

**2017-18 DANVILLE DISTRICT 118  
EXTRA-CURRICULAR HANDBOOK  
Grades 7-12**



*Creating a Culture Committed Towards Excellence*

## **Vision**

To create a culture committed to building academic and character excellence- in the classroom, athletics and extra-curricular, and in the community.

## **Mission**

Danville District 118 is committed to excellence by providing opportunities for students to participate in programs that are designed to develop leadership, problem solving, critical thinking, self-discipline, and promoting positive community relationships through appropriate behavior within the educational and social settings of Danville District 118.

## **Goals**

1. To encourage student participants to achieve success by maintaining academic eligibility rules and to keep extra-curricular events in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance and conduct on and off the field of competition.
5. To teach and emphasize the fundamental skills of the various sports and activities as a necessary ingredient in achieving the individual and team success.
6. To stress the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To provide opportunities to develop lasting friendships with teammates and opponents.
8. To provide a well-planned and well-balanced program of interscholastic athletics and activities for as many students as possible.
9. To provide high quality leadership for all athletic and extra-curricular programs so as to exemplify to students a desired behavior to be developed from each athletic program.
10. To provide opportunities for the development of unity, belonging, team pride, teamwork and commitment.

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## **AFFILIATION**

Danville District 118, as a member of the Illinois High School Association and the Big 12 Conference, must adhere to the constitutions and by-laws of these entities concerning participation, eligibility, and student conduct.

### **Sports & Activities at DHS**

<u><b>Sports</b></u>	<u><b>Activities</b></u>
Soccer (B & G)	Yearbook
Cross County	Marching Band
Football	Flags
Basketball	Show Choir
Track	Orchestra
Swimming & Diving	Drama
Softball	Pompettes
Cheerleading	School Paper
Tennis	
Golf	
Wrestling	
Volleyball	

This list represents some of the extra-curricular activities at Danville High School. It is not exhaustive in nature.

## **Sports & Activities at North Ridge Middle School**

### **Sports**

Cross Country  
Softball  
Cheerleading  
Baseball  
Track (B & G)  
Basketball (B & G)  
Volleyball

### **Activities**

Yearbook  
Show Choir  
Drama  
Band  
School Paper  
National Junior Honor Society  
Student Council  
Problem Solving Club

This list represents some of the extra-curricular activities at North Ridge Middle School. It is not exhaustive in nature.

## **Part I –Operating Procedures**

### **1.1 Code of Ethics for Coach/Sponsor (Exhibit A)**

The function of a coach/sponsor is to teach attitudes, proper habits, knowledge and skills. The extra-curricular program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated as an individual whose welfare is primary at all times. The coach/sponsor must be aware that he or she serves as a model in the education of the student participants and, therefore, shall never place the value of winning or competition above the value of character building. The coach/sponsor must constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student participants, officials, athletic directors, school administrators, the Illinois High School Association/Illinois Elementary School Association, the media and public, the coach/sponsor shall strive to set an example of the highest ethical and moral conduct.

1. The coach/sponsor shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse and under no circumstances shall authorize the use of these substances.
2. The coach shall promote the entire interscholastic program of the school and direct his or her program in conjuncture with the total school program philosophy set forth by the Activities/Athletic Director.
3. The coach shall be thoroughly acquainted with contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
4. Coaches/Sponsors shall actively use their influence to enhance sportsmanship by their spectators, working closely with booster clubs and administrators.
5. Contest officials shall have the respect and support of the coach/sponsor. The coach/sponsor shall not indulge in conduct which will incite players/participants or spectators against the officials or against each other. Public criticism of officials or players/participants is unethical.
6. Before and after contests, rival coaches/sponsors should meet and exchange friendly greetings to set the correct tone for the event.
7. A coach/sponsor shall not exert pressure on faculty members to give student athletes/participants special consideration.
8. It is unethical for coaches to scout opponents by any other means than those adopted by the IHSA and/or Conference by-laws.

**(As adopted from the National Federation of State High School Associations (NFHS) [NFHS.org](http://NFHS.org))**

## EXTRA-CURRICULAR ORGANIZATIONS

The following are a few things you will need to keep in mind as a coach/ sponsor and the reader may find these reiterated throughout the course of this Extra-Curricular Handbook:

1. **SAFETY FIRST** – Students are never to be left unattended. The coach/sponsor should remain with the students until the last student is picked up or leaves the parking lot. When dismissing students from an extra-curricular all should remain together until departure. Coaches/Sponsors are reminded that they **must not** transport students in their private vehicle before filling out a “*Student Transportation Form*”.
2. **KNOW EXPECTATIONS** – Coaches/Sponsors should go over their expectations with their teams/organizations. These should be made available to parents. Misunderstandings can be avoided if students and parents know what is expected of them from the beginning.
3. **COMMUNICATION** – Communicate all schedules/trips/meetings to administrators, students, and parents. Always have copies of parent permission slips signed by parents before a student attends an off-campus event. Set up an email or text notification system with parents of students attending this event in case of an emergency. A building administrator should always be contacted if there is an emergency or if the students’ return will be delayed more than an hour of when scheduled to return.

It is the philosophy of Danville District 118 that all students are encouraged to try out for and participate in as many school activities as they choose. Each student will receive from his/her coach/sponsor the expectations of that organization and a copy of the Extra-Curricular Code of Conduct. Each student must return the Code to the coach/ sponsor signed by the student and parent.

1. Any student that will be dismissed from an extra-curricular group by a coach/sponsor must present the reason in writing and present it to the Activities/Athletic Director or Administrator.
2. No student will be dismissed from an extra-curricular group because of participation in a conflicting school event.
3. When a student is participating in more than one activity/club/sport simultaneously and there are conflicting practices, the student should work with both activity/club/sport advisors/directors/coaches to work out a schedule. When a practice conflicts with a game/event, the game/event must take priority. When games/events in the two activities/clubs/sports conflict, the student shall choose which to participate in.
4. No student will have a grade changed or lowered because of participation in another school event or activity.



