



## ATHLETIC/ACTIVITIES HANDBOOK 2019-2020

### Statement of Philosophy

#### Positive Experiences

Extra-Curricular activities in District 99 provide students with opportunities for success and UNFORGETTABLE MEMORIES. In the history of athletics/activities at District 99, there have been many outstanding programs and individuals. Many conference, district, regional, and sectional championships have been won. Many teams have been state place winners and many individuals have received recognition at the state and even national level. It is now time for you to add to this rich tradition. What legacy will you leave...as an individual...as a teammate? Welcome to District 99--one of the best programs in the state. Enjoy every minute of the experience because before you know it you will be an alumni wondering where the time went. While you are here remember our mantra—"good things happen to good people who work hard!"

#### Student Centered Extra Curricular Program

Our program is student-centered and reflects that we maintain the proper perspective of extra-curriculars in an educational setting. That means we emphasize the core values of our program above all other things. **We seek to instill the values of hard work, discipline, teamwork, confidence, character, academic success, and love of the game.** We teach these values as we prepare our students to win. We feel that if we focus on these values we will build people of character that will be prepared to succeed after high school in whatever life endeavors they choose to pursue. Focusing on these values has also proven to bring us great success; a pleasant outcome of fulfilling the true purpose of athletics and activities in a school.

#### Sportsmanship

The IHSA and District 99 believe that good sportsmanship is a direct result of the core values and its promotion and practice are essential. The IHSA has outlined the following Sportsmanship Code and we ask all stakeholders in our program to abide by it.

This code of conduct applies to all parents/fans involved in interscholastic athletics and activities.

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

Parents/guardians must acknowledge they have read and understand the requirements of this Code of Sportsmanship and that they may be forbidden from attending contests or practices if they violate any of its provisions. They acknowledge that their acceptance of this booklet indicates that they have read and understand this code.

We salute our students, parents, and fans who have demonstrated this positive ATTITUDE. Learning to win and lose in a proper manner is an important life skill to learn in District 99.

#### **Extra-Curriculars are a Privilege**

Participation in student activities and athletics is considered an extension of, but separate from, the regular school program. While the regular academic program is a right afforded to each student, participation in athletics and activities is a privilege. This privilege asks students to meet certain expectations beyond those found in the traditional classroom setting. Since participation is a privilege, the school has the authority to suspend or revoke this privilege for those who do not conduct themselves in a responsible manner as determined by District 99. Nothing in this handbook or Code of Conduct is intended, nor shall it be construed, as creating any right, contractual or otherwise, to participate in student activities or athletics, or to any procedure or process in connection with any suspension or revocation of the privilege of participating in student activities or athletics.

## Expectations and Responsibilities

Participation in student activities and athletics carries with it certain responsibilities. Students owe it to themselves and their teams to strive for the best possible experiences while at District 99. Educational, activity and athletic experiences prepare students for future endeavors. All activity participants and athletes are expected to abide by all school rules and regulations as outlined in the Student Handbook and the current IHSA Athletic Eligibility Rules. Compliance is required year round and regardless of whether the particular sport or activity is in season or not. The District 99 Athletic Participation fee for an individual per sport is \$117—the third sport is free. The fee must be paid by the first contest and is nonrefundable. The fee for participation in clubs and activities is \$57.

### Team Concept

Spirit and unity begin and end with each individual. Students must be proud and happy about school and team accomplishments. Championships are built around students who are unselfish toward their teammates in and out of school. It is imperative that the students and parents support the team concept by putting the team before self-interests. District 99 has achieved numerous top finishes because students, parents, coaches, teachers, administration, and our communities have all been united toward achieving team goals. We need to continue this sense of unity and solidarity to maintain the level of success we have enjoyed. How will you answer the questions: “Can the team count on me?” and “Are my actions supporting the coach and the team?” A mandatory team meeting for both parent/guardian and athlete shall be held by each sport program in order to review and explain specific team rules, regulations, and guidelines.

