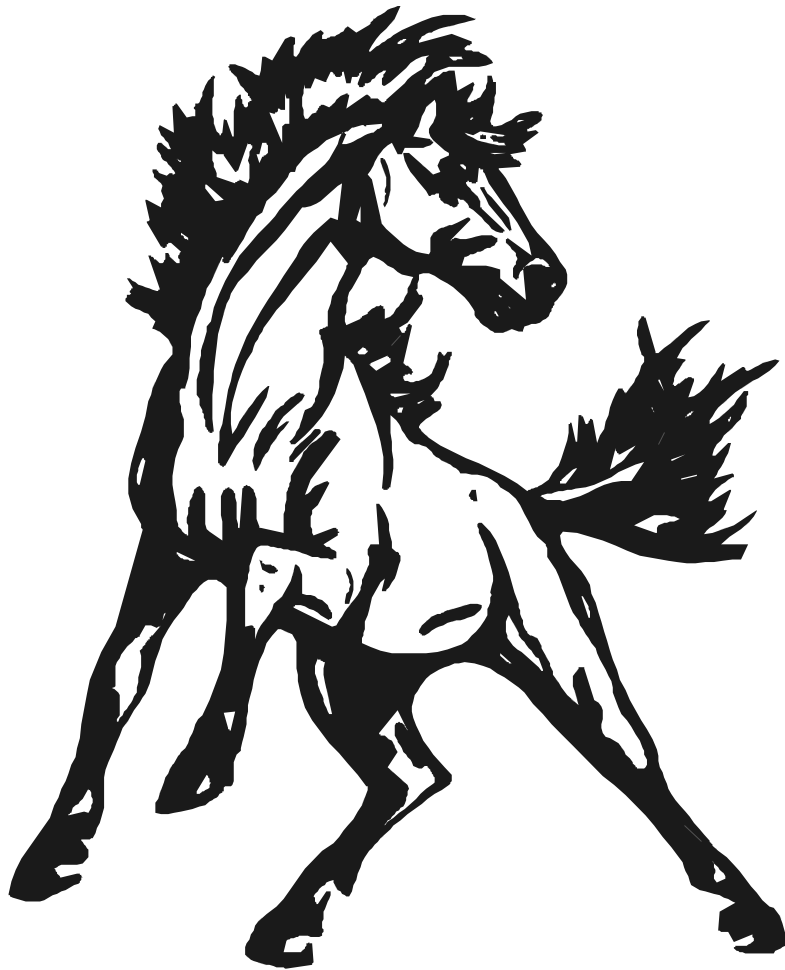


Evergreen Park Community High School

District 231

February, 2020

EXTRA-CURRICULAR HANDBOOK



Evergreen Park Community High School – District 231

Extra-Curricular Handbook

TABLE OF CONTENTS

Evergreen Park Community High School – District 231
Purpose	1
General Information Regarding All Co-Curricular Programs	2
Philosophy.....	2
Goals Of Co-Curricular Program	2
Co-Curricular Guidelines	2
Publicity And Communications.....	2
Daily Announcements.....	2
Recruiting Functions.....	2
Electronic Message Board, Outside Marquee And Web	3
Posters, Banners And Multi Media (Movies, Powerpoint, Presentations).....	3
Public Relations	3
General Field Trip Procedures	3
Participation Rules For Co-Curricular Competition	5
Student/Coach Attendance.....	5
Suspension	5
Equipment.....	5
Conduct Code For Participants In Extracurricular Activities (Board Policy 7:240)	5
Performance Enhancing Drug Testing.....	5
Student Athlete Concussions And Head Injuries (See Board Policy 7:305).....	6
Extracurricular Activities Code	6
Consequences.....	6
Parties/Drinking Policy	7
Legal Guidelines For Sponsors	7
Finance & Accounting	8
Student Activity Funds	8
Questions About Student Activities And Student Activity Funds	8
General Finance Information	8
Fundraising Activities	9
Cash Handling And Collection	10
Expenditures	11
Ethics	12
ACTIVITIES.....	13
Sponsor Responsibilities.....	14
Activity Program Information.....	14
Student Accidents	14
Club Membership Rosters.....	15
Club Meetings	15
Club Information.....	15
Eligibility	15
Scheduling Events And Reserving Dates.....	15
Transportation (Bus/Mid Bus)	15
Co-Curricular Activities And Dances	16
Sponsor Evaluation	16
Music Booster Club & Mustang Booster Club	17
Forms	17
New Activity Approval Process.....	17
Co-Curricular Affiliations.....	17
South Suburban Conference (Ssc)	17

Illinois High School Association (Ihsa)	17
ATHLETICS	19
Coaching At Evergreen Park Community High School.....	20
Coaches Checklist	21
Athletes Coming Out For Sports:.....	22
Students Joining A Sports Team After The Season Has Started.	22
Eligibility	22
Student/Coach Attendance Requirements (Practice Or Contest).....	23
Student Athlete Concussions And Head Injuries	23
Student Violations Of The Co-Curricular Code	23
I.H.S.A. Unsportsmanlike Conduct Policy	23
Dropped Athlete.....	23
Rules And Regulations	24
Locker Room	24
Locker Room Supervision	24
Training Room (Northwest Corner Of Main Gym.)	25
Injuries	25
Equipment Cages	26
Practices	26
Practice Area.....	27
Weight Room (Team In Season – If No Supervisor Is Present)	27
Program Responsibility.....	28
Use Of School Facilities	28
Purchasing Procedures	28
Fundraisers.....	28
Booster Club	29
Early Dismissals.....	29
Away Trips (Have Copy Of The Bus Schedule And Bus Phone Number).....	29
Pre-Season (Meetings And Conditioning)	30
Game Set-Up - Responsibilities.....	30
Student Participation In Post Season/Summer Leagues.....	30
Evergreen Park Summer Camp Program	31
Summer Camp Procedures.....	31
Outside Participants	31
State Tournament Guidelines.....	31
Ncaa Initial - Eligibility Clearinghouse	32
End Of Season.....	32
Coaching Evaluation.....	32
Faculty/Division Meetings.....	33
Clinics And Seminars	33
Awards Night.....	33
Requirements For Receiving A Varsity Letter	33
Bus Evacuation Guidelines	33

Appendices

PURPOSE

District 231 provides the opportunity for students to participate in a wide variety of sports and co-curricular activities. This handbook describes the co-curricular guidelines and procedures and the financial accounting procedures for student activity funds. Coaches/Sponsors must understand and implement the guidelines and procedures contained within this handbook.

Because of the large amount of the student money received from and expended for student activities, the District requires accounting procedures that provide efficient, thorough, and safe management of these funds. In this handbook are the guidelines and sample forms sponsors should follow to facilitate the proper, administration, accounting and safe handling of student activity funds.

The Board recognizes that a student's academic education must take precedence over the participation in such activities. Please refer to the Academic Eligibility Policy in the "Student-Parent Handbook" for student participation. Student activity account procedures are regulated by the Board of Education Policy 5.0, Illinois Administrative Code 100.80 and the Illinois School Code Section 10-20.19(3).

GENERAL INFORMATION REGARDING ALL CO-CURRICULAR PROGRAMS

PHILOSOPHY

It is the belief of Evergreen Park Community High School, District 231 that participation in co-curricular activities offers individual students lifetime learning experience and is thus an essential ingredient to the education process. The student activity program is an extension of the total curriculum offered at District 231.

GOALS OF CO-CURRICULAR PROGRAM

- 1) To help students develop new interests and skills or to extend academic learning.
- 2) To provide an opportunity for student recognition.
- 3) To develop social skills that will aid students in fulfilling their place in a democratic and pluralistic society.
- 4) To provide opportunities for students to gain leadership skills, while practicing responsibility and accountability.
- 5) To promote school spirit and pride.
- 6) To develop a sense of membership in the school community.
- 7) To create opportunities for service which enhance student development.

CO-CURRICULAR GUIDELINES

It is the belief of Evergreen Park Community High School, District 231 that participation in co-curricular activities offers individual students lifetime learning experience and is thus an essential ingredient to the education process. All activities are governed by District 231 policy. All athletic and academic competition is administered under the guidelines and jurisdiction of the Illinois High School Association (IHSA) and the South Suburban Conference (SSC). Participants in co-curricular activities will be required to abide by the District 231 Activity/Athletic Code.

PUBLICITY AND COMMUNICATIONS

Daily Announcements

Announcements will be given at the beginning of second block on Monday, Wednesday, and Friday, and at the beginning of fourth block on Tuesday and Thursday. Information you wish to have announced should be given to the athletic director's secretary by 8:30 a.m. each day via e-mail according to current school policy.

Recruiting Functions

All paid coaches/sponsors must attend all recruiting functions (ie. 8th Grade Open House, Freshman Orientation Day, etc.)

Electronic Message Board, Outside Marquee and Web

Please allow one-week notice for messages about special events. Requests can be submitted to the Athletic/Activities Director. Generally, student names will appear on information boards within the building, while outside marquee will accommodate state recognition and top academic honors.