5. Any student involved in a school activity that meets or practices outside school hours will be informed of the rules of that organization including attendance and tardiness rules for practice and events.
6. Undue influence by any staff member to encourage students to try out, perform, practice, or attend any school activity as opposed to another is unethical and unprofessional.
7. Any student who is to be disciplined (loss of starting position, loss of second chair music, etc.) for missing an activity, must be informed of the discipline measures to be used before the student makes the decision. If the student does not inform the staff member before the absence/tardiness, within a reasonable length of time, the staff member will assign the appropriate consequence.

### **General Expectations for Extra-Curricular Coach(s) & Sponsor(s)**

Extra-curricular coaches and sponsors are expected to lead a program with the highest form of integrity and honesty. These include:

- To be professional and demonstrate care for our extra-curricular students;
- Mandatory attendance at an extra-curricular coach/sponsor meeting (**Exhibit B**);
- As a member/employee of District 118, to realize that you are responsible for understanding and applying all school system policies and procedures;
- To provide role-modeling in a positive manner that exudes good sportsmanship and competitiveness for the participants, parents, school and community;
- Develop positive relationships with participants, parents, school and community;
- Have an understanding that as the “Head Coach” or “Sponsor” if lower levels are maintained, that you have responsibility for all lower levels;
- Be a team player and support the school, administration, and other programs;
- Maintain a high profile that is pro-active promoting the abstinence of tobacco, alcohol, drugs, or performance enhancing substances;
- Maintain communication with the Activities Director/Athletic Director, team members, parents, media, and community;
- Provide a safe environment for all participants;
- Be in accordance with IHSA By-Law 2.070 and IESA By-Law 2.110 requiring all coaches and cheer coaches to:
  - (a) be licensed by the ISBE as a teacher, administrator, or school service personnel (i.e. counselor, social worker, speech therapist, etc., including substitute teachers);
  - (b) be a retired teacher/coach from an IHSA member school; or,

- (c) be a college student coaching as part of an official student teaching assignment; or
- (d) be certified through HKCE, NFHS or other IHSA/IESA Board approved coach's certification program (see IHSA Policy Number 9 for a complete list of approved programs);
- (e) be at least 19 years of age; and,
- (f) be officially employed by the local school board of the member school. (2.071) All remuneration for high school/middle school athletic coaching must be from the Board of Education.

### **1.2 Out of Season Responsibilities**

- Be visible and supportive with in the school.
- Create high expectations for academic achievement and good school and community citizenship.
- Provide information and opportunities (within IHSA/IESA and district guidelines) for students to improve skills, fundamentals, and physical conditions.
- Continue to improve in your instructional craft by maintain knowledge in your area of coaching or activity sponsorship.
- Attend meetings that improve professionalism and effectiveness.
- Work within the school and community where appropriate to develop feeder programs.
- Communicate with the principal/activities director/athletic director (as appropriate) to keep them abreast of operations within the sport or activity.

### **1.3 Administration and Organization of the Program**

- Understand the requirements and expectations of a District 118 Coach or Sponsor.
- Provide extra-curricular participants a clear and complete picture of program requirements and expectations.
- Account for and maintain all equipment, materials, or supplies that are provided.
- Account for and maintain proper budgeting within the program.
- Cooperate with and maintain a relationship with all media to promote the program.

### **1.4 Pre-Season Planning Requirements and Recommendations**

- Maintain current certification in first aid and CPR/AED training.
- Develop team guidelines, expectations, and consequences (as approved in advance by the Principal/Activities/Athletic director).
- Plan with the Athletic/Activities Director a "Meet the Coach/Sponsor Night".
- Verify practice schedules and facility usage (gyms, meeting rooms, weight room, etc.) with the Activities/Athletic Director.
- Create and maintain a communication process in advance of the season to communicate practice times or event schedules.

- Plan for health and safety, such as training kits for away events, non-latex gloves, water, ice, etc.
- Organize and plan for distribution of all required forms and paperwork.
- Plan and communicate with the Principal and Activities/Athletic Director in regards to budgeting and accounting for all purchases that pertain to that sport or program.
- Develop an emergency action plan in coordination with the Principal and Activities/Athletic Director.
- Maintain record keeping process for all supplies, uniforms, and materials that are provided or purchased.

### **1.5 In-Season Requirements**

- Provide a safe practice environment.
- Be aware of school start and end times when setting up practices/meetings and work with the Activities/Athletic Director or appropriate administrator.
- Conduct a “Meet the Coach/Sponsor” meeting for parents and students immediately after selection of the team.
- Account for all required student-participant/parent paperwork, permission forms, fees, or other pertinent information before the beginning of practice/meeting.
- Directly supervise all student participant members before, during, and after practices or events.
- Account for alternative transportation compliance in regards to Danville District 118’s policy.
- Complete all paperwork necessary for post-season, or tournament play, according to IHSA/IESA or Tournament Guidelines (done with guidance of the Activities/ Athletic Director).
- Maintain and communicate up-to-date records for team and individual accomplishments for historical and public relations purposes.
- Make sure to attend all required meetings by either the IHSA/IESA, Conference, or tournament/event to ensure student participants are promoted and recognized.
- Use technology to support both individual and team development.
- Establish clear, objective, criteria for selection of teams/groups.
- Communicate clearly to students and parents (in writing) - all team/group expectations, guidelines, and schedules. Secure parent and student signature on all documents.
- Understand and apply proper health and safety measures for CPR, emergency first aid, concussions, heat & hydration, lightning, weight training safety, and workout regiments, when applicable.
- Make sure that clear guidelines are established for varsity awards or letters for student athletes.

