

John Greer Elementary School

Extra-Curricular Handbook



2017 - 2018 Edition

Dan Walder, Principal



TABLE OF CONTENTS

| | |
|-------------------------------------|--------|
| Chain of Command | 3 – 4 |
| Code of Conduct-Coach | 4 |
| Code of Conduct-Parent/Spectator | 4 |
| Code of Conduct-Student-Participant | 4 |
| Concussion Management Guidelines | 4 – 6 |
| Conferences With Coaches | 7 – 8 |
| Eligibility | 6 – 7 |
| Emergency Information Card | 11 |
| Extracurricular Policy | 8 – 10 |
| Goals and Objectives | 3 |
| IESA Requirements | 7 |
| Parent/Guardian Consent | 11 |
| Parent Meeting | 6 |
| Physical Examination/Insurance | 6 |
| Student Consent | 11 |
| Transportation | 8 |
| Uniforms and Equipment | 8 |
| Welcome | 3 |

Form(s) to be Signed and Returned (page 11)

Student Consent
Parent/Guardian Consent
Emergency Information Card

WELCOME LETTER

Dear Student-Participant and Parents,

The privilege to be a part of an extra-curricular activity at John Greer Elementary School is a true extension of your work in the classroom. We hope you will benefit from your extra-curricular experience as you do from your academic successes.

A challenge we face annually is striving for good sportsmanship. As a student-participant, there are positive values learned on the playing field and they constitute the educational value of extra-curricular activities. If we ever lose this focus, these activities will not be worth sponsoring.

As a participant in an extra-curricular activity, you are constantly in public view. Many people look to your sportsmanship and character as a source of Hoopeston pride. Many young people in our school district look to you as a role model. That is why good sportsmanship and character is so important. The example you provide sets the standard of behavior for everyone associated with our extra-curricular program.

Please take the time to review the attached guidelines which state the example we expect our student-participants to display as leaders of our school. We hope these guidelines will become part of your goals for preparing for the upcoming season.

In winning and losing, we hope the upcoming season is a rewarding one for you. We want to see you strive to do your best in and out of the classroom.

Sincerely,

Dan Walder, Principal

GOALS AND OBJECTIVES

John Greer Elementary School sports shall be subject to the rules and regulations of the Hoopeston Area Board of Education and the Illinois Elementary School Association (IESA).

Our extra-curricular program is guided by the philosophy that student activities are an important part of the total educational process. A successful extra-curricular program at John Greer Elementary School creates a sense of school pride for the participants, student body, faculty, and community. We strive to teach life skills along with individual skills.

The objective goes beyond just learning skills for a particular activity. Students who participate in our programs will hopefully create a competitive spirit, enjoy camaraderie with teammates, and develop a sense of personal-worth. Character traits such as leadership, integrity, and self-discipline are gained through participation. Most of all, the student-participant should grow, learn, and enjoy the experience. However, school activities must never overshadow the main purpose of education at John Greer Elementary School. A "win at all costs" attitude is detrimental to the educational process.

If our student-participants are motivated to work hard and if we provide the proper leadership and guidance, they will become "winners" in every sense of the word. Our extra-curricular programs will be a success whether we win or lose.

CHAIN OF COMMAND

Below is a chain of command list indicating the channels of authority and reporting relationships for community and personnel. The channels are to be followed and no level should be by-passed. All parties should act professionally when following the chain of command.

- Every effort should be made to resolve the issue with the coach involved. Refer to 24 Hour Rule (p. 7).
- If the issue is not resolved with the coach, it should be submitted to the John Greer Principal.
- If the issue is still unresolved, the Hoopston Area Superintendent may be contacted.

CODES OF CONDUCT

Coaches Code of Conduct

John Greer Elementary School and the IESA believe that sportsmanship is a core value and its promotion and practice are essential. Coaches have a duty to assure that their teams promote the development of good character. The code of conduct applies to all coaches involved in extra-curricular activities.

- 1 The coach will promote academics and the educational process.
- 2 The coach will teach, enforce, advocate, model, and promote the development of good sportsmanship and character which include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- 3 The coach will respect participants, officials, opponents, parents, and all others involved.
- 4 The coach will promote fair play and uphold the spirit of the rules of the activity.
- 5 The coach will model appropriate behavior at all times.