Posters, Banners and Multi Media (including but not limited to movies, PowerPoint, presentations)

All postings, publications (written or verbal) and presentations (including but not limited to speaker, PowerPoint, movies, etc.) must have the approval of the Athletic/Activities Director. Content for presentations must be approved before the event can be scheduled. Failure to comply will result in removal of or cancellation of the event. Postings should never be hung on glass, showcases, trophy cases, hallway doors or ceilings. Use masking tape to hang these items; do not use duct tape or cellophane tape. Unauthorized material or posters improperly displayed will be removed and discarded. Club members must remove all posters and banners immediately after the activity has ended. Please make every attempt to use the cork strips in the hallways, found by all drinking fountains.

Public Relations

Many organizations remember inside publicity, but neglect to advertise their events to the community. Please keep our communities informed about the positive aspects of our schools. The best way to reach the community is through the local newspaper and television stations. Please take the time to notify the Athletic/Activities Director of any noteworthy accomplishments.

The District 231 Board of Education receives monthly club updates. It is the coach/sponsors responsibility to submit club and sport season updates to the Athletic/Activities Director prior to the designated dates.

GENERAL FIELD TRIP PROCEDURES

1. Authorized field trips are those activities which are associated with a course, school club, or school connected contest and which have educational objectives, which augment classroom activities. Ordinarily club field trips during the day are not permitted.
2. While school is in session, field trips shall be limited to Illinois and adjacent states: Exception to this will only be considered for regional, state and national contests, or by school board approval. Overnight field trip requests must be submitted to the building Superintendent and school board at least one month prior to event.
3. Field trips held on school property will be handled in accordance with school policy.
4. All field trips must be under the supervision of a faculty sponsor. The "Application for Co-Curricular Field Trip" form is expected to be cleared two weeks in advance and approved by the Athletic/Activities Director (see "Field Trip Co-Curricular Application," Appendix 12).
5. All field trips shall be subject to safety precautions and conducted according to the rules established by the school, including parental consent and proper insurance coverage.
6. In general, sponsors of field trips need to alert other teachers at least two weeks in advance of any field trip which will cause absence from their classes. This should be handled through the attendance office.
7. All school day field trips will follow the guidelines set forth by the Curriculum Director. They must be submitted for approval by the designated dates in September and January.

8. Any motor-driven vehicle utilized for a field trip must be driven by a district employee, certified personnel, who have given a copy of their drivers' license to the facilities department.
9. Every effort should be made to schedule field trips so as not to interrupt other school functions.
10. Teachers taking students on field trips or competitions shall leave a list of names of those students who are participating on the clipboard on the door in the maintenance department.
11. Each student must obtain written consent from a parent or guardian before participating in a field trip (see "Parental Permission Form." Appendix 13).
12. Transportation costs for all field trips should be paid from regularly established field trip budgets or activity accounts.
13. For a student to participate in a co-curricular field trip, they must be listed on the roster which is on file with the Athletic/Activities Director.
14. Discuss transportation and use of facilities and equipment with the Athletic/Activity Director. Fill out the appropriate Transportation Request Form (see "Transportation Request Forms" Appendix 6 or 7)
15. Discuss the field trip with your students. Go over the itinerary. Discuss the purpose of the trip, punctuality, acceptable behavior, suggested dress, etc.
16. Set up communications. Complete all necessary forms at least three days prior to your trip. Parent permission slips should be completed and sponsors should carry them with them at all times. Telephone numbers of appropriate administrators for emergency use should also be obtained prior to the trip.
17. Discuss trip itinerary with bus driver prior to departure, if necessary.
18. Assume responsibility for your group. You are in charge of the trip, and you must be prepared to make decisions, which will safeguard the health and well-being of each student involved.
19. The sponsor must check in advance to see what requirements may exist concerning the number of chaperones needed to visit a particular site. Parents used as chaperones should be approved by the Athletic/Activity Director and should be properly briefed in advance as to their role. A copy of their driver's license must be submitted to the facilities department if they are used as a driver, and prior to becoming a chaperone, they must have completed a criminal background check.
20. Advisors and chaperones must see that all students are picked up at the end of the trip. Such arrangements must be made in advance, particularly when the field trip or tour terminates late at night.
21. Trips should be planned so that they are not a financial hardship for any student. Participation must be voluntary. If students are to pay any costs for the trip, money should be collected and submitted to the sponsor prior to departure. The sponsor will turn in all monies to the Athletic/Activity Director's Secretary before leaving on the trip. No more than \$100 should be kept with the sponsor at any time.

No District 231 employee shall sponsor or escort a group of students without previous administrative approval.

PARTICIPATION RULES FOR CO-CURRICULAR COMPETITION

Student/Coach Attendance

In order to participate in any co-curricular activity, a student must attend a minimum of two blocks with the exception of the prom. To attend prom, a student must be in attendance all day.

Coaches and sponsors must get pre-approval from the Athletic/Activities Director for any non-emergency absences during their paid season (practice or contest). Request must be submitted at least 48 hours in advance of the requested absence. (See Appendix 22: Coach/Sponsor Request for Absence)

Suspension

Students on out-of-school suspension are excluded from the building and all school activities (home or away) for the period of time indicated on the referral. Suspended students found on school property during school hours or at any school activity are regarded as trespassers and will be asked to leave or will be referred to the local police.

Equipment

All equipment or uniforms issued to a participant becomes the responsibility of the student to maintain properly and must be returned. A student will be placed on LOP until the uniform is returned or paid for in full.

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES (Board Policy 7:240)

The Administration, in cooperation with the Handbook Committee, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Administration periodically at their discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students participating in these programs.

Performance Enhancing Drug Testing

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

Student Athlete Concussions and Head Injuries (See Board Policy 7:305)

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/>.

EXTRACURRICULAR ACTIVITIES CODE

The primary purpose of the Evergreen Park Community High School Extracurricular program is to:

1. Foster the development of wholesome attitudes and leadership qualities.
2. Create and maintain loyalty both to the school and team.
3. Improve physical and mental conditioning and playing skills.
4. Encourage respect for rules and authority.
5. Establish the ideals for good sportsmanship.

It is our philosophy that: It is a privilege to participate in extracurricular activities and that with privileges come responsibilities. Those who accept the privilege of participating in extracurricular activities are expected to uphold the extracurricular code for the entire school year. Consequences will be given to those who do not uphold the code.

Student conduct is closely observed in many areas of life. It is essential that his/her behavior be above reproach. Therefore, we will not tolerate the following types of behavior.

- Insubordination
- Possession of or use of alcohol, tobacco, drugs or other substance
- Attendance at a party where alcohol is being served to minors
- Intimidation
- Fighting and/or possession of weapons
- Intentional damage of or theft of school property or the property of others
- Verbal abuse or profane gestures
- Repeated misbehavior
- Acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.
- Violations of school rules and regulations which could generally be regarded as being unbecoming of a student participating in co-curricular activities as determined by the coach, club/activity sponsor, athletic director, or other school officials.

CONSEQUENCES

Those students who do not follow the code and knowingly violate this code will be disciplined in accordance with the extracurricular code. Offenses accumulate over the course of four years. The following consequences are guidelines which will be followed by the coaches, Athletic Director, Activities Director, and the Administration. If the Administration agrees in determining that the violation or violations committed are sufficiently serious to warrant such, any step may be omitted and any more serious consequence, up to and including permanent removal from athletics/activities, may be imposed. The code does not apply to events, activities, or requirements that are a part of the course expectations or the restorative justice program.

Step 1 The student shall have a mandatory parent meeting with the administration. The student will be required to meet with the social worker. The student will be required to complete a mandatory restorative

justice component (6-10 hours). The restorative justice component must be completed within two weekends from being placed on this step.

Step 2 The student shall have mandatory parent meeting with the administration. The student will be required to meet with the social worker. The student shall lose eligibility for the next 2 weeks from their current season and/or the next season they compete in (minimum 2 contests/events, not to exceed 4 contests/events) from their athletic/activity contests/events but must still attend practice. The student can reduce the suspension to 1 week (minimum 1 contest/event, not to exceed 2 contests/events) by completing a restorative justice program that pertains to their violation that is preapproved by the administration prior to the suspension being reduced (10-15 hours). The restorative justice component must be completed within two weekends from being placed on this step.

Step 3 The student shall have mandatory parent meeting with the administration. The student shall lose eligibility for the next 4 weeks from their current season and/or the next season they compete in (minimum 4 contests/events, not to exceed 8 contests) from their athletic/activity contests but must still attend practice. The student can reduce the suspension to 2 weeks (minimum 2 contests, not to exceed 4 contests) by completing a restorative justice program that pertains to their violation that is preapproved by the administration prior to the suspension being reduced (15-20 hours). The restorative justice component must be completed within three weekends from being placed on this step.

Step 4 The student shall have mandatory parent meeting with the administration. The student shall lose eligibility for the remainder of the current season and the next extracurricular season (maximum 2 seasons). The student can regain eligibility based on a recommended restorative justice from the administration (15-20 hours). The restorative justice component must be completed within three weekends from being placed on this step.

Step 5 The student shall have mandatory parent meeting with the administration. The student shall be permanently suspended from extracurricular activities for the remainder of their high school career. The student may appeal to the administration in writing for reinstatement after 1 calendar year.

