

Athletic Handbook

Lebanon
Community Unit School District #9

Lebanon High School
And
Lebanon Junior High

2010-11
Adopted By the Board of Education
June 2008

Philosophy

We believe

- that interscholastic athletics are an integral part of the school's total curriculum.
- that participation in athletics should be a part of the total educational experience of all youth who attend our schools.
- that participation in a sound athletic program contributes to the development of health, happiness, physical skills, emotional maturity, social competence, moral value, and self-discipline of the athlete.
- that the spirit of play and the will to win are valuable assets to the overall development of the whole person.
- in the importance of an athlete's ability to accept defeat without whimpering or griping to experience victory without gloating, to discipline one's self-conduct, and to exhibit good sportsmanship, all of which are necessary to the development of our youth.
- the policies set forth in the following pages are a direct extension of the student handbook.
- athletes will be held to guidelines expressed in both school and athletic handbooks at all times. Examples include fighting during an athletic contest or being under the influence of alcohol, drugs and tobacco

The Illinois School Associations

Lebanon High School is a member of the Illinois High School Association, which determines the overall pattern for inter-school athletics in Illinois.

Lebanon Junior High is a member of the Southern Illinois Junior High School Athletic Association.

Conference Affiliations

Lebanon High School is a member of the Cahokia Conference.

Lebanon Junior High is a member of the Tri-County Conference.

No conference affiliation shall be made which would require commitments inconsistent with the athletic policies of Lebanon High School.

The Athletic Director

The athletic director is charged with the responsibility of promoting and supervising the athletic programs for Lebanon C.U.S.D #9, while keeping focused on the aims and purposes of education as set forth by the Superintendent and the Board of Education.

The athletic director is concerned with developing a broad program of varied sports so conducted as to effectively reach a large part of the school population; improving methods of teaching and conducting sports activities; conducting the program so as to make proper use of facilities and equipment; placing proper emphasis upon the various activities; and employing good public relations. The athletic director is concerned with the development of a program from the long-range viewpoint with the opportunity for growth and development from the sixth grade through the twelfth grade.

The athletic director will be responsible for the athletic budget including uniforms, officials, all requests for equipment, and other related expenses. Coaches will make requests for equipment through the athletic director. The athletic director is expected to stay within his/her estimated budget.

The athletic director will be responsible for an evaluation of each coach, assistant coach, and program. This will be completed in conjunction with the building principal.

Lebanon Athletic Coaches

In any school athletic program, the key individuals are the coaches. Organization has one purpose--to assist the coaches to teach more effectively and to positively influence the boys and girls who play.

Coaches of athletics in Lebanon are selected with care based on their known ability to accomplish the aims of the program.

In such matters as scheduling events, requisitioning equipment, and selection of officials, the athletic director will try to give due consideration to the wishes of the coaches.

All athletic schedules are subject to specific schedules of the conference and independent schools. Schedules cannot always be arranged for a particular coach's likes or dislikes.

Coaches are paid stipends in addition to their basic salaries for their coaching assignments according to the salary schedule.

Every effort is made to supply the best equipment, supplies, medicine kits, etc... for each sport. Coaches will make requests for equipment through the athletic director.

At the end of the season, the head coach will turn in inventories and supply requests for the next year to the athletic director. Requisitions and inventories are due 10 days after each season ends.

Team Rosters are to be turned in to the Athletic Director and the school Principal after the first practice and again after the team has been selected.

If a student drops a sport--the coach should notify the office and the parent or legal guardian within 24 hours. If a student drops a sport; the athletic fee will not be refunded.

After every practice session and game, the coach should be the last person to leave the building. If a custodian is not on duty when a practice session is scheduled, it is the responsibility of the coach to see that all outside doors are locked before leaving the building and that the building is left in an orderly manner.

Coaches shall not permit anyone who is not a member of the practicing team to practice or be present during a practice session.

No coach will practice players who are still involved in another sport. (Example, no soccer player may start basketball practice until soccer season has ended.)

No coach will practice on Sunday.

Coaches should attend the athletic recognition program for their sport.

Athlete's Responsibilities

The privilege of participating in our athletic program is extended to all students regardless of gender, race, ethnicity, or religious preference providing they are willing to assume certain responsibilities.

