

POLO COMMUNITY HIGH SCHOOL

APLINGTON MIDDLE SCHOOL

ACTIVITIES DEPARTMENT HANDBOOK 2009 – 2010

**Polo Community School District
Activities Department Handbook
2009– 2010**

Policy Statement

“ No student in the Polo Community School District shall, on the basis of sex, color, religion, race or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity while attending Polo Community School District. “

I. Introduction

Competitive athletics or extracurricular activities are privileged activities available to every student in the Polo Community School District. The student, by accepting this privilege is a representative of Aplington Middle School, Polo Community High School, and the Polo Community School District on the playing fields, in practice and at all contests.

The acceptance of participation in athletics or activities involves a conscious commitment by the student / athlete to the Polo Community School District Activities Department Handbook. It is the responsibility of the coach / advisor and the Activities Director to inform the parents / guardians and the student / athletes of the Activities Department Handbook and to enforce this code in an equitable manner. It is the student / athlete’s responsibility to be aware of the Activities Department Handbook and to adjust their behavior accordingly.

II. Activities Department Objectives

- A. To balance athletics and other extra curricular activities with each student’s academic responsibilities.
- B. To encourage, build, and promote both the individual’s moral character and physical development.
- C. To develop in each participant, positive self esteem, self-confidence, and the desire to excel in each activity.
- D. To develop and promote a high regard for hard work and good sportsmanship while participating in each activity.
- E. To learn co-operation with other athletes/students and coaches/advisors.
- F. To adhere to the philosophy of “Commitment To Excellence”

III. Student Requirements

A. Each student must have the following completed **BEFORE** they can participate in any activity at Polo Community School District.

1. **CURRENT PHYSICAL EXAM** - Each student athlete must have a current physical exam form or physician's statement on file with the PCHS Nurse and Office. Each student must have a physical **BEFORE** they may practice or compete in their sport. Each physical is valid for one calendar year from the date the physical exam was completed. It is the student / athlete responsibility to arrange for the physical exam.
2. **PARENT / GUARDIAN PERMISSION SLIP** - This is to be signed by the parent / guardian and the student / athlete regarding accepting the rules outlined in the PCHS Activities Handbook. This will also include a personal information section that is to be filled out by the parent / guardian. This sheet must be turned in **BEFORE** a student / athlete will be allowed to compete in their sport.
3. **ATHLETIC PARTICIPATION FEES** - Each PCHS athlete is to pay a participation fee **BEFORE** they are allowed to participate in the first scheduled contest. The participation fees are as follows:

First Sport:	\$ 20.00
Second Sport	\$ 20.00
Third Sport	\$ 10.00
Family Cap	\$100.00

4. The student / athlete and their parents must attend the Pre- Season Meetings, preferably before the beginning of the fall, winter or spring sport seasons. If special situations warrant a meeting following the beginning of the season, the reasons must be cleared through the PCHS Activities Department. At this time, the PCHS Activities Department parent / student waiver must be signed. The acknowledgement and signature is good for the entire year by both the parent / guardian and the student / athlete. The pre- season meetings are designed for the parent / guardian to meet the coach / advisor prior to the start of the season. The coach / advisor will explain team rules and player expectations at this time and will allow questions from the parents / guardians. Failure of the student / athlete and the parent / guardian to attend the mandatory pre- season meeting will result in the student athlete not being allowed to participate. They will not be allowed to participate until the parent / student waiver is signed and delivered **IN PERSON** by the parent / guardian or student to either the PCHS Office or the Activities Department Office.