The extracurricular activities code begins with the first day for fall IHSA sports/activities and ends with the last day of spring sports/activities for the school year. Serious violation of the extracurricular code may result in immediate and/or permanent suspension from extracurricular participation, practice, and contests per the discretion of the administration. Gross misconduct/disobedience will be at administrative discretion.

PARTIES/DRINKING POLICY

Any student in an extracurricular activity who has a gathering of people at their residence where alcohol or drugs are consumed will be placed on step 4 and be ineligible for a minimum of the remainder of the current season and the next extracurricular season or event. Anyone who is in an extracurricular activity who attends the gathering will be placed on step 1 for the first offense. Future offenses will result in further disciplinary action. Consequences may be reduced if the student seeks and completes a school approved restorative justice program. Possible examples include but are not limited to: alcohol/drug awareness classes, counseling, psychological counseling/therapy, drug testing/screening, community service, restitution. Approval of programs must be given by the Administration. Program fees are the responsibility of the student and their parent/guardian. A written appeal must be received within 10 school days of notification of the proceeding decision.

LEGAL GUIDELINES FOR SPONSORS

1. Several basic considerations will protect the school and an advisor from litigation.
2. Provide adequate supervision. All meetings and after school activities require sponsor supervision. Courts rely on the standard of reasonable and prudent actions. Professional

educators should make decisions considering the best interest of students, as you are acting in *loco parentis*.

3. Follow the rules. Advisors should familiarize themselves with the Co-Curricular Handbook and the Student Planner. Published procedure and rules protect students and staff, as well as insure the efficient operation of student activities. All school rules pertain to on or off campus activities. Advisors must submit any other contract, organizational constitutions, or documents to the Athletic/Activities Director for approval.
4. Keep good records, including financial records, minutes, permission slips and inventories. All document procedures must be followed.
5. Report all injuries and accidents. Follow the procedures in the Co-Curricular Handbook. Students and staff must report accidents to the school nurse and the Athletic/Activities Director on the appropriate form as soon as possible (see “Incident/Accident Report”, Appendix 1). Sponsors should notify parents immediately, regardless of the seriousness of the accident. If an injured student requires transportation to a hospital, an adult must accompany the student. When in doubt about the seriousness of the injury, call 911.
6. Inspect and maintain facilities and equipment. Report repair needs and insure the safety of students.
7. Provide appropriate transportation. Request transportation in advance. Staff should not transport students in their own vehicles.

FINANCE & ACCOUNTING

Student Activity Funds

Student activity funds are those funds which are owned, operated and managed by organizations, clubs or associations (groups) within the student body under the guidance and direction of one or more faculty or staff members for educational, recreational or cultural purposes.

Student activity funds are used to safeguard and account for money raised by students and expended for the benefit of those students. Activity funds are characterized by student involvement with the direction and/or supervision of adult advisors.

Questions about Student Activities and Student Activity Funds

The Athletic/Activities Director can answer most questions the advisor may have regarding the policies and procedures for fundraising, fund expenditures, building use, student participation, transportation and insurance. The Athletic/Activities office can answer questions about fund receipts, fund disbursements, records of an account’s transactions and account balances.

General Finance Information

1. No activity should maintain cash on hand without prior permission. Organizations may not maintain their own accounts at a local bank.
2. No payment for expenses of the activity should be made directly from the cash or receipts of the activity. Expenses must be paid by check from the school district with proper detailed substantiation.

3. All clubs and organizations must be financially self-supporting and will only draw money from their accounts when there is a sufficient balance.
4. All fundraising activities must be approved by the Fundraising Committee via the *EPCHS Fundraising Request Form* located on the *Google Drive*. Dues, if assessed, must be approved by Administration. A student may not be restricted from membership because of an inability to pay.
5. A financial record of all transactions is maintained for each activity by the Business Office. Activity advisors must maintain their own records and use the statements from the Business Office as an internal check for their account. Advisors will receive a copy of the quarterly activity report for their account. It is the advisor's responsibility to review the report and verify that their account is correct. Any errors should be communicated to the Athletic/Activities Director for reconciliation with the Business Office.
6. The Athletic/Activities Director will, on an annual basis, review with the advisor the group's plan or budget and purpose for the upcoming year. This assists the Business Office to properly account for receipts and approve expenditures. The Fundraising Proposal Form also provides additional plan or budget information, which is used by the Business Office as a guideline for properly accounting for receipts and approving expenditures.

Fundraising Activities

1. All groups are allowed one fundraiser per year with the exception of the music department who are allowed two fundraisers per calendar year.
2. The Fundraising Committee exercises general control over all fundraising activities and must approve all activities that affect the student body.
3. Once a group decides to fundraise, it is the advisor's responsibility to complete a Fundraising Proposal Form and to obtain prior approval for the fundraising activity from the Fundraising Committee. This form outlines your group's plan and budget for the funds to be raised and spent.
4. Fundraising may be conducted in school, before and after school hours, and during lunch periods only. No fundraising may be conducted during class time.
5. Students must be notified of the purpose of the fundraiser, and the proposed use of funds being raised.
6. No fundraising may be conducted by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.
7. All fundraisers should be reconciled. When the fundraiser is complete, the Sponsor/Coach must complete the *Fundraising Summary Form* located on the *Google Drive*.
8. Student fundraising is to be on a voluntary basis only. No student is to be pressured to do any type of fundraising, whether by staff or students. Any violation may be subject to disciplinary action.
9. Any student group or adult support group that intends to solicit gifts, donations, or subsidies from businesses or foundations outside of the school must have prior authorization from the Superintendent and the Athletic/Activities Director, for such solicitation
10. Standard fundraiser are limited to a two week time period unless otherwise approved by the Fundraising Committee.

11. No individual single serve candy product sales are allowed

Cash Handling and Collection

1. The coach/activity sponsor is responsible for the collection and safe handling of funds received on behalf of their group. They are also responsible for the supervision of students having contact with cash or checks.
2. All checks collected shall be made payable to Evergreen Park Community High School.
3. Funds must be counted by the advisor and the Athletic/Activities Secretary. Bills must be organized by denomination and all facing the same direction. The deposit slip is to be filled out, including the total amount of the deposit, and signed by both parties counting the money. Write the name of the activity and fundraiser on the deposit ticket. The sponsor will keep the “pink” copy, the Athletic/Activities department will keep the “canary” copy, and the bookkeeping department will keep the “white” copy of the deposit ticket. Place funds in a sealed envelope and submit to the building representative. The deposit envelope should include a summary of cash and checks. Any history of student payments should be included in the envelope. (see “Athletics/ Activities Deposit Slip,” Appendix 16)
4. The Athletic/Activities Secretary will log in your deposit, place your funds in a locked safe and will submit the funds to the bookkeeper who will deposit funds into the bank. Never leave funds unattended.
5. Coaches/advisors should deposit all cash and checks daily. Money that is collected during evening and weekend activities should be locked up at the school in a safe and should not be removed from the school building. Money shall NOT be taken home, left in drawers or out in the open. Please seek out a building representative to lock your deposit in the safe.
6. All events needing a change bank should notify the Athletic/Activities Director at least four days in advance.
7. All club advisors should reconcile all fundraisers including sales of merchandise on the summary section and back section of the approved Request for Fund Raising Form. This should be forwarded to the Athletic/Activities Director. Remaining inventory of merchandise to be sold at a later date should be maintained and tracked.
8. All cash receipts from a fundraising event should be deposited in full before coaches/advisors submit a written request to disburse student activity funds.
9. An activity will not be charged for use of the building, security or custodial services.
10. All contracts about to be entered into on behalf of District 231 must be submitted to the Business Office for approval.
11. Any purchases greater than or equal to \$10,000 will be subject to the public bidding requirements of the Illinois School Code. Please contact the Business Office with questions regarding bidding a purchase.
12. Any apparel ordered must be approved by the Athletic/Activities Director.

Expenditures

The purpose of raising and expending student activity funds is to promote the general welfare, education, and morale of all the students and to finance approved extra-curricular and co-curricular activities of student body organizations.

Student activity money should be expended in such a way as to benefit the students who have contributed to the accumulation of such money. Money collected by a student body as a whole shall be expended so as to benefit the student body as a whole and not for the benefit of a special group. Generally, money raised in a specific academic year should be spent in the same year. We recognize in limited situations, a group may raise funds over more than one academic year for a specific purpose. An example of this situation would be a “class account” saving for prom or a class gift.

