

Introduction

Township High School District 211 has an outstanding history and tradition in interscholastic athletics throughout the state of Illinois. Our student-athletes are provided with excellent facilities, equipment, coaches, and opportunities. We are excited that you have chosen to take advantage of those opportunities.

This handbook will provide you with important information about the athletic programs in our district. When you become a member of an athletic team in High School District 211, there are numerous expectations you will need to meet. Many of them are explained in this handbook, so please read it carefully. This handbook also will answer questions you may have regarding athletic policies and procedures within High School District 211.

We welcome your participation in High School District 211 athletics and extend to you our assistance and best wishes for a successful experience.

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Role of District Personnel

High School District 211 Board of Education

The Board of Education is responsible directly to the taxpayers of the district and is the policy-making body for its high schools.

Superintendent of Schools

The executive function is delegated to the Superintendent of Schools who is charged with the responsibility for efficiently executing the policies adopted by the Board of Education.

Principal

The high school principal is the administrative head of interscholastic activities as well as all other activities of the school. The principal helps implement athletic policies as established by the Board of Education and Superintendent. As a member of the Illinois High School Association, the principal is the administrative head of the school and is directly responsible to the Illinois High School Association and to the Superintendent of Schools for conduct of the school's athletic activities.

Athletic Director

The athletic director is assigned to administer the athletic program. It is the athletic director's responsibility to ensure that the athletic programs are conducted within the rules and regulations of the Illinois High School Association, the Mid-Suburban League, and High School District 211.

Cardinal Athletic Principles

The athletic program will:

1. Be a well-coordinated part of the school curriculum.
2. Justify the use of tax funds and school facilities because of the educational aims achieved.
3. Be conducted by school authorities in full compliance with the provisions of Title IX.
4. Provide opportunities for many students to participate in a variety of sports throughout the year.
5. Foster training in conduct, game ethics, and sportsmanship for participants.
6. Encourage respect for conference and state rules and policies under which the school program is conducted.

Affiliation

District 211 schools are members of and abide by the by-laws of the Illinois High School Association and the Mid-Suburban League. The Mid-Suburban League is organized as shown below. A map is located on page 16.

West Division

Barrington
Conant*
Fremd*
Hoffman Estates*
Palatine*
Schaumburg*

East Division

Buffalo Grove
Elk Grove
Hersey
Prospect
Rolling Meadows
Wheeling

**District 211 schools.*

Sports Offerings

Each District 211 school offers a comprehensive sports program in accordance with the highest tradition of athletic competition and in proper perspective to the overall educational program of the District.

Shown below is a complete list of sports that are offered each season. District 211 students may participate in no more than one sport each season. Most fall sports begin in mid-August and run through October. Winter sports begin the first week in November and continue through February. Except for indoor track, spring sports start around the beginning of March and continue through May. Indoor track starts approximately February 1. Initial tryout schedules for fall sports will be listed in the sports sections of local newspapers in early fall. Tryout dates for sports in winter and spring seasons will be announced during the school year.

Fall

Boys

Cross Country
Football
Golf
Soccer

Girls

Cross Country
Golf
Swimming
Tennis
Volleyball

Spring

Boys

Baseball
Gymnastics
Lacrosse
Tennis
Track
Volleyball
Water Polo

Girls

Badminton
Lacrosse
Soccer
Softball
Track
Water Polo

Winter

Boys

Basketball
Swimming
Wrestling

Girls

Basketball
Bowling
Gymnastics

Code of Conduct (*Sportsmanship*)

Participation in athletics is a privilege that includes responsibilities to the school, team, community, and the athletes themselves. Student athletes represent all of these groups by their conduct at all times throughout the entire calendar year. To these ends, and in addition to following the High School District 211 Athletic Policies and Procedures, athletes are expected to exhibit and to model five basic traits:

1. Exemplary moral character at all times.
2. Respect for self, team, sport, other programs, and the school.
3. Confidence in self, team, and coaching staff.
4. Commitment to academics, athletics, and the school community.
5. Good sportsmanship, which includes fair play and courteous treatment of teammates, opponents, and officials, while representing the school and community in a respectful manner.

