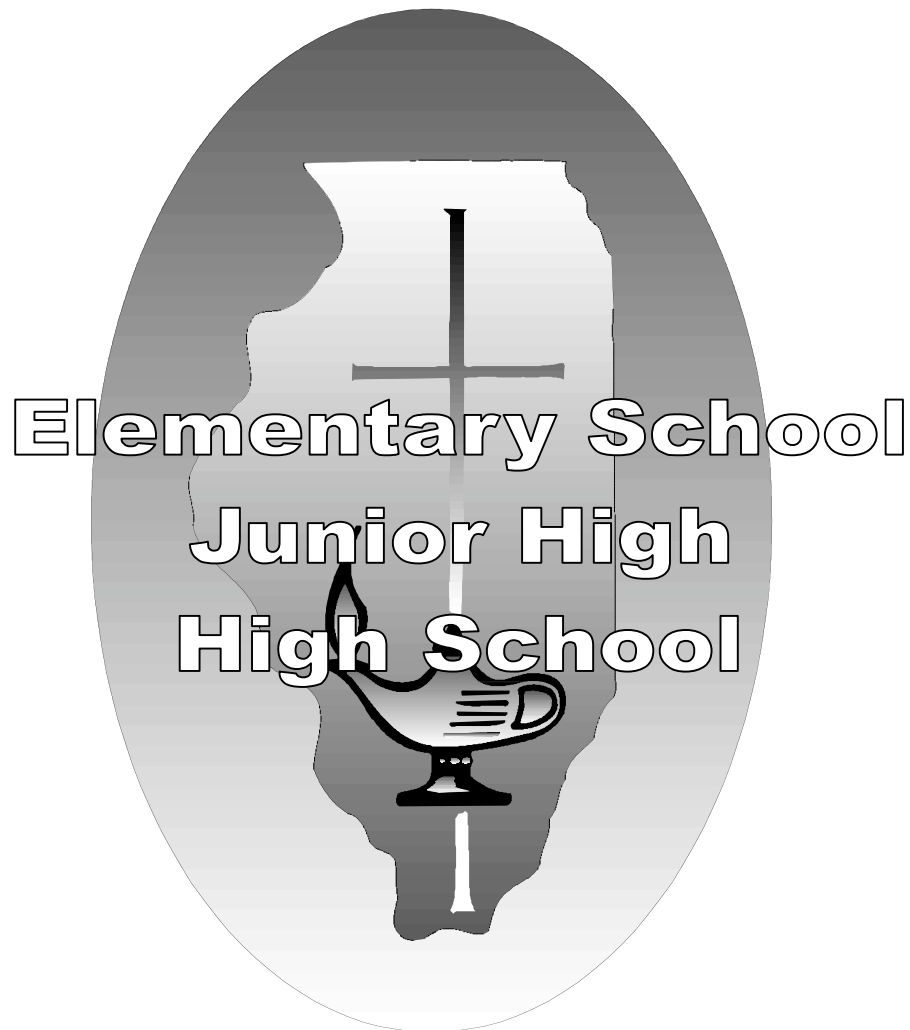


Illinois Lutheran



High School
Co-Curricular Handbook
2009-2010

STATEMENT OF PHILOSOPHY

Illinois Lutheran High School exists to provide a Christ-centered education for its students. This Christian focus does not stop in the classroom but also extends in the area of co-curricular activities. Students at ILHS represent their school and their Savior while they are participating in co-curricular's at ILHS.

Illinois Lutheran High School recognizes co-curricular activities as an integral part of our students' education. Participation in these activities provides opportunities for personal growth, skill development, socialization, creativity and competitive experiences.

It is the belief of Illinois Lutheran High School that involvement in co-curricular activities is a privilege, which comes with certain expectations and responsibilities. It is in the interest of the school and church foundation that standards be maintained concerning academic performance and personal behavior.

