



## HIAWATHA JHS/HS EXTRA-CURRICULAR HANDBOOK

**Football**

**Volleyball**

**Baseball**

**Boys Basketball**

**Girls Basketball**

**Softball**

**Girls Soccer**

**Cheerleading**

**Dance Team**

**Boys Soccer**

**JH Volleyball**

**JH Basketball**

**JH Cheerleading**

**JH Football**

### Conference Affiliation(s)

**NAC:**

*Football*

*Girls Soccer*

**Little Ten:**

*Volleyball*

*Boys Soccer*

*Girls Basketball*

*Boys Basketball*

*Baseball*

*Softball*

**Stateline/NIFC Jr. High:**

*JH Football*

**Mid-Northern:**

*JH Volleyball*

*JH Boys Basketball*

*JH Girls Basketball*

### Hiawatha Community Unit School District #426 Mission Statement

Empower all students to become productive, responsible, caring citizens, and independent lifelong learners through a quality education within a safe and respectful environment.

### We Believe...

- All students learn and progress at different rates and in different ways.
- Success fosters learning and learning promotes success.
- Positive interaction between students, school staff, parents, and community members creates a productive, educational environment.
- Students learn best in a safe, orderly, and respectful environment.
- All members of the school team ... parents, students, teachers, custodians, cooks, secretaries, bus drivers, paraprofessionals, board members, administrators ... are lifelong learners and role models, who strive to meet the needs of all students.

- Parents as their child’s first teacher and every community member are lifelong contributors to the education of our youth

### **Hiawatha Athletics Coaches Code of Conduct**

Above all else, the administration of Hiawatha Public Schools wants to ensure our athletic programs are seen as nothing but first-class organizations. This begins with the individuals closest to the students themselves, our coaches. The following are basic guidelines for all coaching positions:

- Coaches are responsible for following all District 426, Conference, and IHSA rules.
- Maintain high expectations for teams and players
- Communicate effectively and often with students athletes, parents, and administration
- Coaches model integrity through attitude and character on the court within districts community and other schools.
- At the high school level, coaches should expect players to work hard to secure their playing time, while remembering to reward those who show extra-effort.
- Coaches need to employ a “positive approach” to the improvement of players. Think of what you want the player to do right next time, not what he/she did wrong last time.
- Coaches will be very strict in enforcing elements of good sportsmanship in practice and in games. This should be addressed early and often. Poor sportsmanship will not be tolerated at any level. Swearing is unacceptable at any time (coach or player) in any sport at any level.
- Keys should not be given to students. The security of the schools must be maintained and this cannot be done if students have keys. Coaches should see that all athletic facility doors are locked and lights are turned off after practices.
- All high school coaches if not a certified employee must hold an ASEP coaching certification.

### **Coaching Responsibilities**

#### **High School Head Coaches**

- Attend the IHSA rules interpretation meeting for their sport.
- Evaluate officials per IHSA guidelines.
- Communicate expectations to the entire program.
- Maintain consistency and continuity among all levels of sport.
- Coaches set limits for unexcused absences. They will be reviewed on a case by case basis. Any player who exceeds this limit may be ineligible from games and awards.

#### **All Other Coaches**

- Coaches are responsible for the conduct of their teams/programs at home and away.
- Develop fundamentals and philosophies pertained to game situations
- At the junior high level students should receive as close to equal experience as possible, assuming they have made the commitment that is expected or required. The primary goal is to develop all student-athletes skill level.
- Coaches are responsible for supervision of their team before, during and after practices/games. At no time should a student athlete be unsupervised during participation in athletics.
- If coaches are in charge of a team that needs to be dismissed early, coaches should follow procedures established by each building principal. All communication concerning transportation for athletics shall be directed by the Athletic Director to the Transportation Director. Do not change dismissal times without proper authorization.
- Coaches should be extremely alert of threatening weather. If threatening weather occurs, the team should be taken off the field immediately and into a bus or a building. Threatening weather may include extreme heat or cold. In case of school dismissal/cancellation due to weather, all athletics may be

cancelled that day. No practices or contests may occur without permission from a building administrator.

- Refrain from using any substances such as chewing tobacco, smoking tobacco, alcohol, or any other controlled substance when in contact with the athletes or during the period the coach is responsible for their supervision (24/7 rule).
- Be prompt in starting and consistent in attending all practices and games. The Athletic Director must be informed when a coach is not able to maintain practice schedules or attend a game.
- Be aware that the health of each student is of primary importance and must be considered more important than winning a game or contest. If a student's health and well-being is in question, the coach should withhold the student from participation until proper medical personnel give the student permission to participate.
- Be aware of the student athlete's health and extraordinary medical conditions (Asthma, Diabetes, Allergies – Bee stings, etc.) and have with them the appropriate method of application. Treatments such as an inhaler or diabetic pump.
- Coaches must notify the Athletic Director of any injuries or unusual situations that took place during a practice or competition.
- Coaches are to keep in their possession the team's emergency cards at all times (all practices, home and away games).
- All team members are encouraged travel by school transportation to and from athletic contests. Should a player need a ride with a parent/guardian arrangements must be made prior to the game with written notification to the principal or athletic director. Written notification needs to be turned in to the principal or athletic director in timely manner prior to the contest. Students should not turn in a written notification at the end of the athletic contest. Coaches will notify the team in advance if they are planning to stop somewhere to eat after a contest.
- The coaches are responsible for the supervision of their players from the time they leave the school until the time they return to the school. This includes enforcing bus regulations. When the trip is completed, they should check the bus for equipment and cleanliness, sign off on the bus trip ticket, and make sure all athletes have a way home. (Coaches must remain until athletes have left the school.) Designate parent pick up areas.
- If an athlete drops a sport, the coach should collect the equipment immediately and notify the Athletic Director.
- Coaches are responsible for informing athletes of their financial responsibility for all equipment and uniforms issued to them.
- All scheduling is to be done through the Athletic Director's office.
- Coaches are required to complete their individual school requirements (regular season reports, inventory, equipment, etc.) following the completion of the season.

