

Athletic/Extra-Curricular Activity Code

I. INTRODUCTIONS

A. TO THE PARENT

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletic programs and/or extracurricular activities provided by or through the Kansas School District #3 and Oakland School District #5, hereinafter called District #3 and District #5. Your family interest in this phase of our school program is gratifying and we believe that participation in sports and extracurricular activities provides a wealth of opportunities and experiences, which assists students in personal adjustments.

We are concerned with the educational development of boys and girls through athletics and extracurricular activities and feel that a properly controlled, well-organized sports program and extracurricular activity meets the students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each students' educational maturity.

A student who elects to participate in athletics and/or extracurricular activities is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the squad. These concepts of self-discipline and self-denial are tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics or extracurricular activities for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes or extracurricular activities to compromise with mediocrity.

When your son/daughter enrolled in one of our sports programs and/or extracurricular activities, he/she committed our staff to certain responsibilities and obligations, which are:

- (1) To provide adequate equipment and facilities.
- (2) To provide well trained coaches/sponsors/directors as leaders and positive role models.
- (3) To provide equalized contests with skilled officials.

Likewise, we feel that you, as parents, have committed yourselves to certain responsibilities and obligations. We would like to acquaint you with specific policies that are necessary for a well-organized program of athletics and extracurricular activities, which will enhance your student's opportunities.

It is the role of the department of athletics to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which are achieved only through communication to the parent. It is our intent to accomplish this objective through this athletic/extracurricular publication for students and parents.

B. TO THE ATHLETE/EXTRACURRICULAR PARTICIPANT

Being a member of a Tri-County athletic team and/or extracurricular activity is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great school tradition is not built overnight; it takes the hard work of many dedicated people over many years. As a member of an interscholastic squad and/or extracurricular participant in Kansas and Oakland schools, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes/participants, our schools and our Community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads/activities, have achieved more than their share of conference and tournament championships. Many individuals have established records and won All State and All Conference honors.

It will not be easy to contribute to such a great school tradition. When you wear the colors of your school, we assume that you not only understand our traditions, but are willing to assume the

responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family. Your participation carries with it some basic responsibilities.

1. **RESPONSIBILITIES TO YOURSELF:** The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for your life as an adult.
2. **RESPONSIBILITIES TO YOUR SCHOOL:** Another responsibility you assume as a squad member/extracurricular participant is to your school. District #3 and District #5 cannot maintain their positions as outstanding school systems unless you do your best in whatever activity you wish to engage. By participating in athletics/extracurricular activities to the maximum of your ability, you are contributing to the reputation of your school. You assume a leadership role when you are on an athletic squad and/or in an extracurricular activity. The student body and citizens of the community will know you. You are on the stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make your school proud of you, and your community proud of your school, by your faithful exemplification of these ideals.
3. **RESPONSIBILITIES TO OTHERS:** As a squad member/extracurricular participant you also bear heavy responsibilities to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday, and that you have played the game "all out," you can keep your self-respect and your family can be justly proud of you.

The younger students in the Kansas and Oakland school systems are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

II. ATHLETIC/EXTRACURRICULAR PHILOSOPHY

A. STATEMENT OF PHILOSOPHY

The Tri-County Athletic Program and/or Extracurricular Activities should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. The interscholastic athletic program and/or extracurricular activity shall be conducted in accordance with existing Board of Education Policies, Rules and Regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost."

B. ATHLETIC/EXTRACURRICULAR GOALS AND OBJECTIVES

OUR GOAL – The student athlete/extracurricular participant shall become a more effective citizen in a democratic society.

OUR SPECIFIC OBJECTIVES – The student athlete/extracurricular participant shall learn:

To work with others – In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than that of personal desires.

To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.

To develop sportsmanship – To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.

To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.

To enjoy athletics – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.

To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical desire to maintain this level of physical fitness after: formal competition has been completed.

III. GOVERNANCE

A. THE BOARD OF EDUCATION

The Board of Education, responsible to the people, it is the ruling authority for the District #3 and District #5 public schools, hereinafter called the Board.