IV. Sports Offered By Polo Community School District

	<u>HS Boy's</u>	<u>HS Girl's</u>	<u>MS Boy's</u>	<u>MS Girl's</u>
Fall	Football Golf	Volleyball Cheerleading Dance Golf		Volleyball
Winter	Basketball Wrestling	Basketball Cheerleading Dance	Basketball Wrestling#	Cheerleading Basketball
Spring	Track Baseball*	Track Softball*	Track	Track

Reflects a Cooperative with Milledgeville and Eastland

* Reflects a Cooperative with Milledgeville

V. Clubs and Organizations Offered By Polo Community School District

Academic Team	Band	Chorus
Varsity Club	Cycle	FFA
Marcolite	Drama Club	Plays
NHS	FCCLA	Musicals
Spanish Club	Student Council	

VI. Extra Curricular Code of Conduct for Polo Community School District

(as per Board policy 7:240)

1. The Superintendent, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code should notify participants that failure to abide by them could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the School Board.
All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide each participant with a copy.
2. Participation in extracurricular activities is considered a privilege rather than a right for those students who qualify for them. Each coach / sponsor may set appropriate standards for training, participation, sportsmanship, conduct, appearance, etc. for each extracurricular activity but certain regulations transcend coaches / sponsors prerogative and apply to all representatives of the Polo Community School District.

- A. Regulations of the Illinois High School Association
- B. Regulations of the Northwest Upstate Illini Conference
- C. Regulations of the Polo Community School District
- D. Regulations of Polo Community High School
- E. Regulations of the Route 72 Conference
- F. Regulations of Aplington Middle School

Although it is impractical to attempt to enumerate all regulations governing eligibility for participation, those which seem to stimulate the most questions are explained here. For further explanations, reference should be made to the above named authorities and / or regulations.

AGE: Age eligibility is specified by the IHSA and certain conference sports.

RESIDENCE: Eligibility of any student who moves into the district will be determined by IHSA regulation. Residence **MUST** be established prior to the eleventh day of the semester in order to participate that semester.

INSURANCE: The Polo Community School District does not carry any accident or medical insurance for students. Parents are encouraged to provide appropriate insurance coverage for their children.

PHYSICAL EXAMINATION: A physical examination and statement by a qualified doctor is required of all ninth grade students and of other students enrolling for the first time. A certification of physical fitness is required annually for interscholastic competition, pom poms, and cheerleading, and must be filed prior to active participation and dated not more than twelve months before participation.

PARENTAL CONSENT: Parents are encouraged to keep informed of their child's activities. Although special, written confirmation may be required in certain instances, a student's enrollment and participation in an activity is taken as parental consent and approval.

PARTICIPATION AND ELIGIBILITY:

ATTENDANCE: Students must be enrolled full time in a District 222 school and must be in attendance one half day immediately prior to participation unless previously arranged with the Activities Director or Head Coach due to a funeral or medical appointments that cannot be rescheduled.

PHYSICAL EDUCATION: Each PCHS Student is expected to dress and participate in Physical Education. Not dressing or lack of participation will be dealt with individually. Final decision on each situation will be by the PCHS principal.

ACTIVITY RULES: Reasonable regulations will be established by the Head Coach / sponsor or each sport. Violation of rules may result in suspension from participation.

CERTIFICATION: Academic eligibility, health examinations, residence, age, and other certifications, are required prior to participation. A student who participates on a non-school team during the season the sport / activity is in progress, may not participate and represent the school on an interscholastic team in the same sport/activity.

DEFINITIONS:

1. **Sport / Activity Season:** The sport season shall start with the first official team practice. The sport season shall end when the coach / sponsor dismisses the team or the individual.
2. **Suspension period:** The nine weeks shall count off season time (that is, time between sport seasons) The calendar year will be from date of offense. Individuals will not be permitted to participate including practice, during a one year suspension period.

VII. Academic Eligibility and Certification

Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school sponsored or school supported athletic or extracurricular activities, a student must meet the criteria described below:

Polo Community High School

1. No more than one failing semester grade in any subject for the immediately preceding semester.
2. Must be passing 7 of 8 current courses based on cumulative semester grades.