### **Score Reporting**

- Varsity coaches must report scores to the local media. The media call list will be provided. Many Rockford stations have reporting via the web.
- We are required to report our game results to both our high school and junior high conference. For this reason, every coach must submit a "Game Report Form" to the athletic office. If the coach is responsible for submitting the score directly themselves to the assigned conference individuals, a "Game Report Form" still must be filled out and turned into the Athletic Office for their own records.
- The athletic office is made up of the Athletic Director and Athletic Secretary.
- These forms must be submitted by 8 AM the following morning or as soon as possible to the Athletic Office. Coaches outside the Hiawatha Faculty may call in their results or submit via e-mail to the Athletic Director or Athletic Secretary.

## Eligibility

- All players must pay participation fees, turn in physical exams, and insurance waiver or verification forms prior to the first day of practice.
- This information must be turned into the high school office prior to the first day of practice for the student athlete.
- In order to play on a team in interscholastic sports, or participate in any extracurricular or co-curricular activity at school or away, the student must be current with all disciplinary consequences and in attendance for  $\frac{3}{4}$  of the day (by 9:50 AM) of the athletic contest or school program, except for pre-arranged excused absences including but not limited to dental and doctor appointments and funerals.
- Weekly academic eligibility lists will be established for sports and all other extra-curricular activities except for co-curricular activities (activities in which outside class activities are required for a grade). Grades reflected on the lists will be cumulative to the semester. Academic eligibility will be determined in a single class by no fewer than three grades averaged.
- At the high school and junior high, students may not be failing any classes. Any student that is academically ineligible three times during one particular season will be ineligible for the remainder of that season. Academic eligibility lists will be distributed on Friday to faculty and will affect weekly participation the following Monday through Sunday.
- Student-Athletes that fail more than one class the previous semester will not be eligible to participate in athletics during the current semester.
- If a faculty member determining a student's eligibility makes a mistake, the teacher must notify the Athletic Director in writing before a change can be made regarding the status of the student.

## Quitting the Team

- Any player who quits the team for any reason before the season is completed will not be allowed back on the team until a review of action is taken under consideration by the coach and the athletic director. After review, the parent and student must meet with the principal, athletic director, and the coach to establish guidelines for the athlete. These guidelines must be followed or the athlete will be removed from the team immediately.

## Team Rules, Behavior Problems and Student Issues

- Player Expectations:
  - All Student Athletes understand they are students first, athletes second
  - All student athletes must perform academically year round, not just in season
  - All student athletes are to be at their respective practices on time
  - All student athletes are to display sportsmanship at all times
  - All student athletes are to show respect and support for their fellow athletes and coaches
  - All student athletes must show respect to all opposing players
  - All student athletes must show respect to officials, no matter what.
- Universal Team Rules:
  - Be a positive leader within my school, understand that my position as a student-athlete is a privilege and a responsibility.
  - Be a positive representative of my team, teammates, coaches, and sport, reflecting values of commitment, hard work, and sportsmanship.
  - Be accountable for my actions at all times, understanding that any school disciplinary consequence may result in decreased playing time and possible dismissal from the team.
  - Be at every practice and game unless, after processed on a case by case basis, excused by my coach.
  - Unexcused absence from practice
    - First Offense-coach's discretion

- Second offense- one game suspension
  - Third offense- possible removal from team
- Suspension from School
  - Cannot play until suspension is over in school or out of school
  - Second offense possible removal from team
- Detentions
  - All detentions must be served
  - Detentions on game day may be rescheduled but still must be served
- Tardy to Practice
  - Coaches discretion
- Disrespectful conduct to teammate, coach, official, or opponent
  - If athlete is removed from game by official-next game suspension plus one more game total two game suspension
- Each coach or coaching staff may develop an additional list of behavior/conduct guidelines for their team(s), including bus guidelines and consequences. Please provide the athletic director with a copy of these prior to your season for approval.
- It is inevitable that during a season there will be discipline issues with students. The Athletic Director makes every effort to enforce proper chain of command that students and parents should follow. If a student or parent has a concern they should contact the coach first to discuss their concern. If an understanding is not achieved there, the coach should suggest a meeting with the athletic director, student, parent, and coach. From there we would involve the Principal and so on.
- In dealing with parents, coaches should always attempt to remain calm, to be the voice of reason, and above all, professional. Parents will often become emotional. Explain your reasoning and if they do not understand, suggest the next step in the chain.
- If a situation develops where the Athletic Director should expect a phone call from a dissatisfied parent, please do your best to inform the Athletic Director of the situation ahead of time. The administration will support all reasonable coaching decisions and actions.

### **Injury Procedures**

- If a student is injured and must be taken to a hospital, first contact the student's parents and if the contest is an away game, contact the Athletic Director.
- If a student is to be transported by someone other than an ambulance, obtain permission from the parents.
- Have the parents contact the hospital for information regarding the student's injury and to give permission and information for treatment.
- Complete an injury report with the school as soon as possible.
- Coaches must be aware that the health of each student is of primary importance and must be considered more important than winning a game or contest. If a student's health and well-being is in question, the coach should withhold the student from participation until proper medical personnel give the student permission to participate.

### **Transportation**

- Coaches must complete a transportation form for each bus trip. The form must be given to the bus driver before the bus will leave. In order for the student to not ride home on the bus, the student will need to have submitted a pre-approval request prior to the athletic contest. This pre-approval form can be found in the office. Students may not ride home with anyone other than their parent or guardian.
- Coaches are responsible for the behavior of the students on the bus. There should never be any reason for a driver to have a complaint regarding the conduct of our students on the bus.

- Coaches may elect to stop en route home for fast food. All students must be informed of this the day before. If more than one team or group is riding the bus, all coaches or sponsors involved must agree in advance the day before to the stop. If any coach or sponsor objects to stopping, the bus will come directly back to the school without stopping.
- A coach must remain at the school until all team members have left or have been picked-up for the night.
- Parking: Students are not permitted to park in the locker room lot prior to 4:00 pm on weekdays during the school year. Please enforce this with your players.

### **Building Security (weekend and holidays)**

- Coaches must limit access to the school building on weekends and holidays. Students must only be permitted to use one entrance/exit to the building. Students must not prop open any doors.
- Before leaving the building, coaches must check all doors that were accessible to students.