### Attendance

Students shall attend school daily and adhere to the specific attendance requirements for each activity/sport. We firmly believe that for students to attain their fullest potential, daily practice is essential. Non-attendance may result in a range of consequences from suspension from contests to dismissal from the team. Additionally, students shall NOT be allowed to participate in contests or practices unless they have attended at least a half a day of school (4 periods).

### Academics

It is an Illinois statute that students meet academic requirements in order to be eligible for IHSA competition (No Pass, No Play). All athletes at District 99 must be passing five (5) classes (2.5 credit hours including P.E.). Initial eligibility shall be checked at the beginning of the semester. Any athlete who did NOT pass five (5) classes shall be ruled ineligible for the entire next semester.

Additionally, weekly grade checks shall take place while sports are in season. Athletes must pass five (5) classes each week to be eligible to compete. Those NOT passing five (5) classes shall be suspended for the entire following week. Thus, the grade report on Friday shall be

applied to the following Monday Saturday playing schedule. Athletes who are ineligible due to academics shall be expected to practice and follow all team rules as per the rules and guidelines outlined by each Head Coach.

All athletes are strongly encouraged to:

- complete assignments on time
- do quality work
- seek help immediately from the instructor or a classmate when having difficulty
- inform a coach if seeking help after school
- schedule home study time and adhere to it.

Parents are encouraged to:

- check homework
- review the Student Handbook with your student
- review progress reports and check grades and attendance on-line
- dialogue with teachers, attend conferences
- sign up to receive district and school newsletters

### **NCAA Eligibility Center**

As a prospective college student-athlete at a Division I or II institution, there are certain requirements to fulfill before you may participate. Information concerning who needs to register with the Eligibility Center and determine what documents should be submitted can be found on this website [http://web1.ncaa.org/ECWR2/NCAA\\_EMS/NCAA\\_EMS.html#](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA_EMS.html#). The DGN and DGS Counselors have all materials you need to get started. See your counselor or the website above.

### **Removal from a Team**

Athletes who quit or are removed from a team are not allowed to participate in another sport during the same season. The only exception would be the student who is advised by the coach to participate in another sport.

### **Equipment**

An athlete or activity participant is responsible for each item of equipment that is issued to him/her. Lost or stolen equipment must be paid for at the replacement cost. An athlete or activity participant will not receive an award or be allowed to participate in a subsequent sport or activity until the equipment record is cleared. If necessary, students will be barred from registering for classes and even participating in graduation until the record is cleared.

### **Transportation**

District 99 provides transportation to and from all athletic/activity contests. All athletes and activity participants are required to use school transportation. This is an excellent time for coaches, sponsors and participants to communicate informally and build team cohesiveness

that is a vital part of the athletic and activities experience. Athletes and activity participants are not allowed to participate in an away contest if they drive themselves to the event or if they use alternate transportation without prior permission from the coach or sponsor. Should there be an emergency or extenuating circumstance; an athlete or activity participant may be released only to their parent/guardian. Athletes and activity participants shall never be released to someone other than a parent/guardian without prior written permission. Certain sports and activities that are housed off campus may deviate from this rule based upon school administrative guidelines.

### **Communication**

Good communication is paramount for a successful experience. Mandatory parent meetings are held at the beginning of each sport season or activity so that the coach or sponsor may review rules, expectations, and other guidelines. The coach or sponsor shall provide contact information and outline the best method to reach him/her. Our coaches and sponsors all have District e-mails. In addition, coaches and sponsors may use parent and student cell phones and e-mail to communicate pertinent information as per the District acceptable use policy for technology. If you do not want you child contacted in this manner, please make the head coach or sponsor and the Athletic Director or Activities Director aware of this.

The school websites have links to the activities and athletics web pages that provide information to students and families. Here you will find all essential information such as schedules, scores, stories, mandatory forms, directions to away sites, cancellations, postponements, changes, articles of interest, character education, and much more. We encourage your feedback in order to improve the site. Call or e-mail the Administration with suggestions.