## **1.6 Conduct Expectations- Coaches/Sponsors – Parents - Students**

- The use of abusive language and displays of temper are not acceptable.
- Respect for student participants, officials, judges, parents, coaches, administrators and community is essential.
- Coaches/sponsors and student participants should conduct themselves in a manner with integrity, honesty, professionalism, and in an ethical manner at all times. **(Exhibit A)**.
- Any misconduct by a coach/sponsor or participant (hazing) should be reported immediately to the Activities/Athletic Director or appropriate administrator. **(Exhibit C)**
- Complete and submit to the Principal or Athletic Director any student suspension report by the next school day. If required by the IHSA/IESA to submit a report, that shall be completed as well.
- In participating in extra-curricular programs, it is a privilege and not a right. As a result of this, extra-curricular participants should conduct themselves in a positive manner, with good character at all times. **(Exhibit E)**

## **1.7 Health and Safety Requirements**

- Complete all required IHSA/IESA mandated courses in regards to extra-curricular care and prevention of injuries courses.
- Successful completion of the IHSA/IESA concussion online courses every two years.
- Understand and follow proper protocol for concussions. Refer to District 118 Concussion Protocols. Please contact the Athletic Director or Athletic Trainer for a copy.
- Stay up-to-date in regards to all heat acclimation and heat illness courses in accordance with IHSA/IESA guidelines.
- Understand protocols for severe weather (heat, lightning, snow, ice, etc.).
- Complete all required back-ground and fingerprinting protocols as required by District 118.
- Maintain AED and CPR certifications when applicable.
- Know where AED devices are located.
- Working in conjunction with the Athletic Trainer or Athletic Director, maintain an athletic kit for away games.
- Have an emergency plan that is shared with the Principal and Activities/Athletic Director.
- Follow proper District protocol for handling instances that involve body fluids.
- Provide a safe practice environment.
- Properly supervise all student participants in your charge at all times.
- Stay up-to-date and provide MRSA (staph infection) prevention information, when applicable.
- Constantly remind students of the District's policy on drugs, alcohol and tobacco use.
- Keep up-to-date medical cards/records on all participants.

- Provide preventative measures about the hazards of hazing and sexual harassment issues. **(Exhibit C)**
- Report all injuries to parents, athletic trainers, athletic directors, and administration.
- Follow proper protocol for students who are receiving professional medical treatment and that they cannot resume practices /events until an official doctor releases them from such.
- Do not allow a student to participate in any activity, practice, or event that has a reasonable likelihood of injuring the student or reinjuring or aggravating an existing or prior injury.

### **1.8 Equipment Care and Responsibilities**

- Work with the equipment manager when applicable.
- Maintain an ongoing inventory of all equipment in use.
- Provide the Activities/Athletic Director with a comprehensive inventory of all equipment, uniforms, and miscellaneous items associated with the program. This should include a pre-season, and post-season accounting list.
- Collect and account for all uniforms, equipment, or supplies issued to team members.
- Work with the Activities/Athletic Director to order new equipment and supplies.
- Work with the Activities/Athletic Director to replace, repair and create a uniform rotation.
- Inspect and make sure all equipment and facilities are safe and report to the Activities/Athletic Director areas of concern. In cases of facility concerns, also speak to the building principal.

### **1.9 Team/Club Rules, Guidelines, Expectations, and Consequences**

- Create a written list of team/club expectations. This should address, but may not be limited to:
  - Practice attendance;
  - Expectations;
  - Performance/playing time;
  - Letter earning criteria; and,
  - How players and parents can appropriately address concerns.
- Follow all school, county, state, and District guidelines.
- Review these rules and regulations with students and parents.
- Consequences must be clearly articulated, acknowledged, and understood by parents and students.

### **1.10 End of Season Responsibilities**

- Season summary paperwork, records, or statistics to the Activities/Athletic Director.
- Collect and store all equipment and supplies.

- Present any budget requests for the upcoming year to Activities/Athletic Director.
- Turn in keys and fobs.
- Present any recommendations for the upcoming year to the Activities/Athletic Director.
- Make sure the Activities/Athletic Director knows how to contact you outside of school.

### **1.11 Parent/Community Guidelines and Responsibilities**

- Create and maintain a professional and cordial relationship with parents/guardians and community.
- Welcome parents/guardians and community and discuss their role within the program:
  - Sportsmanship and appropriate fan behavior-communicate District 118's expectations;
  - Volunteerism;
  - Topics that are "off limits" - (i.e.) parent/student information, grades, attendance, medical information, discipline;
  - How to follow the chain of command to address concerns.
- Meet with parents in the pre-season. This is a mandatory meeting that needs to take place before the first sanctioned game or event.

### **1.12 Training Room (DHS only)**

- Only athletes with official business are permitted in the Trainer's Room. No loitering.
- The Training Room is co-ed and proper attire is required.
- Athletes are required to clean up any mess following the visit.
- No spikes or muddy shoes are allowed.
- Athletes in Training Room MUST be supervised by trainer or coach.
- Athletes using the whirlpool are never to be left unattended.

### **1.13 Danville District 118 Rules**

Danville District 118 follows the rules within the District 118 Ownership in Education guidelines and the IHSA/IESA guidelines regarding coach and player participation.

Religious prayers: Coaches or sponsors may not lead, organize, or encourage student or coach led prayers at any Danville District 118 event. Student participants may initiate personal or group prayers in a private setting

### **1.14 IHSA/IESA Rules**

See IHSA/IESA guidelines for your individual activity or sport that you are in charge of at [IHSA.ORG](http://IHSA.ORG) or [IESA.ORG](http://IESA.ORG).

### **1.15 Big 12 Rules**

For Big 12 Guidelines, please contact the Athletic Director for questions.

For specific questions regarding middle school athletics, please contact the Athletic Director for questions.

### **1.16 NCAA Clearinghouse**

Parents of DHS students who have aspirations of participating in athletics beyond high school are encouraged to look up the NCAA website: [www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org) to register and to research pre-entry requirements. Please communicate with your student's Guidance Counselor prior to registering for any courses, as these selections may impact participating in an NCAA program.

