Lincolnwood Jr/Sr High School

507 N. Prairie St.

Raymond, Il 62530

Athletic Director: Joshua Stone, CAA

Morrisonville Jr/Sr High School

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Morrisonville, IL 62546

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Lincolnwood and Morrisonville Extra-Curricular Handbook

**LINCOLNWOOD AND MORRISONVILLE JR/SR**

**EXTRA-CURRICULAR CODE**

1. General Information
	1. Mission Statement

The Lincolnwood Athletic Department strives to be the best it can be on a daily basis. We believe that athletics are an extension of the classroom and can teach our athletes lessons that cannot be learned in the classroom. We will build character in our athletes through athletic competition. We build our programs to be better each day and compete at the highest level every year. #panhandle2pride

* 1. Philosophy
	2. 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.
	3. Research indicates a student involved in extracurricular activities has a greater chance for success in adulthood, so these extracurricular activities have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life well after high school.
	4. 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.
	5. Students must adhere to the following extra-curricular code for the duration of their attendance at LHS and LJHS.
	6. 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.
	7. 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.
	8. 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.
	9. Transportation
		1. 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.
		2. 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.
		3. Any other arrangements for someone else to sign out another student must be requested by a parent or guardian in writing and approved at least 24 hours before the contest. This may be done by written note, texting or by email; social media messages are not acceptable.
		4. 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.
		5. Safety of the students is our number one priority; your convenience is not.
	10. Student Absence/Attendance
		1. Students are expected to be at school the day following an athletic contest.
		2. A student must be in attendance by 9:00 AM the day of a contest to be able to participate in a practice or event that evening.
		3. 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.
		4. 9/9 Athletic Attendance Policy
			1. Any student-athlete who wants to participate in an extracurricular activity must report to school by 9 A.M. the day of the event in order to participate. They must also be at school by 9 A.M. the day after an event in order to participate in the next scheduled event unless the student produces a doctor’s note excusing their absence or has pre-approval from athletic director or principal.
			2. This policy is not intended to cause harm or to keep students from participating, but to teach student-athletes to be responsible and to place priority on their academics and attendance at school.
		5. 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:

1. Scheduled doctor appointments

2. Funerals

3. Family Emergencies

4. Illness/student must be in by 9:00 AM.

5. Other reasons deemed acceptable to the Principal and the Athletic Director

* + 1. As a member of the school team, all student athletes are expected to attend 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.
	1. Athletic/Activity Academic Eligibility
		1. Interscholastic activities are activities between 2 or more schools.
			1. Interscholastic activities are checked weekly on Fridays.
		2. Intrascholastic are activities within the school such as choir, drama club, field trips, etc.
			1. Intrascholastic activities will be checked at inception and thereafter at each quarterly grading period.
		3. 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.
		4. 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.
		5. Semester grades are used for athletic eligibility for high school.
		6. Quarter grades are used for athletic eligibility for junior high.
		7. Any student, other than freshman in the fall semester, must pass at least 5 classes at the end of the semester to be eligible for the following semester.
	2. Athletic Fees
		1. All athletes participating in any athletic activity at LHS or LJHS will be required to pay an athletic fee.
		2. The fee will be $50 per sport with a $100 maximum for an individual.
		3. 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.
		4. 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.
		5. The athletic director can give refunds on an as needed basis.
		6. The fee can be waived if the student meets certain criteria. Any family that has financial difficulty and are unable to afford the fees can set up a payment plan with the athletic director.
	3. Physical Exams
		1. Every student who participates in an extracurricular activity at Lincolnwood must have a current physical examination on file in the office.
		2. Please submit a roster to the athletic director as soon as possible so physicals can be checked.
		3. A student cannot participate during practice or games until a physical is on file.
		4. If a physical is turned into a coach, please get it to the AD or office as soon as possible.
		5. Physical Examinations are good for 395 days
		6. If a physical expires during the season, it must be updated, or the student may not participate
	4. Chain of Command
		1. Below is the Chain of Command for LHS/LJHS.

1. Player speaks to coach

2. Parent speaks to coach

3. Athletic Director

4. Principal

5. Superintendent

6. School Board

* + 1. 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. Only when the Superintendent presents it to the School Board, should a School Board member hear about any grievances.
		2. 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.
			1. Those not involved at daily practices or all games may not be able to help solve your problem – i.e. Athletic Director and up on Chain of Command
			2. Coaches should have the first chance to handle situations with their team, players and parents.
			3. Playing time, team strategy, play calling, or other student-athletes are not topics that should ever be brought up in these conversations. Conversations about work ethic at practice/games, attitude, etc. can be discussed about the student-athlete in question.
			4. Please observe 24-hour rule before contacting the coach
			5. Approaching coaches at inappropriate times or with inappropriate subject matter may result in the parent(s) not being able to attend a game, games, or the rest of the season’s games.
		3. Communication expected from a coach:
			1. Philosophy of the coach
			2. Expectations the coach has for the student-athlete as well as the team
			3. Location and times of all practices and contests
			4. Team requirements, fees, special equipment, off-season conditioning, etc.
			5. Procedure should the student-athlete be injured during participation
			6. Discipline that results in denial of the student-athlete’s participation
		4. If the grievance cannot be solved at the lowest level, then it should be taken to the next level and so on.
	1. Open Gym Policies
		1. 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.
		2. There must not be any coaching or instruction of the skills associated with a particular sport.
		3. 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.
	2. Wednesday and Sundays
		1. No regular season games will be played on Wednesdays or Sundays
		2. Conference games can be made up on Wednesdays if necessary
		3. Practices on Wednesdays must end by 6:00
		4. These guidelines apply to all athletic programs. Any exceptions MUST be cleared by athletic director.
	3. Curfew
	4. Sunday-Thursday – 10:00 PM
	5. Fridays and Saturdays – State curfew unless it is the night before a contest
	6. School sponsored activities – State curfew or if it is a night before a contest then 10:00 PM
	7. Exceptions to these must have approval from AD or Administration
	8. Participating in Another Sport During A Season
		1. 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.
		2. With coach’s permission, an athlete may participate on another team outside of LHS or LJHS in a different sport but must inform their coach at LHS or LJHS of their participation on this team.
		3. 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.
	9. Physical Education Policy
		1. A student-athlete must participate in physical education, if enrolled, to participate in that evening’s practice or event.
		2. Reasons a student-athlete may be out of physical education are a medical excuse or does not have their physical education clothes.
		3. 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.
		4. Any non-participation on Fridays will carry over into the weekend until the next day of school and the student has participated in physical education.
	10. Concussions
		1. 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.
		2. 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.
		3. 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. The athlete must also be seen by medical professional that has the capability to assess head trauma. Only when a professional doctor, who has the capabilities to state that the athlete is safe to return to play, may the athlete be allowed to return to their activity. If anyone that tries to violate or impede on this protocol will be dealt with by the administration.
	11. Random Drug Testing
		1. Any athlete or student driver is subject to random drug testing at LHS
1. Extra-Curricular Expectations
	1. 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.
	2. Responsibilities
		1. 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.
		2. 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 BYTHESE RESPONSIBILITIES MAY BE SUSPENDED OR DISMISSED FROM THE TEAM AT THE DISCRETION OF THE COACH, ATHLETIC DIRECTOR OR PRINCIPAL.**