The schools have also set up Facebook pages and Twitter accounts to help with recognition and to push important information. Please contact the school or check out the websites to use these tools.

As with everything we do, we believe in the primacy of “teachable moments.” When athletes or activity participants are having an issue, we need to seize this opportunity to teach life skills to resolve conflict. Therefore, we expect athletes and activity participants and parents to follow the “chain of command” when dealing with issues.

1. Athlete contacts the Coach; Activity participant contacts the sponsor
2. Athlete contacts the Head Coach; Activity participant contacts the Head Sponsor (if applicable)
3. Parent contacts the Coach or Activity Sponsor
4. Parent contacts the Athletic Department or Activities Office
5. Parent contacts Principal.

If these steps are followed, concerns shall be heard by the appropriate person in the proper venue and resolution will follow.

### **Physical Examination and Medical Concerns**

An IHSA pre-participation physical examination is mandatory for all students wishing to participate in athletic programs at District 99. Incoming freshman may use their school physical to satisfy this requirement. Physicals are valid for 13 months and must be renewed in order to participate.

Our first priority at District 99 is the safety of our students and we take precautions to ensure that safety. The Athletic Department and coaching staff understand that sports related injuries occur. If an athlete is injured, he/she must report to an athletic trainer! We have certified athletic trainers on staff who can effectively deal with injuries.

Should an athlete see a physician, he/she must have a WRITTEN RELEASE signed by a physician allowing the athlete to resume participation. If a student is excused from P.E. for medical reasons, he/she may not participate in athletics until released by a physician.

Athletic participation has **inherent dangers and risk**. Even when competition and practice is within the rules of the sport and athletes are following the instruction of the coach, catastrophic injury may still occur. These injuries may include, but are not limited to: serious head, neck or spinal injuries; complete or partial paralysis; brain damage; or death. Serious injury to any of the internal organs, bones, ligaments, muscles, tendons or other aspects of the musculoskeletal system are possible. The injuries that may occur may affect an athlete's future ability to: 1. participate in athletic programs and recreational activities, 2. engage in other business or social activities, 3. earn a living. To attempt to avoid the possibility of injury, athletes should follow the instructions of the coach and athletic trainer at all times regarding techniques, training and team rules; always participate within the rules of the sport.

### **IHSA Random Drug Testing**

The IHSA has a random drug-testing program for athletes in place. A banned substance list can be obtained at [ihsa.org](http://ihsa.org). Athletes and parents must give consent to the program in order to participate in IHSA activities. Acceptance of this program is found in the registration process in the legal forms page. A paper form can also be used to consent to the program.

### **Performance Enhancing Substances**

As a component of the above, the IHSA and State of Illinois have mandated that students and parents be educated about steroids and other performance enhancing substances. This education takes place at the mandatory healthy lifestyle meetings each season, or by viewing the healthy lifestyle presentation that is now available on line. Any student who has not viewed or submitted the proper signature form will be held from competition.

### **Concussions**

As of 2011, the State of Illinois requires that schools make students and parents aware of concussion and brain related injuries. Athletes and parents must acknowledge that they received this information by accepting this on the legal forms section of on line registration. A paper form is available and can also be used to fulfill this requirement. Those not in compliance with this requirement will not be allowed to participate. Please see Board policy 7.305, *Student Athlete Concussions and Head Injuries*.

### **Exemption from Physical Education Class for Participation in Interscholastic Athletics**

Exemptions will follow Board policy 7.260, *Exemption from Physical Education*.

An eleventh or twelfth grade student enrolled in a District 99 school may request exemption from physical education if he/she is participating in interscholastic athletics. The decision to exempt will be made on a case-by-case basis and shall not be automatically renewed. A P.E. Exemption form (available in the Athletic Office) must be completed by the student and the parent/guardian and submitted to the Athletic Office. A request for exemption from P.E. may be approved for one semester only, and may be extended within the same school year pending verification of continued student eligibility. A student exempted from P.E. under the provisions of this policy must maintain a full schedule of classes during the entire period of the exemption.