### **1.17 Fundraising & Activity Accounts**

**(See Appendix – Activity Account Handbook)**

### **1.18 Extra-Curricular Participants: Preparing Them for their Future**

- Promote high expectations for academic achievement and character development.
- Encourage and promote excellence in all endeavors.
- Develop a culture of outstanding school and community citizens.
- Be a respectful and valued family member.
- Be a team player.
- Develop a desire to win and compete at a high level (within the rules).
- Instill a sense of fair play, good sportsmanship, and empathy for others.
- Develop a sense of community service and ownership.
- Appreciate and value the contributions of others.
- Teach play/participation in the game or event as it relates to real life (overcoming adversity).

## **Part II: Policy and Regulations**

### **2.1 Eligibility**

#### **Danville High School**

Scholastic requirements set by IHSA and the Danville District 118 Board of Education (6:190) must be met:

- Must pass 5 academic classes in previous semester to be eligible for an activity.
- Must be passing 5 academic classes per week to be eligible. PE and Fitness Training are included as one of the 5 academic classes.
- Meet all other eligibility requirements of IHSA. Exception: Seniors in the Work Study Program must be passing 5 academic classes, which also include PE or Fitness Training or the current IHSA requirement.

- Cumulative grades from the first day of the current semester will determine whether a student is passing a course.
- The activity office shall check grades each Wednesday and publish a report to in-season coaches and sponsors on Friday.
- The report that is published will run in effect from Monday through Sunday
- Students who are academically ineligible for the week may practice with the team/group, but are not eligible for games, contests, or performances. Ineligible students may attend events with the team and are allowed to sit on the bench, but they may not dress in uniform and must be in appropriate casual wear.
- On days when school is in session, ineligible students may not be dismissed from school early to travel to events with the team/group.

### **North Ridge Middle School:**

Students must be passing all classes with minimum of 60% average or higher to remain eligible to compete in extra-curricular activities. Eligibility shall be based on quarter cumulative grades. Students shall be given a reasonable amount of time to make up any missed work due to an excused absence prior to being declared ineligible.

### **2.2 Semester Eligibility High School**

- Must pass a minimum of 5 classes each semester in order to be academically eligible to compete in games, contests, or performances the entire following semester.
- All classes count towards academic eligibility.
- Students who are academically ineligible for the semester may practice with the team/group, pending approval from the Head Coach and Activities/Athletic Director, but are not eligible for games, contests, or performances. Students who are academically ineligible for the semester will not be issued a team uniform and will not be listed on any team roster or appear in any official team photo. Students who are ineligible for the semester may attend events with the team and are allowed to sit on the bench in appropriate attire.

### **2.3 Daily Attendance & Practice/Event Attendance**

Students must attend the entire school day to participate that afternoon or evening in any extra-curricular practice, game, contest, or performance, unless an excused absence has been confirmed by the Principal or Activities/Athletic Director.

#### **Practice attendance:**

- Students wanting to be a member of extra-curricular groups or teams are expected to attend all scheduled practices as set forth by the coach or sponsor.
- Any absence from a scheduled practice for a reason other than illness, retesting, or receiving special help from a teacher, shall be counted as an unexcused absence.



- Whenever possible coaches should be notified of all excused absences at least 24 hours in advance.
- Each Coach or Sponsor within the framework of the team rules shall have in place requirements for practice and a step process to remedy as such. This would include
  - Participant meeting with coach/sponsor
  - Participant meeting with the parent/guardian
  - Possible participant suspension from scheduled contests
  - Removal of participant from extra-curricular activity

## 2.4 Quitting

- When a student athlete quits a team, he/she will not be able to participate on another athletic team until the current season is completed. If situation arises that prevents the student from completing a season, and the situation is discussed with the Head Coach and Activities/Athletic Director or Administrator prior to quitting, he/she may be eligible to participate on another team during the same season.

## 2.5 Transportation/Travel

- Students are to ride the school transportation to and from away activities with the group they represent, unless their parents or guardian call and make arrangements with the Administration/Athletic Director prior to the activity, or at the event if the parent makes satisfactory contact with the Administration/Athletic Director.
- No students will be allowed to ride to or from any activity or sport with anyone except their own parent/guardian.
- The activity sponsor or coach may release students to their parents/guardian, after the parent/guardian signs the appropriate sign-out sheet. This sign-out sheet shall be a form approved by the Administration/Athletic Director and retained on file.
- Transportation needs will be handled through the Activity/Athletics Director's Office or appropriate Main Office.
- Busses, activity vans or rentals may be used. Students may NOT transport themselves.
- Coaches need to submit their needs well in advance of departure.
  - **For DHS:** Coaches are responsible for calling the bus facility to confirm departure times, etc. The number is 431-5404.
  - **For North Ridge Middle School:** The Activities/Athletic Director will be responsible for working with the bus facility to confirm departure times.
- Buses and vans are to be left in the same manner/condition upon return to the school as they were when they were picked up.
- Coaches/sponsors must submit names of athletes/participants for early class dismissals. This will be done via email preferably 24 hours in advance.
- Blue *Travel Request Forms* must be submitted by the coach/sponsor **12 days prior** to departure for acquiring a sub. This form must be submitted to the Principal's Office.

- Coaches/sponsors must submit an *Employee Transportation Form* at the start of each school year before they can transport students in their own vehicle. With this form, a copy of staff's current driver's license and insurance card are required.
- Any out-of-state travel must be approved by the Board of Education prior to the event. Please submit travel requests to the principal.