THE BOARD OF EDUCATION IS RESPONSIBLE FOR THE FOLLOWING AREAS:

1. Interpreting the needs of the community.
2. Developing policies of accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of Unit #3 School District and Unit #5 School District.
3. Approving means by which professional staff may make these policies effective.
4. Evaluating the interscholastic athletic program in terms of its value to the community.

B. THE ILLINOIS ELEMENTARY SCHOOL ASSOCIATION & THE ILLINOIS HIGH SCHOOL ASSOCIATION

All schools are voluntary members of the Illinois Elementary School Association and Illinois High School Association and compete primarily with member schools.

The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations.

The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. Failure to comply with Association rules and regulations may place a school district in jeopardy of membership affiliation.

To be eligible for interscholastic athletics, a junior high student must meet IESA regulations and a high school student must meet IHSA regulations as they now exist or may hereafter be modified by the Board of Education of District #3 and District # 5 concerning the following matters:

1. Enrollment
2. Age
3. Physical Examinations
4. Seasons of Competition
5. Semesters of enrollment (Scholarship)
6. Residence Requirements
7. Transfer
8. Guardianship
9. Awards
10. Amateur Practices
11. Participation on Independent Teams
12. Undue Influence (Recruiting)
13. Scholastic Eligibility

C. THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The National Federation consists of the fifty individual state high school athletic and /or activities associations. The purposes of the Federation are to serve, protect and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can best be operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

The National Federation is both a service and regulatory agency. The growth and influence of state associations and the National Federation ensures some degree of teamwork on the part of more than 20,000 schools and enables them to formulate policies for the improvement of interscholastic activities.

D. THE ATHLETIC CONFERENCE

Kansas Junior High School and Lake Crest Junior High School are independent teams. Kansas High School and Oakland High School are voluntary members of the Little Okaw Valley Conference. These conferences were established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort. The conferences were established to encourage member schools to improve their co-curricular program in athletics. The conference membership facilitates the arranging of schedules, equalizing competition and conducting league meets, and determining league championships. The conferences provide Kansas and Oakland the opportunity for competition without excessive travel and with schools of similar size and athletic philosophy. Membership implies abiding by conference schedules, rules and regulations.

IV. REQUIREMENTS FOR PARTICIPATION

A. PHYSICAL EXAMINATION

A yearly physical examination is required. The physical card must be completed by the physician, and submitted to the coach prior to the first day of practice. The physical covers all sports for one year from the date of the physical. The form will be kept on file in the Elementary School or High School Offices.

B. PARENTAL ACKNOWLEDGMENT OF ATHLETIC/EXTRACURRICULAR POLICIES

At the time a student goes out for an athletic team and/or extracurricular activity, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics and/or extracurricular activities.

Each parent or guardian shall read all of the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. A parent consent form must be signed for participation.

C. INSURANCE

The school district does carry a secondary insurance plan to assist when applicable in the coverage of student athletic injuries. This plan will become a primary plan if the athlete has no other insurance coverage. Parents should contact the secretary of each school for the terms of the policy.

D. SCHOLASTIC ELIGIBILITY

In order to participate on a Tri-County athletic team and/or extracurricular activity, each athlete/student must have satisfied all of the scholastic eligibility requirements prior to participation as set out in this handbook as otherwise required by the Board of Education. Athletes/students must be passing all subjects that they are enrolled in during each quarter. Eligibility will be due on the last attendance day of the week and will affect eligibility for the following week (Monday – Saturday.) The AD will determine eligibility every week for both districts. If a student athlete is ineligible for 3 weeks, he/she will be removed from his/her current sport/extracurricular activity immediately.

E. COMPLETION OF THE SPORT SEASON/EXTRACURRICULAR ACTIVITY

Completion of the sport season and/or extracurricular activity is required in order for the athlete/student to be eligible for a letter or any other award. An exception would be made for injured

athletes. The coach, athletic director, and principal shall determine what constitutes the completion of the sport season.

F. FINANCIAL OBLIGATIONS AND EQUIPMENT

1. Uniforms – In several sports, athletes will be required to purchase a portion of the game uniform which will become their property.
2. Equipment – All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practice or other activities specifically sanctioned by the District or their coaches. The athletes will be liable for loss or damage to all equipment not returned in good condition at the end of the season.

