



**SOUTH CENTRAL CUSD #401  
EXTRA-CURRICULAR HANDBOOK/POLICY**

**Adopted August 11, 2011**

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**Disclaimer**

**The Handbook is not all inclusive in that it cannot possibly address all the possible scenarios that may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations that are not specifically addressed herein.**

## **SOUTH CENTRAL CUSD #401 Extra-Curricular Handbook**

Starting August 11, 2011 rules contained in the South Central Extra-curricular Handbook will be in effect during the calendar school year.

### Statement of Philosophy

To establish extra-curricular programs that excel in all areas to provide a variety of activities to enhance the educational program and to help meet the statements contained in the South Central CUSD #401 policies. This handbook pertains to all CUSD #401 extra-curricular activities and to those who participate. This policy coincides with all other school policies.

### Dropping a Sport

If a student should decide to drop a sport, he/she should discuss the circumstances with the coach. Students generally are not reinstated and will not receive an award for participation in the activity. Injury or illness, which results in the student's inability to finish the entire season, is not considered as dropping the sport. A season consists of the regular season and post season play. All equipment must be returned to the coach as soon as possible.

### Extra-Curricular Rules and Regulations

Use or possession of tobacco products is prohibited. Consumption, possession with alcohol, or illegal drugs or cannabis or drug paraphernalia is prohibited. Each case will be reviewed by a committee consisting of the Principal, Athletic Director, and a member of the SCHS or SCMS sponsor/coaching staff. All participants will follow all rules, guidelines and the code of conduct of the clubs and organizations that they participate in.

### Criminal Activity

Students who engage in any criminal activity may be denied participation. Recognizing the varying degrees of the severity of the violations (misdemeanors vs. felonies), consequences for such involvement will result in a reprimand or denial of participation, depending upon the nature of the offense.

**Each case will be reviewed by a committee consisting of the Principal, Athletic Director, and a member of the Unit #401 sponsor/coaching staff.**

### Sequence of Punishment

Offenses, which occur between seasons or during the calendar school year, will be acted upon in the next season/sport in which the individual participates. (The individual must finish the sport in which the punishment is served.)

Suspensions will be served consecutively beginning with the next contest played. Percentages apply to the sport in which the infraction occurred and will be carried over to the next sport if the

number of games has not been met. No portion of the uniform shall be worn during the period of suspension.

### **First Offense**

- A. Conference with principal, athletic director, sponsor or head coach.
- B. **Tobacco:** The athlete will be suspended a minimum of 20% of the regular scheduled games in the activity in which the incident occurs.
- C. **Alcohol/Drugs:** The player will be suspended a minimum of 50% of the regular scheduled games in the activity in which the incident occurs.

### **Second Offense**

- A. Conference with principal, athletic director, sponsor or head coach.
- B. Tobacco: The athlete will be suspended a minimum of 50% of the regular scheduled games in the activity in which the incident occurs.
- C. Alcohol/Drugs: The athlete will be suspended a minimum of 365 days.

### **Third Offense**

The athlete will be suspended, at the minimum, an additional 365 days. After serving, at least an additional 365 days, reinstatement in athletic programs are subject to conditions established by sponsor/coach and administration.

Note: All penalties carry over from each sport until the penalty is served. Any penalty carryover will be adjusted proportionately in subsequent seasons. If penalties at the junior high level have not been completely served, the penalty will need to be completed at the high school. However, a new record of offenses, beginning with the first offense, will begin at the high school level. Penalty will not include academic ineligibility or absenteeism.

Note: These rules and regulations should be considered as minimums for each sport. Head coaches may have additional requirements for the sport or activity. Violations could result in penalties being served during the next school year.

### **IHSA Guidelines**

**The IHSA will be testing for performance enhancing drugs in the state series contests. South Central High School will follow all guidelines provided by the Illinois High School Association in reference to the new drug testing policy for state series athletes.**

### **Validation**

Self-admission, information from faculty, law enforcement authorities, written or pictorial information, postings on blogs or social networking, etc., or any form of irrefutable evidence shall be considered valid.

### **Transportation to and from Extra-Curricular Activities**

All students are expected to use authorized transportation when participating in extra-curricular activities held away from South Central #401. Any exceptions must be approved by Administration.

#### **Guidelines**

1. All students participating in school events such as athletic contests at out-of-town locations must use school transportation to the events. (Some unusual exceptions may occur and should be arranged in advance by parents with the coach/sponsor and approved by the principal.) In addition, the sponsors/coaches may allow students to ride home with their parents after an extra-curricular event. Written verification is required!
2. Students riding buses may be picked up and dropped off at prearranged locations. The building principal will designate such locations before extra-curricular trips are taken. If parents are not waiting for their child at these locations upon return, buses will return students back to school.
3. Students riding fan buses must ride to and from events on school buses unless parents request that their child be permitted to ride home in the parent's car. Request to the supervisor must be made by the parent in person.
4. School phones may be used by pupils to notify parents of their return.