1. Extra-Curricular Violations
	1. GENERAL RULES
		1. 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.
			1. Smoking, use of or possession of tobacco products.
			2. Possession, use, under the influence, delivery or sale of alcohol, drugs, drug paraphernalia or look-alikes.
			3. Presence (and NOT immediate exit) at a social gathering in which alcohol or drugs are being illegally consumed.
			4. Theft/possession of stolen property or serious and intentional destruction of any school property
			5. Criminal or any other serious acts which are detrimental to the individual, the sponsor or coach, or the school that may or may not also include court supervision or parole.
			6. Hazing or bullying other students

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of their wiliness to participate.

* + - 1. Be insubordinate or disrespectful toward the team’s coaching staff or activity’s sponsors.
		1. These actions listed below are minimum disciplinary actions required for extracurricular code violations. Individual coaches/sponsors may have more stringent rules in the sport/activity they supervise.
1. Review
	* 1. Any participant accused of committing one or more of the above infractions is subject to the following:
			1. The athletic director and/or principal shall investigate reported code violations. If probable cause exists, the athletic director and/or principal will notify the parents/legal guardians of the participant in writing of the reported code violation.
			2. A Review Committee composed of athletic director, principal and at least two (2) coaches/sponsors shall hear the charges against the participant and allow the participant to provide for their defense.
			3. If desired, the participant may appeal the decision by the Review Committee to the superintendent within ten (10) days of the decision.
			4. The proceedings shall be documented and kept on file in the principal’s office. A letter stating the violation shall be sent to the parents/legal guardians of the participant stating the action taken in regard to the matter.
2. Actions To Be Taken
	* 1. 1st Offense
			1. The student-athlete shall be suspended for at least one-half of the scheduled contests or school season. The suspension will begin immediately after a review meeting is held and the student is found guilty of the violation.
			2. In cases where the violation occurs out of the participant’s season, the suspension will occur at the beginning of the next sport/activity season in which they participate in.
			3. If the suspension occurs with less than one-half of the contests remaining, the remainder of the suspension will be served during the student’s next activity or season.
			4. Students who are suspended may practice with the team at the coach/sponsor’s discretion.
			5. If the student self-reports the offense within 2 school days following the alleged offense, the student will lose participation in one-fourth of the regularly scheduled interscholastic contests or events and still may attend practice.
		2. 2nd Offense
			1. The student will lose one (1) year of participation in all sports and activities from the date of the review meeting in which it is determined that a second infraction has occurred. The student may not participate with any teams during this time.
			2. If the student self-reports within two (2) days of a second offense violation, and if the student found in violation agrees to participate in and complete a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service the consequences will be lowered to one-half of a calendar year. The student may continue to participate at the discretion of the coach/sponsor.
		3. 3rd and Final Offense
			1. The student will be permanently suspended from all sports/activities within the Lincolnwood and Morrisonville school districts.
			2. If a student self-reports within two (2) days of a second offense violation, and if the student found in violation agrees to participate in and complete a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service the consequences will be lowered to one full season of a previous participating sport.
3. 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.
4. Anonymous reports will not be considered valid.
5. IHSA/IESA Thrown Out of Game Suspensions
6. IESA
7. A player who is ejected from a contest will now be required to miss the next two contests at the level at which the ejection occurred and all contests in the interim and complete the National Federation of State High School Associations (NFHS) Sportsmanship course.
8. A second ejection by the same player in any sport will result in a five-game suspension and a $100 fine.
9. A coach who is ejected from a contest will receive a two-game suspension at the level at which the ejection occurred and all other contests in the interim and will be required to complete the NFHS Sportsmanship Course and pay a $100 fine. A second offense will result in a five-game suspension and a $250 fine.
10. A fan who is ejected will be required to watch the NFHS course and meet with administration about possible suspension before they can return to a contest.
11. All fines will be paid by the school to the IESA. School may choose to fine the coach the same amount if warranted.
12. IHSA
13. A player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.
14. A coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.
15. A fan who is ejected at any event must meet with administration before they can attend another athletic event, home or away.
16. Sex Equity
17. 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.
18. 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).
19. NCAA Clearinghouse
20. 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 care 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.