### **Off-Season Conditioning/Summer Workout Programs**

- All coaches are encouraged to build and develop their programs not only in-season but out of season as well.
- Off-season conditioning done during the regular school year must not conflict with in-season sports programs regular practices and competitive schedule. Every attempt must be made by the coach to accommodate the student/athlete's schedule.
- Summer workout/camp programs are the responsibility of the coaches to organize and communicate all stipulations and details to the athletes and to the parents.
- The proposed use of Hiawatha Athletic Facilities must be presented to the principal and athletic office with specific dates and times of operations. The school calendar request form (Blue Sheet) should be completely filled out and submitted.
- Transportation for any athletic camp/event during the summer is the sole responsibility of the coaches and parents.
- The financial responsibility of any summer camps that a sports program may participate in will be handled directly by the head coach of the sports program.
- Any program that may attend an off-season camp or tournament sponsored by a coach will submit a school field trip off campus release form to the athletic office for every athlete that anticipates on attending.

### **Rosters, Uniforms and Equipment**

- Each coach must submit a complete inventory of uniforms and equipment prior to the start of the season and again at the completion of the season. A generic inventory form is included.
- Coaches should provide a complete roster to the Athletic Director as soon as possible. Please notify the Athletic Director of changes to the roster as they occur through the season.
- Please keep accurate records regarding uniforms, especially as they are returned at the conclusion of the season. Coaches (especially those not Hiawatha CUSD faculty members) should collect everything except needed game uniforms at the last practice, and game uniforms immediately following the last game.
- Lost or stolen items are the responsibility of the player and he/she must pay the replacement cost of any items issued but not returned. A complete list of all missing/damaged equipment must be submitted to the Athletic Office.
- Any returned items, which have been damaged not as a result of normal wear and tear, will be repaired and the repair bill becomes the responsibility of the student.
- No awards or report cards will be given to the athlete until all equipment issued to him or her is returned and accounted for.

## High School All-Conference Meetings

- Varsity coaches must attend their all-conference selection meeting following their season on their schedule dates.
- You will be given this information regarding specific dates, times, etc.

### Letter Awards

- Freshmen may earn one set of numerals and a sport designation pin by starting with, remaining with, and finishing the season with the team. If a student finishes a second or third sport his freshman year, he or she will earn an award pin for that sport.
- Sophomores may earn a small “H” and a sport designation pin by starting with, remaining with and finishing the season with the team. If a student finishes a second or third sport during their sophomore year, he or she will earn a pin for that sport.
- Juniors & Seniors: It is recommended that in order to qualify for a Varsity letter and athlete must have played in 50% of all varsity quarters for football and basketball, 50% of all varsity games in volleyball, or 50% of all varsity innings in baseball or softball. The coach and athletic chairperson will make all decisions on letter winners. Upon the coach’s discretion, seniors who have participated in a sport throughout their stay at Hiawatha will be awarded a varsity letter.
- Juniors and Seniors who do not qualify for a varsity letter will receive a certificate of participation.
- Award pins designating the sport participated will be given to all athletes who have qualified for a varsity letter.
- Injured players are entitled to receive their awards if, in the opinion of the coaches, the athlete would have earned one had they remained healthy.
- Freshmen or sophomores may earn a varsity letter under the discretion of the coach and athletic director. They may opt to take their numerals or sophomore “H” if they so desire in place of the varsity “H” and will receive an award pin.
- Cheerleading and Dance Team awards are given by the organizations that they represent. The rules and regulations that govern these two groups determine what awards are won at each level.

### Special Certificates

- The following is a list of special certificates that are strongly encouraged to be given in each sport. Participation certificates will also be given at both the fresh-soph and varsity levels. Each varsity sport will also select a Most Valuable Player. That person’s name will be put on a plaque in the trophy case.

**Football -** Outstanding Offensive Lineman  
Outstanding Defensive Lineman  
Outstanding Defensive Back  
Outstanding Offensive Back

**Volleyball -** Highest Kill %  
Highest Serving %  
Defensive Award (Serve, Receive & Digs)  
Most Assists

**Boys and Girls Basketball -** Most Rebounds  
Most Points  
Most Assists

## Best Free Throw % (25 attempts to qualify)

### **Softball and Baseball** -Highest Batting Average

- Lowest ERA – Pitching (min. 20 innings)
- Most Runs Produced (RBI + runs scored)
- Most Stolen Bases

### **Soccer** -

- Highest Scoring %
- Most Assists
- Defensive Player
- Offensive Player

## **Awards Night & Senior Night**

- Athletes will be encouraged by the coaching staff to attend the awards night after the season is completed. It is part of the athlete's team responsibility to attend. If the athlete is going to miss the awards night, they should contact their coach and let them know why they will be missing the awards night.
- Senior athletes will be honored at a selected game each year if appropriate. It will usually be the last home game of the season. The purpose of this night is to recognize the senior players and their parents/guardians for their participation, cooperation, and effort in the sports season in which they are participating. It should be noted that seniors are not guaranteed playing time on a selected senior night, but they will be introduced with their parents before that game. It should also be noted that conference guidelines might place restrictions on the length of the senior night ceremonies. Instances of inclement weather or other unforeseen events may require a cancellation of the senior night game. In that case, seniors will be honored with a special ceremony at the awards night.

## **Spectator Conduct for Athletic & Extra-Curricular Events**

- Any person, including adults, who behaves in an un-sportsmanlike manner during an athletic event or extracurricular event, may be ejected from the event the person is attending. Any fan that gets ejected from a game will have his/her attendance privileges suspended for a minimum of three games. Depending upon the severity and frequency of the incident(s), the person's attendance privileges may be suspended for up to one year after a Board of Education hearing.
- Examples of un-sportsmanlike conduct for players and spectators include, but are not limited to:
  - Verbal harassment of **anyone** from our school or the opposing school.
  - Verbal harassment of game officials.
  - Use of vulgar or obscene language/gestures.
  - Possessing or being under the influence of alcoholic beverage or illegal substance.
  - Fighting or otherwise striking or threatening another person.
  - Failing to obey the instructions of a security officer or school district employee.
  - Other inappropriate behavior deemed un-sportsmanlike.