It is required that the athlete:

1. Display high standards of social behavior.
2. Display outstanding sportsmanship.
3. Display proper respect for those in authority (teachers, coaches, and officials) and the opponents.
4. Display a true spirit of cooperation.
5. Dress with care when attending a contest, whether home or away. Be neat, clean, and presentable at all times.
6. Profanity, vulgarity, and obscene gestures will not be tolerated on or off the field of play.
7. **Must attend school ½ day of the event or he/she is not permitted to participate that day. Students must be present for 4 class periods to be eligible to participate in that evenings contest. Any exception to the above statement must be approved by the Athletic Director and/or the principal. (See exceptions under Section IV. A.)**

8. **If a student drops a sport, they should notify the coach in person within 48 hours of the decision. The coach should notify the office and the parent or legal guardian within 24 hours of being notified by the student. If a student drops a sport, the athletic fee will not be refunded.**
9. A student must turn in all assigned equipment within the time frame set by the coach. Failure to do so may result in disciplinary action and financial reimbursement paid to the school for the unaccounted items.

I Definitions

A. Student Athlete, Cheerleader, Pom Pon Squad Member

A student athlete, cheerleader, or pom pon squad member refers to a boy or girl in grades 6 through 12 who participates or will participate in any interscholastic sport or cheerleading or pom pon squad activity including all practices.

B. Suspension

Suspension is the loss of the privilege to participate in athletic contests, cheerleading, or pom pon activities. During suspension, the student athlete, cheerleader, or pom pon squad member may be expected to practice and travel with the team at the discretion of the coach, but shall not be permitted to dress in uniform or participate.

C. Calendar Year

First full day of student attendance and continuing for 12 months.

II Required Forms

Students participating in athletics, cheerleading, or poms are required to have on file in the school office the following fully-completed forms.

- A. **Physical Examination**--results of a current physical examination indicating that a **licensed provider** has deemed the student physically able to participate. A student will not be allowed to participate at practice or participate in games without having this on file with the school.
- B. **Hold Harmless Form**--Each athlete must have a valid Hold Harmless Form signed by a parent or legal guardian. No player may practice unless they have the proper insurance coverage.
- C. **Participation Fee**--athletic fee of \$40/sport and not to exceed \$80 annually per athlete (high school), \$20/sport and not to exceed \$40 per athlete annually (junior high) will be assessed and **collected before the athlete, cheerleader or pom pon squad member will be allowed to participate.**
- D. **Athletic Handbook Form**--Each athlete must have a valid **Athletic Handbook confirmation form signed by the athlete and his/her parent/guardian on file with the school.**

III. Equipment

- A. Participants must return all school property no later than one week after the conclusion of the season.
- B. School Equipment must be returned in the same condition as when provided, except for ordinary wear and tear.
- C. If an athlete, cheerleader, or pom pon squad member quits or is cut from a squad, it's the student's responsibility to return all equipment within one (1) week.

IV. Rules for Participation

- A. If an athlete, cheerleader or pom member is absent from school for **more than ½ of a day on which of an athletic, cheerleading, or pom pon contest or activity is scheduled, he/she is not eligible for that contest or activity with the following exceptions:**
 - 1. Absence due to death in family;
 - 2. Absence due to school-sponsored field trip;
 - 3. Absence which has been approved in advance by the Athletic Director and/or the principal.
(Example: Valid doctor's appointment)
- B. Each athlete, cheerleader, or pom pon squad member is expected to attend every practice session of the sport/activity in which he/she is participating, unless he/she is excused in advance by the coach, or unless he/she is absent from school. If an athlete, cheerleader, or pom pon member is absent from school, he/she will not be allowed to practice.
- C. The student athlete, cheerleader, or pom pon squad member shall comply with all requirements of the Illinois School **Athletic** Associations and the respective conferences regarding athletic, cheerleading, and pom pon squad eligibility.
- D. If an athlete, cheerleader, or pom pon squad member intends or aspires to participate in sports, cheerleading, or poms in college, he/she should contact his/her guidance counselor regarding courses of study necessary to meet college requirements.

V. General Rules

1. The student is responsible for the protection of his/her personal effects. Personal property should be properly secured and locked at all times when the student is not present.
2. Horseplay in dressing and shower rooms will not be tolerated.
3. Athletes, cheerleaders, and pom pon squad members will conform to rules specified by coaches. Coaches may include rules regarding grooming. Coaches have the authority to impose discipline in regard to athletics, cheerleading or poms in their discretion for violation of school rules or those additional rules imposed by them.
4. Stealing of school equipment or personal property will not be tolerated. Athletes, cheerleaders, or pom pon members found stealing will be dismissed from the squad and punished according to handbook rules.
5. Use of tobacco (smokeless or smoking) will not be tolerated.
6. The coach and athletic director may impose penalties for violations of rules in this section. Oral notification of penalty is sufficient, but students shall be permitted to meet with the coach to discuss the situation prior to the time a penalty is imposed.
7. Fighting during extra-curricular activities will not be tolerated. IHSA rules also apply in this instance. Students/athletes who are involved in physical altercations during athletic contests will be suspended according to the IHSA handbook for extra-curricular activities. Athletes also face disciplinary action by the school administration which may result in an out of school suspension. Suspensions from athletic contests will be administered by the IHSA. Out of school suspension will be given based on the guidelines set forth in the District Discipline Code (See student handbook). If a second altercation occurs within the school year, the student/athlete will be banned from participating in any extra-curricular activities for the remainder of the school calendar. Additional days out of school will be given by school administration.
8. If a student commits a criminal offense at any time during the calendar year (TWELVE-MONTH PERIOD BEGINNING ON THE FIRST DAY OF SCHOOL) in which the sport, cheerleading, poms occurs, the student may be disciplined under this policy in accordance with the school handbooks and district policy.