Student-Participant Code of Conduct

John Greer Elementary School and the IESA believe that sportsmanship is a core value and its promotion and practice are essential. Student-participants have a duty to assure that their teams promote the development of good character. The code of conduct applies to all student-participants involved in extra-curricular activities.

- 1 The student-participant will support the value of academics and the educational process.
- 2 The student-participant will advocate, model, and promote the development of good sportsmanship and character which include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- 3 The student-participant will respect peers, officials, opponents, parents, and all others involved.
- 4 The student-participant will promote fair play and uphold the spirit of the rules of the activity.
- 5 The student-participant will model appropriate behavior at all times.

Parent/Spectator Code of Conduct

John Greer Elementary School and the IESA believe that sportsmanship is a core value and its promotion and practice are essential. Parents/Spectators have a duty to assure that their teams promote the development of good character. The code of conduct applies to all parent(s)/spectator(s) involved in extra-curricular activities.

- 1 Parents/spectators will promote academics, and the emotional, physical, and moral well being of the student-athlete above the desires and pressures to win.
- 2 Parents/spectators will teach, enforce, advocate, model, and promote the development of good sportsmanship and character which include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- 3 Parents/spectators will respect participants, officials, opponents, parents, and others involved.
- 4 Parents/spectators will promote fair play and uphold the spirit of the rules of the activity.
- 5 Parents/spectators will model appropriate behavior at all times.

Concussion Management Guidelines

Policies for the Management of Concussion and Head Injury in Youth Sports

House Bill 200, which recognizes the dangers associated with head injury and concussion, became effective on July 1, 2011. The legislation also requires IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA. Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student athlete and his or her parents or guardian to sign before participating in practice or interscholastic competition.

A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from participation or competition at that time.

A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury cannot return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student athlete cannot return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Concussion Definition and Symptoms

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

Signs observed by teammates, parents and coaches include:

| |
|---|
| <ul style="list-style-type: none">• Appears dazed• Vacant facial expression• Confused about assignment• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can’t recall events prior to hit• Can’t recall events after hit• Seizures or convulsions• Any change in typical behavior or personality |
|---|

Return to Play Protocol

Any athlete that is suspected of sustaining a concussion will be removed from play and will not be allowed to return until the following steps have been completed and has been cleared by their physician and certified athletic trainer. The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. Impact testing will be performed 48-72 hours post injury (for high school students only), followed by a visit to the physician prior to the return to play protocol. If an athlete visits the emergency room for a concussion he/she must follow up with the certified athletic trainer and family physician prior to beginning the return to play protocol. An athlete MUST BE symptom free to begin return to play protocol regardless of clearance note from the physician. Certified athletic trainers' are also allowed to make return to play decisions according to the HB200 legislation that was passed on July 28, 2011.

The return to play program is broken down into five steps. Steps may be combined if no symptoms appear with the first step of the day.

- 1 Begin low-impact activity such as walking, stationary bike, etc. No resistance training.
- 2 Initiate aerobic activity fundamental to specific sport such as skating, running, etc. Progressive addition of resistance training may begin.
- 3 Non-contact training and/or skill drills
- 4 Full contact training in practice setting
- 5 Return to competition

If any concussion symptoms recur, the athlete must drop back to the previous level and try to progress after 24 hours of rest. The student should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

THESE GUIDELINES ARE NOT MEANT AS, AND SHOULD NOT BE USED AS, A SUBSTITUTE FOR COMPETENT MEDICAL CARE. PLEASE CONSULT A PHYSICIAN IF YOU HAVE ANY CONCERNS REGARDING A HEAD INJURY.

For more information visit: www.impacttest.com or www.cdc.gov/concussionInYouthSports/

REQUIREMENTS FOR PARTICIPATION

Physical Examination/Insurance

For extra-curricular sports activities, a current physical form must be in the John Greer Elementary School office before participating in practices or competitions. A current physical is good for one calendar year from the physical's date. Proof of insurance is also necessary.

Parent Meeting

A parent meeting will be scheduled before every extra-curricular season. This meeting will review policies and procedures for the activity. Responsibilities of the coach, student-participant, and parent/spectator will be reviewed.