Students must agree that they understand:

- it is their responsibility to initiate this action;
- if a PE exemption is approved for participation in interscholastic athletics and they do not participate in the sports, or if they drop out of the sport, they must re-enroll in a Physical Education class immediately; and
- if it is late enough in a semester where earning credit is not possible, they understand they will be responsible for making up the PE credit in order to meet District 99 graduation requirements. Making up the PE credit may require changes in a student's schedule and loss of a scheduled course(s).

For additional information on PE Exemptions and procedures, please see the District Curriculum page.

# Athlete and Activity Participant Code of Conduct

## Application

1. This code shall apply year round to all students who participate in extra-curricular activities involving competition or public performance - it is not a seasonal code.
2. Violations are accumulated throughout a student's career at DISTRICT 99; thus, the number of violations carryover from year to year as the athlete or activity participant progresses from freshman to senior status.
3. **Reports of Code violations shall be reviewed by administration.**
4. **Any violations of the Code should be reported to the administration immediately. Any extended time between the violation and the reporting may limit administrative ability to enforce the Code.**
5. Students who violate the Code must serve the penalties as outlined herein and/or complete prescribed programs as outlined prior to re-entry into extra-curricular activity.
6. While on suspension from and activity/sport, students must nevertheless practice, unless barred from practice as part of their disciplinary action, and follow all rules and regulations for the sport/activity if they intend to rejoin the team/squad.
7. Students who are serving a Code Violation consequence must complete their suspension during the season and finish the season in good standing. This means the suspension will not be declared served if the student quits the team or does not finish the season-even a partially served suspension.
8. If a Code suspension cannot be served in its entirety during a particular activity/sport, the remaining portion of the suspension shall continue to the next activity/sport season in which the student participates.
9. Failure to sign/accept the Code of Conduct does not exclude a student from being held accountable for the rules and regulations of this policy. Those choosing not to sign/accept the Code shall not be allowed to compete.

The Athlete and Activity Participant Code of Conduct cannot anticipate every circumstance that may occur and, therefore, the District reserves the right to revise, supplement, deviate from or rescind any provision or portion of the Code from time to time **as school administration deems appropriate in its sole and absolute discretion.** The District will endeavor to post the most current version of the Code on the school website and also make copies available in the Athletic and Activities Office. It is the responsibility of the student/family to check for updates and be aware of revisions regardless of the season in which they are active.

## Violations

The following rules apply regardless of whether the conduct occurs on or off school property; before, during or after school hours; and apply year round regardless of whether the student's sport or activity is in season or not:



- A. Students shall not possess, actively seek, solicit, sell, or be under the influence of tobacco, alcohol, illegal drugs/controlled substances, look-alike drugs, steroids or other illegal performance enhancing drugs/supplements, or possess drug related paraphernalia.
- B. Students shall not attend or host a party primarily attended by students or for the benefit of students at which alcohol, tobacco, or any controlled substances are provided or at which the use of any such substances is permitted.
- C. Theft, possession of stolen property, or destruction of property.
- D. **Hazing acts, initiations, or bullying (as outlined in Appendix 1)**
- E. Serious acts which are determined by the Administration to be detrimental to the individual, the coach, the team, or the school.
- F. Acts which violate the Student Handbook.

**Consequences**

The following consequences are guidelines which will be followed by the Athletic Director, Activities Director, or Administration. Should such person or persons determine that the violation or violations committed are sufficiently serious to warrant consequences, any step may be omitted and any more serious consequence, up to and including permanent removal from athletics/activities, may be imposed.

