

LHS Jr/Sr Extracurricular Handbook

2016-2017

Superintendent: Mr. Aaron Hopper

Principal: Mr. Kendal Elvidge

Athletic Director: Mr. Joshua Stone



I. GENERAL INFORMATION

a. PHILOSOPHY

- i. It is the belief of the Lincolnwood Athletic Department that participation in Lincolnwood High School (LHS) and Lincolnwood Junior High School (LJHS) activities is a privilege and not a guaranteed right of Panhandle CUSD #2 students. Students who elect to represent LHS and LJHS by participating in extra-curricular activities must also accept the responsibility to conduct themselves in a manner that exemplifies the behavior of a law-abiding citizen of the many communities that represent the Panhandle School District. Students must adhere to the following extra-curricular code for the duration of their attendance at LHS and LJHS. These rules, approved by the Panhandle Board of Education, have been set forth to guide students toward a better understanding of their responsibilities as representatives of LHS and LJHS, once they have decided to participate in extra-curricular activities.
- ii. The LHS/LJHS extra-curricular code applies to extra-curricular activities that are not directly linked to an academic course. The extra-curricular code begins on the opening day of the fall sports season, the first day of practice allowed for any sport, and will remain in effect through the conclusion of the spring sports season. Students who are deemed in violation of the extra-curricular code in the off-season, should report to the Athletic Director prior to the first practice.
- iii. Participation in any extracurricular or athletic activity at Lincolnwood is a **PRIVILEGE**, not a right, extended to all students who attend Lincolnwood Jr/Sr High School.

b. TRANSPORTATION

- i. Students are required to ride district provided transportation. No student will be allowed to ride to or from any activity with anyone except a parent or guardian. If a parent or guardian wishes to have their child ride with them, they must contact the coach/sponsor and sign the student sign-out sheet. Any other arrangements must be requested by a parent or guardian in writing and approved at least 24 hours before the contest to the Athletic Director. This may be done by written note or by email; texting or social media messages are not acceptable. Only direct family members may sign-out a student. This does not include siblings or other family members who are still/could be in school, family friends, etc.

Note – Approval will be given in the case by case basis by the Athletic Director. Safety of the students is our number one priority; your convenience is not.

c. STUDENT ABSENCE

- i. A student must be in attendance by 10:00 AM the day of a contest to be able to participate in a practice or event that evening. If a student leaves school for any reason, except for the below exceptions, they may not participate in a practice or event that evening. This is done primarily as a safety measure for the student as well as the school district. The Principal or Athletic Director may give pre-approval.
 1. If a student is absent part of the day, they must sign in at the high school office immediately upon return. The following exceptions will be approved:
 2. Scheduled doctor appointments
 3. Funerals
 4. Family Emergencies
 5. Illness/student must be in by 9:00 AM.
 6. Other reasons deemed acceptable to the Principal and the Athletic Director
- ii. As a member of the school team, all student athletes are expected to be in attendance at all practices and games. If the situation arises where it becomes necessary for an athlete to miss a contest, notice must be given to the coach and athletic director for approval. Failure to receive approval from coach and athletic director could result in suspension or dismissal from the team.

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d. PHYSICAL EXAMS

- i. Every student who participates in an extracurricular activity at Lincolnwood must have a current physical examination on file in the office.
- ii. Physical Examinations are good for 395 days
- iii. If a physical expires during the season, it must be updated or the student may not participate

e. ATHLETIC AWARDS

- i. Athletes that participate in high school athletics at Lincolnwood High School may earn a varsity and junior varsity chenille letter by finishing the season in good standing and meeting certain requirements for participation set by the head coach. An athlete will only receive one varsity chenille letter and one junior varsity chenille letter. A varsity letter winner will also receive a certificate and the appropriate pin. A junior varsity letter winner will also receive a JV chenille letter and a certificate.
- ii. All first time letter winners will receive the graduating numerals.
- iii. Junior high school athletes will receive a certificate for each individual sport they participate in. Coaches may choose to award players with individual awards, but at their own expense.

f. ATHLETIC ACADEMIC ELIGIBILITY

- i. An athlete that is declared academically ineligible may practice with the team but will not be allowed to be in uniform or ride the bus for any contest. A coach may have an athlete miss practice to work on their grades during practice times.
- ii. Athletes must be passing all classes they are taking. One failing grade will deem an athlete ineligible. An athlete must also have at least 1 C or higher grade; all D grades will deem an athlete ineligible. Grades are pulled on Friday's at 2:00 PM
 - a. If school is not in session on Friday, grades will be pulled the last day of that week
 - b. If a student is deemed ineligible, they may not participate from the following Monday thru the following Sunday.