Conviction of a criminal offense is conclusive evidence that the student committed the offense. Other evidence may also demonstrate that an offense occurred, but mere arrest or charges are insufficient, in and of themselves, to show that the student-athlete, cheerleader, or pom pon squad member committed the offense.

VI. USE OF ALCOHOL AND/OR DRUGS AND OR TOBACCO

A. Use, possession, distribution, or sale of alcohol, illegal drugs, **tobacco** or any look-alike substances at any time during the school day and at any school related activity will not be tolerated. Students involved with use, possession, distribution, or sale of alcohol, illegal drugs, **tobacco** or look-alike substances will be subject to school discipline by the principal in accordance with school handbooks and district policy.

B. Use, possession, distribution, or sale of alcohol, illegal drugs or **tobacco** AT ANY TIME DURING THE TWELVE-MONTH PERIOD BEGINNING ON THE FIRST DAY OF SCHOOL will not be tolerated of student athletes, cheerleaders, or pom pon squad members.

1. **FIRST VIOLATION.** For any infraction involving alcohol or illegal drugs, a meeting shall be held with the student, a parent or legal guardian, and the principal. This meeting shall be held as soon as possible. If it is determined that the student is guilty of an activity involving alcohol or illegal drugs, the student will be suspended from participation the number of dates or contests specified in the schedule below.

2. **SECOND VIOLATION.** If a student commits a second infraction involving alcohol and/or illegal drugs at any time during **his/her junior high and/or high school career**, the following procedure shall apply:

A meeting shall be held with the student, a parent or guardian and the Athletic Director. The student may not attend any practice or game until the conference is held. This meeting shall be held as soon as possible. If it is determined at the meeting that the student committed an infraction involving alcohol and/or illegal drugs, the student will be suspended from participation for those number of dates or contests provided in the attached schedule and will be offered the following options.

A. The student will be prohibited from participation on any athletic team, cheerleading, or pom pon squad for the remainder of his/her high school career; or

B. The student may show evidence that he/she has completed or is receiving counseling or treatment from a drug counselor, psychiatrists, social worker, or other professional person or agency regarding use and/or abuse of alcohol or illegal drugs. The student will be eligible to return to athletics, cheerleading, or the pom pon squad upon proof, in writing, of admittance to and successful completion of the prescribed treatment. Any cost incurred as a result of such counseling or treatment shall be the sole responsibility of the student. The student or parent shall be notified in writing of the penalty imposed.

3. **Third Violation:** If a student commits a third infraction involving illegal drugs or alcohol at any time during **his/her junior high and/or her high school career**, a meeting will be held with the student, a parent or guardian, and the principal or his designee. The student may not attend any practices or events until after the conference has been held. If it is determined that the student has committed a third infraction involving alcohol or

drugs, the student will be prohibited from participation in any athletic program, cheerleading, or on the pom pon squad for the remainder of his/her high school career. **The principal shall notify the parents of the student involved in writing.**

**Schedule of Suspension for First or Second Violation
Drugs-Alcohol-Tobacco-Criminal Offenses**

| Games or Contests Suspended | 1st | 2nd |
|------------------------------------|-----------------------|-----------------------|
| Baseball | 4 | 6 |
| Softball | 4 | 6 |
| Basketball | 4 | 6 |
| Pom Pons | 4 | 6 |
| Cheerleading | 4 | 6 |
| Soccer | 3 | 5 |
| Cross Country | 3 | 5 |
| Golf | 3 | 5 |
| Track | 3 | 5 |
| Bowling | 3 | 5 |
| Volleyball | 3 | 5 |

VII. Further Procedures

- A. The procedures and rules of conduct for athletes, cheerleaders, and pom pon squad members set forth above shall apply irrespective of whether at the time of the infraction the student was participating in athletics, cheerleading or poms. For example, if a student commits an act which would be an infraction under this athletic code in the fall semester but participates for the first time in athletics, cheerleading, or poms in the spring semester, the procedures and penalties for a first violation shall apply immediately as of the time the student first begins to participate in practices or activities under this athletic/cheerleading/pom pon code.
- B. Appeals: Any athlete, cheerleader, or pom pon squad member shall have the right to appeal any action taken pursuant to this policy by contacting the Athletic Director in writing within three (3) days of receiving notice regarding the imposition on any sanctions or penalty. The student's case will be reviewed by a six-member athletic advisory council consisting of the principal, athletic director, head coach or sponsor of the sport, cheerleading, pom pons or their designee. The decision shall be final, unless the Board of Education elects to review the case, in which event, the decision of the Board of Education shall be final.