## **Coaching Evaluations**

- The Athletic Director will complete a coaching evaluation for each coach at the conclusion of each season. The evaluation is included here within the packet. A copy of the evaluation will be presented to the coach for review. A meeting with the coach to address any concerns will follow in a timely manner.
- All head coaches and assistant coaches will be involved in the evaluation process. Self-reflection surveys will be required by all coaches to complete and submit to the Athletic Office.



- An alternative part of the coach's evaluation will consist of a season ending inventory and list of off season goals/objectives and a method of accomplishing the stated goals/objectives.

### **Extra-Curricular Clubs**

- Maintain club's activity accounts in the principal's office in accordance with Board Policy
- Obtain prior approval from the administration before scheduling activities or placing an activity on the school calendar
- Place on file with the Assistant Principal a copy of the club bylaws describing membership and officer requirements of the organization
- Provide and regularly update a list of students participating in the organization to the Assistant Principal
- Make semester schedules for performances, games, practices, competitions, activities, etc.
- Give announcements to administration
- Communicate with the Assistant Principal, Principal, and appropriate staff regarding the scheduling of activities
- Ensure equipment is maintained as directed
- Organize and supervise fundraising activities in cooperation with appropriate district officials and properly account for such funds in a timely manner
- Enforce disciplinary guidelines as set forth in the Hiawatha Code of Conduct and Extra-Curricular Handbook, as well as any rules specific to the activity or organization
- Monitor students' compliance with grade and attendance rules
- Keep accurate records of activities, including student selection process documentation
- Model appropriate behavior towards students and parents
- Attempt to avoid scheduling conflicts with other extra-curricular activities
- Supervise all practices, performances, and activities of the organization

### **COACHES CHECKLIST**

#### **BEFORE THE SEASON**

- \_\_\_\_\_ Meet with Coaching Staff
- \_\_\_\_\_ Check and Inventory Equipment and Supplies
- \_\_\_\_\_ Check Locker Room and Playing Facilities
- \_\_\_\_\_ Prepare Team Rules Handout
- \_\_\_\_\_ Prepare Practice Schedule
- \_\_\_\_\_ Double Check Game Schedule
- \_\_\_\_\_ Meet with Athletic Office Secretary for Bus Schedules/Picture times
- \_\_\_\_\_ Attend Pre-Season Coaches meeting with Athletic Director

#### **FIRST WEEK OF SEASON**

- \_\_\_\_\_ Make sure all athletes paperwork has been turned in before they participate.
- \_\_\_\_\_ Conduct practices
- \_\_\_\_\_ Conduct player / parent meeting
  - Go over game schedules
  - Go over practice schedules
  - Team rules, expectations and policies
  - Handout picture day information
  - Handout contact information
- \_\_\_\_\_ Issue Uniforms (Keep careful track of who has what)
- \_\_\_\_\_ Prepare team rosters

## **DURING THE SEASON**

- \_\_\_\_\_ Keep accurate records/scorebook
- \_\_\_\_\_ Update MaxPreps with scores, items of interest and articles (update rosters)
- \_\_\_\_\_ Call, email or fax your scores to local newspapers and to the athletic office
- \_\_\_\_\_ Rate officials
- \_\_\_\_\_ Notify athletic trainer and athletic department of any injuries. You must also submit the district accident form.
- \_\_\_\_\_ Remain vigilant in supervising your athletes
- \_\_\_\_\_ Notify athletic department immediately of any rain-outs, schedule changes....
- \_\_\_\_\_ Check your weekly eligibility
- \_\_\_\_\_ Check your weekly event schedule
- \_\_\_\_\_ Notify the athletic director of any equipment or facility concerns

## **DURING THE OFF-SEASON**

- \_\_\_\_\_ Implement Off-Season Activity Plan
  - Lifting and Fitness Training
  - Open Gyms
  - Off-Season Leagues, clinics and camp information
- \_\_\_\_\_ Prepare request for next year's equipment and supplies
- \_\_\_\_\_ If any coaching changes are needed, start making contacts
- \_\_\_\_\_ Meet with Athletic Director regarding next year's schedule
- \_\_\_\_\_ Attend professional growth clinics and seminars
- \_\_\_\_\_ Support your fellow coaches by attending other sport contest.
- \_\_\_\_\_ Meet with lower level staff and evaluate feeder programs
- \_\_\_\_\_ Plan your summer camp and prepare brochures

## **DURING THE SUMMER BREAK**

- \_\_\_\_\_ You are allowed 25 days of contact with your athletes. Use them wisely
  - Summer Camp
  - Summer Leagues
  - Open Gyms
  - Special Skills Sessions
  - Lifting and Training

### **HIAWATHA ATHLETIC AND ACTIVITY HANDBOOK HIAWATHA EXTRA-CURRICULAR CODE OF CONDUCT**

Hiawatha Schools have made a commitment toward extracurricular activities. In order to ensure excellence, it is our belief that the athletic/activity code should be enforced 365 days a year, 24 hours a day. We feel that being involved in extra-curricular activities makes our students well-rounded individuals. This code will become a year-round policy. Once a student enrolls in school and has the intention of being involved in Hiawatha's extracurricular programs, it is his/her responsibility to follow this handbook for the entire school year as well as the following summer. Hiawatha athletic/activity programs have now become a career commitment. Each athlete at the junior and senior high will be under this code for their Junior and Senior High careers. When a student/athlete begins high school, a new career starts. All violations/actions will follow a student/athlete through their career level.

It is the belief at Hiawatha that for anyone to be successful, communication between all parties is of utmost importance. All head coaches and activity sponsors will require a mandatory pre-season or club/activity meeting between the parents, student, and coach. If this requirement is not met, the student may not begin practice until a special meeting with the coach, athletic chair person, or the principal is scheduled.

### **HIAWATHA ACTIVITY OBJECTIVES**

1. To balance athletics and other extracurricular activities with all other student considerations and activities
2. To encourage, build, and promote the individual's moral character, spiritual well being and physical development
3. To develop in each participant a feeling of pride, a sense of accomplishment and a desire to excel within the ethics of the sport/activity

4. To develop excellent athletic teams and extra-curricular programs with which the participants, school, and community can be proud
5. To promote a high regard for hard work and good sportsmanship

It is the philosophy of the Hiawatha School District that students have the opportunity to participate in a variety of sports and activities throughout the school year. It is important that all coaches, staff, parents and students work together to make necessary accommodations when conflicts in scheduling occur.