Examples of how student activity funds may be spent:

Expenditures for Student Activity Accounts must be clearly identified as to the purpose for the expenditure on the Activity Fund Voucher Form. The following are some examples of allowable expenditures:

- Fundraising expenses that are clearly identified as a fundraising expense (ie. Supplies, fees, materials, advertising, etc.).
- Supplies that are clearly identified as the student club or organization’s operational expenses. The purpose of the expenditure must be clearly identified.
- Publications such as magazines, books, and periodicals when such publications will be used for the benefit of the student organization involved.
- Reimbursements relating to the student club or organizational fees, dues, and memberships.
- Any purchases for uniforms, team apparel, etc. can only be given to the student participants, student helpers for that team, coaches, volunteer coaches and other people involved in that team. It cannot be distributed as gifts to others outside of team involvement (example: t-shirts, hats, sports bags, etc.).
- Coach or advisor uniforms and apparel specific to the student organization and used to assist in the identification of the coach or advisor if they are reasonable in nature.
- Food and beverages may be provided when the organization holds a meeting or is conducting the activities of the group. These expenditures should be limited in use to awards, recognitions or times when such meetings cause an unreasonable amount of time between normally scheduled meal times.
- A gift to the school, either monetary or otherwise, with the approval of the Athletic/Activities Director and Superintendent. If the gift is monetary and non-designated, it may be spent by the Board of Education in a manner that is in the best interest of the student body.
- Conference and related meal costs that are required attendance for an advisor or student member representative. Please note the established rates for District reimbursement of travel daily meal allotment for students participating in state level tournaments is \$30.00 per day (Board Policy). The reimbursement is \$5.00 for breakfast; \$10.00 for lunch; and \$15.00 for dinner. The reimbursement for adults is \$45.00 per day. The reimbursement is \$10.00 for breakfast; \$10.00 for lunch; and \$25.00 for dinner.
- A gift to charitable organization if approved by the student members.
- Meals for staff volunteers when that volunteer is a professional volunteering for a majority of the day. The meal must be at a reasonable cost, and is considered a reasonable accommodation for the volunteer’s services.
- Meals for other volunteers will not be disallowed if meals are also provided to the student participants.
- A transfer between Student Activity Accounts must be approved by the student members and approved by the Athletic/Activities Director.
- Only nominal prizes and awards are allowed.

Examples of student activity account expenditures that do not qualify as allowable expenditures.

- Payments for expenditures not benefiting the students in the club or organization.
- Loans or credits to employees or other persons.
- Gifts to coaches or advisors paid from the activity account.
- Meals or refreshments for coach's/sponsor's meetings.
- Prepaid expenses without proper detailed documentation.

These same amounts will be the maximum allowable amounts of any approved reimbursements from Student Activity Accounts. Itemized meal receipts must be attached to any requests for reimbursement. At no time will there be reimbursement for alcoholic beverages or tobacco products. Mileage will be reimbursed as allowable by the Internal Revenue Service. Detailed, receipts must be provided. Please detail on the receipt the attendees and purpose of the meal.

Conference and related hotel or motel costs that are required attendance for an advisor or student member representative. Hotel costs will be limited to comparable hotels or motels in the area. However, if the conference is being held in a hotel or motel, the advisor may choose to stay at that hotel or motel. An itemized bill must accompany any requests for reimbursement.

After the ordered goods have been received and the vendor has provided an invoice, the advisor must prepare an Activity Request for Payment Form to pay the vendor. This form should be completely filled out and forwarded to the Athletic/Activities Director for proper approval. All approvers have equal responsibility to review documentation. No payments will be made unless all supporting documentation is attached. If applicable, a list of attendees for an event is required. Original invoices and receipts must be attached. Please keep copies for your records.

Ethics

Advisors and coaches are asked to use their best judgment and common sense when incurring or approving expenditures. All staff must make sure the expenditures are reasonable, the activity honestly incurred, are ethically responsible and do not result in personal benefit to the staff member.

It is the District's practice to prohibit purchasing items for District use from District employees or their immediate family members (spouse and/or minor children).

If you are requesting a reimbursement, please complete an Activity Fund Voucher Form. This form should be completely filled out and forwarded to the Athletic/Activities Director for proper approval. No payments will be made unless all supporting documentation is attached. Original invoices and receipts must be attached. Please keep copies for your records.

Disbursement requests may be submitted at any time; however, the Business Office will write checks once a week. Student Activity Funds should, whenever possible, be spent for the benefit of those students currently in school who have contributed to the accumulation of such funds.

Allow sufficient time for requests for payments to be reviewed and processed. We understand that emergencies may occasionally occur and one may need a check processed immediately. Try to avoid "last minute" transactions as much as possible.

When disbursement requests are made for payments to speakers or other individuals for services, the request should include the individuals Social Security number. (If the district pays more than \$600 to any individual during the year we are required to issue that individual a Form 1099 reporting the income to the IRS.)

There is 120-day limit on checks issued. Stop payments will be made on checks not cashed within this time period.

Activity Fund Voucher Forms (see "Activity Fund Voucher," Appendix 18) must be submitted within one week of receipt of goods or services.

ACTIVITIES

SPONSOR RESPONSIBILITIES

The club sponsor shall familiarize themselves with all aspects of their responsibilities and whatever procedures pertain to their club/organization. It is the responsibility of the club sponsor to follow all District 231, IHSA, and SSC policies and procedures.

The following information provides a description of job expectations.

Title: Club Sponsor
Reports to: Activity Director

General Responsibilities: The club sponsor shall continually guide young people toward the realization of meaningful educational goals through their participation in student activities.

Specific Responsibilities:

1. Follow all school policies governing student activities.
 - a. Insures that the organization operates within the guidelines of the policies and procedures of Evergreen Park Community High School District 231.
 - b. Is aware of legal responsibilities involved and arranges for appropriate financing, expenditures, facilities and supervision of the activities.
2. Works continuously throughout the school year with the Activity Director on all phases of the program.
 - a. Is prompt in honoring requests from the Activity Director (ie. membership lists, meeting minutes, etc.).
 - b. Regularly conducts meetings per contract.
 - c. Completes other duties and responsibilities commensurate with the position as assigned by the Activity Director.
3. Is accountable for all financial transactions and records of the organization.
 - a. Follows guidelines set forth for fundraising events.
 - b. Adheres to budget and requisition procedures.
 - c. Maintains accurate financial records.
4. Trains students in leadership skills and responsibilities.
 - a. Supervises the members of the organization at all meetings to ensure proper control and discipline.
 - b. Assists students in planning and/or coordinating activities within the organization.
 - c. Assesses activity annually and sets goals for future needs.

ACTIVITY PROGRAM INFORMATION

Student Accidents

Should a student accident or emergency incident occur during a school-sponsored event or activity, the advisor should complete and send an Incident/Accident Report to the Business Office, with copies to the coach, nurse, and Activities Director. (see "Incident/Accident Report" Appendix 1)

If a student is injured during a school-sponsored event or activity, the advisor should instruct the injured student, as well as the parent/guardian to obtain a copy of the completed Accident/Incident Report and the District's liability insurance claim form from the Facilities Director's Secretary in order to submit an insurance claim.

District 231 is enrolled in a student accident insurance program for student accidents that occur on school property or during a school-sponsored, school-supervised event. This policy is secondary insurance coverage. The parent/guardians' insurance is the primary carrier.

Important notice: This plan of insurance is secondary to other health insurance coverage. A student's parent/guardian should be instructed to submit claims to their primary insurance company first. When they receive an Explanation of Benefits Statement, they should send it along with an itemized bill and the completed student accident insurance form to Special Risk Services at the address on the Insurance Claim Form. Payment will be made to the providers of service (hospital, physician, or others), unless paid receipt statement accompanies the bill at the time the claim is submitted.

Club Membership Rosters

Sponsors must submit a completed Co-Curricular Participant List to the Activities Director at the beginning of the new school year (see "Co-Curricular Participant List", Appendix 2). This list should always be kept up to date with the Activity Director by submitting a Roster Change form whenever necessary (see "Roster Changes", Appendix 3). Sponsors should always be in possession of a roster including parent addresses and phone numbers for emergency purposes.

Club Meetings

Club meetings will usually occur Monday through Thursday after school. See Appendix 4 of the contract for meeting schedule information. The club's secretary is required to take minutes at each meeting and submit copies to the Activities Director after each meeting.

Club Information

Each club and organization is required to turn in the Co-Curricular Information Sheet to the Activities Director (see "Co-Curricular Information Sheet", Appendix 4). It should include sponsor(s) name, meeting day, time and place, officers, and future activities.

Eligibility

Individuals, teams and performing groups competing in IHSA or SSC events must fulfill IHSA (see Appendix 21: Athletics/Activities Tutoring Program) specific eligibility requirements and comply with all participation rules.

Scheduling Events and Reserving Dates

Fundraisers and special events must be approved by the Activity Director. The scheduling calendar meeting will take place in the Spring. Each sponsor should check with the Activities Director before scheduling an event.

Transportation (Bus/Mid Bus)

The Athletic/Activities Department will provide transportation to activities. A Request for School Vehicle or Illinois Bus Request Form must be completed and turned in to the Activities Director's Secretary (see "Request for School Vehicle," Appendix 6 and "Bus Request," Appendix 7). The use of outside bus service must be approved in advance.

Any student transported by the school district must be transported from the place of origin to the destination, and returned back to the place of origin. If a parent or guardian wishes to pick up a student at an event, they must notify the coach/sponsor prior to the event and the parent or guardian must submit a written permission form to the advisor (see "Permission for Student to Leave...." Appendix 8). A student

may only be released to his/her parent or guardian. Coaches/Sponsors should make copies of this form and carry it with them to events.