**Additional Notes on Transportation:**

- School transportation should always be utilized if available for school sponsored events. In the event a District contracted school bus and/or van is not available, the faculty sponsor or adult (parent) volunteer may use his/her own vehicle, provided appropriate transportation forms have been processed.
- All forms are to be scheduled in cooperation with the Activities/Athletic Director, including the departure time. It is the coach or sponsor's responsibility to make contact with the Activities/Athletic Director or appropriate administrator to receive and verify bus information the day prior to any event. Any changes in the departure time or circumstances of the trip are to be made through the Activities/Athletic Director. In the event of a cancellation due to weather, the Activities/Athletic Director or appropriate administrator will contact the transportation department. The school district will provide transportation for athletic teams or groups to and from games and events. The following is a basic checklist for the coach/sponsor for away events regarding buses:
  - ✓ The coach/sponsor must accompany the team on the bus and is responsible for supervising student conduct.
  - ✓ All riders should behave in a manner that is acceptable with regular school expectations as found in Article 14 page 43 of the OIE. Unacceptable behavior during transportation to and from athletic/activity events will result in consequences.
  - ✓ The coach/sponsor will establish orderly procedures for loading the bus, including equipment and storage. No equipment will be stored in the aisles or doorways.
  - ✓ Coaches/sponsors and participants are to display positive attitudes toward the driver. This also includes assistance with directions.
  - ✓ Attention to cleanliness of the bus will be maintained throughout the trip by both the student participants and the coach/sponsor.
  - ✓ The bus will be checked at the end of the trip to make certain that no equipment was left behind and that no damage was done.
  - ✓ All participants must return to the school on the team bus unless previous arrangements have been made with the Athletic Director or Sponsor/Coach. **(Signed Transportation Release Form- Exhibit D)**
  - ✓ Participants in any extracurricular activity are representatives of the school. Their appearance should be that of a neat and respectful representation of the school and community.
  - ✓ Stopping to eat during events is not recommended unless prior approval from the Activities/Athletic Director is given.

## 2.6 Parent Meeting

- Parents/Guardians of all students who intend to participate in activities or sports must attend a mandatory preseason meeting with the Activities/Athletic Director. The Activities/Athletic Director will explain the policies and guidelines that apply to all activities and sports at this meeting. All parents/guardians and students will sign acknowledgement of information regarding policies and protocols. This must be done only ONCE per school year to cover all extra-curricular activities.

## 2.7 Conflict Resolution Procedures

- Participating in athletics/activities can be emotional and time consuming experience. From time to time, conflicts between participants and coaches/sponsors may arise. The following process is in place for participants and their parents to follow to resolve conflicts and/or issues between coaches/sponsors and participants.

### **Step 1: Individual Student – Coach/Sponsor Contact**

The student involved is to speak to the coach about the problem as soon as possible.

### **Step 2: Parent/Student – Coach/Sponsor Contact**

Coaches/Sponsors should set a time to meet individually with the parent(s) and student. Meetings will not be scheduled 24 hours prior to or immediately following a contest or during an active practice session, or during a time when other coaches, sponsors, parents or athletes are present.

### **Step 3: Parent/Student – Activities/Athletic Director Contact**

If satisfactory resolution is not reached through direct contact with the coach or sponsor, the parent/student athlete should contact the Activities/Athletic Director. In the event that the parent/student feels uncomfortable about first raising the concern with the coach/sponsor, the parent/student may first contact the Activities/Athletic Director who has the option of hearing the concern, or directing the parent/student back to the coach/sponsor. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

### **Step 4: Parent/Student - Administrator/AD/Coach Contact**

If after Step 3, satisfactory resolution has not been reached, the parent and student should contact the building principal to schedule a meeting with all concerned parties.

### **Step 5: Parent/Student – Assistant Superintendent/Superintendent**

If there is no resolution at Step 4, the parent/student should contact the Assistant Superintendent to schedule a meeting with all concerned parties.

## **2.8 Student Participation in Multiple Activities and Sports**

Some students may participate in more than one activity or sport during the same season. If a conflict occurs between an activity and sports, see below for resolutions:

- Students who are involved in two extracurricular or co-curricular activities or a combination of the two on the same date may choose the activity in which they will participate without fear of punishment from the other activity. Students must notify the sponsors.
- In case of a conflict between two practices, the student shall be allowed to make a choice, without fear of punishment.
- In case of a conflict between a practice and a regular season competition, the student shall attend the competition.
- In case of a conflict between two competitions that are not at either state or national level, the student shall be allowed to make the choice of which competition to attend.
- In case of a conflict between a state or national level of competition and a regular season competition, the student shall attend the state or national competition.
- In some cases, if a resolution cannot be found, a contract may need to be drawn up between the sponsor/coach and student and parent with all signing off and a file kept in the activities/athletic directors or appropriate administrators office.

## **2.9 Religious Conflicts**

- To be excused from an activity to attend a religious function or holiday of his/her faith, the student must notify the director or coach of the activity in advance. No disciplinary action will be taken against the student for missing the activity.

## **2.10 Additional Rules**

- Head coaches or sponsors will likely have additional rules or conditions, but the Principal and or Activities/Athletic Director must approve them.

## **2.11 Extra-Curricular Code of Conduct and Violations**

All extra-curricular participants in Grades 7-12 are representatives of their school and community. They act as leaders and may be looked up to by other students and younger age groups. For these reasons, we expect Grades 7-12 extra-curricular participants to maintain high standards of conduct during the school year and the extra-curricular season. The participant's conduct in and out of school shall be such as to bring no discredit to the student, his/her parents, the school, the team or organization. Students who participate in extra-curricular activities should be ambassadors of goodwill in all areas of athletic competition and other extra-curricular activities and

should represent Danville Community Consolidated School District No. 118 in a positive manner.

Participation in extra and co-curricular activities at Danville District 118 is a privilege, not a right. By accepting this privilege, a participant has responsibilities to the team, the organization, the school, and the community, and also understands and agrees that the participant may lose the privilege to participate in extra-curricular activities consistent with District policies. **ARTICLE 12 EXTRA-CURRICULAR CODE OF CONDUCT FOR OFF-CAMPUS/NON-SCHOOL RELATED OFFENSES as found on pages 39 through 42 of the Danville District 118 Ownership in Education Manual outlines all behaviors and consequences for participants.**

### **Sportsmanship**

Students who participate in or attend athletic activities should always show respect for the participants and officials. Unsportsmanlike displays will not be tolerated. Students are expected to cheer for their school team in a way which is in the spirit of the contest and not derogatory toward opponents' players/coaches, opposing fans, and officials. Students who are in violation of the sportsmanship policy could be sanctioned as determined by the Administration.