**HEALTHY LIFESTYLE MISSION STATEMENT**

A student who elects to participate in activities and athletics is voluntarily making a choice to lead a disciplined and healthy lifestyle. Hiawatha Junior-Senior High School programs are designed to help students discipline their minds and bodies. These are the reasons we stress good training habits and appropriate conduct. We are striving for excellence and do not want to compromise with mediocrity. When a student enlists in one or more programs, he/she makes a commitment and obligation to

- Abstain from the use of alcohol, tobacco, steroids and other drugs.
- Demonstrate appropriate citizenship and respect toward others.
- Develop awareness of the support systems available and to participate in those systems when necessary.

**EXTRA-CURRICULAR DRUG/ALCOHOL TESTING PROGRAM**

The District may maintain an extracurricular drug and alcohol-testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege, and participants need to be exemplars. The program promotes healthy and drug free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a “Random Drug and Alcohol Testing Consent” form will result in non-participation.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the district policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and /or alcohol use.

**STUDENT PARTICIPATION FEES**

Extra-curricular activities are available for students in grades 6-12. We encourage students to participate to develop social skills and provide a more enjoyable school experience.

There is a student participation fee of \$75 for the first sport and \$25 for the second sport for high school students and \$65 for the first sport and \$35 for the second sport for junior high students.

In order to begin practicing, the activity fee must be paid and a current physical must be on file. Fees will be waived for students qualifying for free or reduced lunch.

**SPORTS OFFERED AT HIAWATHA HIGH SCHOOL AND JUNIOR HIGH SCHOOL**

	<b>Boys</b>	<b>Girls</b>
<b>Fall</b>	Varsity and JV Football Jr. High Football Boys Soccer	Varsity and JV Volleyball Jr. High Volleyball
<b>Winter</b>	Varsity and FS Basketball Jr. High Basketball	Varsity and FS Basketball Jr. High Basketball
<b>Spring</b>	Varsity and FS Baseball	Varsity and FS Softball Girls Soccer
<b>Cheerleading –</b>	Varsity and JV for Football and Boys Basketball Jr. High Boys and Girls Basketball	

**Dance Team -** One Varsity squad that performs at Football and Basketball games.

**LETTER AWARDS**

Freshmen may earn one set of numerals and a sport designation pin by starting with, remaining with, and finishing the season with the team. If a student finishes a second or third sport his freshman year, he or she will earn an award pin for that sport.

Sophomores may earn a small “H” and a sport designation pin by starting with, remaining with and finishing the season with the team. If a student finishes a second or third sport during their sophomore year, he or she will earn a pin for that sport.

Juniors & Seniors: It is recommended that in order to qualify for a Varsity letter and athlete must have played in 50% of all varsity quarters for football and basketball, 50% of all varsity games in volleyball, or 50% of all varsity innings in baseball or softball. The coach and athletic chairperson will make all decisions about letter winners. Upon the coach’s discretion, seniors who have participated in a sport throughout their stay at Hiawatha will be awarded a varsity letter. Juniors and seniors who do not qualify for a varsity letter will receive a certificate of participation.

Award pins designating the sport participated will be given to all athletes who have qualified for a varsity letter.

Injured players are entitled to receive their awards if, in the opinion of the coaches, the athlete would have earned one had they remained healthy.

Freshmen or sophomores may earn a varsity letter under the discretion of the coach and athletic chairperson. They may opt to take their numerals or sophomore "H" if they

So desire in place of the varsity "H" and will receive an award pin.

Cheerleading and dance team awards are given by the organizations that they represent. The rules and regulations that govern these two groups determine what awards are won at each level.

### **SPECIAL CERTIFICATES**

The following is a list of special certificates that are strongly encouraged to be given in each sport. Participation certificates will also be given at both the fresh/soph and varsity levels. Each varsity sport will also select a Most Valuable Player. That person's name will be put on a plaque in the trophy case.

#### **Football -**

Outstanding Offensive Lineman

Outstanding Defensive Lineman

Outstanding Defensive Back

Outstanding Offensive Back

#### **Volleyball -**

Highest Kill %

Highest Serving %

Defensive Award (Serve, Receive & Digs)

Most Assists

#### **Boys and Girls Basketball -**

Most Rebounds

Most Points

Most Assists

Best Free Throw % (25 attempts to qualify)

#### **Softball and Baseball -**

Highest Batting Average

Lowest ERA – Pitching (min. 20 innings)

Most Runs Produced (RBI + runs scored)

Most Stolen Bases

#### **Soccer -**

Highest Scoring %

Most Assists

Defensive Player

Offensive Player

### **AWARDS NIGHT**

Athletes will be encouraged by the coaching staff to attend the awards night after the season is completed. It is part of the athlete's team responsibility to attend. If the athlete is going to miss the awards night, he/she should contact his/her coach and let them know why he/she will be missing the awards night.

### **SENIOR NIGHT**

Senior athletes will be honored at a selected game each year if appropriate. It will usually be the last home game of the season. The purpose of this night is to recognize the senior players and their parents/guardians for their participation, cooperation, and effort in the sports season in which they are participating. It should be noted that seniors are not guaranteed playing time on a selected senior night, but they will be introduced with their parents before that game. It should also be noted that conference guidelines may place restrictions on the length of the senior night ceremonies. Instances of inclement weather or other unforeseen events may require a cancellation of the senior night game. In that case, seniors will be honored with a special ceremony at the awards night.

### **PRACTICE AND GAME REQUIREMENTS**

All players must pay participation fees, turn in physical exams, and insurance waiver or verification forms prior to the first day of practice. This information must be turned into the high school office prior to the first day of practice for the student athlete.

Players are expected to attend all practices and games throughout the entire season. A player must inform the coach when he or she can NOT attend practice. Legitimate absences will be excused. The only exception to this is for practices missed the day before a game. If a player misses practice the day before a game, his/her playing time will be based upon the coach's discretion.

Coaches will set limits for unexcused absences. Any player who exceeds this limit will be removed from the team and will forfeit the winning of any athletic awards for that sport.

Students that attend a.m. practices must attend school or will be considered tardy or unexcused. The nurse must excuse students that become ill during practice and parents must call.