Approval for use of Facilities

If a club wishes to utilize any area of the building or grounds for a club meeting or event, the club sponsor must complete a Building Use Request Form and submit it to the Activities Department. Building Use Forms must be submitted at least five days before the scheduled use (see “Building Use Request for Co-Curricular/Club Activity,” Appendix 9, and “Building Use Request for School Day Activity,” Appendix 10).

Co-Curricular Activities and Dances

Students attending school sponsored co-curricular activities, whether on or off campus, shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Good sportsmanship in words and actions should be demonstrated in all competition by spectators and participants. Evidence of drinking or use of drugs, use of obscene languages or gestures, or disorderly conduct will not be tolerated. Failure of any person to abide by reasonable rules of conduct while on school property shall be deemed sufficient cause for removal and/or denial of admission to athletic and co-curricular events.

Dances may be sponsored by various organizations. They must be approved by the principal and scheduled at least 30 days in advance. Students may not return to a dance or the prom once they have left the building. The traditional dances include the Homecoming Dance (fall), the Snow Dance (winter), and the Junior-Senior Prom (spring). Students must show school identification to enter the dance. Inappropriate dancing and public displays of affection are not permitted and student will be immediately removed from the dance.

Prom is a formal event and specific details regarding prom are outlined in the Document of Understanding that parents/guardians sign prior to purchasing prom tickets.

Homecoming and Snow Dance are semi-formal events. The following guidelines should be followed:

- Ties are required for the boys and dresses or skirts are proper attire for the girls. No jeans or gym shoes allowed to semi-formal dances.
- Current Evergreen Park ID must be presented at the door. Valid ID for a guest is a picture ID, driver’s license, or high school ID. This ID must match the name submitted on the guest pass.
- Guest passes are to be faxed to our dean’s office by the dean of the guest’s school by 3:00 p.m. on the Wednesday before the dance.
- Doors will close one hour after the published starting time of the dance. No student will be admitted after the doors close.
- Breathalyzers may be used if a student is under suspicion of alcohol use.
- If for any reason a guest from another high school is asked to leave the dance, the dean’s office will contact the guest’s school and file an incident report with them. Students found to be under the influence of alcohol or drugs may be turned over to the police department.
- All school rules apply. Any violation of the above-mentioned guidelines will result in removal from the dance for both guest and host.

Sponsor Evaluation

Before the end of each school year the Activities Director will conduct an evaluation of each sponsor and an assessment of the Co-Curricular program in general. Sponsor evaluation meetings will take place each year (see “Activity Sponsor Evaluation Form” Appendix 11).

Music Booster Club & Mustang Booster Club

Band and Choir Directors must be present at all booster club meetings. The Activities Director must pre-approve all fundraisers and events. Parents must maintain bank accounts in the name of the booster organization. At the beginning of the school year, booster clubs must also provide a list of officers. Before the last day of school and for auditing purposes, the treasurer will submit the annual financial records/reports and ledger to the Activities Director.

Forms

There are several ways to obtain forms. Advisors will receive copies of the forms in their activity advisor's packet at the beginning of each year as well as shown in the appendix of this book. A supply of forms is located in the Athletic/Activities Directors office.

New Activity Approval Process

In order to establish a new club, organization or group, a proposal must be completed and sent to the Superintendent's Office. The Superintendent must approve all new activities. No meetings can be conducted nor can money be collected until the new club, organization, or group has received official Board approval. All activities must have a faculty advisor.

CO-CURRICULAR AFFILIATIONS

South Suburban Conference (SSC)

Evergreen Park Community High School is a member of the SSC Conference and shall be governed by all policies and procedures of the Conference (see "SSC List of Schools", Appendix 15).

1. Activity Program

- a. The Conference conducts the following activity programs:

Band	Literary Magazine	Science
Chess	Mathletes	Speech
Choral	National Honor Society	Student Government
Drama	Newspaper	Visual Arts
Group Interpretation	Scholastic Bowl	Yearbook

2. Participation in SSC Activity Programs

- a. Advisors of organizations which are eligible to participate in SSC activities are expected to do so.

3. Handbook

- a. For specific policies and procedures governing the Conference and member schools, refer to the SSC Activities Handbook.

Illinois High School Association (IHSA)

Evergreen Park Community High School being a member of IHSA shall be governed by all policies and procedures of the Association.

1. Activity Program

- a. The Association conducts the following activity programs:

Band	Publications – Newspaper/Yearbook	Speech – Individual Events
Chess	Scholastic Bowl	Speech – Group Interpretation
Choral	Speech – Drama	

2. Participation in IHSA Activity Programs

- a. Advisors of organizations which are eligible to participate in IHSA activities are expected to do so.

3. Handbook

- a. For specific policies and procedures governing the Association and member schools, refer to the IHSA Rules and Regulations Guide on the IHSA website.

ATHLETICS

Coaching at Evergreen Park Community High School

Evergreen Park High School Coaches are expected to conduct themselves in a professional manner. You are always looked upon as a role model. Qualities of good coaches are commonly listed on 3 categories:

A. Personal

- A positive person
- Well organized
- Communicates well
- A good listener
- Outstanding work ethic
- A great teacher
- Shows empathy
- Enthusiastic

B. School

- Supports all teams and fellow coaches
- Works well with other teachers and staff
- Cares for and supports all student-athletes
- Understands the balance between Academics and Athletics

C. Coaching

- Follow all IHSA guidelines and rules**
- Works well with parents and community
- Understands the commitment
- Exceptional knowledge of their sport
- Strong leader with assistants
- Cares for the whole program
- Relates to and motivates student-athletes
- A TEAM builder
- Always looks for ways to improve
- Consistently apply your team rules fairly - your team is watching! What you do is more important than what you say that you are going to do!
- Always do what is right.

Philosophically, we believe that our coaches should fall within these qualities and understand that above all, **Coaches should teach the highest levels of SPORTSMANSHIP.**

COACHES CHECKLIST

Please do what pertains to your coaching position (head or assistant). ULTIMATELY, Head Coaches are responsible for their program!

PRE-SEASON

1. Turn in physicals and green athletic participation cards to Athletic Secretary.
2. Parent Permission/Medical Consent forms are to be filled out and a copy is to be kept with coach at all times.
3. **Keep updated rosters with Athletic Secretary**
4. **Give bus schedule requests to Athletic Secretary - keep schedule for yourself and post one for your team.**
5. Do not expect Athletic Secretary to fax or type for you.

Do IHSA Rules meeting and complete the ASEP/AED and Performance Enhance Drug Test online.

Attend Parents Meeting - distribute handbooks and directions.

Set-up fund raisers with the Athletic Director - one per sport.

Turn in a copy of your team rules to Athletic Director

See Athletic Secretary for video use.

For school vehicle use, see Athletic Director, then sign up for vehicle in Athletic Office.

Discuss sportsmanship and practice wear with your team.

Email preseason prospectus and team goal sheet to A.D.

CONFIRM TEAM PICTURE DATE AND TIME WITH THE ATHLETIC OFFICE.

IN-SEASON

Follow all IHSA and district rules and regulations.

Practice times are 3:30 - 5:30 p.m. / 3:00 - 5:00 p.m. on Friday - any changes must be approved by AD.

Pick up and check weekly eligibility and keep rosters updated with Athletic secretary.

Have a daily practice schedule. Plan holiday practices early.

Keep good attendance records.

Monitor locker rooms until athletes are gone - keep them locked.

Monitor bus decorum.

Leave your roster in maintenance for away trips.

Supervise your athletes at all events when not playing.

Maintain contact with parents (especially for injuries).

Be sure to fill out accident forms on injuries.

Keep a coach with the athlete until proper attention can be give by a medical professional.

If an ambulance is required, a coach or the parent must accompany the athlete (be sure to have medical consent form with you at all times).

Help Athletic Director with all hosted tournaments.

Coaches should discuss appropriate dress and behavior at away events.

Always have the medical kit and other necessary equipment.

J.V. contests should involve players who are not varsity starters.

Head coaches - report game information to media and Athletic Office.

Evaluate all officials to the Conference and State.

Make sure your freshman teams have scorekeepers and clock operators

Coaches must dress appropriately for your sport – ie. no jeans, t-shirts, shorts (unless tournament situation), or facial piercings.

POST-SEASON

Turn in end of season summary for awards night to Athletic Assistant 1 WEEK PRIOR TO AWARDS NIGHT.

Turn in inventory to Athletic Director.

Attend All-Conference meeting.

Head Coaches-evaluate assistants / See Athletic Director for evaluation appointment.

Make budget requests to the Athletic Director for the upcoming year at your evaluation meeting.

Set-up summer camp time and dates with Athletic Director.

Attend Awards Night.

Student program evaluations (coach sets up).