### **Right to Review**

The student and their parent/guardian have the right to meet with the sponsor, coach, athletic director, and principal on issues that would constitute a suspension of the student from their respective extra-curricular activity.

### **Academic Eligibility**

Athletics, Organizations and Clubs are available for both boys and girls. Organizational and regulative information will be released by the coaches/sponsors and high school office as the respective seasons begins.

Selection of members or participants is at the discretion of the coaches/sponsors, provided that the selection criteria conform to the District's policies. In order to be eligible to participate in any school sponsored extra-curricular/athletic activity, a student cannot be failing more than one (1) course. Any student participant failing to meet academic criteria shall be suspended from the activity for seven (7) calendar days or until the specified academic criteria are met. Students who are ineligible three (3) times during the duration of the season will be removed as a member

of that sport. Coaches may use part of practice time for study sessions while a student is ineligible. Ineligibility will be reported to the parent via the student involved in the activity. Individual coaches, sponsors and school officials are to inform the student of his/her ineligibility.

South Central Middle School students must have passing grades in all subjects to be eligible to participate in extracurricular contest. Eligibility is reviewed on a weekly basis. Ineligibility will be reported to the parent via the student involved in the activity. Individual coaches and school officials are to inform the student of his/her ineligibility.

## **Parent/Athlete/Coach/Sponsor Communication Guide**

### Our Philosophy

Extra-curricular achievement requires sincere commitment from all participants, parents, coaches, sponsors and administrators. For all to be successful, effective communication must occur.

The school extra-curricular departments and administration believe strongly in being accessible to parents and supportive of the coaches and sponsors.

We are continually attempting to improve communication with the students and parents. For our programs to be truly successful, it is necessary that everyone understand the focus and direction of the program.

### Expectations of Parents

- A. It is reasonable to expect your child's coach to inform you of:
  - 1. Schedules and locations of practices and contests
  - 2. His/her coaching philosophy
  - 3. The expectation he/she has for all participants on the team
  - 4. What is required to be a part of the team, i.e. fees, special equipment, off-season conditioning, lettering requirements, etc.
  - 5. Known injuries of your child during participation in a practice or contest.
  - 6. Any disciplinary actions resulting in denial of participation
  
- B. Typical concerns of parents that are appropriate to discuss with a coach/sponsor are:
  - 1. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance).
  - 2. How you can contribute to your child's skill improvement and development.
  - 3. Any dramatic changes you detect in your child's behavior.

### Expectations of Coach/Sponsor

- A. Discussions with parents that may include:
  - 1. Methods to improve student skills and abilities
  - 2. How the student can contribute to team success
  
- B. Assistance from parents in regard to the following:

1. Any specific health or emotional concerns of your son/daughter
  2. Notification of any schedule conflicts well in advance.
  3. Your commitment to the program in such forms as providing proper nutrition and rest and transportation
- C. If you have a concern to discuss with a coach or sponsor, what procedure should you follow?
1. **Make an appointment through the athletic director.** Please do not approach the coach after a game.
  2. Please do not attempt to question a coach before, during, or following a contest/practice.
  3. These times can be emotional situations for both the parent and the coach and this time for conferencing does not promote objective analysis of the situation.
  4. **Please remember that team dugouts, benches and locker rooms are areas for athletes and coaches only.**
- D. What should you do if the meeting with the Athletic Director, Coach, Sponsor and Principal does not result in a resolution to the problem?
1. Call and arrange an appointment with the superintendent.

### The Sportsman's Creed

#### The Player

1. He/She lives clean and plays hard. He/She plays for the love of the game.
2. He/She wins without boasting. He/She loses without excuses, and he/she never quits.
3. He/She respects officials and accepts their decisions without question.
4. He/She never forgets that he/she represents his school.

#### The Coach

1. He/She inspires in his/her athletes a love for the game and the desire to win.
2. He/She teaches them it is better to lose fairly than to win unfairly.
3. He/She leads players and spectators to respect officials by setting a good example.

#### The Official

1. He/She knows the rules.
2. He/She is fair and firm in all decisions. He/She calls them as he/she sees them.
3. He/She treats players and coaches with courtesy and demands the same treatment for himself/herself.
4. He/She knows the game is for the athletes, and lets them have the spotlight.

#### The Spectator

1. He/She never boos a player or official.
2. He/She appreciates a good play, no matter who makes it.
3. He/She knows the school gets the blame or the praise for his conduct.
4. He/She recognizes the need for more sportsmanship and fewer "poor sports".

Next Time You Attend a Game - Remember.....

The Best Time to Applaud or Cheer:

1. When your team comes onto the playing area.
2. For a player who has been replaced in the game.
3. When an injured player seems to need encouragement.
4. When an opponent or a member of your own team has made an exceptionally good play.