VIII. Awards

In order to receive an athletic award, an athlete must meet the criteria set forth by the coach. Attendance at the awards program is expected (unless excused by the coach).

High School Scholastic Standing

Student-athletes, cheerleaders, and pom pon squad members shall not have graduated from any four-year high school or equivalent.

Passing work shall be defined as work of such a grade, that if, on any given date, a student should transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transferred.

Work taken in a junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this section, provided it is granted credit toward graduation from high school by the Board of Education.

The Board of Education adheres to the Illinois School Code's standards for student participation in athletic and non-athletic activities. It is, therefore, the policy of this district that students shall meet the following standards beginning with the 1998-1999 school year.

Eligibility for Participation in Athletics

High School Scholastic Standing

To be eligible to participate in athletics, a student must earn 20 hours a week of passing grades. This policy is the same standards set by the IHSA. For example: If a student is taking 6 classes in which he/she earns a credit, they must be passing 4 of those classes per week to be able to participate in games and practices. If a student fails to pass 20 hours during a given week, then they are ruled ineligible and not allowed to participate in their sport for the next week (Sunday through Saturday). Students remain ineligible until they are earning 20 hours a week.

Semester Athletic Eligibility--To be eligible to participate in athletics, a student must have earned a minimum of two (2) credits during the previous semester. Incoming freshman are exempt from this requirement during their first semester of high school attendance. Failure to maintain this standard shall cause a student to be ineligible for athletic participation for the entire succeeding semester. A student may count pre-approval (allowed under district policy) course credits towards credits earned for the previous semester.

Jr. High Scholastic Standing

To be eligible to participate in athletics, a student must earn a passing grade in all academic subjects (this is the cumulative grade earned from the beginning of the semester). In addition, a student who has accumulated ten discipline points may no longer participate in any extra curricular activities for the remainder of the school year. (See student handbook) On Friday, the office will print all grades that have been posted by 3:30 that day. Any student who is not passing all subjects will normally be informed on Friday (or Monday if absent) as well as the athletes' coaches. The student will have a probation period for one week where he/she is allowed to continue to practice and participate in games. At the end of the week, eligibility will again be assessed. If the student is not passing all subjects, the student becomes ineligible to participate in any games for the second week. If a student is not passing all subjects by the end of the second week, he/she will remain ineligible until all grades are passing. If a student is failing more than one subject, the student is ineligible to participate during the first week of the probation period. If the student is not passing all subjects by the end of the second week, he/she will remain ineligible until all grades are passing.

Athletic Injuries

For any injury, the coach will turn in an accident report immediately to the Main Office.

The procedure of reporting accidents in the interscholastic program should be as follows: Accidents which occur in the interscholastic program shall be reported on a Student Accident Report using the same criteria for reporting any other reportable accident. The coach must fill out the Student Accident Report and send it to the Main Office. This should be done immediately after an accident that requires a physician or hospital care.

If the student requires release from P.E. or release from the sport, due to injury, a statement from the physician must be presented to the coach who in turn will present it to the Main Office.

No coach will make appointments with doctors or chiropractors for players. This is the responsibility of the parents of the player.

Transportation to Extracurricular Activities

All students who participate in extracurricular activities shall ride to and from the event on transportation provided by Lebanon Community Unit District #9 unless their parents/guardians have been granted permission to pick up the students at the activity. Permission must be requested in writing to the principal prior to noon on the day of the activity. Any violation of this rule will result in the student not participating in the next event, or other disciplinary action will be taken. **Parents/Guardians can sign their own kids out with that sport's coach prior to transporting them home. Parents/Guardians need to sign them out in front of school personnel and are only allowed to take their own children home. Grandparents and friends are not allowed to legally take them home unless they have court appointed custody or pre-approval by the Principal.**

Transfer Students

Students that transfer to Lebanon Community School Dist. #9 must meet eligibility requirements established by the IHSA. Any student that transfers from another school district, and is under suspension or expulsion based on that district's athletic handbook policy, must complete the entire term of suspension or expulsion before being allowed to participate in any extra-curricular activity at Lebanon CUSD #9.

Any other issue that is not addressed in this handbook will be addressed on an individual basis by the Athletic Director, Administration and Board of Education.