Hazing

Hazing includes any humiliating or dangerous activity expected of a student in order to join a group regardless of that student's willingness to participate. Hazing is a violation of District 211 policy and can not be dismissed as simple initiations, traditions, or rites of passage.

To increase awareness of hazing activities, a district brochure has been created to clarify common practices and provide basic steps to prevent an occurrence.

Athletes should obtain a copy of this brochure from their coach or athletic director and familiarize themselves with its content.

Athletic & Competitive Activity Policies & Procedures for District 211

One purpose of the athletic and competitive activity program is to provide students wholesome, competition on an interscholastic level. A necessary corollary to this purpose is the development in students of a sense of dedication and the establishment of high standards of conduct and attitude. Because participants represent their school, they are expected to represent high standards of morality and conduct. Because student conduct is expected to be exemplary the year round, these policies and procedures will be enforced throughout the entire calendar year.

Athletic & Competitive Activity Policies & Procedures for District 211 *(continued)*

In order to participate in the athletic and competitive activity program, the student and his/her parents shall be required to attend a mandatory pre-season meeting at which parents and the student will be informed about training and participation rules and the function of the Athletic/Activity Board. Failure to attend will restrict participation.

Misconduct among participants shall include offenses such as the possession or use of tobacco in any form, possession or use of alcohol or drugs, theft, dishonesty, and other misconduct. Students who are found to be involved in such misconduct will face disciplinary action according to procedures outlined in section B, Disciplinary Procedures. When alcohol or drugs in any form are present at student parties, it is recommended that students involved in athletics or activities leave the party immediately.

A participant who admits to a drug, alcohol, or tobacco-related problem to a school staff member before a reported rule violation occurs will be referred to the principal. The principal will hold a conference with the student and his/her parents. After considering all information pertinent to the student's problem, the principal will decide the best course of action to help the student. The principal will confer with the administrator directing athletics and student activities at the District office before releasing the decision.

A. The Athletic/Activity Board

The Athletic/Activity Board is the disciplinary arm of the athletic and competitive activity program. It is composed of the following individuals:

Athletic/Activity Director — Chair
Selected members of the coaching/activity staff
District 211 central administration representative

The Student Assistance Program Coordinator will receive notification of all Board meetings.

When there is a need for the Athletic/Activity Board to meet because of a rule infraction by a student in a competitive activity, the director of student activities will serve on the Board in lieu of the division head for athletics.

Athletic & Competitive Activity Policies & Procedures for District 211 *(continued)*

The Board shall meet after a request has been presented to the athletic/ activity director by the activity sponsor or coach to consider a disciplinary issue involving an athlete or individual in a competitive activity (Cheerleaders, Chess Team, Debate Team, Flag Squad, Math Team, Model United Nations, Pom Pon Squad, Scholastic Bowl Team, Science Bowl Team, Science Olympiad, Special Olympics, Speech Team, Student Congress Club, and Worldwide Youth for Science and Engineering Club). The Athletic/ Activity Board shall review the information that is presented and, after considering the best interests of the student and the school, make a decision on the disposition of the student's case.

B. Disciplinary Procedures

After a participant has been given an opportunity for due process and there is reason to conclude that the student may have violated Athletic/ Activity Policies based upon available information, he/she will be suspended from practices and/or competition pending a disciplinary review and decision by the Athletic/ Activity Board. The parent will be notified in writing of the potential rule violation and will be requested to attend a Board meeting related to the incident. The Board will meet at the earliest opportunity, but no later than 10 school days from the date of written notification of the Board meeting to consider the status of the student and render a decision. Generally, the following process will be observed for both in/ out-of-season violations.

1. The Athletic/ Activity Board verifies that the participant has been made aware of rules of the sport or activity.
2. Upon notice to the administration, either verbal or written, of an alleged violation of the rules, the student will be informed by the athletic/ activity director of the nature of the offense and suspended from practice and/or competition. The athletic/ activity director will notify the student to appear at a meeting of the Board. Parents will be notified of the potential rule violation and requested to appear at the meeting. If the violation occurs out-of-season, the participant will be informed by the administration and the same procedures will be followed.