The Best Time to Remain Silent:

1. When your team is penalized. The official is closer to the play than you and has expert knowledge of the rules under which the game is played.
2. When the opponents are penalized. They are guests and should be treated with respect and courtesy.

When you are tempted to be critical of an official, player or coach or are tempted to be sarcastic, abusive or profane. The best rules to remember:

1. Two wrongs don't make a right.
2. The less you say, the less for which you have to apologize.

**PENALTIES FOR IMPROPER FAN BEHAVIOR**

- First Offense: Anyone who is removed from an event for improper fan behavior will automatically be suspended from the next contest in which the school competes; regardless it is a home or away contest.
- Second Offense: Person(s) who committed the infraction will be suspended from all contests in that sport for the remainder of that season. If the infraction occurs in the last contest of the season, then that person(s) will be suspended from all South Central School District #401 extra-curricular activities for the remainder of the school year.
- Third Offense: Person(s) who committed the infraction will be suspended from all South Central School District #401 extra-curricular activities for a time period of one calendar year (365 Days) from the time of the infraction.

**BEFORE PRACTICE BEGINS**

Athletes and coaches have certain responsibilities before the season actually begins.

Athletes must not be permitted to practice until:

1. **They show evidence of a physical examination that covers the entire season.**
2. They return the form which provides information in case of a medical emergency. "Athletic Department Emergency Information and Parent Consent Form"
3. They return any requested insurance information.



Extra-Curricular participants may not participate in a contest before they return the following forms:

1. Return a signed “Extra-Curricular Contract.”
2. They have met the school’s and the state’s eligibility requirements.

Coaches or Sponsors should provide the following:

1. Written details of all disciplinary rules of conduct.
2. Verbal explanation of all expectations involving adherence to extra-curricular policies and participation in individual activities.



**SOUTH CENTRAL UNIT #401  
STUDENT EXTRA-CURRICULAR CONTRACT**

I, \_\_\_\_\_, while a participant in extra-curricular activities, promise to:

1. Attend all practices and meetings faithfully.
2. Contact a coach/sponsor personally before the practice or meeting if I must miss it.
3. Faithfully attend all competitions in uniform,
4. Contact a coach/sponsor or athletic director personally if I am unable to attend a competition.
5. Be a resident of the school district and full-time student.
6. Maintain my eligibility and academic standing.
7. Fully commit to the sport or organization in season.
8. Be well-groomed, especially at competitions.
9. Refrain from using drugs, alcohol, tobacco products and inhalants.
10. Replace any equipment or uniform issued to me, either by payment or the equivalent of the lost article.
11. Submit all the necessary forms issued to me by the coach/sponsor or athletic director before the first practice.
12. Report any personal injury or teammate's injury to a coach/sponsor immediately.
13. Follow all reasonable requests made by the athletic director and coaches, especially those involving practice, diet, rest and competitions.

**I have read the SOUTH CENTRAL CUSD #401 Extra-Curricular Handbook and agree to abide by the statements contained within. I understand when participating on athletic teams or organizations that I am representing my school and community. Participation on any athletic team/organization requires my signature and that of my parent or guardian. Please return this form to your coach or sponsor.**

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

Parent/Guardian Signature: \_\_\_\_\_

**EXTRA-CURRICULAR**  
**EMERGENCY INFORMATION AND PARENT CONSENT**

Name \_\_\_\_\_ Birth date \_\_\_\_\_ Age .....

Parent's Name \_\_\_\_\_ Home Phone .....

Address \_\_\_\_\_ City \_\_\_\_\_ Grade.....

Day Phone of Parents: Father \_\_\_\_\_ Mother.....

In an emergency, if the parents cannot be reached, notify:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Known Allergies.....

Permission is hereby granted to the attending physician to proceed with any medical; or minor surgical treatment, x-ray examination and immunization for the above-named student. In the event of an emergency arising out of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above-named student may be given.

Permission is also granted to the Certified Athletic Trainer to provide the needed emergency treatment prior to the student's admission to the medical facilities.

Parent's Signature: \_\_\_\_\_

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

## Concussion Information Sheet

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

Symptoms may include one or more of the following:

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

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

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

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

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

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

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

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



Student Insurance Waiver

The Board of Education of South Central Schools offers accident insurance to cover students as well as student athletes during the school year. This coverage is not designed to be a primary coverage for a student and is designed to be an excess insurance coverage for athletes. While the District takes every precaution to ensure accidents and injuries do not occur, families and participants should have protection to cover the cost in case of such incidents. We urge you to read your health insurance policy very carefully and to review it with your insurance agent to be sure that you understand the coverage you have relative to sports accidents. Please be sure that you understand your policy. Please keep in mind that all expenses incurred as a result of athletic injuries are the responsibility of the parents.

By signing this handbook, I agree that I understand and accept full responsibility for medical expenses incurred as a result of my child's athletic participation in football and summer programs/camps at school.

\_\_\_\_\_  
Student-athlete Name Printed

\_\_\_\_\_  
Student-athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date