## **ELIGIBILITY**

In order to play on a team in interscholastic sports, or participate in any extra-curricular or co-curricular activity at school or away, the student must be current with all disciplinary consequences and in attendance for  $\frac{3}{4}$  of the day (by 9:50 a.m.) of the athletic contest or school program, except for pre-arranged excused absences including but not limited to dental and doctor appointments and funerals. Weekly academic eligibility lists will be established for sports and all other extra-curricular activities except for co-curricular activities (activities in which outside class activities are required for a grade). Grades reflected on the lists will be cumulative to the semester. Academic eligibility will be determined in a single class by no fewer than three grades averaged.

At the high school and junior high, students may not be failing **any** classes. *If a student athlete reaches a D average in any class at any time, they will be immediately referred for academic assistance. It will be the responsibility of the student athlete to participate in the assistance provided. Any student that is academically ineligible three times during one particular season will be ineligible for the remainder of that season. Students academically ineligible (3<sup>rd</sup> time) will be allowed to remain on the team (practice) without participation in games (no awards), but will be required to participate in academic assistance and meet team expectations.* Academic eligibility lists will be distributed on Friday to faculty and coaches and will affect weekly participation the following Monday through Sunday. Students that fail more than one class the previous semester will not be eligible to participate in athletic activities during the current semester. Eligibility will be reinstated if the student meets Hiawatha eligibility requirements at the end of each quarter.

## **QUITTING THE TEAM**

Any player who quits the team for any reason before the season is completed will not be allowed back on the team until a review of action is taken under consideration by the coach and athletic coordinator. After review, the parent and student must meet with the principal, athletic coordinator, and the coach to establish guidelines for the athlete. These guidelines must be followed or the athlete will be removed from the team immediately. Any player quitting the team is not guaranteed that he/she will be allowed to return.

## **ATHLETES' BEHAVIOR DURING PRACTICES AND GAMES**

It is the athlete's responsibility to learn and demonstrate proper athletic behavior. Such behavior can be described as actions by players who promote cooperation and learning during practice, which encourage a profitable work ethic, and which result in excellent competition coupled with good sportsmanship on the playing field.

The coaching staff, for the benefit of the team and community, prefers not to tolerate the actions of players who show lack of concern for above behaviors and attitudes. Therefore, if improper behavior is observed in practice or game situations, corrective action will be taken.

## **ELECTRONIC DEVICES**

In order to maintain an orderly and *safe* environment, students are not allowed to use or have turned on any electronic signaling and cellular telecommunication devices ***while traveling or participating in extracurricular activities***. Bringing expensive electronic items to ***these events*** increases the chance of theft or damage. Students may not use or possess an electronic paging device. Students may not use a cell phone, video recording device, personal digital assistant (PDA), or other electronic devices in any manner that disrupts the ***event*** or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned by the principal, all electronic devices must be kept off and out of sight ***while participating in the event. This includes while traveling to and from an event*** unless

- The supervising teacher/***coach*** grants permission.
- It is needed in an emergency that threatens the safety of students, staff, or other individuals.

If a student does not follow this rule, the electronic device will be confiscated and will not be returned to the student. The parent/guardian will need to make arrangements to pick up the device after regular school hours. Refusing to turn over an electronic device to a staff member will warrant a consequence for insubordination. Hiawatha C.U.S.D. #426 is not responsible for lost or stolen electronic devices.

## **UNSPORTSMANLIKE BEHAVIOR ON THE FIELD OF PLAY DURING PRACTICES AND GAMES**

All coaches will present guidelines for improper conduct during athletic seasons to the athletic coordinator in writing prior to the season starting. Each coach will cover these guidelines in their mandatory pre-season parent/athlete meetings. Parents and players must meet with the coach prior to the start of practice.

**Player ejections:** Any player ejected from a contest for unsportsmanlike conduct will receive an automatic one game suspension from the Illinois High School Association and an additional game suspension from the Hiawatha Athletic Department, resulting in a two game suspension from athletic contests. Game suspensions will be served on the first two contests following the infraction. If a player is ejected from an athletic contest at the end of the sports season, the player's suspension will be carried over to the next sport in which the player will be a participant.

Depending upon the severity of the incident, this punishment may be more severe. *If a player is ejected from a contest for unsportsmanlike behavior for a second time during the school year, that player will be prohibited from participating in athletics for the remainder of that school year.* The Hiawatha Athletic Department will not tolerate unsportsmanlike behavior in athletics.

### **Unsportsmanlike Conduct Penalties:**

Players receiving unsportsmanlike conduct penalties (technical fouls, red cards, etc.) will be subject to the following penalties:

1st offense: IHSA rules

2nd offense: One-game suspension

3rd offense: Three-game suspension

4th offense: Removal from the team for the remainder of the season

### **SPECTATOR CONDUCT FOR ATHLETIC & EXTRA-CURRICULAR EVENTS**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic event or extracurricular event, may be ejected from the event the person is attending. Any fan that gets ejected from a game will have his/her attendance privileges suspended for a minimum of three home games. Depending upon the severity and frequency of the incident(s), the person's attendance privileges may be suspended for up to one year after a Board of Education hearing.

Examples of unsportsmanlike conduct for players and spectators include, but are not limited to

- Verbal harassment of **anyone** from our school or the opposing school
- Verbal harassment of game officials
- Use of vulgar or obscene language/gestures
- Possessing or being under the influence of alcoholic beverage or illegal substance
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or school district employee
- Other inappropriate behavior deemed unsportsmanlike

*The Hiawatha Administration would like to thank you for your cooperation at all school events.*

### **STUDENT SUPERVISION**

**Students in 8th grade and younger need to be under parent/guardian supervision at all athletic events.**

### **VIOLATION OF SCHOOL RULES AND REGULATIONS**

**School suspension** – A school participant who is suspended from school for violating school rules or regulations shall be subject to the following provisions:

- Students on suspension are ineligible to practice, play, participate, or attend any school activity the day(s) of the suspension or the weekend occurring during the term of the suspension. *Suspended students are not allowed on school property during the suspension period.* The participant shall not suffer any loss of awards.
- Second offense of school rules or regulations resulting in suspension, subject to provisions already stated, plus the loss of all awards and honors for that season.
- Third offense – immediate removal from the team.