### **Infractions of Extra and Co-Curricular Activities Code**

Infractions include, but are not limited to, the following:

1. Alcohol and other Drugs (Possession, Use, Under the Influence)
2. Tobacco Products (Possession and/or Use)
3. Criminal Behavior: Any participant who has committed or attempted to commit an act that would constitute violation of any criminal law may be suspended from extra-curricular activity notwithstanding whether the participant is arrested, charged, or convicted of any crime.
4. Other Misconduct: **ARTICLE 12 EXTRA-CURRICULAR CODE OF CONDUCT FOR OFF-CAMPUS/NON-SCHOOL RELATED OFFENSES as found on pages 39 through 42 of the Danville District 118 Ownership in Education Manual outlines all behaviors and consequences for participants.**

### **Review Hearing and Due Process**

In the event of a suspected code violation, the Principal and or Activities/Athletic Director will meet with the student and will provide the student with his/her due process rights, which would consist of an informal hearing of the charges against him/her. The student will be informed of the charges against him/her and will be given an opportunity to explain or respond.

If after the hearing it is determined that the student is guilty of the charges against him/her, the Principal and/or Activities/Athletic Director will also notify the parents in writing by describing the violation and consequences. ARTICLE 12 EXTRA-CURRICULAR CODE OF CONDUCT FOR OFF-CAMPUS/NON-SCHOOL RELATED OFFENSES as found on pages 39 through 42 of the Danville District 118 Ownership in Education Manual outlines all behaviors and consequences for participants.

### **2.12 Lightning Policy**

- When sighting lightning, it is time to immediately clear the field. Play may resume 30 minutes after the last lightning sighting (See IHSA /IESA guidelines).

### **2.13 Inclement Weather and Early Dismissal Guidelines**

- No School: All practices and games are canceled, unless special arrangements have been made with the Activities/Athletic Director and has administrative approval.
- Early Dismissal: All practices and games are canceled for the remainder of the day, unless special arrangements have been made with the Activities/ Athletic Director and has administrative approval.

### **2.14 Emergency Procedures**

- **KNOW YOUR ATHLETES/PARTICIPANTS!** Verify all medical background (i.e. asthma, food allergies, etc.) prior to start of season.
- Have medical box on site and be familiar with its location.
- Give immediate First Aid if appropriate.
  - If it is clear that an AED is required, use the AED and go through the steps as directed by the AED. It has an automated voice program that talks the responder through the steps.
- Contact athletic trainer at DHS. At North Ridge, contact the Principal/Assistant Principal immediately.
- If trainer cannot be contacted and it is a medical emergency, call 911 for police or ambulance.
- Be sure to contact the parent. Refer to emergency cards (Skyward) for information.
- Call Athletic Director/Principal to inform him/her of any serious emergency and provide a cell number.
- In addition, to avoid unnecessary delays in providing immediate emergency medical care for your students, every coach/sponsor should have on hand emergency information for all students. These forms should be kept in your first aid kit and be on hand at all home and away contests and practices.

## 2.15 Media Relations

- Parents, players, and fans enjoy reading results of events and competitions in the local newspapers. It is important, that the coach foster a relationship with the reporters in the area. All home game results, team and individual statistics and other pertinent information should be forwarded to the Danville Commercial News, News Gazette, WDAN, and all other appropriate media. In reporting scores or results, please be sure your information is accurate- including the spelling of student names.
- Be sure to utilize all District resources such as the District Facebook page, website, and building secretaries who put out monthly releases to promote the GREAT THINGS happening at District 118.

**NOTE: All media releases should be submitted and cleared with the Principal before release!**

## 2.16 Hazing

- Hazing is prohibited at all times. Hazing activities of any type are inconsistent with the educational goals of the school system. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose. **The term hazing includes, but is not limited to:**
  - Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
  - Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.
  - Any activity that a student is required to perform as a condition of being part of the team or activity that is in addition to established eligibility requirements.
  - Bullying as defined by Board of Education policy.

**Note: The school district will act to investigate all complaints of hazing and will discipline the student as well as any coach/sponsor who allows hazing. Discipline may include suspension and/or expulsion from school for the student and suspension and dismissal for the coach/sponsor. (See Exhibit C)**

## 2.17 Title IX

- “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” (Title IX definition)

## 2.18 Evaluations

- The head coaches are evaluated by the Principal and Assistant Principals. At the conclusion of the season, head coaches will meet with the Principal or Assistant Principals to review the evaluations.

## 2.19 Recruiting

- The enticement, or recruiting of student athletes who reside in “other” attendance districts is strictly prohibited and is subject to discipline action by both District 118 and IHSA. (IHSA by-law 3.070)

## 2.20 District 118 Behavioral Expectations during Events

Extra-curricular events are extensions of the school day and, as such, are classroom situations. Parent conferences with teachers, sponsors and coaches should be set up through the Principal's office. Please do not attempt to argue with, detain or otherwise disrupt the teacher, sponsor or coach the night of an event or during practices or games. Anyone doing so may be subject to removal from school premises and may not be allowed to return for an extended period of time.

Parents and all spectators should remember that while games or events are competitive, they are first an educational experience for all the students. Please continue to show respect and sportsmanship throughout all contests as we set good examples for our students, players and young people in attendance.

Anyone not showing good sportsmanship or inappropriate conduct may be subject to removal from school premises and may not be allowed to return for an extended period of time.

