropriate* to discuss with a coach:

- Playing time
- Team strategy or play calling
- Other student athletes

B. Coaches need parents to:

- Inform us about any specific health concerns
- Notify us of any schedule conflicts well in advance
- Give your commitment to the program and work to contribute to the program's success
 - Volunteering
 - Making sure your child is at practice on time
 - Making sure your child gets enough rest
 - Don't bad mouth the coaches or teammates in front of your child

C. If you have a concern to discuss with a coach, what procedures should you follow?

- Make an appointment with the coach. Do not approach a coach after a contest. (24 Hour Rule)
- If the coach cannot be reached, call the athletic director to set up a meeting.
- Please do not attempt to confront a coach before, during, or after a game or practice. These can be busy and emotional times for both parties. This may not promote objective analysis of the situation.

D. What should you do if the meeting with the coach does not result in a resolution to the problem?

- Call and set up a meeting with the district athletic director
- At this meeting the appropriate next step can be determined

OPEN GYMS / CAMPS / OFF-SEASON PROGRAMS

Students are encouraged to participate at Roxana High School. We are a small school with limited numbers of participants and we need our athletes to be active every season. Coaches like to promote their sport and offer opportunities for athletes to develop and improve their game. This is encouraged as long as it does not interfere with or injure other programs in some way. We host open gyms, weightlifting and other programs, but these have to follow IHSA guidelines and they must work harmoniously with other activities. There is an expectation for the coaches that athletes are going to take part when they can. Doing this is beneficial to both the athlete and the program. If you are not involved in a sport **(and we would rather you would be)** then please participate in the off-season weightlifting and camps offered by the high school. Playing time cannot be tied to off-season participation but please note that while an athlete is not working at getting better, someone else is and you might be passed by. Make sure you get information about our summer camps from the athletic office or on our websites.

WEIGHT ROOM

We encourage the use of the weight room and there is an expectation from coaches for athletes to get stronger by using the facility. Participation here requires your cooperation and focus as mistakes in this room can mean serious injury. Follow all directions...do not enter or workout here without supervision...be sure to have spotters(s)...no messing around in this area. Take care of the equipment and report any problems as soon as noticed. Typically the weight room is available to students from 2:45pm to 4:00 pm Monday through Thursday. Coaches can access this area for their teams outside of those times. The football program offers a summer weight lifting program.

HAZING/BULLYING/INITIATIONS

Hazing, initiations, or bullying of student-athletes by other team members are not acceptable and any such practice of this type of behavior will not be tolerated. Student-athletes should be aware that hazing can constitute a violation of Illinois Criminal Statutes as a form of assault and can make the student liable for arrest and prosecution, as well as civil liability. Hazing is defined as any form or type of physical, verbal, and/or emotional mistreatment, abuse, and/or harassment of a student in connection with a student's participation in or membership on an interscholastic athletic team or in any school-sponsored activities, and/or forcing, coercing or intimidating any student to participate in any illegal or inappropriate activities in connection with the student's participation or membership. Hazing is prohibited whether it occurs on or off school grounds and whether it occurs during, prior to, or after the season or school day.

RCUSD #1 specifically prohibits engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct. Conduct

constituting “bullying” will not be tolerated. “Bullying” is defined as conduct which subjects a student to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this manner.

Permission, consent or assumption of risk by an individual subjected to hazing, initiation and/or bullying does not lessen the guilt associated with this unacceptable behavior.

In order for the district to effectively enforce this policy and to take prompt corrective measures, **it is essential that all victims of hazing, or bullying and persons with knowledge of hazing or bullying report the harassment immediately.**

The district will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.