Eligibility

A consistent academic work ethic is a prerequisite for participating in extracurricular activities. Students who participate in extracurricular activities are expected to demonstrate a consistent academic work ethic by:

- 1 Completing all assigned work. (Assigned work is not considered complete unless the quality of work is consistent with the student's academic ability, as determined by his/her teacher.)
- 2 Turning all assigned work in on time. (Assigned work is due at the time a teacher collects it.)

Ineligibility will occur when a student fails to demonstrate a consistent academic work ethic for the third time

in a school week. For the purpose of determining eligibility:

- Generally, the last attendance day of the week will be used to report eligibility.
- During a typical school week, a teacher will review work beginning on Friday and ending on Thursday.
- “All assigned work” refers to work completed in class, work completed at home, projects, presentations, etc... “All assigned work” does not refer to parent signatures in Student Planners, on Midterm Progress Reports, permission slips, etc...
- No assignment will be counted against a student more than once in an eligibility week. However, a student may incur multiple incomplete assignments on any day.

Ineligibility will then occur from the first attendance day of the next week until the first attendance day of the following week. In a typical scenario, a student who is found ineligible on Friday, will be required to meet the requirements of ineligibility from Monday to Monday.

Students who are ineligible will abide by the following requirements:

- 1 Ineligible student must attend practice. Students may be allowed to practice or the coach may choose to have them complete homework during practice.
- 2 Students will not be allowed to travel to away games.
- 3 Students will be allowed to attend home games, but will not dress in uniform.
- 4 Three weeks of ineligibility will result in dismissal from the team and/or activity.

IESA Requirements

In order to participate in any Illinois Elementary School Association (IESA) activities at John Greer Elementary School, each prospective student must meet the following requirements:

- 1 Students must comply with all rules and regulations of the IESA.
- 2 Students must agree to care for and be responsible for school equipment used or issued and make necessary restitution whenever loss or damage is the student's responsibility.
- 3 Students must furnish the school with proof of passing a physical health exam. Physical exams are good for one calendar year.
- 4 If necessary, students must purchase school accident insurance or furnish proof of insurance coverage.
- 5 Students must comply with all policies as established by the coach of each activity in which they are participating.
- 6 Students who miss any part of a school day due to illness, personal business, Doctor appointments, etc... are not allowed to participate in any contest or practice that evening. If students know ahead of time that they are going to miss part of a school day for an appointment then the student may be allowed, if cleared before the appointment with the principal, to participate in the activity.
- 7 Students who are experiencing conduct or disciplinary problems may be denied participation in extra-curricular activities. Anything that is related to regular school activities (make up work, teacher/student conference, detention, etc.) will take precedence over extra-curricular activities.
- 8 Students are responsible for understanding and following the Hoopston Area Extracurricular Policy.
- 9 Students must be passing all of their classes in order to participate in activities. Grades are figured cumulatively from the beginning of each grading period.
- 10 Students who miss any part of the school day for an extra-curricular activity are responsible for making arrangements for assignments with their teacher at least one day prior to the absence.
- 11 There are eligibility requirements regarding age. Check with the office for dates.

CONFERENCES WITH COACHES

24 Hour Rule

Students or parents may have concerns during extracurricular activities. It is our goal to communicate clearly and to resolve any conflicts at the lowest possible level. Please refer back to the Chain of Command section. Issues may arise about practice rules, playing time, coaching strategies, or other matters related to the individual student-participant or coach. For concerns, the first contact should be the coach. All meetings will adhere to the 24 Hour Rule. The 24 Hour Rule is that all scheduled meetings with a coach must be 24 hours after a scheduled event, and never immediately after an event. If the circumstance is not resolved, a

scheduled meeting can be set with the John Greer Elementary School principal. Violation of the 24 Hour Rule will be addressed by the John Greer Elementary School principal.

UNIFORMS AND EQUIPMENT

The athletic department will attempt to provide the best possible uniforms and equipment for school teams. Student participants are responsible for their uniforms. The athletic department will replace uniforms damaged or destroyed by competition. Student-participants will reimburse the athletic department for uniforms that have been lost or damaged outside the competition. All uniforms should be used for scheduled games only. Students should not wear their uniform to school.