Aplington Middle School

(as per Board Policy 6:190)

Academic eligibility begins the first day of the activity. A student failing any two classes on the ineligibility sheet will be unable to participate in any competitive event, or extracurricular event, whichever is appropriate for that week. Eligibility will be determined on Friday, with the eligibility sheet being returned to the office no later than Wednesday noon. Ineligibility will be the following week. Academic ineligibility allows the student to practice but not participate in the competitive event for that week. If any student has four weeks of consecutive ineligibility, he/she will be dropped from the extra – curricular activity. Ineligible students may not attend away events with their respective teams.

Eligibility for participation must be certified no less than five days and not more than ten days before the activity by the Principal of the school. Once a student is certified ineligible, the student is suspended from that activity until the student is certified eligible again at the next regular eligibility check.

Aplington Middle School students are encouraged to participate in extracurricular activities. All students must meet the following criteria to participate in extracurricular/interscholastic events at Aplington Middle School:

1. Age appropriate requirements
2. Grade appropriate requirements
3. Criteria set forth by the Route 72 Conference
4. Physical on file requirement
5. Rules and regulations per sport signed by Parent / Guardian requirement
6. Academic criteria

VIII. Code Violations and Consequences

(As per Board Policy 7.240 / Section RI)

The following are prohibited behaviors and will be subject to the consequences outlined below.

After the first violation in any category, a second violation in any category will be considered a second offense.

A. Possession, smoking and / or use of tobacco.

FIRST OFFENSE: Suspension from extra-curricular activities for two weeks of competition and voluntary participation and assessment and follow up recommendations by an administratively approved agency. OR suspension from extra-curricular activities for nine school weeks or the remainder of the season, whichever is greater. The student will be allowed to practice.

SECOND OFFENSE: Suspension from extra-curricular activities for one calendar year.

THIRD OFFENSE: Suspension from extra-curricular activities for the student's school career.

B. Possession, use, distribution or being under the influence of alcohol.

FIRST OFFENSE: Suspension from extra-curricular activities for three weeks of competition and voluntary participation in assessment and follow up recommendations by an administratively approved agency. OR suspension from extra-curricular activities for twelve school weeks or the remainder of the season, whichever is greater. The student will be allowed to practice.

SECOND OFFENSE: Suspension from extra-curricular activities for one calendar year.

THIRD OFFENSE: Suspension from extra-curricular activities for the student's school career.

- C. Possession, use, distribution or being under the influence of any illegal drugs , or abuse of prescription or non-prescription drugs.

FIRST OFFENSE: Suspension from extra-curricular activities for four weeks of competition and voluntary participation in assessment and follow up recommendations by an administratively approved agency. OR suspension from extra-curricular activities for eighteen school weeks or the remainder of the season, whichever is greater. The student will be allowed to practice.

SECOND OFFENSE: Suspension from extra-curricular activities for one calendar year

THIRD OFFENSE: Suspension from extra-curricular activities for the student's school career.

- D. Student involvement with law enforcement.

Any extra – curricular participant found guilty by a court of law or admitting to possession of alcohol or controlled substance will be subject to the discipline actions described in policy sections A, B and C as listed above.

Any extra-curricular participant found guilty of a felony will be subject to the disciplinary actions described in policy sections C as listed above.

Any student that is suspended from extra-curricular activities for one calendar year, due to code violation, will not be permitted to participate in any extra-curricular activities after the one year period until the student and parents/guardians have met with a committee of the Coach / Advisor , the Activities Director and the Principal. A calendar year suspension from extra-curriculars shall apply to all sports, clubs and organizations.

This policy shall be in effect for a calendar year: defined as beginning with the first school activity (1st day of fall sports teams practice – August 12th, 2009) and ending on August 11th, 2010.

- E. Procedures

An administrator shall be involved in any investigation. In administering code violations, the following procedure shall be followed.

- A. The administrator and coach / advisor involved shall determine whether or not a violation took place.
- If an administrator / coach / advisor personally witnesses a violation, it shall be considered a clear-cut offense.