<u>1<sup>st</sup> Offense:</u>	The student shall lose eligibility for upcoming interscholastic contests or public performances totaling 25% of the total schedule. In cases of tobacco, alcohol, or drugs, a reduction to 10% of the total schedule may be awarded should a substance assessment and intervention program* be completed through the Student Assistance Coordinator. Programs must be approved by the Student Assistance Coordinator and all costs incurred are the responsibility of the student and his/her family. Please see below for specific regulations regarding the reduction option.
<u>2<sup>nd</sup> Offense:</u>	The student shall lose eligibility for the next interscholastic contests or public performances the equivalent of one full season. The exact amount shall depend upon the activity in which the student has or shall be participating.
<u>3<sup>rd</sup> Offense:</u>	The student shall be permanently suspended from participation in extra-curricular activities or athletics for the remainder of their high school career. The student may appeal the Principal in writing for reinstatement after one calendar year.

\* Programs must be approved by the Student Assistance Coordinator OR Athletic Director, Activities Director, or Principal. All costs incurred are the responsibility of the student and his/her family. The assessment must occur within 10 business days of the first consultation with the Student Assistance Coordinator.

If a program is recommended by the assessor, the student/family are responsible for submitting written proof of registration to that program within 5 business days of that

recommendation to the appropriate school Administrator. Failure to comply with these deadlines will result in the full 25% suspension being reinstated.

Students may participate in contests/performances while completing the recommended program from the assessor. Written notification of completion of the program must be presented to the Administration within 10 business days of the concluding date of the program as outlined in the initial enrollment in the program.

#### **Voluntary Admission for Violations A and B**

The purpose of this provision is to allow the student to seek help and be accountable for their decisions. At any time, the student may voluntarily admit a personal Code Violation prior to school official's knowledge. In these cases, the student may continue uninterrupted eligibility when it is verified that enrollment in and continuing participation is taking place in a school recognized substance assessment and intervention program. Programs must be approved by the Student Assistance Coordinator OR Athletic Director, Activities Director, or Principal and all costs incurred are the responsibility of the student and his/her family. The voluntary admission will be counted as one Code Violation. Voluntary admission may be used by a student one time during high school. All evaluations and treatments will be at the parent/student expense. Voluntary admission cannot be used for cases in which there was an arrest or other official documentation filed. Administration reserves the right to nullify the application of this provision if violations are of such a serious nature and are determined to be detrimental to the student, the team, or the school.

### **IHSA Eligibility Rules**

**Please click here for the IHSA Eligibility Rules. They are located under the "Pre-Formatted Documents for Publication" heading.**

**The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).**

## **Appendix 1**

### **HAZING**

It is the policy of Community High School District 99 (Board policy 7.190, *Student Behavior*) that no student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing.

Hazing is an act that subjects a student to electronic, written, physical, or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual student or group of students for the purpose of initiation, maintaining membership, or holding office in any organization, club, or athletic team.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as:

- whipping;
- beating;
- branding;
- forced calisthenics;
- exposure to the elements;
- forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance;
- or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as:

- prolonged sleep deprivation,
- forced prolonged exclusion from social contact which could result in extreme embarrassment,
- or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Examples of behavior that could be considered hazing include being forced to:

1. Destroy or steal property.
2. Be tied up, taped or confined in a small space.

3. Be paddled, whipped, beaten, kicked or beat up others.
4. Do embarrassing, painful or dangerous acts.
5. Be kidnapped or transported and abandoned.
6. Consume spicy or disgusting concoctions.
7. Be deprived of sleep, food or hygiene.
8. Engage in or simulate sexual acts.
9. Participate in drinking contests.
10. Be tattooed or pierced.

### **Hazing Complaint Procedure**

#### **Complaints**

A student who feels that he or she has been bullied, hazed, harassed, or cyber bullied should inform a School District staff member. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy.

There are no express time limits for initiating complaints under this Board policy; however, every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available.

More Information and examples of hazing can be obtained at: [Stophazing.org](http://Stophazing.org).

*Complete copies of Community High School District 99 School Board policies can be viewed online at: <http://www.csd99.org/boe/board-policies>.*