ATHLETIC TRANSPORTATION

Transportation for student-participants will be provided by the school. Student-participants will need to follow the bus expectations set by the district PBIS team. Student-participants are required to ride the school transportation to the competition. By exception only, and with the prior consent of the John Greer Elementary School principal, a parent may be allowed to transport a student-participant to a competition. Documentation may be required to prove that parent transportation of the student is necessary. It is up to the discretion of each coach whether to allow student-participants to return by other means than the provided school transportation. With coach approval, parents will be allowed to sign out student-participants upon completion of the competition and assume responsibility for the student-participant's transportation home. Phone calls to the coach at the contest are not sufficient means to give the student-participant permission to find other means of transportation. In this instance the student-participant will be required to ride the school transportation home.

EXTRACURRICULAR POLICY

Statement of Philosophy

Participation in extracurricular activities (athletics and non-athletics) is a significant component of a high school student's development. Through participation, students develop many life-long skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for the rules and regulations. Concurrently, participating in extracurricular activities is a privilege made available to each student. As with all privileges, there are responsibilities. This privilege asks students to meet certain expectations beyond those found in the traditional classroom environment. There is no right of students to participate in extracurricular activities in the Hoopeston Area School District. This policy was developed to generate certain behavioral guidelines and expectations for those students who choose to take advantage of the activities and/or athletics offered to them by the school district. Evidence suggests that most abuse of tobacco, alcohol, steroids and other illegal drugs takes place away from the school setting. Hoopeston Area School District #11 strongly discourages students from attending and or being present at parties or other situations where these abuses take place. Students involved in extracurricular activities should not jeopardize their individual, team, or school reputation by attending these functions. Further evidence suggests that students are most successful in avoiding drug abuse when students, parents, school personnel, and the community are working together to have consistent standards. These standards should include support and responsibility. If adolescents need help, it is the responsibility of the home, school and community to provide that help. At the same time, adolescents need rules and regulations by which their actions are guided. When rules are violated, students should be held accountable for their actions.

Rules of Conduct

Students participating in extracurricular activities at Hoopeston Area High School are highly visible to the student body, the Hoopeston Area School District community and the communities with whom Hoopeston Area students compete. The privilege of participation carries the responsibility of adherence to the extracurricular policy which reflects the role model status of student athletes and non-athletes which will bring credit to that person and to Hoopeston Area High School. Failure to conform to the extracurricular policy may result in appropriate disciplinary action by the principal and/or the athletic director. Behavior not specifically covered in the extra-curricular policy but clearly contrary to the spirit of the extra-curricular policy is subject to review by the principal and/or the athletic director, resulting in possible disciplinary action. Each Student will be given “due process” to insure that the disciplinary action fits the violation. It is possible that any offense could result in a harsher penalty being rendered at the discretion of the administration. Example: If a student/athlete has drugs in his possession at school for the purpose of selling them, that violation may result in a more severe consequence/penalty than a first strike.

Due Process Procedures

In cases involving the violations of any of the rules and regulations of the policy, the following guidelines and procedures will be implemented: Information concerning a violation of the rules and regulations may be obtained in writing from law enforcement officials. Information may be obtained through a voluntary admission by the student, which is initiated by the student. Furthermore, information may be obtained through an eyewitness account from law enforcement officials, middle school certified staff, high school certified staff, extra duty paid coaches, other paid certified staff, and Hoopeston Area School District #11 administration.

- a. The principal, Dean of Students and/or athletic director may conduct a due process meeting with the student pertaining to the violation.
- b. The principal, Dean of Students and/or athletic director may notify the parent/guardian of the consequence in writing via certified mail.
- c. If the parent/guardian feels there has been a violation in the implementation of this policy, they may request an appeal in writing to the district superintendent, and an appeal to the Hoopeston Area Board of Education.
- d. If an appeal request is made, the ruling of the Hoopeston Area School District #11 School Board is the final step of due process available to the student and parent/guardian.

Violating the Hoopeston Area Extra Curricular Policy

Any violation of the Hoopeston Area extra-curricular policy has occurred when the participant possesses, actively seeks, solicits, supplies, transports, sells, uses or is under the influence of tobacco, alcohol, steroids, or other illegal drugs, look-alike drugs, or possesses drug-related paraphernalia, violate the rights of others, theft, vandalism, violations which result in a police referral or arrest.

Consequences

- **1st Offense** –The participant will be suspended for 25 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 25 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 25 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **2nd Offense** – The participant will be suspended for 50 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 50 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent

less than a year. During this period, the student may practice or attend meetings. If less than 50 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.