- If an administrator / coach / advisor is told of a violation by a school official or faculty member who witnessed the violation, it shall be considered a clear cut offense
 - If an administrator / coach / advisor is told of a violation by a student or non-school person (adult or child), the offense shall be considered invalid unless the student in question admits the violation.
- B. The administrator, after investigating the accusation, shall confront the student to discuss the violation, proven or not. At this meeting, the administrator and advisor / coach shall present the accusation, discuss the seriousness of the offense and attempt to make a determination of guilty.
- C. A student shall be judged guilty only if evidence is clear-cut (see above) or if the student admits to guilt.
- F. Right of the student to a hearing (case review)
- A. An accused student may request a hearing to have his / her case and punishment reviewed.
- The case shall be reviewed by a hearing committee composed of the coach / advisor, the Activities Director and the Principal.
 - The student shall be present at the review hearing to state his / her case.
 - The hearing shall be held within three school days after the request is made and a decision reached in not more than five days of the request.
 - The decision will be issued in written form and presented to all parties involved.

Definitions:

- Extra curricular activity season – the policy is a year round policy. For incoming 9th graders, the policy will start August 12, 2009. For students that have already enrolled in high school the policy is in effect until they graduate or transfer out of Polo High School
- Suspension period – the nine weeks shall count off-season time (that is, time between sport seasons). The calendar year is to be from the date of the offense. Individuals will not be permitted to participate; including practices, during a one year suspension period.

IX. Athletic Awards

Varsity Letters

1. Every Junior/ Senior player that becomes a member of a PCHS Varsity team during the season and finishes the season shall receive a Varsity Letter (P).
* will **not** receive a varsity letter if suspended because of a code violation
2. A sophomore or freshman may earn a varsity letter if meeting the requirements for their sport.
 - A - Football
Participate in ¼ of quarters played for season
 - B - Volleyball
Participate in 1/3 of games for matches played for season
 - C - Golf
Participate in 4 varsity matches
 - D - Basketball
Participate in ¼ of quarters played for season
 - E - Wrestling
Participate in ¼ of varsity matches for season
 - F - Track
Participate in ¼ of track varsity track meets for season
 - G -Baseball/Softball
Rules set by Milledgeville School District
 - H - Cheerleading
Been a Varsity member for entire season
 - I - Dance
Been a Varsity member for entire season
 - J - Coaches discretion on varsity lettering an individual
3. PCHS Varsity athletes will receive one Varsity Letter (P) in high school.
4. The first Varsity Letter earned for each athlete will receive:
 - 1- Varsity Letter (P)
 - 1- Varsity Letter Award Certificate
5. The second, third and fourth Varsity Letter earned for each athlete will receive:
 - 1 - Varsity Letter Award Certificate
 - 1 - Varsity Sport Pin

Sophomore (JV) Letters

- 1 An athlete will earn a Sophomore Letter (small P) if he/she becomes a member of a PCHS Sophomore team and finishes the season.
- 2 PCHS athletes will receive one Sophomore Letter (small P) in high school.
- 3 The Sophomore Letter recipient will receive:
 - 1 - Sophomore Letter (or numerals if they choose)
 - 1 - Certificate of Participation
- 4 Any remaining awards given at the Sophomore level will be:
 - 1 - Certificate of Participation
- 5 A Sophomore receiving a Varsity Letter will not receive a Sophomore Letter

Freshman Letters (Numerals)

1. An athlete will receive his / her numerals if he / she becomes a member of a PCHS Freshman/Sophomore team and finishes the season.
2. PCHS athletes will receive one set of numerals while in high school.
3. The first Freshman letter recipient will receive:
 - 1 - Numerals
 - 1 - Certificate of Participation
4. Any remaining awards given at the Freshman level will be:
 - 1 - Certificate of Participation
5. A freshman earning a varsity letter, will not receive their numerals.

PCHS Tri-Athlete Award

1. Any athlete that receives a Varsity Letter in 3 consecutive year sports shall receive a PCHS Tri-Athlete Letter.
2. The Varsity Letters must be earned in 3 seasons (Fall – Winter – Spring) .
3. A PCHS athlete may win as many Tri-Athlete Letters as possible.