THE GOALS OF CO-CURRICULAR ACTIVITIES

Every student will have the opportunity to:

1. Receive instruction from Christian coaches committed to the students well-being
2. Strive for mastery in the use of God-given talents
3. Learn to cooperate with others and work with a team or group
4. Develop to encourage all students who participate in co-curricular activities to reach their God-given potential
5. Use activities for learning self-discipline, loyalty, team play, cooperation, respect for the right of others, and the will to be successful
6. Develop school spirit and commitment

PURPOSE OF HANDBOOK

The purpose of this handbook is to acquaint the students in the activities program in grades 9-12 with the policies and regulations of ILHS and the IHSA as related to co-curricular activities at ILHS.

NON-DISCRIMINATION

No person shall, on the basis of handicap, race, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity at ILHS.

CO-CURRICULAR ACTIVITIES

Co-curricular activities at ILHS shall be defined to be: volleyball, soccer, student council, drama, basketball, cheerleading, Micahtam, yearbook, scholastics bowl, baseball and softball, and any other co-curricular activity added during the year. The rules and guidelines included within this handbook shall pertain to these activities.

CO-CURRICULAR ACADEMIC ELIGIBILITY

All students are eligible to participate in any co-curricular activities and privileges of ILHS. A student forfeits these privileges by not maintaining good academic standing. In order to remain eligible, a student must maintain a 1.67 (C-) grade point average and have no failing grades.

Eligibility will be reviewed on a week-to-week basis. Students not meeting the eligibility requirements will be ruled ineligible to participate in co-curricular activities from Monday to Monday. An eligibility report will be submitted to faculty members every Monday morning ***beginning with the first Monday after the eight day schedule has cycled through in a marking period.*** Coaches or sponsors have the responsibility of notifying the ineligible students.

Ineligible high school students may practice, but not participate, in games, activities or performances if they attend Academic Intervention ***every day it is offered*** during the ineligibility period. Students opting to not attend Academic Intervention will not be permitted to practice or participate. ***IF during the week a student misses an Academic Intervention, but attends a practice, the student will not be allowed to participate in practices or games the following week.*** When students are reinstated to co-curricular activities, the coach or sponsor determines the level of participation. ***A student that is ineligible at the end of a marking period will be ineligible for the first week of the next marking period.***

Additionally, as a member of the IHSA, Illinois Lutheran High School students will comply with that organization's eligibility requirements.

For these guidelines, see page 9-11

ATTENDANCE

Participation in a co-curricular activity will be forfeited on any day a student is absent from school. An absence shall be defined as missing one full class period or more. Exceptions to this rule would include:

1. School sponsored activity
2. Cases of family emergency (approved by Administration)
3. Written medical release from a physician
4. Doctors/Dentist appointment
5. Others at the discretion of the Director of Co-Curricular's

A student may be subject to penalties, due to absence, at the coach's discretion.

SUSPENSIONS IN SCHOOL

Any students serving an in-school suspension may not participate in co-curricular activities on the day(s) they are serving their suspension. However, students serving an in-school suspension on Friday would be allowed to participate on the following Saturday or Sunday provided that they have completed their suspension.

SUSPENSIONS OUT OF SCHOOL

A student who is serving an out of school suspension may not participate in any practices or contests on days or portions of days of scheduled contests, functions, and practices when the suspension is in effect until it is fully served. This may include Saturday competition, i.e., suspended on Friday and Monday. Students may not practice on days when the suspension is in effect.

Absences due to a scheduled contest/event/performance:

1. These absences do not count towards your attendance totals listed in the student handbook.
2. All class work missed due to this type of absence is considered excused and needs to be made up according to the process set up by Illinois Lutheran High School.
3. It is the **students responsibility** to get this work and turn it in.

PRACTICE ATTENDANCE

It should be the goal of every student to be at all practices. Improvement within a group comes from hard work and consistent attendance at practices. If, for a valid reason, that student must miss practice, that student must excuse to his coach in advance. Unexcused absences should not occur as this hampers practice/game planning. Unexcused absences will be dealt with by the coach. An injured player should be in attendance at practices unless otherwise excused by the coach.