g. ATHLETIC FEES

- i. All athletes participating in any athletic activity at LHS or LJHS will be required to pay an athletic fee. The fee will be \$50 per sport with a \$110 maximum for an individual. All fees must be paid before the first contest. Students who have not paid their fee will not be allowed to participate until the fee has been paid. Payments may be made to the head coach, athletic director or high school secretary. Checks should be made out to LHS. There will be no refunds once the fee has been paid and the season has begun. The athletic director can give refunds on an as needed basis. The fee can be waived if the student qualifies for free lunch. Any family that has financial difficulty and are unable to afford the fees can set up a payment plan with the athletic director.

h. CHAIN OF COMMAND

- i. Individual School Board members have no authority other than voting on official actions at meetings. So, they are not the place to start when a parent or student-athlete has a concern within an athletic season. The chain of command must be followed to properly get any grievance resolved. The best place to start is at the lowest level and with the persons that are more directly involved in the grievance. If the grievance cannot be solved at the lowest level, then it should be taken to the next level and so on. Only when the Superintendent presents it to the School Board, should a School Board member hear about any grievances. Below is the Chain of Command for LHS/LJHS:

- i. Player speaks to coach
- ii. Parent speaks to coach
- iii. Athletic Director
- iv. Principal
- v. Superintendent
- vi. School Board

i. OPEN GYM POLICIES

- i. Teams that are not in season may conduct open gyms during the school year. These open gyms must be available to anyone in and out of the district and have no impact, directly or indirectly, for membership of a school squad. There must be a wide range of activities permitted throughout the school year; cannot just be basketball open gym, must also be softball, soccer, volleyball, etc. There must also not be any coaching or instruction of the skills associated with a particular sport.
- ii. Students who are participating in another sport that is in season may not participate in open gyms for other sports unless the coach of the in-season sport allows.

j. PARTICIPATING IN ANOTHER SPORT DURING A SEASON

- i. Athletes who are participating in a sport at LHS or LJHS may not participate on another team, outside of LHS or LJHS in the same sport once practice has begun and until the season has concluded, including post-season. An athlete may participate on another team outside of LHS or LJHS in a different sport, but must inform and gain permission from their coach at LHS or LJHS of their participation on this team. The athlete must make the LHS or LJHS team the priority. If an athlete misses a practice or event to play on the other team, the athlete may face disciplinary actions, including being dismissed from the team.

k. PHYSICAL EDUCATION PARTICIPATION

- i. A student-athlete must participate in physical education, if enrolled, to participate in that evening's practice or event. Reasons a student-athlete may be out of physical education are a medical excuse, does not have the proper uniform for physical education, denies rental clothes, or chooses not to dress in their physical education uniform. If a student-athlete is pulled out of physical education during the day by any office personnel, for various reasons, they may still participate in that evening's practice or event.

I. CONCUSSIONS

- i. LHS and LJHS have a Concussion Oversight Team (COT) that will be used in the instance that a possible concussion has occurred during any athletic activity. If a coach, parent, or administrator feels that a concussion may have occurred they must contact the COT and then the athlete must meet the return-to-play protocols.
- ii. The return-to-play protocol for an athlete that has a suspected head injury is for the overall safety and future well-being of all LHS and LJHS athletes. Any athlete that enters the return-to-play protocol must first be taken out of all physical activities, including physical education. Coaches and administrators have a protocol they must follow once a suspected concussion has been identified and will not allow an athlete to return to play until the protocol has been finished, whether or not an actual concussion has occurred or not. This protocol will be communicated to the family of an athlete once a concussion is suspected. If anyone that tries to violate or impede on this protocol will be dealt with by the administration.

I. MANAGERS

- i. Managers will adhere to all the rules and regulations and academic eligibility rules except the required physical examination.

m. ATHLETIC DIRECTORS MEETINGS

- i. All students and one (1) parent must attend an athletic director's meeting each year
- ii. If a student and/or parent are unable to attend this meeting, they must contact the Athletic Director before school begins.

n. CO-OP TEAMS

- i. Students who play on a Lincolnwood team from another school will follow their home school's athletic and academic codes
- ii. The student must pay the Lincolnwood activity fee and this fee will not transfer or count towards and fees at their home school, unless their handbooks states otherwise.
- iii. Lincolnwood students who participate in co-ops hosted by another school will follow Lincolnwood's athletic codes and must pay any athletic fees to the host school. This athletic fee will not count toward the Lincolnwood athletic fees.