V. ATHLETIC/EXTRACURRICULAR CODES OF CONDUCT

CONDUCT OF ATHLETES/EXTRACURRICULAR PARTICIPANTS

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, sponsors, directors and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes/extracurricular participants shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law or rules or regulations of District #3 and District #5 tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

TRAINING RULES AND REGULATIONS

Athletes/extracurricular participants of the Kansas School District #3 and Oakland School District #5 shall not possess, use, sell, give, or otherwise transmit, or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotic, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine or intoxicants of any kind. The use or possession of any tobacco product or drug paraphernalia is also prohibited. Student athletes shall not attend activities where alcohol or drugs are present.

This policy will be subject to enforcement and/or disciplinary action for twelve (12) months of the year. Additionally, offenses in violation of this policy are accumulative during a student's participation in athletics and/or extracurricular activities.

A violation of this policy at any time during a student's career will result in an evaluation by the Athletic/Extracurricular Disciplinary Committee prior to participation in any athletic activity and/or extracurricular activity.

ATHLETIC/EXTRACURRICULAR DISCIPLINARY COMMITTEE:

Due to the serious nature of these rules, there will be an Athletic/Extracurricular Disciplinary Committee, hereinafter called the "AEDC", which will review any alleged infractions and determine the appropriate penalty, if any. The AEDC shall be comprised of a combination of participants. The role of the head coach/sponsor is that of an advisor with the ability to provide input concerning the student's record and any other information pertinent to the situation. To ensure due process, the administrator shall be present during all phases of the committee process. If unavailable or unable to serve for reasons of conflict of interest or otherwise, any member of the AEDC shall be replaced by another administrator, coach, or sponsor. There will be a set committee for the school year. The following is representative of the committee membership:

Athletic/Extracurricular Disciplinary Committee:

1. Athletic Director
2. Coach
3. Coach
4. Extracurricular Sponsor
5. Administrator

PENALTIES FOR VIOLATIONS:

In determining the appropriate penalty for violations, the AEDC hearing of that particular case shall give due consideration to the offense itself, any prior, similar or related activities of the athlete, the circumstances surrounding the violation, the amount of time that has transpired between repeat offenses, the possibility of rehabilitation of the athlete and any efforts of the athlete demonstrating rehabilitation and contrition. The AEDC shall also consider the effect of the conduct of the athlete/student and the actions of the AEDC upon the Kansas School and Oakland School. At a minimum, the penalty provided by the AEDC should attempt to elicit a behavioral change in the athlete/student and get a fair and reasonable standard for the school districts.

In-season/out-of-season violations will not be distinguished. A violation is punishable at any time under the proposed policies.

If an athlete/student quits a sport or extracurricular activity during which their suspension is being served, the suspension will carry over to the next sport of extracurricular activity that the athlete/student participates.

Alcohol, Drug, Tobacco Use or Unacceptable Conduct:

First Offense: 30% to 50% of current or next athletic season and/or extracurricular activity
Second Offense: 75% of current or next athletic season and/or extracurricular activity to one (1) year athletic/extracurricular activity suspension

The athlete's/extracurricular participant's next season is considered the next sport or activity that the athlete/extracurricular participant participated in the previous year.

Student Participants under Arrest:

If a student is arrested for a felony, misdemeanor or violation of a similar provision of a local ordinance and there is admission of guilt by the student or if, after reviewing the case, school officials believe there is strong evidence, (e.g., witnesses which indicates probable guilt), then the school may restrict the student from participation regardless of the legal outcome of the case. It should be clearly understood that participation in athletics/extracurricular activities at Kansas High School and Oakland High School is a privilege, not an inherent right.

Kansas High School and Oakland High School will not include in its athletic/extracurricular programs those athletes/extracurricular participants who have transferred into our district to avoid suspension elsewhere.

Moreover, any athlete/extracurricular participant who transfers into our district from another district and has disciplinary action pending, will be subject to review by the AEDC. The AEDC will determine the application of this policy with the understanding that the continuance of discipline can not be less than the standards of this policy for participation.