Athletic & Competitive Activity Policies & Procedures for District 211 *(continued)*

3. The Athletic/ Activity Board will meet to review the situation. The Board may invoke one or more of the following:
 - a. Dismiss the charges.
 - b. Place the student on probation for a specific length of time.
 - c. Invoke a suspension.
 1. A minimum penalty for first violation of possession/ use of alcohol, tobacco in any form, or drugs will be 25% of the scheduled contest dates. (Each tournament day, multiples, invitationals, and double headers count as one contest date at the participant's level of competition.)
 2. When a suspension is invoked for a drug, alcohol, or tobacco violation, the student must attend and successfully complete an educational program recommended by the Athletic/ Activity Board. The cost of the educational programs will be the responsibility of the student's parents.
 3. The penalty for theft and dishonesty will be established by the Board after review of the infraction.
 4. When a suspension is invoked, the Athletic/ Activity Board will determine the season(s) in which the penalty will be served.
 - d. Drop the student from the sport or activity for the remainder of the season.
 - e. Drop the student from participation in athletics or activities for the remainder of his/her time in high school.
4. The decision of the Board will be communicated in writing to the parent of the student.

C. General Rules

Suspected violations and/or rumors are to be directed to the student's immediate coach or sponsor. It is hoped that the coach or sponsor can serve in a counseling role and directly inform the participant of the allegations and the importance of correcting an improper image. The director of student activities should be consulted if any doubt exists regarding the convening of an Athletic/ Activity Board.

Adopted by the Board: August 8, 1988

Revised: July 13, 1989

Revised: January 17, 1991

Revised: April 16, 1992

Revised: June 4, 1998

Requirements for Participation

In order to be able to participate in practices or contests, each athlete must have satisfied the following:

1. A valid physical must be on file with the school nurse. Physicals are valid for one calendar year and should be scheduled between June 15 and August 1.
2. A signed parent permission form must be on file with the Athletic Director for each sport of participation for that current year.
3. A current medical emergency card must be on file with the Athletic Director for each sport of participation for that current year.
4. Each athlete and at least one parent must attend a school-sponsored “Chemical Awareness Meeting” during or prior to their initial season of participation and a “Meet the Team” night for each subsequent season of participation.
5. Each athlete must meet both I.H.S.A. eligibility requirements (see page 11) *and* District 211 eligibility requirements (see page 12) in order to participate.

Parent/Coach Communication

Research indicates a student involved in extracurricular activities has a greater chance of success in academic work as well as in adulthood. Many of the character traits required to be successful participants are exactly those that will promote a productive life after high school. The information provided in this brochure is meant to be a resource for parents and students.

Both parenting and coaching are extremely difficult. By establishing an understanding of the responsibilities shared by both parent and coach, we are better able to accept the actions of the other and provide greater benefit to student-athletes. As parents, when your children become involved in a school program, you have a right to understand expectations that are placed on your child. This begins with clear communication from the coach.

Please be assured that communication and discussion of concerns with your child’s coach will not result in any penalty whatsoever related to your child’s participation as a student-athlete.

Communication parents can expect from coaches

- Program philosophy
- Expectations the coach has for your child as well as all the players on the squad
- Location and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning, etc.)
- Procedures to follow should your child be injured during participation
- Factors that impact participation

Communication coaches expect from parents

- Concerns should be expressed directly to the coach
- Notification of any schedule conflicts will be provided in advance
- Specific concern in regard to a coach's philosophy and/or expectations

As your children become involved in the programs at their high school, they will be part of many rewarding moments. This participation also is a learning experience, therefore discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

- The physical and mental treatment of your child
- Ways to help your child improve
- Concerns about your child's behavior

Issues not appropriate to discuss with coaches

- Playing time
- Play calling
- Other student-athletes

There are situations that may require a conference between parents and the coach. When these conferences are necessary, the following procedures should be followed to help promote a resolution:

1. Call to set up an appointment (*appointments should be scheduled through the coach's teaching department office*).
2. If the coach cannot be reached in their department, call the Athletic Office. They will set up the meeting for you.
3. Please do not confront a coach before or after a contest or practice; these can be emotional time for both parents and coaches. These meetings usually do not promote resolution.

What a parent can do if the meeting with the coach does not provide a satisfactory resolution:

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, the appropriate next step can be determined.