**Detention** – A participant who is assigned a detention shall be ineligible to participate in practice or games during those clock hours that the consequence is assigned. The participant shall suffer no loss of awards or honors.

### **VANDALISM**

Any student who vandalizes another school's property or who takes items from another school without legal reason will be expelled from all teams for up to six calendar months and will be expected to pay restitution for the damage or theft. He/she will also be subject to school disciplinary action. Depending upon the severity of the incident, punishment may include suspension, expulsion, and/or appropriate legal/criminal proceedings. Upon the second occurrence, the student will not be permitted to participate in Hiawatha's sports program for the remainder of his/her high school eligibility. Decisions will be based upon recommendations of the principal and athletic chairperson.

### **CARE AND RETURN OF SCHOOL UNIFORMS AND EQUIPMENT**

All uniforms and equipment issued to the athlete must be returned within seven days after the last game.

Lost or stolen items are the responsibility of the player and he/she must pay the replacement cost of any items issued but not returned.

Any returned items, which have been damaged, not as a result of normal wear and tear, will be repaired and the repair bill will become the responsibility of the student.

No awards or report cards will be given to the athlete until all equipment issued to him or her is returned and accounted for.

### **TRANSPORTATION POLICY**

In order to promote team spirit and the safety of students, all athletes are highly encouraged by administration to ride the bus to and from all away games. Should a player need to ride with a parent/guardian, arrangements must be made prior to the game with written notification to the principal or athletic chair. It is highly encouraged by the administration for the school district to provide transportation to the games. Coaches may elect to stop in route home, however; all students must be informed the day before the game. Parents, please respect our advisors/coaches and your children by picking up your child in a timely manner from practices and competitions.

## **INVOLVEMENT IN DRUGS/ALCOHOL/TOBACCO FOR ALL SPORTS/ACTIVITIES**

**Possession:** Any student found through verification and investigation of the administration and athletic department illegally consuming, using, buying, selling alcohol, illegal drugs, or tobacco and/or is present where illegal drugs or alcohol are being consumed, used, bought or sold will be considered in possession according the Hiawatha Code of Conduct. Once a student is aware that alcohol and/or illegal drugs are present, it is the responsibility of the student to leave the scene. If the student does not leave immediately, he/she is in violation of the Hiawatha Code of Conduct. All violations will be reported and investigated in a timely fashion.

**Suspension** from an athletic team or activity is the temporary removal of a participant from aspects of the team which may include practice, dressing, and attendance as a spectator at home or away contests.

**Expulsion** of a participant is the permanent removal of the student from all athletic team(s) or club(s) and the forfeiture of all team awards.

## **CAREER OFFENSES OF DRUG/ALCOHOL/TOBACCO INVOLVEMENT**

### **First Offense:**

Option 1 The student is suspended for six calendar months from all teams/activities and agrees to furnish the results of a current urinalysis, at his/her expense, to the athletic chairperson whenever he/she chooses to join another team/activity. If the urinalysis indicates that the student's body does not contain any illegal drugs, they will be allowed to participate or

Option 2 A student is suspended for 20% of the scheduled regular season, has an assessment, and loses all awards for that sport or activity. Tournaments will count as two games unless they are single elimination, or are a guaranteed three game situation. If necessary, the penalty will be carried to the next sport season, which may be the following school year. The athlete will be allowed to practice during the suspension. The athlete must attend all games and sit on the team bench in street clothes. The student will be evaluated through a qualified professional agency recommended through a meeting of the athletic chairperson, guidance counselor, principal, and the student's parent/guardian. Any intervention by the professional agency must be completed immediately. Students will be excused from practice to attend intervention classes, or assessment. Failure to complete the program in its entirety will result in forfeiture of this option.

### **Second Offense:** *Loss of all awards for the school year and*

Option 1 Student will be suspended from all teams/activities for one calendar year. At the end of the suspension, the student will be asked to provide the results of a current urinalysis, at his/her expense, to the athletic chairperson. If the results indicate no illegal drugs are present, the student will be allowed to participate in whatever sport/activity they choose or

Option 2 The student will be suspended for six calendar months, evaluated through a professional agency, and expected to follow its recommendation. Failure to complete the program in its entirety will result in the student's forfeiting his/her right to this option. The athletic chairperson, principal, the student and the student's parent/guardian would meet and agree upon a program.

### **Third Offense:**

The student will not be allowed to participate in athletics for the remainder of his/her career at Hiawatha.

When a student completes Option 1 or 2 for the first or second offense, he/she will be allowed to participate in sports/activities at Hiawatha. The student, within FIVE days of being informed by the athletic chairperson or principal that the school is subjecting them to discipline as a result of drug/tobacco/alcohol involvement, will inform the athletic chairperson in writing which option he/she chooses. Failure to do this, except in emergency situations, will result in Option 1 being instituted. **If a violation takes place when a student/athlete is not in a sport season, the penalty will be invoked during the next athletic/activity season of participation.**

## **VOLUNTARY ADMISSION OF A DRUG/ALCOHOL/TOBACCO PROBLEM**

Any student who voluntarily admits that he/she has a problem with or an addiction to drugs/alcohol/tobacco before he/she is caught in possession will be permitted to continue to participate provided

- The parents/guardians are notified.
- They agree to a formal medical evaluation as well as whatever treatments recommended at their own expense.
- The school must have medical verification that treatment has been completed and/or is ongoing and that it is medically safe to participate.
- The coach will determine playing time.
- Admission of this problem should be to the counselor, coach, athletic chairperson, or principal.

## **HIAWATHA HIGH SCHOOL BUILDING SECURITY GUIDELINES FOR ATHLETES**

The following guidelines will be in effect for athletes after practice is completed to maintain the security of the building:

The exit doors will be locked at 3:30 p.m. or about one half hour after the buses leave. Students are to leave the building immediately after school is over. Athletes are to report to their locker room and practice area as soon as possible.

After practice is over the athletes should go into their respective locker rooms to change clothes, shower and secure their lockers.

When the above is completed they should *leave the building as soon as possible*. If they are waiting for a ride, they should be picked up in the circle drive in front of the school.

Athletes are not to be in the hallways after practice. They should take their books and belongings to the locker room after school to stay out of the hallway after practice is over.