Self-Referral by Athletes/Extracurricular Participants:

Athletes/extracurricular participants may take advantage of a self-referral procedure to seek information, guidance, counseling and assessment in regard to student/athlete use of tobacco, alcohol and other drugs. Voluntary referrals do not carry punitive consequences.

1. Referral without consequences is allowed one (1) time in a student's four-year high school career.
2. Referral must be only by the individual athlete/extracurricular participant or a member of their immediate family.

3. Referral must be made previous to any evidence of a violation.
4. Referral cannot be used by athletes/extracurricular participant as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having possibly violated one of the codes of conduct rules.
5. Referral must be made to a coach, sponsor, director, Athletic Director, teacher, administrator, guidance counselor, or the district drug and alcohol education coordinator.
6. Referral will result in the notification of parents or legal guardians. At their own expense, the student will agree to a formal evaluation and assessment of their condition. The student may return to athletics/extracurricular activities when it is medically safe for them to participate.

Admission of Guilt by Students

Admission of guilt is defined by the actions of the student once a code of conduct rule is violated and a student has been identified as having violated one of the codes of conduct rules. The AEDC will evaluate the timing and disclosure of the violation by the student.

INDIVIDUAL COACHES/SPONSORS/DIRECTORS RULES

Coaches/sponsors/directors may establish additional rules and regulations with the approval of the Athletic Director and Principal for their respective sports/extracurricular activities. These rules, as pertaining to a particular sport/extracurricular activity, must be given by the coach/sponsor/director in writing to all team members and/or extracurricular participants and explained fully at the start of the season or extracurricular activity. Penalties for violation of team or extracurricular activity rules will also be in writing and shall be administered by the coach/sponsor/director. Copies of all additional team/activity rules are on file in the athletic director's and principal's office.

TRUANCY

Any athlete/extracurricular participant who is declared truant will be ineligible to play/participate or practice the day of the infraction.

POLICY ON FIGHTING IN INTERSCHOLASTIC SPORTS

Fighting in any sport/activity shall be construed to consist of: An invitation to fight – closely following an opposing player during a disturbance and making any taunting gesture or sound – punching or slugging with fists whether or not a punch is landed – wrestling or tackling an opponent outside a legal play situation. Violation of this rule shall be an automatic suspension for the remainder of that game plus suspension from the next scheduled game. The same suspension applies to any member of the playing squad who leaves the bench during a fight.

APPEAL PROCEDURE

The student athlete/extracurricular participant may appeal the decision of the Athletic/Extracurricular Disciplinary Committee to the Board of Education. Any appeal to the Board of Education shall follow the rules and procedures promulgated by the Board and appropriate in dealing with such matters. The Board will afford full and procedural due process to the athlete who is contesting the decision of the AEDC.

VI. SCHOLASTIC ELIGIBILITY REQUIREMENTS

KANSAS AND OAKLAND SCHOOL DISTRICT ACADEMIC REQUIREMENTS

To be eligible to participate in interscholastic athletics and/or extracurricular activities in District #3 and District #5, all students will be required to meet Illinois Elementary School Association or Illinois High School Association and Kansas and Oakland School District requirements.

VII. BASIC ATHLETIC/EXTRACURRICULAR POLICIES

- a. Participation An athlete may participate in only one sport per season, unless coaches of the conflicting sports come to an agreement that does not place the student athlete in a dilemma.
- b. Dropping or transferring sports and/or extracurricular activities: Quitting is an intolerable habit to

acquire. A quitter may lose the privilege of participating in athletics and/or extracurricular activities. On occasion however, an athlete/extracurricular participant may find it necessary to drop a sport/activity for a good reason. If this is the case, the following procedure must be followed:

1. Consult with your immediate coach/sponsor/director.
2. Report your situation to the Athletic Director.
3. Check in all equipment issued to you.

Any athlete/extracurricular participant who decides to quit before the conclusion of the season/activity, may not join the pre-season of the next sport or another sport in season and/or extracurricular activity. They must wait until the first regular day of practice.