If at any time your child has been physically or emotionally abused by a coach, immediately contact the Athletic Director.

Eligibility Guidelines and Procedures for Athletics and Competitive Activities

Students involved in athletics and competitive activities are subject to Illinois High School Association eligibility rules and also the guidelines set by District 211.

I.H.S.A. Eligibility Guidelines:

- Eligibility is checked weekly.
- Students with near failing or failing grades are listed by course.
- Students passing fewer than four academic subjects (does not include physical education or driver education) are listed as ineligible for the following week.
- Students are ineligible to play until they are passing four or more academic subjects.
- All students must pass a minimum of four academic subjects at semester to be eligible to compete during the next semester.
- "Near failing" students may participate in the sport or competitive activity as long as they are passing the requisite number of courses. (four or more subjects)
- More information is available at www.ihsa.org/org/policy/2009-10/section3.pdf.

District 211 Eligibility Guidelines:

- Eligibility for competition is assessed at the end of the first and third quarters and the first and second semesters. A student must achieve a 2.0 grade point average for the grading period, with no failing grades at the semester, to compete in the subsequent quarter.
- Students who do not meet the 2.0 grade point average or who are failing a course at the end of the grading period will be placed on probation for the next grading period and must adhere to academic interventions to continue to compete in extracurricular programs.
- Failing a class for the semester or a GPA below a 2.0 for two consecutive grading periods will result in the student becoming ineligible for the subsequent grading period.
- Freshman students who meet the IHSA standard, but who fail to meet the District eligibility standards will be placed on academic probation and must adhere to academic interventions.
- More information is available at www.d211.org/pdf/calendars (on page 12 for each school).

N.C.A.A. Guidelines for Initial Eligibility

Students interested in participating in college athletics at the NCAA Division I or II level, must meet the NCAA freshman eligibility standards. Initial eligibility is determined by NCAA from three factors: core course completion, test scores, and grade-point average. NCAA Division I requires 16 core courses; Division II requires 14 core courses (Beginning with the Class of 2013, Division II students also must complete 16 core courses). Detailed information regarding freshmen eligibility criteria is available on the NCAA Eligibility Center website.

The primary responsibility of a high school in relationship to a freshman athlete's certification is to ensure that the school's list of approved core courses is accurate and up to date. Only courses in the areas of English, mathematics, science, social studies and world language can be considered for core course approval. Approved Core Courses for all District 211 high schools are listed on the NCAA Eligibility Center website at www.eligibilitycenter.org and in the District 211 Curriculum Guide.

N.C.A.A. Guidelines for Initial Eligibility (*continued*)

Student athletes interested in pursuing athletic opportunities in college should discuss their interest with parents, coaches, and counselors. Prospective student-athletes must register with the NCAA Eligibility Center and meet academic eligibility standards as determined by NCAA. Registration with the NCAA Eligibility Center must be completed by the student and parent; the school may not complete the registration process on behalf of the student. Complete details are available at www.ncaa.org or www.eligibilitycenter.org.

Physical Education Exemption Procedures

Juniors and seniors participating in interscholastic athletic programs and enrolled in at least five (5) subjects may request to be excused from physical education during their athletic seasons. Athletes excused under this provision will be assigned to study hall.

Athletes wishing to exempt from physical education because of their athletic participation should obtain exemption forms from their Athletic Director. These forms are available one week after the first team practice.

Athletes should complete the forms, obtain the signatures of their coaches, and return the forms to their counselors who will certify that the forms are properly completed and that the requests are valid.

Counselors will make appropriate schedule changes and inform athletes of dates they are expected to return to physical education classes.

It is the responsibility of athletes to return to physical education classes if team membership is terminated.

Attendance

When athletes are absent from school, they may not participate in any extracurricular activity that day. This is done primarily as a safety factor for athletes as well as the school. Pre-approval by the principalship is an exception. The general procedure to be followed is:

1. If athletes are absent (on the daily absentee list) or miss **any part** of the school day, they must get permission from the principalship to participate in any activities. Notes from home are *NOT* sufficient to permit participation.
2. It remains the responsibility of the individual athlete to present evidence of mitigating circumstances which justify such a request. Failure to do so will mean that the athlete cannot practice or participate in the specific student activity on that day.
3. Athletes are expected to be in school the day following contests if school is in regular session.