The attached ***Parent Code of Conduct*** must be signed and returned to the Principal's Office. Failure to sign and return may result in students not being able to participate. **(See Exhibit F)**



## **FREQUENTLY ASKED QUESTIONS**

**Q: If a student is only passing four classes when the eligibility report is run on a Friday and is declared ineligible for the following week, can that student regain eligibility during the week if he/she has earned enough daily grades to help them pass five classes by Wednesday?**

**A: No. When a student is declared ineligible, the period of ineligibility runs from Monday through Sunday, regardless of the grades a student earns during the week of ineligibility.**

**Q: Are home-schooled students allowed to participate in activities and sports at Danville District 118?**

**A: Yes. (IHSA by law 3.010) However, students who wish to participate in extra-curricular activities at Danville District 118 must follow the criteria of the Regional Office of Education (ROE) and Illinois School Code.**

**Q: Do students who participate only in activities (band, speech, drama, show choir, etc.) have to have an annual physical examination?**

**A: No. Only sports in accordance with IESA/IHSA guidelines need to have current physicals.**

**Q: If a student has a medical appointment on game/performance day, can he/she participate that afternoon or evening?**

**A: Yes. Students must bring proof of the appointment from the doctor's office for verification.**

**Q: If a student misses some or all of the school day for an unexcused reason, can he/she participate that afternoon or evening?**

**A: No**

**Q: Does the attendance rule apply to events on Saturday or Sunday?**

**A: No**

**Q: Does the attendance rule apply to practices on school days?**

**A: Yes**

**Q: Do parents have to attend a meeting with the Activities/Athletic Director every year and for every activity/sport in which their child participates?**

**A: Yes. Parents only have to attend one meeting for a child who will participate in his/her activity or sport at Danville District 118. (i.e. If your child participates in a fall sport, you do not have to attend a winter or spring meeting.)**

**Q: If a student only participates in golf yet commits a code violation in January, will that student be suspended during the next golf season?**

**A: Yes**

**Q: Can that same student participate in Track and Field in the spring and serve the suspension during the Track and Field season?**

**A: Yes. Students must start the season on the first day of practice and must finish the season as active member of the team in order for the suspension to count.**

**Q: How do consequences work for activities that span the length of the school year (band, chorus, etc.)?**

**A: The Principal, Activities/Activities Director will determine the suspension period for all activities that run throughout the school year.**

# EXHIBITS

## Exhibit A

### CODE OF CONDUCT FOR COACHES/SPONSORS

The function of a coach/sponsor is to teach attitudes, proper habits, knowledge and skills. The extra-curricular program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare is primary at all times. The coach/sponsor must be aware that he or she serves as a model in the education of the student participants and, therefore, shall never place the value of winning or competition above the value of character building. The coach/sponsor must constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student participants, officials, athletic directors, school administrators, the Illinois High School Association/Illinois Elementary School Association, the media and public, the coach/sponsor shall strive to set an example of the highest ethical and moral conduct.

1. The coach/sponsor shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse and under no circumstances shall authorize the use of these substances.
2. The coach shall promote the entire interscholastic program of the school and direct his or her program in conjuncture with the total school program philosophy set forth by the Activities/Athletic Director.
3. The coach shall be thoroughly acquainted with contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
4. Coaches/Sponsors shall actively use their influence to enhance sportsmanship by their spectators, working closely with booster clubs and administrators.
5. Contest officials shall have the respect and support of the coach/sponsor. The coach/sponsor shall not indulge in conduct, which will incite players/participants or spectators against the officials or against each other. Public criticism of officials or players/participants is unethical.
6. Before and after contests, rival coaches/sponsors should meet and exchange friendly greetings to set the correct tone for the event.
7. A coach/sponsor shall not exert pressure on faculty members to give student athletes/participants special consideration.
8. It is unethical for coaches to scout opponents by any other means than those adopted by the IHSA and/or Conference by laws.

(As adopted from the National Federation of State High School Associations (NFHS) [NFHS.org](http://NFHS.org))

**Exhibit B**

**EXTRA-CURRICULAR COACH/SPONSOR MEETING**

**1. INTRODUCTION**

- a) Philosophy of Extra-Curricular Department / Philosophy of District 118
- b) Chain of Command
- c) School District policies regarding Extra-Curricular Activities and Sponsorships

**2. REVIEW EXTRA-CURRICULAR HANDBOOK**

**3. REINFORCE PROPER PLANNING**

- a) Setting goals
- b) Season planning
- c) Practice plans

**4. COMMUNICATION**

- a) Team
- b) Individual
- c) Parents
- d) Athletic Administration

**5. SEASON EVALUATION**

- a) Coach
- b) Team
- c) Individual

**6. ROUND TABLE ISSUES**

**Exhibit C**

**HAZING COMPLAINT PROCEDURE**

1. Administrators, Athletic Coaches, and Extra-Curricular Sponsors will address and review the Hazing Policy and procedure at the start of each season and the initial meeting of each school sponsored extra-curricular programs. In addition, at least once during each season and/or once during each semester, coaches and advisors of extra-curricular programs will review the policy.
2. When a student (or parent) believes that he/she has been subject to hazing, the student (or parent) shall promptly report the incident, orally (and have that reduced to writing) or in writing, to the building principal and/or assistant principal.
3. The principal and/or assistant principal shall notify the Superintendent who shall appoint the principal, assistant principal, or other responsible individual to conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing. A report of hazing will be also reported to the Danville Police Department if there is a reasonable suspicion that hazing has occurred.
4. The appointed investigator shall prepare a written report summarizing the investigation to the Superintendent who shall determine disposition of the complaint including what, if any, discipline shall be imposed against any student, coach/sponsor or other individual. Such determination shall be presented to the Board of Education if Board action is required. Where appropriate, copies of the confidential report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
5. Every student who participates in an extracurricular activity must sign and return the Hazing Policy and accompanying procedure prior to the start of the first practice or first meeting of the extra/co-curricular activity.