ATHLETES COMING OUT FOR SPORTS:

- A. Must complete online registration and turn in current IHSA sports physical;
Frosh on file with Nurse
Soph., Jr. & Sr. with Athletic Director
- B. Only after all forms have been completed and turned in may a coach issue equipment. Coaches should record all equipment given to an athlete. When an athlete quits, equipment must be turned in IMMEDIATELY. If the student does not return their uniform, inform the AD and the student will immediately go on LOP.
- C. At the conclusion of the season, a typed inventory showing all equipment collected must be turned in by the Coach to the Athletic Director. (signed by the coach).
- D. NO SCHOOL EQUIPMENT is to be given to athletes to keep and athletes must be instructed not to give their uniforms to others to wear. School issued equipment may not be worn to school by students who are not team members.
- E. Athletic fees will be charged per season as follows: 25\$ first season of participation, 25\$ second season of participation, 0\$ third season of participation, with a family cap of 75\$.

STUDENTS JOINING A SPORTS TEAM AFTER THE SEASON HAS STARTED.

- A. There have been several instances where students have wanted to come out for a team after the season has started (mostly applied to freshmen).
- B. If the team had to cut players following tryouts, we will not accept additional team members (unless there is some unusual reason that they should be granted a tryout). Approval is required by Athletic Director and head coach.
- C. For those teams who did not need to cut students or who are not at maximum capacity, we may allow students to join after the season has started upon approval of the coach and Athletic Director.
- D. Once eligible, coaches should use good judgment in allowing athletes to work their way into the starting lineup if they have the ability.

ELIGIBILITY

- A. A.D. will notify coach immediately if student becomes ineligible because of grades.
- B. A.D. will electronically send eligibility sheets to the coaches on Thursdays.
- C. A.D. or Dean will notify coach if a student becomes a discipline problem.
- D. Athletes assigned to Saturday School, must serve the Saturday at the assigned time and present the signed sheet to the coach prior to participating. No exceptions will be made to this policy.
- E. Coach, A.D. and Administration will decide what action to take.
- F. Repeated ineligibility without student showing growth may result in the student being removed from the team. If removed from the team, this athlete will not be eligible for any recognition at awards night or be eligible for a varsity letter.

STUDENT/COACH ATTENDANCE REQUIREMENTS (practice or contest)

- A. For a student to be able to participate in practice or an athletic event, he/she must attend two class periods on that day of practice. This would not include an athlete who is out of the building due to a school sponsored field trip, funeral/wake, or approved college visit. Any other exceptions must be pre-approved by Athletic/Activity Director.
- B. Coaches and sponsors must get pre-approval from the Athletic/Activities Director for any non-emergency absences during their paid season (practice or contest). Request must be submitted at least 48 hours in advance of the requested absence. (See Appendix 22: Coach/Sponsor Request for Absence)

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

- A. 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 VIOLATIONS OF THE CO-CURRICULAR CODE

- A. The Co-Curricular Code is expected to be followed the entire school year.
- B. If a student violates the co-curricular code and is suspended from the team, the athlete will be allowed to practice and attend (not participate) contests.
- C. It will be the decision of the Athletic Director and coach to determine if suspended athletes will dress (in game uniform) for contests.

I.H.S.A. UNSPORTSMANLIKE CONDUCT POLICY

- A. "UNSPORTSMANLIKE CONDUCT" will include: fighting, verbal abuse/dissent directed toward an official or opponent, racial or ethnic slurs, profanity/obscene gestures, flagrant/violent fouls, taunting/trash talking/baiting, cheating, throwing/abusing equipment, physical intimidation or abuse of an official or opponent, and unauthorized leaving of the team bench area.
- B. When a player or coach is ejected for a contest they may not play or coach the rest of that contest. In addition, the ejected player or coach may not play or coach in the next interscholastic contest at that level of competition, whether held the same day or subsequent day, in all other interscholastic contests at any level in the interim. If a coach or athlete is ejected from the last contest of a season, he/she may not coach or play in the first contest of the next interscholastic sport/activity in which the coach or player participates. * The coach who was ejected or in charge of the player who was ejected, must report the ejection directly to the A.D. immediately.
- C. A full written description of the incident, utilizing the IHSA Special Report Form, must be mailed by the official to the principal of the ejected player or coach and the IHSA within 48 hours of the incident.
- D. During a suspension for unsportsmanlike conduct, players and coaches may not attend contests or travel with the team to and from contests for which they have been suspended.

DROPPED ATHLETE

- A. Notify A.D. immediately, collect equipment and record on add/drop form. Notify athletic secretary with add/drop form filled out completely stating why said athlete was released/not released.
- B. If an athlete quits, he cannot go out for another sport until the conclusion of the next sport/season. Unless released by the coach and approved by A.D. (i.e. student quits football – athlete cannot participate in another sport until spring season.)
- C. Suspending or dropping an athlete from a team will be discussed and must have approval of A.D.

RULES AND REGULATIONS

- A. Copy of Team Rules and Regulations should be discussed with the team and on file with A.D. All of the following need to be included.
- B. **Student Attendance Requirements and Absences from Practices/Contests**
 - *Miss Practice Unexcused:* Minimally not starting in the next game or competition.
 - *Miss Practice Excused:* No consequence (Illness, family emergencies, special circumstances approved from school).
 - *Miss Game Unexcused:* Sit out next game or competition.
 - *Miss Game Excused:* No consequence (Illness, family emergencies, special circumstances approved from school).
 - *Prom Weekend:* Friday after prom there will be practice except for those students who attended EP's prom on Thursday. Saturday there will be practice or games for all teams and individuals. Any absence will be treated with the above policies.
 - For a student to be able to participate in practice or athletic events they must attend 2 full class blocks on the day of the practice or event. This would not include an athlete who is out of building due to a documented absence or school fieldtrip.
- C. It is also helpful to promote your program and hold athlete's accountable by sending letters to students prior to the season, putting rules in writing for the athletes and parents to sign and hold a mandatory parent meeting to improve communication and understanding.

LOCKER ROOM

- A. Each student will be assigned a locker and that number will be recorded by his or her coach.
- B. All male and female athletic lockers MUST have a green school lock on lockers. (green athletic locks must be purchased through the PPS.)
- C. Students are not to deface or mark locker room walls, signs, etc.
- D. No towels are to be kept in the lockers. All towels are to be placed in the container or piled outside of locker room.
- E. Lock locker room doors during practice, during home contests and when leaving on trips.
- F. Hang or fold game uniforms in lockers, or collect them after each event.
- G. Any student caught or videotaped propping a door in the locker room or hall will receive a warning detention and then a suspension from playing time.

LOCKER ROOM SUPERVISION

- A. The coaching staff is responsible for providing locker room supervision of athletes at ALL times. Never give athletes your keys to open doors. Violations of this policy will be unacceptable and will be dealt with severely.

- B. All locker room facilities must be unoccupied and locked when you are not present to supervise.
- C. Locker rooms must be locked while you are holding practices or participating in contests.

TRAINING ROOM (northwest corner of main gym.)

- A. A co-ed training room is available for the treatment of minor injuries and taping.
- B. Coaches should inform the Athletic Trainer when supplies need to be restocked in their medical kits.
- C. Do not allow students to be in the training room unsupervised.

INJURIES

- A. Injured athletes can report to the Trainer's Room immediately after school (If the trainer is not present athletes may report to the nurse or athletic director).
- B. Coach handles all injuries otherwise.
- C. **Each team must have a medical kit.** (Supplies are available in training room cabinet).
- D. Do not allow athletes access to medical kits.
- E. *Follow up on all injuries. Serious injuries - parent and AD should be contacted immediately.*
- F. Coaches must complete an **injury report form** on all injuries and turn the completed form in to the Athletic Director's Office within 24 hours of the injury. If an injury results in hospitalization, you must notify the Athletic Director or Principal immediately.
- G. If an athlete is under a doctor's care, a written doctor's release and guardian consent is required for participation in practices or contests.
- H. Coaches do not administer medication / aspirin, etc.

BLEEDING

- A. It is extremely important to always wear gloves when aiding any students who may be bleeding. Anybody fluid contaminated with visible blood is to be considered infectious. (HIV or HBV).
- B. If the student's clothing is contaminated with blood, the article must be removed. Whenever possible, extra garments should be provided. If clothing must be re-worn, it must be treated with premixed bleach packets or approved solution provided to you by the Athletic Director.
 Leave the solution on a few minutes and then flush with water thoroughly, to prevent chemical burns to the student.

 *The premixed packets of bleach or approved solution are not to be applied to wounds.
- C. In treatment of an open wound, cleanse thoroughly with soap and water whenever possible (cinder suds and hydrogen peroxide may also be used). All open wounds must be properly covered with dressings (Band-Aids, gauze, etc.), prior to returning to play.
- D. To remove gloves, peel one glove off at a time, carefully turning glove inside out. Wash hands as soon as possible with soap and water.
- E. Place contaminated articles in **red infectious waste bags**, to be disposed of promptly.

- F. Any accidental blood exposure to you which may involve your non-intact skin, eyes or other mucous membranes should be promptly washed and/or flushed with copious amounts of H₂O. The exposure should be reported as soon as possible.
- G. Contact custodial staff for proper clean-up of contaminated area.

EQUIPMENT CAGES

- A. The head coach is the ONLY one to have a key.
- B. Students should be kept out of equipment rooms.
- C. Coaches MUST NEVER give keys to students.
- D. Always re-check doors to see that they are locked.
- E. DO NOT issue equipment unless you are able to record equipment issued immediately.
- F. Keep room orderly.