- **3rd Offense** –The participant will be suspended for 75 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 75 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 75 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **4th Offense** – If a fourth violation occurs, the participant will be suspended for one calendar year from the date of meeting with Athletic Director, Dean of Students or Principal.
- **5th Offense**-If student should want to return to athletics or an extracurricular activity the student and parent/guardian must set a meeting up with Principal, Athletic Director, Dean of Students, Superintendent, and extracurricular committee to discuss the previous suspensions to gain permission to participate in extracurricular events. *(All suspensions must be completed to count. If a student goes out for a sport and quits the violation will start over in their next event).*

Explaining the Extra –Curricular Policy

The extra-curricular policy covers, but is not limited to the following organizations and activities: Non-athletic organizations- art club, author society, camera club, drama club, future homemakers of America, show choir, jazz band, national honor society, radio/TV club, S.A.D.D. scholastic bowl, spring musical, student council, thespian troupe #282, yearbook, and any other group not related to a particular class. Athletic organizations- boys baseball, boys basketball, boys cross country, boys track, cheerleading, football, girls basketball, girls cross country, girls softball, girls track, girls volleyball, golf, soccer, wrestling, and any other athletic organization/team. The extra-curricular policy is a twelve (12) month policy enforced year round, including the summer months, and to all school activities whether or not the student(s) is actively engaged in any activity/sport at the time of the violation. Therefore, this includes all violations that occur when school is in session and when school is not in session. If an extra-curricular policy violation occurs during the off-season, or the season length does not allow the student to successfully complete the suspension, the suspension shall carry on to the next sport season in which the athlete successfully participates and completes “in good standing”, according to the coaches discretion. The principal and/or the athletic director will inform the student of the number of contests in which the student cannot participate. First offense suspensions will be rounded up to the next whole number. Second suspension will start from the date of the last violation. If a student is suspended, he or she may be allowed to practice and participate in team functions but not allowed to participate in contests and events. When a student signs this student handbook agreement, he/she is bound by this agreement throughout his/her high school career. If by chance a student does not participate during one school year, he/she is still bound by the agreement if he/she decides to begin participation in a subsequent year. Once this student handbook policy agreement is signed for the current school term it will remain in effect for the remainder of the school term. Parent/guardians and student participants must understand that by signing this policy agreement, it will be sufficient for four (4) years at eh high school level, although the student and parent /guardian will be requested to review and sign the policy each year. After a student completes the last day of school in 6th grade, the middle school extra-curricular policy will be in effect.

(Effective date of the extra-curricular policy: June 2017)

STUDENT CONSENT

I acknowledge that I have received a copy of the 2017 – 2018 John Greer Elementary School Extra-Curricular Handbook.

I have been informed of the extracurricular requirements and rules, and agree to abide by these guidelines. I do agree to participate and conduct myself in accordance with these rules and any other specific rules of my coaches and realize that I am subject to the described disciplinary measures should I violate them.

Student-Participant Signature _____ Date _____

Student-Participant Printed Name _____

PARENT/GUARDIAN CONSENT

As a parent and/or guardian of the above student-participant, I have received a copy of the John Greer Elementary School Athletic Handbook. I have been informed of the extracurricular requirements, rules and penalties, and Extracurricular Policy. I will discuss the guidelines with my son/daughter set within the handbook. I agree to abide by the code of conduct for parents. I also certify my son/daughter is covered by the said insurance listed on the emergency card.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

EMERGENCY INFORMATION CARD

I understand that there are risks of serious injury that exist in participation in sports, and I have discussed this with my son/daughter, and we are both aware of the risk of injury. I understand that the school district will take reasonable precaution to avoid the incidence of accidents, and is therefore not responsible for accidents that occur as part of the athletic participation. The athletic department is seeking your permission to have your son/daughter receive medical treatment in the event that he/she is found in need of emergency medical treatment. If an emergency occurs, every effort will be made to contact you. If such contact is not possible, this card may facilitate prompt medical treatment.

I hereby give my permission for _____ to receive emergency medical treatment.

Parent/Guardian Signature _____ Date _____

Student Name _____ Date of Birth _____

Address _____ Phone _____

Emergency Numbers:

Phone/Cell #1 _____ Relation _____

Phone/Cell #2 _____ Relation _____

Family Doctor _____ Phone _____

Preferred Hospital _____

Insurance Company Name _____ Policy # _____