- c. Equipment: School equipment checked out by the student athlete/extracurricular participant is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.
- d. Missing practice: An athlete/extracurricular participant should always consult his/her coach/sponsor/director before missing practice. Missing practice or a game without good reason will be dealt with severely.
- e. Travel: All athletes/extracurricular participants must travel to and from out-of-town athletic contests/extracurricular activities in transportation provided by the school unless, previous arrangements are made by the parents for exceptional situations. Parents should make arrangements through the Principal. All junior high athletes will be allowed to travel home from out-of-town athletic contests/extracurricular activities with their parents (and only their parents), if their parents have signed them out on the coach's/sponsor's official sign out sheet.
 1. Athletes/extracurricular participants will remain with their squad/group and under the supervision of the coach/sponsor when attending away contests/activities.
 2. Athletes/extracurricular participants that miss the bus will not be allowed to participate in the contest/activity unless there are extenuating circumstances.
 3. All regular school bus rules will be followed.
 4. Dress appropriately and in good taste.
- f. College recruitment policy: In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Inform your coach of such a contact as soon as possible. College recruitment information is available from the guidance office. NCAA standards are available in the guidance office.
- g. Conflicts in extracurricular activities: An individual student, who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

When a conflict arises, the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based on the following:

- *The relative importance of each event.
- *The importance of each event to the student.
- *The relative contribution the student can make.
- *How long each event has been scheduled.
- *Meet with parents.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she would withdraw from that activity.

- h. **Attendance:** **Students may not attend or participate in any practice, extra-curricular or school event (home or away) if a student is absent for any part of the school day without doctor/dentist note or administrator's approval.** Final authority for infractions of this rule will rest with the principal.

Student athletes/extracurricular participants are required to be in school on school days following an athletic contest/extracurricular activity. Illnesses are an exception. However, if a pattern of absences, ½ day absences, or excessive tardies develop on days following athletic contests/extracurricular activities, the coach/sponsor may require that athlete/extracurricular participant to sit out all or a portion of the next athletic contest/extracurricular activity.

- i. **Release from class:** It is the responsibility of athletes/extracurricular participants to see their teacher the day before the classes they miss because of the athletic contest/extracurricular activity. All work shall be made up at the convenience of the teacher.

- j. **Grooming and dress policy:** A member of an athletic team/extracurricular participant is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes/extracurricular participants, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes/extracurricular participants in this community.

The following grooming and dress rules will be adhered to by team/group members:

1. Hair-styles are to be maintained in a neat and clean manner so as to present a positive image for both the team/group and the school.
2. An athlete/extracurricular participant shall dress presentably at all times, on trips, or at assemblies or banquets.
3. Only uniforms issued by the department of athletics will be permitted to be worn for a contest. Uniforms are to be worn only at games or at times designated by coaches. Uniforms should only be worn by the athlete the uniform was issued to.
4. Athletes/extracurricular participants will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

- k. **Vacations policy:** Vacations by athletic/extracurricular team members during a sport/extracurricular activity season are discouraged. Parents/athletes/extracurricular participants wishing to do so may wish to re-assess their commitment to being an athlete/extracurricular participant. In the event of an absence due to a vacation is unavoidable, an athlete/extracurricular participant must:

1. Be accompanied by his/her parents while on vacation.
2. Contact the head coach/sponsor prior to the vacation.
3. Practice one day for each practice or contest day missed prior to resuming competition. (Contest day will count as a practice day.)
4. Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, 3rd string, etc.

- l. **Reporting of injury:** All injuries which occur while participating in athletics/extracurricular activities should be reported to the coach/sponsor. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. Once athletes/extracurricular participants are treated by a physician, the athlete/extracurricular participant must obtain the doctor's permission to return to the activity.

- m. **Locker room regulations:**

1. Rough-housing and throwing towels or other objects is not allowed in the locker room. **Hazing** of other players is not allowed.
2. All showers must be turned off. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players are allowed in the locker room.