PRACTICES

- A. **Each head coach should give a copy of their practice schedule to the A.D prior to the start of their season.**
- B. All after school practices may not start before 3:30 p.m. on Monday through Thursday. Friday practices may start at 3:00 p.m. Students who arrive at practices late with a pass from an instructor, should be excused.
- C. Check accurate roll - important for awards.
- D. Coaches may use injured athletes as managers.
- E. Get towels from maintenance.
- F. Set standards for practices.
- G. Have a record of all phone numbers in the event of injuries and cancellations.
- H. Holiday practices - set and give schedule to A.D.
- I. NO practices on Sunday. Any exceptions to this rule will be made by Athletic Director ONLY.
- J. All practices must have a coach or coaches present. Athletes are not to practice in school on their own.
- K. Coaches should supervise athletes following practices and games until all team members have left the building.
- L. Scheduled games have priority over practices in the gym.
- M. **Regular practices must be held.**
- N. All weekday practices, regardless of their starting time must be a minimum of 1.5 hours except for when schedule does not allow.
- O. During the school year, when school is not in session, practices can be a maximum of 2 1/2 hours (this applies to Saturday practices).

- P. **There will be practice and games during all breaks, but not on holidays (i.e. Christmas, Thanksgiving, etc.).**

PRACTICE CLOTHING

- A. **All sports teams, at all levels, should wear similar practice clothing.**
Purchase practice clothing for your program through the budget process. (PE shorts will available)
- B. **Any time that your team has a picture taken for the paper, school pictures, yearbook, programs, or the media video tape your practice, please make sure that your team is dressed appropriately in uniform.**

PRACTICE AREA

- A. Keep clean - let custodians know what you need as early as possible.
- B. Make sure all equipment is put away and secured.
- C. Wrestling Room to be used by wrestling team and P.E. classes only. No equipment or balls allowed in room. Also remove shoes.
- D. Use of pool to be coordinated with Athletic Director and proper uniform or suit to be worn.
- E. Check bleachers for balls and equipment.
- F. Shut all lights off and lock all doors when practice is over, if area is not being used.

WEIGHT ROOM (Team in season – if no supervisor is present)

- A. **Coach must be present at all times.** If you open a door and let athletes in the room, you must supervise.
- B. **Coach is first in and last out.** Check all equipment before and after. Report any broken equipment to Athletic Director.
- C. No food or drinks permitted in weight room.
- D. Shut off all lights and lock all doors when finished.
- E. Students must wear proper attire. I.e. shirts, shoes, no tank tops, proper pants/shorts (worn properly).

WEIGHT ROOM (Open Session – with school appointed supervisor)

- A. The weight room will be made available before and after school for staff members and qualified students.
- B. Supervision will be done by staff members.
- C. The weight room will be open all year for student out for sports.
- D. The room will be open to any Evergreen Park High School staff members or qualified students.
- E. Any student who tried out for a sports team and was cut from the program, are allowed to use the weight room if they meet the other qualifications.
- F. All students using the weight room are under the guidelines and direction of the staff member acting as the supervisor. For minor violations of conduct, students will receive a warning and on a second offense lose their privilege to use the weight room for the rest of the school year.

- G. Any grievances or concerns regarding the supervision or student use of the weight room should be brought to the attention of the Athletic Director immediately. Grievances and/or concerns will be dealt with directly and as soon as possible.
- I. Students who want to use the weight room and are not out for a sport should change in the P.E. locker rooms.

PROGRAM RESPONSIBILITY

- A. The Head Coach is entirely in charge of and responsible for the program under them.
- B. Assistant Coaches are to aid the Head Coach at requested times and especially during tournaments or play-offs.
- C. When your program or team is requested to speak at a school program or assembly, the coach responsible for the level must be involved in the presentation. Do not delegate this responsibility to students.
- D. Each head coach is responsible for making sure that they along with their staffs attend the required I.H.S.A. meetings, and conference pre/post season meetings.

USE OF SCHOOL FACILITIES

- A. Coaches and teachers may use the school facilities for their own personal use in the morning and after school.
- B. Use of the facilities during evening hours is permitted only with prior approval by the Athletic Director.

PURCHASING PROCEDURES

- A. All equipment purchased for any Evergreen Park athletic program or individual athlete must be pre-approved by the Athletic Director and have a purchase order number assigned. This includes both the school and team accounts.
- B. If you need to purchase items such as food for a hospitality room or parents night, YOU MUST fill out a requisition form explaining what you plan to purchase and the approximate amount. After the A.D. approves your requisition, you may purchase the items and turn in your receipts for reimbursement. You will not receive reimbursement for items purchased without a pre-approved requisition.
- C. When buying items for team members that are not part of the regulation team uniform, you must notify and get approval from the AD (paid for by fund raisers or the individual athletes).
- D. All fundraiser money should be turned over directly for deposit and a check will be written from that account for purchases.

FUNDRAISERS

- A. All teams are allowed one fundraiser per year with the exception of Cheer and Dance (two) if they participate in a Fall Sideline and Winter Competitive season.
- B. All fundraising activities must be approved by the Fundraising Committee via the *EPCHS Fundraising Request Form* located on the *Google Drive*. Dues, if assessed, must be approved by Administration. A student may not be restricted from membership because of an inability to pay.
- C. Coaches will not be permitted to hold a fundraiser during another sport season.

- D. The time that you have requested for your fundraiser to be held may have to be adjusted to fit the master schedule. The Principal's Office has a two-week time limit for all fund-raisers held in the building.
- E. All fundraisers should be reconciled. When the fundraiser is complete, the Sponsor/Coach must complete the *Fundraising Summary Form* located on the *Google Drive*.
- F. Have students collect the money in a timely manner (set deadlines). Coaches should turn the money into the A.D. Office as soon as it is collected and get a receipt.
- G. If you have a fundraiser approved prior to the start of the season, you must open it up to everyone interested (please post signs and make several P.A. announcements). It should be made clear to students who participate in a fundraiser prior to the start of the season; there is the possibility that following try outs they could be cut from the team.
- H. Standard fundraiser are limited to a two week time period unless otherwise approved by the Fundraising Committee.
- I. No individual single serve candy product sales are allowed

BOOSTER CLUB

- A. Any request from the Boosters Club must be made through the Athletic Director.
- B. Coaches must attend the Boosters Meeting if the coach is requesting purchases for their program.
- C. All teams must supply a representative from their sport to organize concessions and attend monthly meetings in order to receive funds from the athletic boosters.

EARLY DISMISSALS

- A. It is the philosophy of the Athletic Department to approve early dismissals only when absolutely necessary.
- B. Coaches must make it clear to their teams that on days when they have early dismissals the athletes must not leave their classes prior to the approved dismissal time.
- C. Make it clear at your team and parent meetings that academics are a priority and athletes are expected to make up any work missed due to early dismissal.
- D. Athletes must report directly to the locker rooms after stopping at their lockers and board the bus as a team as soon as everyone is dressed.
- E. Early dismissals are a privilege and not a right. Any athlete not following the above guidelines or any athlete leaving the school building will be suspended from the team.

AWAY TRIPS (Have copy of the bus schedule and bus phone number)

- A. Check Roll (leave copy of roll at school).
- B. Take medical kit, towels and bags. Take towels as necessary; be sure to return them to the laundry room when you return to school.
- C. Check to see all that athletes have equipment and locks.
- D. Make sure to have Illinois Bus Company number with you at all events.
- E. Control athletes on bus. All head coaches are expected to ride the bus unless they have received prior approval from Athletic Director.

- F. Students must go and return on bus, EXCEPTION - parents bring them to away school because of emergency or delay. Students must ride back on bus unless parents and ONLY parent/legal guardian make arrangements with the coach and request in writing to take athlete. Requests to go home with Parent must be made a day before the event. (see Appendix 8).
- G. At no time may students drive themselves or other students. If you feel that there should be an exception made, permission must be in writing from parent/ guardian for all students and they must have Athletic Director approval.
- H. Supervise locker rooms.
- I. Check when returning that:
 - 1. All locker rooms are clear and left orderly.
 - 2. All equipment is out of lockers.
 - 3. Collect any locks that are left by athletes.
 - 4. When on bus, check to see if all athletes are present and have their uniforms.
 - 5. Check to make sure that the bus is clean and no equipment has been left behind.
 - Make sure windows are closed and garbage is picked up.
 - Log mileage.
- J. Overnight/Out of state trips must be board approved (forms are in Superintendents office) and are limited to the varsity level only including summer season.

PRE-SEASON (meetings and conditioning)

- A. A coach can hold one pre-season meeting prior to his/her season starting, providing that it does not interfere with ongoing sports.
- B. No sport specific pre-season conditioning program is allowed according to IHSA bylaws.
- C. The sessions cannot be sport specific and may only be made up of conditioning/stretching exercises.
- D. Open weight training programs are allowed at any time.
- E. The sessions must be open to any student in the school who is not currently participating on a sports team.
- F. All students must be informed of the program through the school P.A. announcements and signs posted in the hallways.
- G. Coach can have one sport specific meeting pertaining to summer camps.