Equipment

Athletes are responsible for all items of equipment they are issued. A complete record of all equipment issued will be kept for each athlete.

Lost equipment, or equipment that is damaged, must be paid for at the replacement cost. Athletes will *not* be issued equipment for subsequent sports, and will *not* receive awards until equipment records have been cleared.

It is expected that athletes will take *PRIDE* in their equipment and wear it only at authorized contests and practices unless otherwise approved by coaches.

Insurance

High School District 211 does not carry accident insurance on students. Please review your family health insurance to determine if it offers the kind of protection you believe is adequate, making sure it offers coverage for athletic participation. If you would like to obtain accident coverage, please contact the High School District 211 business office during regular business hours.

Exposure Control Procedures for Athletes

While the risk of one athlete infecting another with HIV / AIDS during competition is close to non-existent, there is a remote risk that other bloodborne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. Cover any open wounds before competing.
2. Report any open wounds that occur during practice or competition to the contest official and/or your coach.
3. If an open wound occurs, avoid contact with other individuals until the contest is stopped and you are removed from competition.
4. Seek immediate treatment for open wounds from the athletic trainer or other appropriate medical personnel. If the athletic trainer or other medical personnel are not available, seek treatment from your coach.
5. Return to competition only after appropriate treatment has been administered. Appropriate treatment involves the stoppage of bleeding, the covering of wounds, and the disinfecting or changing of uniforms.
6. Towels and uniforms that have been contaminated (cannot be disinfected) with blood or other potentially infectious body fluids must be given immediately to the trainer or coach to be bagged in a biohazardous waste garbage bag.
7. Biohazardous waste bags containing uniforms laundered at home should be taken home without being opened. Wash in hot, soapy water with colorfast bleach.
8. In general, use good hygienic practices. Shower after each practice or competition, using liberal amounts of soap and water. Avoid sharing towels, cups, and water bottles.
9. Never wipe blood or blow your nose on school towels. Use disposable towels or tissues.

Current High School District 211 and Mid-Suburban League guidelines require that:

No athletes will be allowed to participate in practices or contests if they are bleeding. They must be removed from participation immediately and will not be allowed to continue until the bleeding is stopped.

Athletic Injuries and Treatment

Training Room

The athletic training room is a health care facility. It is open for treatment after school and before practices and contests. Each training room is staffed by athletic trainers who are certified by the National Athletic Trainers' Association. Athletic trainers will administer treatment to athletes that have been injured as a result of their participation in interscholastic athletics. Athletes should report for treatment and injury check prior to practices and contests. They also should report after practices and contests for follow-up treatment. Athletic trainers will notify appropriate coaches that athletes have reported.

Athletes are expected to use the facility only when they require treatment, care, or preventive assistance. Proper behavior is expected. Athletes may not remove equipment from the training room without permission from athletic trainers.

Referrals to Physicians

Athletic trainers may make medical referrals to appropriate physicians if conditions indicate such need. Medical referral forms will be given to athletes when need for further medical assistance is warranted. These forms allow athletic trainers to communicate information regarding suspected injuries and symptoms to physicians. It also allows physicians to communicate specific diagnosis, restrictions, treatment, and rehabilitation instructions to athletic trainers. If an athlete sees a physician without referral from the athletic trainer, a note from the physician is required before athletic trainers can proceed with treatment or rehabilitation.

Reporting of Injuries

It is the *athletes' responsibility to report* to athletic trainers and coaches all injuries associated with athletic participation within 48 hours. When athletic trainers learn of such injuries, appropriate coaches will be notified. Similarly, when coaches learn of such injuries, they will notify athletic trainers.

If injuries are discovered after athletes have returned home, athletes should go to their own physicians and report such to athletic trainers and coaches as soon as possible the following day.

Athletic Injuries and Treatment *(continued)*

Emergency Procedures

Athletic trainers will notify parents or guardians in case of emergencies. If parents or guardians cannot be reached, athletic trainers will contact the alternate name on student's emergency card. Athletic trainers shall follow directions of designated adults with respect to securing additional health care and related transportation services for athletes.