4. No glass containers are permitted in locker rooms.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

VIII. PROSPECTIVE COLLEGE STUDENT ATHLETE

The following are NCAA Requirements to participate in Division 1 or 2 Athletics:

1. Graduate from High School.
2. Earn a grade-point average of at least 2.00 on a 4.00 scale in a core curriculum of at least 13 Academic Courses.
 - 4 years of English
 - 2 years of Math (1 year of Algebra and 1 year of Geometry or equivalent)
 - 2 years of Natural/Physical Science(including at least one laboratory class if offered by high school)
 - 2 years of Social Science
 - 2 years of additional core – from English, Math, or Natural/Physical Science
 - 2 years of additional core from English, Math, Natural/Physical Science, Social Science, Foreign Language, Computer Science, Philosophy, or non doctrinal (e.g., comparative) religion
3. Earn a sum of scores of at least 59 on ACT or a combined score of at least 720 on the SAT on National Test Date.

For Division I: The minimum grade point average in the 13 core courses and required ACT or SAT score vary according to an Eligibility Index. Check with your guidance counselor for scale.

YOUR RESPONSIBILITY AS A PROSPECTIVE STUDENT ATHLETE

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. These documents are:

- A. Your complete and signed Student Release Form and Fee.
- B. Your official transcript from every high school you have attended.
- C. Your ACT or SAT scores.

When to start the process: If you want to participate in Division I or II athletics, plan to start the certification process early – usually by the end of your junior year in high school. If you have any questions, please contact the Guidance Counselor.

IX. ADMINISTRATIVE ORGANIZATION

Chain of command

Board of Education

The Board of Education, responsible to the people, is the ruling agency for the Kansas and Oakland School Districts. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the interscholastic athletic program in terms of its value to the community.

Superintendent of Schools

The Superintendent is responsible to administer the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with state school code. It is his/her duty to establish a definite school athletic policy and to have an understanding of that policy. The Superintendent shall

represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions and businesses.

High School Principal

The Principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the Athletic Director and the coach. By delegation and by established precedent the school Principal is the official school representative in matters dealing with the Illinois High School Athletic Association and conference affiliations. The Principal is solely responsible for any official action taken by his/her school.

Athletic Director

The Athletic Director is directly responsible to the Principal. The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program in the Kansas and Oakland Schools. The Athletic Director's duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

Head Coaches/Extracurricular Sponsors

All Head Coaches/extracurricular sponsors shall be responsible to the Athletic Director for the total operation of their respective sports/extracurricular programs. Head Coaches/extracurricular sponsors shall act as official representatives of the school as they carry out their interscholastic athletic/extracurricular responsibilities. Head Coaches/extracurricular sponsors will be responsible for the normal duties required of interscholastic/extracurricular competition, those duties described in the coaches'/extracurricular sponsors' job description, and/or any duties delegated by the Athletic Director.

Definition of the Administrative Chain

- A. Superintendent of Schools
 1. Is ultimately responsible for all phases of the public school program.
 2. Delegates his/her power of administration of the interscholastic athletic program through the high school and junior high school Principal to the Athletic Director.
- B. High School Principal & Junior High School Principal
 1. Is responsible for all activities affecting students his/her building.
 2. Is closely involved with the operation of the athletic program.
 3. Coordinates the athletic program with other school activities.
- C. Athletic Director
 1. Directs the operation of the athletic program:
 - a. Is responsible for all league schedules
 - b. Is responsible for transportation
 - c. Is responsible for obtaining officials for games
 - d. Is responsible for all schedule changes
 2. Recommends and supervises all coaches
 3. Evaluates the athletic program and the athletic staff
 4. Participates in budget preparation for the athletic program
- D. Coaches/Extracurricular Sponsors
 1. Represent the school in interscholastic/extracurricular activities.

2. Conduct their work within the framework of the goals of the school system, the policies and procedures of the department of athletics, and the regulations of the Little Okaw Valley Conference and state athletic association.
 3. Strictly enforce eligibility rules.
 4. Consider athletics/extracurricular activities as part of the total educational program, encouraging athletes/extracurricular participants to work to their maximum ability in academics as well as in sports/extracurricular activities.
 5. Exhibit proper and exemplary behavior at all times.
 6. Implement the Code of Conduct for student athletes/extracurricular participants.
 7. Are entirely responsible for the guidance of students in their charge.
- E. Line of Authority
1. Superintendent of Schools
 2. Junior High School & High School Principal
 3. Athletic Director
 4. Head Coach/Extracurricular Sponsor
 5. Assistant Coach