DROPPING A CO-CURRICULAR ACTIVITY

Participating in co-curricular activities is a privilege that only a limited number of students can enjoy. When a student tries out for a co-curricular group and is selected as a group/team member, that person has made a commitment to the coaching staff and other co-curricular group members. That commitment involves being a positive contributing member for the entire season. If a student fails to live up to his/her commitment and quits a co-curricular group, the student has violated the trust of the coach and group/team. In order to be sure that each student who tries out for a co-curricular group is truly committed to being a team member this policy will be followed:

Those students trying out for a co-curricular group will be allowed to withdraw from participation without penalty up until the final group selection is made. If a student chooses to quit a co-curricular group after being chosen as a team member,

and the reason(s) given for quitting is not acceptable to the coaching staff or activities director, that athlete will forfeit potential awards for that activity and will be ineligible to participate in co-curricular activities for the next 3 months of actual school days.

A co-curricular group member will be able to withdraw without penalty if circumstances or situations beyond his/her control make it difficult or impossible for the student to continue as a member of the group/team.

CRITERIA FOR LETTERING

Varsity letters will be earned based on the criteria established by the coach in each particular activity. A student who quits or is dismissed from a group for disciplinary reasons or for loss of eligibility does not earn a letter. Losing eligibility because of grades is considered avoidable. A student who is injured may receive a letter based on participation up to the time an injury occurred.

CO-CURRICULAR CODE OF CONDUCT

1. The use or possession of alcohol, tobacco or any illegal controlled substance is forbidden. It is a violation of the laws of the State of Illinois and therefore God's law.

If the school administrator (or his designate) upon review of the reported incident, has reason to believe that a student has violated this policy, on or off campus, he (or his designate) will immediately notify the parents/guardians of the student. A meeting will be arranged with the student, the student's parents or guardians, the athletic director, the sports coach and the administrator (or his designate) to review the incident and discuss any penalty that may be imposed for each activity that the student is involved with at the time of the infraction. In the event that a penalty is imposed, the student will be subject to the following disciplinary action:

- **1st offense:** a participation suspension of 20% of the co-curricular's scheduled activities. With the coach's consent, the student will be allowed to practice and attend the scheduled activities during the suspension.
- **2nd offense:** a participation suspension of 50% of the co-curricular's scheduled activities. With the coach's consent, the student will be allowed to practice and attend the scheduled activities during the suspension.
- **3rd offense:** a participation suspension from all ILHS co-curricular's scheduled activities for one calendar year. The student will not be allowed to practice but may attend co-curricular events during the suspension.
- **4th offense:** a participation suspension from all ILHS co-curricular activities for the remainder of the student's high school career.

Any suspended student forfeits all letters and post-season awards for any co-curricular activity in which the suspension occurs. Letters and awards in carryover suspension periods will be at the discretion of the coach and activities director.

Definitions:

- **Participation suspension:** the student will not play or dress for the scheduled events; suspension may extend into post-season events
- **Co-curricular scheduled events:** the number of scheduled events throughout a school year or particular sports season. (Does not include post season)
- **Co-curricular activity-** training rules are in effect throughout the entire school year. Not just during the student's specific activity.
- **Carry-over suspension:** if the suspension does not conclude during the sports season in which the violation occurred, the remaining suspension penalty continues into the next season in which the student participates.

2. Individual coaches and advisors may impose curfews as well as dress and grooming requirements for students. Disciplinary action for not abiding by such requirements rests with the coaches. It is recommended that students get proper rest in order to perform at their best.