PCHS 12 Sport Athlete Award

1. Any PCHS athlete that participates in 12 cumulative sports at the completion of their Senior year shall be awarded the PCHS 12 Sport Athlete Award.
2. Each recipient will be honored at the PCHS Awards Ceremony and will be awarded a commemorative plaque signifying their athletic achievements.
3. Sports that qualify for Tri-Athlete and 12 sport are:
Football – golf – volleyball – independent cross county – cheerleading – basketball – wrestling – track – baseball - softball

X. Sports in a season

1. Freshman have one week of practice to switch sports
2. Sophomore, Juniors and Seniors have to stay with 1st choice.

XI. Student Athlete Behavior during Practice and Contests

1. It is the student / athlete's responsibility to learn and demonstrate proper behavior. Such behavior can be described as actions by student / athletes which promote cooperation and learning during practice, which encourage a positive work ethic, and which results in competitive performance with good sportsmanship.

2. The coach / staff for the benefit of the team and community, will not tolerate the actions of players who show a disregard for positive behavior and actions. Therefore, if improper behavior is observed during practice or game situations, corrective disciplinary action will be taken.
3. The coach / advisor will establish individual guidelines as to determine what disciplinary actions will be taken. These guidelines will be explained in detail, at the individual coach / parent meeting prior to the beginning of each season.
4. Profanity, sexual innuendoes, harassment and the like is strongly prohibited and will be dealt with according to Polo Community School District Board Policy.
5. Polo CUSD #222 students will NOT take clothing or other items from schools that we are participating against or as visitors of that school.

XII. Care and Return of School Uniforms and Equipment

1. All uniforms and equipment issued to the student / athlete must be returned within ONE WEEK of the final scheduled game or contest. After this week, a letter and summarized bill will be sent to the legal address of the student / athlete. It is expected that the uniform and / or equipment are returned within the one-week grace period clean and in the shape it was issued.
2. Lost or stolen items are the responsibility of the athlete and he/she must pay the present day replacement cost of any items issued in his/her name that have not been returned.
3. Any items that have been damaged, beyond normal wear and tear, must be replaced or repaired. The replacement or repair cost is the sole responsibility of the student / athlete.
4. No awards will be given to the student / athlete until all pieces of equipment and / or uniforms issued to him / her have been returned and accounted for through the coaching staff and the Activities Director.
5. No student / athlete will be allowed to begin the next athletic season or any high school activity, until all equipment and / or uniforms have been returned and accounted for through the coaching staff and the Activities Director.

XIII. School Transportation

1. Students will be transferred to an activity and back to Polo with a school vehicle.
2. Students may return to Polo with a parent or guardian. (parent or guardian must sign out with varsity coach or designated coach after the activity)
3. If parent or guardian is not at activity – student must ride back to Polo on school vehicle
4. Doctor appointments or other special situations may be allowed with prior approval from administration.

XIV. Emergency practice and games

1. Early dismissal from school because of weather (snow or ice) – practice will not be conducted.
2. Games will be determined on an individual basis.
3. School not being held because of other circumstances (ex: water pipe breakage) will be determined on an individual basis.

XX. Dual Sport Participation

1. Dual sport participation will be allowed if the following criteria are met:
 - A. Both head coaches, principal and activities director agree that the dual-sport participation is feasible
 - B. The participating student will meet all the practice requirements and attend all the competition events of both sports.
 - C. That regular practice schedules will not be altered to meet the needs of one individual rather than the team.
2. All requests will be determined on an individual basis.

XXI. Coach/Parent/Athlete Conferences

1. Conference with coaches should be arranged ahead of time
2. Call School to set up an appointment
3. Coach not in school district – call AD to set up appointment
4. Do not call coach at home
5. Do not talk to coach after a contest
6. Meeting about your child only

*Written by Kris Kline, Activities Director
April 23, 2001
(Revisions 2/12/02, 5/5/03, 5/20/03, 7/19/04, 8/8/05, 7/27/09)