Exhibit D



**District 118 Extra-Curricular  
Transportation Release Form**

**This form must be signed and turned into the coach/sponsor PRIOR to the event in which the student will be riding home with a designated adult. Students may be transported home from an event with their parent/guardian or a designated adult **ONLY**.**

**By signing this form, you are accepting all responsibility for the student's safe return home and releasing District 118 from any liability.**

**EVENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STUDENT NAME (S):** *(Please print)*

\_\_\_\_\_

**PARENT/GUARDIAN NAME:** *(Please print)*

\_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:**

\_\_\_\_\_

**DESIGNATED ADULT DRIVER:** \_\_\_\_\_



## 2017-2018 Extra-Curricular Student Code of Conduct

Danville School District 118 believes that sportsmanship and student representation in a positive light are core values and their promotion and practice are essential. **Students who participate in extra-curriculars are ambassadors of Danville School District 118, and have a duty to ensure that their team/group promotes the development of good character and respectful competition. This code of conduct applies to all student participants involved in interscholastic athletics and extra-curricular groups.**

- Student participants will support the value of academics and the educational process. Eligibility will be enforced by the schools.
- Student participants will advocate, model and promote the development of good sportsmanship and character to include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- Student participants will respect coaches/sponsors, peers, officials, opponents, staff, parents and all others associated with the team or activity.
- Student participants will promote fair play and uphold the spirit of the rules in the sport/activity.
- Student participants will model appropriate behavior at all times. No disrespectful behaviors will be tolerated (i.e. booing, heckling, profane language, insubordination to coaches/sponsors, destruction of property, theft, etc.) Please see the **Ownership in Education Manual** pgs. 39-42 for specific consequences and procedures for discipline.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined if I violate any of its provisions.

Student Name: (PRINTED) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_





## 2017-2018 Extra-Curricular Parent/Guardian Code of Conduct

Parents/Guardians who attend extra-curricular events are ambassadors of Danville School District 118, and have a responsibility to ensure that they model for their child the development of good character and respectful competition. This code of conduct applies to all parents/guardians involved in interscholastic athletics and extra-curricular groups.

- Parents/Guardians will promote academics, and the emotional, physical and moral well-being of the student participants above the desires and pressures to win.
- Parents/Guardians will teach, enforce, advocate, model and promote the development of good sportsmanship and character to include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- Parents/Guardians will respect coaches/sponsors, participants, officials, staff, opponents, and all others associated with the event.
- Parents/Guardians will promote fair play and uphold the spirit of the rules in the activity.
- Parents/Guardians will model appropriate behavior at all times. Disrespectful behavior will not be tolerated (i.e., booing, heckling, profane language, disrespect to coaches/sponsors, destruction of property, etc.). Consequences for these actions may include ejection from event or potential banning from school property or events.

**I have read and understand the requirements of this Code of Conduct and acknowledge that I may be banned from attending games, practices, or events if I violate them.**

**Parent/Guardian Name (s):** (PRINTED) (\*Only one parent/guardian need sign, but all parents/guardians are held to code.)

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**Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

**Exhibit G**



**District 118**

**Accident-Health-Insurance-Waiver**

The Board of Education of Danville Community Consolidated School District 118 makes available an optional insurance program which students participating in athletics are urged to take. While the school takes every safeguard to prevent accidents, they do occur. Families and participants need protection to cover the cost of such incidents when they happen.

We urge you to read your own policy very carefully and to review it with your agent to be sure that you understand the coverage that you have relative to athletic accidents. **NO INSURANCE POLICY PAYS EVERYTHING. BE SURE THAT YOU UNDERSTAND YOUR POLICY AND/OR THE SCHOOL POLICY IF YOU ELECT TO TAKE IT.**

Please keep in mind that all expenses incurred as a result of athletic injuries are the responsibility of the parents. The school can assume no obligation for such occurrences.

**Exhibit H**

**Parent and Student Agreement/Acknowledgement Form  
Performance-Enhancing Substance Testing Policy**

- Illinois state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law.
- Illinois state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.
- Illinois state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.
- Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Illinois Department of Corrections.

**STUDENT ACKNOWLEDGEMENT AND AGREEMENT**

As a prerequisite to participation in IHSA athletic activities, I agree that I will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of performance-enhancing substances in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I understand that testing may occur during selected IHSA state series events or during the school day. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by IHSA.

**PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT**

As a prerequisite to participation by my student in IHSA athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from performance-enhancing substance use and may be asked to submit to testing for the presence of performance-enhancing substances in his/her body. I understand that testing may occur during selected IHSA state series events or during the school day. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.

Exhibit I

**Concussion Policy**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

<ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul>	<ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul>
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**Signs observed by teammates, parents and coaches include:**

<ul style="list-style-type: none"><li>• Appears dazed</li><li>• Vacant facial expression</li><li>• Confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays incoordination</li><li>• Answers questions slowly</li><li>• Slurred speech</li><li>• Shows behavior or personality changes</li><li>• Can’t recall events prior to hit</li><li>• Can’t recall events after hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul>
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### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>





### COACH/SPONSOR ACKNOWLEDGEMENT

- I have received a copy of the District 118 Extra-Curricular Handbook and have attended a mandatory coach/sponsor meeting.
- I have read the policy regarding District 118's IHSA/IESA coaching guidelines and will abide by them.
- I have read District 118's Coaching/Sponsor Code of Ethics and will abide by them.
- I have read District 118's Activity Account Handbook and fundraising guidelines and will abide by them.
- I have read the Hazing policy and will follow District 118 protocols.

\_\_\_\_\_  
Coach/Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Date



### PARENT/STUDENT ACKNOWLEDGEMENT

- I have read and understand both the Performance-Enhancing Substance Testing Policy and the Concussion Policy and agree to adhere to the provisions listed and explained in both policies for the 2017-2018 school year.
- I have read and understand the Accident-Insurance Waiver (Exhibit G) and affirm:  
My child is covered by my family hospitalization and medical insurance. Y N  
I understand that I can obtain coverage through a school sponsored plan if I so desire. Y N
- I have read District 118's Transportation Release and will abide by it.
- I have read District 118's Extra-Curricular Student Code of Conduct and will abide by it.
- I have read District 118's Extra-Curricular Parent/Guardian Code of Conduct and will abide by it.
- I have read the District 118 Fundraising Policy and will abide by it.
- I have read the District 118 Hazing Policy and will abide by it.

_____	_____	_____	_____
Student signature	Date	PRINTED NAME	Date
_____	_____	_____	_____
Parent signature	Date	PRINTED NAME	Date