3. A student involved in co-curricular's must be above suspicion. The coach's discretion will be used in disciplining students whose behavior creates doubt as to their willingness to comply with the philosophy and rules of the co-curricular department. Participation in co-curricular's is a privilege, not a right. Conduct unbecoming a student co-curricular participant may include, but is not limited to the following:

- A. Stealing in or out of school
- B. Flagrant misbehavior in class
- C. Criminal Behavior
- D. Disrespectful attitude to school personnel
- E. Other conduct which adversely affects and relates to the management of the school.
- F. Harassment/Hazing
- G. Attendance/association at events/parties/gatherings where drugs and/or alcohol are being used/consumed and/or taken by minors.

All misconduct referrals must be submitted to the Activity Director in writing. The disposition of each case will be based on each incidents individual set of

circumstances. The Activity director will determine minimum penalties for any other unacceptable conduct contrary to the ideals, principles and standards of ILHS.

Minimum action- Conference with athlete and parent(s)

Maximum Action- Suspension from athletic competition for a period of one year.

ATHLETIC GUIDELINES

Statement of Risk

It is the hope of the faculty and staff of ILHS that participation in interscholastic sports will be a fun and rewarding experience. However, along with that fun and learning that will take place, each athlete and his/her parents should be aware of the inherent risk the athlete runs when participating in a sport.

In most cases, if injuries occur at all, they are minor bumps and bruises. But certainly the possibility exists for more serious injury. Participating in any sport exposes an athlete to many risks of injury. Those injuries include, but are not limited to: death, paralysis due to serious neck and back injuries, brain damage, damage to internal organs, serious injuries to the bones, joints and tendons, and general deterioration of health. Such injuries can result not only in temporary loss of function, but also in serious impairment of future physical, psychological, and social abilities, including the ability to earn a living.

In an effort to make each sport as safe as possible, the coaches will instruct players concerning the rules and correct mechanics of all skills pertaining to that particular sport. It is vital that all athletes follow the coaches' skill instructions, training rules, and team policies to decrease the possibility of serious injury.

Locker Rooms

ILHS teams will always leave visiting locker rooms as clean as they were found. Locker rooms used for home games and practices will be left clean. All items will be removed from the locker room or stored neatly away after each game or practice. A locker room is used for storage and personal grooming. ILHS athletes will show respect for personal property and for each other at all times.

Transportation To and From Events

To promote team and school unity and for safety reasons athletes will ride to and from games with the team on a team bus, school van or part of a school caravan. If out of necessity, the athlete needs to make some other arrangements, permission is required from the coach.

In order to supplement the costs of transportation, each athlete will be required to pay a \$60.00 transportation fee for each sport that they are involved in. This fee needs to be turned in to the High School office before the

first game of each season in order for the athlete to be eligible to play.

Emergency Procedures

1. Never move an injured athlete. Call for a coach. Improper movement could result in permanent damage to the injured party.
2. Report all injuries to the coach. Athletes should not “hide” their injuries. An athlete’s well-being is more important than the contest being played.

Insurance

Each student athlete must provide insurance verification prior to practicing or participating in an athletic contest.

Physical Examinations

Each student wishing to participate in interscholastic athletics must have a physical form on file in the office before he/she will be allowed to practice.

Equipment and Uniforms

All athletes are expected to assist the coaches in taking care of equipment, especially all uniforms that are issued. It is the responsibility all must share. Athletes will be responsible for all lost or damaged items and will be required to pay the full replacement cost for such uniforms.

**Illinois High School
Association (For 2008-09
School Term)
(Revised 3/15/08)**

**Key Provisions Regarding
IHSA Rules**

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws.

They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic

eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules; please contact your principal/official representative.

1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).

B. You must have passed and received credit toward graduation for

twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or

B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or

C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or

D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or

E. You attend the private/parochial high school which one or both of your parents attended; or

F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred.

For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both our former and the new school concur with your transfer;
4. Your transfer is from one private/parochial school to another private/parochial school

located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;

5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the bylaws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age

at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.

Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate.

You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected

with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given.

Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests

after the authorized ending date.

This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.

2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are

a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:

1. The high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.

B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.

C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:

1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar (August 3, 2008).

D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic

athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's

next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.