Athletes should see their coach for care or treatment of an injury.

*Athletes, students, or friends are not to be in the building unless they have proper supervision. Athletes are not to wait for another athlete receiving treatment in the gym or training area. They are to leave the building immediately after their practice is completed.*

Cooperation by the athletes is very important in maintaining security of the building.

Board approved 6/25/01

## **PROCEDURE FOR STUDENT(S) TO PARTICIPATE IN INDIVIDUAL SPORTS**

### **Requirements for an Individual(s) to Compete Independently in Athletics:**

- Student/Parent(s) must pay regular Hiawatha student athletic-activity fees for an individual to participation in sport(s).
- Student/Parent(s) assume all costs associated with the program, such as awards, entry fees, uniforms, equipment, etc.
- Athletic director must approve uniforms even though parents are purchasing them.
- Parents will provide transportation for student-athlete(s). Student/Parent(s) must sign a transportation waiver to release Hiawatha C.U.S.D. #426 of all responsibilities.
- Student/Parent(s) are responsible for seeking adequate practice and competition.
- Student/Parent(s) are responsible for seeking a coach that meets IHSA requirements.
- A written request must be made 30 days prior to the IHSA deadline for entry.

### **Responsibilities of Hiawatha High School**

- IHSA paperwork and/or fees
- All paperwork involved with the registration process for IHSA tournaments
- Required IHSA rules meetings (attended by Hiawatha representative)
- All official contracts (signed by a Hiawatha administrator)
- Communication between the athlete(s), parent(s), and other schools

## **CLUBS/ACTIVITIES**

(All are extracurricular unless otherwise noted)

### **Athletic Club**

This club consists of students who have earned a varsity letter.

### **Band**

Co-curricular

### **Chorus**

Co-curricular

### **Cheerleaders**

Students from 9th – 12th grades serve the school as promoters of school spirit and ambassadors of good will. Tryouts are held each spring and in the fall if necessary.

**Dances** Only Hiawatha 6th, 7th and 8th grade students may attend jr. high dances; high school students may not attend junior high dances. High school dances may be attended by Hiawatha 9 – 12th grade students only and their 9 – 12th grade or older (20 and under) guests; junior high students may not attend high school dances.

### **FFA**

The National FFA Organization is an important element of Agriculture Education and focuses upon premier leadership, personal growth and career success. This organization is for students who are enrolled in agriculture education courses. Activities of this organization include but are not limited to Illinois' longest running grain show and auction, leadership conferences, State and National Convention, Supervised Agricultural Experiences (SAE), FFA Week Celebration, Career Development Events (CDE). Some of the CDEs include Equine Evaluation, Livestock Evaluation, Dairy Evaluation, Horticulture Contest, Ag Mechanics Contest, Crop Evaluation, Soil Science Evaluation, Public Speaking, and much more.

### **FFA Alumni**

This organization supports and promotes the FFA, its activities and agriculture education at every level. By supporting our local FFA chapter, the Alumni work to promote greater knowledge of the agricultural industry and support education in agriculture.

### **Homecoming Committee**

This committee plans the homecoming activities for homecoming week.

### **Dance Team**

This squad has a tradition of excellence and quality. It performs at half- time of varsity football and basketball games. Tryouts are held in the spring and the fall if necessary.

### **National Honor Society**

Membership in the N.H.S. is through a faculty selection process based on scholarship, leadership, community service, and moral character. Once inducted, the student cooperates with other members to provide some needed service to the community and tries to exemplify the society's values to those he/she meets throughout the year.

### **National Junior Honor Society**

This is the 7th, 8th and 9th grade honor society.

### **Academic Bowl**



Students will compete in at least two events – the Little Ten conference meet and the I.H.S.A. meet.

**W.Y.S.E.**

This is generally a math/science/English/computer science -oriented activity whose members compete in contests held at Kishwaukee College during the year.

**Musical**

Tryouts are open to all members of the school. Anyone who has the talent to sing, perform, dance, cooperate, construct, and publicize should volunteer his/her efforts.

**Student Council**

This is an opportunity for any student to become involved in student government. (See Council Constitution.)

**Prom Committee**

This committee, comprised of members of the junior class, plans the junior-senior prom.

**Weightlifting Program**

This is an all year program for any student interested in developing his/her strength and muscle tone when he/she competes in athletics.

**Yearbook – “The Hawk”**

“The Hawk” is the yearbook of Hiawatha published before the end of the school year by a staff of students. Any student is eligible to join the staff especially if he/she is interested in writing, layout, or photography. A desire to work on the yearbook, certain typing abilities, reliability, cooperation, and persistence are special requirements for staff members.

Hiawatha School District #426 encourages students to participate in after school activities and sports. When schedules conflict, we ask that all participants, teachers, coaches, and parents cooperatively work together to come to a positive resolution.

**ORGANIZATIONS**

The following is a description of the organizations dedicated to helping support various students’ needs and activities at Hiawatha.

**Pre-K - 8 Parent/Teacher Organization (P.T.O.)**

The PTO members work to develop a strong relationship between home and school through sponsorship of activities and supplies to enhance the education of our elementary students.

**Fine Arts Boosters (F.A.B.)**

FAB members work with staff to help promote band/music concerts, purchase items for the music, art, and drama departments, and help with the production of school plays and musicals.

**Hiawatha Sports Boosters**

This organization promotes district athletics via fundraisers, helping at athletic events, and organizing banquets to honor district athletes.

**Hiawatha FFA Alumni**

This organization promotes student and program support for agriculture education classes and the FFA organization.

**Hiawatha Education Foundation**

This organization sponsors grants, which enable educators and administration to pursue innovative projects that enrich teaching and learning for students.

**Kirkland Hiawatha “Friends of Hiawatha” Schools Foundation**

This is a charitable 501 c (3) organization was founded to offer scholarships to Hiawatha seniors interested in pursuing educational achievements beyond high school and to enhance the school educational environment through funds designated for capital improvements. An annual 4-K Run Walk Road Race held during the summer offers students the opportunity to raise awareness for wellness while raising funds for facility improvements and to ensure the future of the Hiawatha school district in Kirkland.

Other organizations fundraise for school activities upon administration approval.