II. EXTRA-CURRICULAR EXPECTATIONS

The purpose of an extra-curricular program is to provide students with wholesome activities on an interschool level. At the same time we hope to develop, in our student-athletes, a sense of dedication to a cause and the establishment of high standards of morality, attitude and conduct. These standards should be maintained throughout the school year.

a. RESPONSIBILITIES

- i. Student-athletes that are involved in extra-curricular activities have a responsibility to be a positive reflection for their parents, schools, community and themselves. Students deemed in violation of these responsibilities are subject to Athletic Discipline, which could include suspension or dismissal from the team.
- ii. Student-athletes involved in extra-curricular activities will:
 1. Display good sportsmanship
 2. Display a high standard of conduct both on and off the field
 3. Demonstrate respect for authorities, teachers, coaches, officials and sponsors
 4. Display a spirit of cooperation
 5. Maintain a neat appearance when representing LHS or LJHS
 6. Use appropriate language
 7. Abide by all school rules
 8. Be financially responsible for equipment, uniforms, etc., where applicable

STUDENT-ATHLETES WHO DO NOT ABIDE BY THESE RESPONSIBILITIES MAY BE SUSPENDED OR DISMISSED FROM THE TEAM AT THE DISCRETION OF THE COACH, ATHLETIC DIRECTOR OR PRINCIPAL.

b. GENERAL RULES

- i. Any participation of extra-curricular activities in violation of the following offenses will be dealt with according to the standards listed below. These rules shall be in effect throughout the school year. Students are subject to the LHS/LJHS Disciplinary Code and Extra-Curricular Code. In certain cases, students will be subject to discipline from both.
- ii. 1st Offense –
 1. If the student self-reports the offense within 2 school days following the alleged offense, the student will lose participation in the next three (3) regularly scheduled interscholastic contests or events and still may attend practice. If less than three (3) contests remaining, it will carry over to the next sport season that student participates in.
 2. If the student does not self-report the offense the penalty will double to six (6) regularly scheduled interscholastic contests or events and may still attend practice.

3. 2nd Offense During Same School Year
 - a. The student will lose one (1) year of participation in all sports and activities from the date the administration is made aware of the offense. The student will not be eligible for any awards until the suspension is done.
 - iii. Any student reporting an offense in which he/she intends to plead not guilty will have their activity suspension held until the courts act on the offense.
 - iv. Anonymous reports will not be considered valid.
 - c. SCHOOL DISCIPLINARY ACTIONS
 - i. Students who are disciplined for penalties during the school day will need to take care of those disciplines first. If a disciplinary action occurs during a game or practice, the athlete will miss said game or practice.
 - ii. A student who serves an ISS or OSS is not eligible to participate in practice or games during the days of the ISS or OSS.
 - d. CURFEW
 - i. During the week – 10:00 PM
 - ii. Friday and Saturday – State curfew unless it's a night before a contest, then it is 10:00 PM
 - iii. Sunday – 10:00 PM
 - iv. Violations – Left up to the administration, athletic director and/or coach of the activity.
 - e. EXTRACURRICULAR DISCIPLINARY COMMITTEE
 - i. A student who has violated any training rules will appear before the curricular disciplinary committee. This committee is made up of the Principal, Athletic Director, and the coach of the activity.
 - ii. If a student objects to the discipline given may appear at the next scheduled Board of Education meeting. At this hearing, the student shall be provided an explanation of the charges, may be represented by counsel at their expense, and may call witnesses and may present evidence in their defense. The decision of the School Board will be final. All disciplinary actions will be held until this meeting has taken place.
- III. Miscellaneous**
- a. SEX EQUITY
 - i. No student shall, based on sex, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to educational and extra-curricular programs and activities.
 - ii. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Schools Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).
 - b. NCAA CLEARINGHOUSE
 - i. Student-athletes desiring to participate in NCAA Division I or Division II athletics must prove academic eligibility through the NCAA Clearinghouse. Requirements include core course completion; minimum core course grade point average and minimum ACT and SAT score. Note: The NCAA does not accept ACT scores from the Prairie State Achievement Exam taken by all juniors in the state of Illinois. More information is available from the Guidance Office or Athletic Director's Office.