GAME SET-UP - RESPONSIBILITIES

- A. Scorekeepers
- B. Towels
- C. The Athletic Department has three video cameras available for use by coaches. They must be checked in and out (after each use) through the LRC.
- D. Coach your team following all IHSA rules.

STUDENT PARTICIPATION IN POST SEASON/SUMMER LEAGUES

- A. Coaches cannot organize or commit athletes to participate in post season/summer leagues.
- B. An athlete must join the league on his/her own accord.
- C. The league participation must be totally independent for the school.

- D. School vehicles can be used for transportation.
- E. Fund raising monies cannot be used to pay for these leagues.

EVERGREEN PARK SUMMER CAMP PROGRAM

- A. Any coach interested in holding any type of camp or summer program must submit a proposal in writing to the Athletic Director by February 1.
- B. Per the IHSA bylaws, athletics are limited to 25 contact days per sport except baseball and softball.
- C. The head coach is responsible for making sure that all athletes have paid their camp fees (to be turned in to the A.D. Office) and submitting a request to the A.D. to pay all coaching staff members at end of summer.
- D. All summer camp accounts are to have a \$0 balance by August 1st.

Summer Camp Procedures

- January Coaches submit dates and schedules on Summer Camps to Athletic Director. After review, and possible revision, the Athletic Director will approve summer camp dates and schedules.
- February Athletic Director will distribute promotional information about summer camps on website.
- March to June Online registration will be open.
- June/July Summer camps begin.

For expenditures, coaches will submit request for purchases and paid receipt and/or time sheets for coach’s hours to the Athletic Directors. All high school and college helpers will be paid at the rate of \$10.00 per hour and coaches paid at \$30.00 per hour.. The Athletic Director will submit the activity fund voucher with supporting documents to the finance director’s secretary for payment.

At the conclusion of the camp, the Coach will complete the Summer Camp Actual Statement (see “Summer Camp Actual Statement,” Appendix 20) for each camp. The Athletic Director will submit the camps actual statement with supporting documents to the finance director’s secretary. The finance director’s secretary will file all documents. All payments will be distributed once 8 to 18 releases the camp payments.

OUTSIDE PARTICIPANTS

- A. At no time is a coach permitted to bring outside participants to practice or scrimmage with a team.

STATE TOURNAMENT GUIDELINES

- A. Coaches with qualifiers - The following expenses will be covered:
 - 1. Rooms
 - 2. Meals - rates as follows

	<u>Adults</u>	<u>Students</u>
Breakfast	10.00	10.00
Lunch	10.00	10.00
Dinner	20.00	20.00

- | | | |
|----|-------------------------------------|---------|
| | \$40.00 | \$40.00 |
| 3. | Tickets - usually supplied by State | |
| 4. | Transportation | |
- * Receipts must be obtained and submitted for all expenditures.

- B. Qualifiers -one additional team member may be selected by the coach if there is only 1 qualifier. This may be a person who is an alternate. Two or more qualifiers –there will be no additional member.
- C. If no qualifiers, no expenses will be paid or time off allotted. Personal days can be used.
- D. Other tournaments or activities - overnights are not permitted exclusive of State Tournament Series, which will be considered on an individual basis.
- E. Requisitions for all State Tournament Series expenses need prior approval by the Athletic Director.
- F. State Playoff Season Advancement Stipend – Any varsity athletic program that advances beyond the automatic qualifying tournament (ie regional/sectionals) for the IHSA will be paid according to the following: Varsity Coach - \$50 per practice, Varsity Assistant Coach(s) - \$25 per practice.

NCAA INITIAL - ELIGIBILITY CLEARINGHOUSE

Any athlete interested in participating in Division I or Division II sports should begin the certification process by the end of their junior year.

END OF SEASON

- A. Fill out season resume and give to A.D.
- B. Collect all equipment and return inventory to A.D. Office showing equipment has been collected. Athletes must pay full price for any lost practice or games equipment. See A.D. for cost.
- C. Notify Athletic Assistant about names for awards.
- D. Set up for Awards Night.
- E. Turn in inventory of all equipment
- F. Turn in next years budget and needs at end of year evaluation meeting - request specific make, color, size, etc.
- G. Be sure all equipment turned in is clean and stored properly.
- H. Turn in all keys to A.D. UNLESS you are coaching the season following.
Example: fall to winter.
- I. All end of the season procedures must be completed correctly prior to receiving final paycheck.

COACHING EVALUATION

- A. A copy of the new evaluation tools will be given to the coach/sponsor at the first meeting of the year.
- B. Coaches will be observed/visited at a competition at least once per season.
- C. Upon completion of the season, each Head Coach is responsible for completing and reviewing the evaluation form with each of his/her assistant coaches (see “Appendix 21”).

- D. Each head coach will have an evaluation form completed by the Athletic Director. The Athletic Director and Head Coach will hold a meeting to review the evaluation and set goals for the next season (see “Appendix 22”).
- E. All coaches and sponsors will be given a copy of the evaluation at the evaluation meeting.
- F. All coaches/sponsors will be notified by June 15th that they are being re-hired to their position or of changes to their position.

FACULTY/DIVISION MEETINGS

All members of the coaching staff, who are employed as teachers in our district, are required to attend all faculty and/or division meetings. You may be excused from a specific meeting, but only by receiving prior approval from the building, Principal (faculty meetings) or your Division Head (division head meetings).

CLINICS AND SEMINARS

- A. Make all arrangements through the Athletic Director’s Office.
- B. If a coach submits a clinic registration form, the school will reimburse up to \$75.00 per coach.
- C. No other fees will be covered.

Within the discretion and with approval of the Superintendent, and within the guidelines and budget constraints of the Board, employees shall be allowed to attend professional conferences related to their discipline, assignment, or in keeping with the in-service focus of the District. An employee on such leave will not be subject to loss of pay. A total of \$250 per athletic team will be allocated for attendance by the team’s coach(es) at conferences or clinics approved by the Athletic Director. The \$250 allocation will cover conference or clinic fees, mileage, food, and hotel costs for any and all coaches attending the conference or clinic. Coaches may request to attend a conference or clinic by submitting a request to the Athletic Director. Head coaches may attend a conference or clinic for a maximum of one (1) school day. Assistant coaches cannot attend conferences on school days

AWARDS NIGHT

- A. All varsity sports will have only one Most Valuable Player award, one Coaches Award, and one Mustang Award.
- B. All Sophomore teams are allowed one Coaches Award.
- C. All athletes that do not attend their scheduled awards night will have one week from that night to see their coach or the athletic office to pick up their awards. After that point they will be placed back into the inventory

REQUIREMENTS FOR RECEIVING A VARSITY LETTER

Participation in 50% of the varsity contests throughout the season.

BUS EVACUATION GUIDELINES

- A. If you are involved in an accident, above all remain calm. Inform the pupils that your school bus has been involved in an accident, to remain calm, quiet and to be attentive to your directions.
- B. Check to see if the driver has turned off the ignition, has set the parking brake, and has taken the keys. Along with the driver, decide quickly if you should evacuate the pupils. Make sure warning devices are used to protect the scene - hazard lights, reflectors. Check for all pupils and maintain supervision.
- C. Enclosed in the attached materials are: the circumstances when the bus should be evacuated, and guidelines for different types of evacuations, (see page 17).
- D. Contact the school administration listed on emergency sheet.

FRONT DOOR EVACUATION PROCEDURE

1. Make sure the parking brake is set and the key is not in the ignition, and then have the front door opened.
2. Stand and face the pupils. Give the following command “Remain seated. This is an emergency, front door evacuation”. Front door evacuation is required when there are potential dangers near the rear door. Begin the evacuation by potential dangers near the rear door. Begin the evacuation by evacuating the pupils at the rear of the bus first.
 - *Select a pupil to act as a line leader to lead other pupils at least 100 feet away from the bus.
 - *Select a pupil to stand just outside and to the front of the door to count and assist pupils as they leave the school bus.
3. Use the alternate seat method to evacuate the bus starting with the right-hand rear seat, tap the shoulder of the pupil nearest the aisle.
 - *Direct the pupil to walk - don't run and use the handrail.
 - *Hold up your left hand to restrain seat occupants to the left side until it is their turn.
 - *Move down the aisle, dismissing seats of pupils alternately until the bus is empty.
 - *As pupils leave the bus, they should proceed in an orderly pattern behind the line leader pupil to a distance of at least 100 feet from the side of the school bus.
 - *Pupils should remain quietly in a grouping defined by the line leader until you are able to give them further directions.

FRONT AND REAR DOOR EVACUATION PROCEDURE

- *Set parking brake and remove the ignition key.
- *Tell the pupils “Remain seated, this is an emergency, front and rear door evacuation”.
- *Walk to the center of the bus between pupils sitting in seat row 6 or a point where there are an equal number of seats in front and back of your position) and face the rear of the bus.
- *Have all the pupils to the front and those pupils sitting in row 6 to your left leave by the front service entrance upon command.
- *Have all pupils to the rear and those pupils sitting in row 6 to your right leave by the rear emergency door upon command.
- *Use the same procedures outlined for front-door evacuation and rear-door evacuation.