If the designated adults cannot be reached, the athletic trainer will call the paramedics, if necessary.

If, in the judgement of the athletic trainer, injuries are limb or life threatening, the paramedics will be called *first*, then parents or guardians will be notified.

Coaches, athletes, parents, and athletic trainers are encouraged to communicate on all phases of injuries.

Transportation

All athletes are required to use transportation (bus or van) provided by the school to and from all off-campus contests and practices. Only team members, cheerleaders, and school personnel will be permitted to ride on High School District 211 vehicles. Athletes may not participate in away contests or practices if they drive themselves to an event or if they use alternate transportation without prior permission from athletic directors.

Athletes are expected to ride buses or vans back to schools. Bus or van drivers are not permitted to stop to allow athletes to leave buses or vans because they might be closer to home. In extenuating circumstances, parents may need to drive their own children home from contests. Parents must communicate this need to coaches prior to transporting their athletes home. Under no circumstances are athletes allowed to ride with anyone other than parents to or from contests.

All personnel using High School District 211 transportation are expected to observe the following:

1. Enter and exit buses through front doors.
2. Do not board buses until coaches are there to supervise.
3. No food consumption on buses.
4. No abusive language.
5. Appropriate conduct is expected.

Athletic Awards

In all sports, coaches recommend players for awards based on the level of participation and dedication. Unless there are unusual circumstances attendant to cases, athletes who do not finish a season for any reasons other than injuries, do not qualify for awards. Coaches consider training, cooperation, sportsmanship, and attitude in making the list of athletes recommended for awards. These items being satisfactory, athletes may qualify for awards if they have played sufficient lengths of time in a sport season; injuries may be taken into consideration. Athletes are only awarded on varsity or minor letter. If an athlete participates in more than one sport and qualifies for an additional award, an emblem or pin is awarded to place on the letter. Certificates are given to all participants. It is the responsibility of each coach, with the approval of the Athletic Director, to establish criteria for awards in each sport. These criteria should be discussed with athletes and parents prior to the season.

Athletes who have never received a varsity letter in a particular sport but have participated in that sport for four years may, at the coach's discretion, receive a varsity letter after the fourth year of participation.

1. The following are award recommendations as set by the conference:
 - a. The varsity monogram — 8 inches high
 - b. The junior varsity monogram — 6 inches high
 - c. The sophomore monogram — 4 inches high
 - d. Numerals (awarded to freshman participants) — 3 inches high
2. An identifying emblem / pin attached to the monogram, designating the sport.
3. A certificate denoting participation, or the earning of an award, in a given sport.
4. Only one monogram may be awarded for any level of competition.

Some common guidelines for awards are as follows:

1. ***Badminton***
By playing in one-half of the scheduled matches.
2. ***Baseball and Softball***
By playing in one-half of the innings for the season or one-third of the games as a pitcher.
3. ***Basketball***
By playing one-half of the quarters of the level of participation.
4. ***Bowling***
By playing in one-half of the total number of games.

Athletic Awards *(continued)*

5. ***Cross-Country***
By averaging eighth or better in a season.
6. ***Football***
By playing in one-half of the quarters of the level of participation.
7. ***Golf***
By placing among the first five in the conference meet or by averaging 11/2 points a match in dual meets.
8. ***Gymnastics***
By competing in one-half of the scheduled meets.
9. ***Lacrosse***
By playing in one-half of the quarters of the level of participation.
10. ***Soccer***
By playing in one-half of the quarters of the level of participation.
11. ***Swimming***
By participating in one-half of the meets, or by placing first through fifth in the M.S.L. Conference Meet.
12. ***Tennis***
By playing in one-half of the scheduled meets.
13. ***Track and Field***
By averaging two points a meet in varsity dual meets; by placing first through sixth in the M.S.L. Conference Meet. Relay members receive the same number of points as relay team.
14. ***Volleyball***
By playing in one-half of the total number of games.
15. ***Water Polo***
By playing in one-half of the total number of games.
16. ***Wrestling***
By wrestling in one-half of the matches of the level of participation.
17. ***Athletic Manager/Student Trainers***
Students who serve as managers or trainers for a sport may be awarded letters at their participation level.

Mid-Suburban League Map

