

July 31, 2015

Niles Township District 219
Board of Education

NOTICE OF ATHLETIC AND FEEDER PROGRAMMING COMMITTEE

The Athletic and Feeder Programming Committee is planning to meet on **Monday, August 3, 2015 at 10:00 a.m.** in the Board Conference Room at the District Administrative Office Building located at 7700 Gross Point Road in Skokie.

DATE: Monday, August 3, 2015

TIME: 10:00 a.m.

LOCATION: Board Conference Room
District 219 Administrative Office Building
7700 Gross Point Road, Skokie

The following four (6) items will be discussed in open session:

1. Approval of minutes
2. Township-wide feeder programming administrative position
3. New coaching positions request from West Athletics
4. Athletic Directors report on conference athletics
5. Merit pay allocation
6. Athletic Handbook review and policies: Rental, Code of Conduct and athletes missing games

The Committee will then move to closed session for the purpose of reviewing personnel.

MINUTES OF JULY 29, 2015 ATHLETIC AND FEEDER PROGRAMMING COMMITTEE

Present: Mark Sproat, Carlton Evans, David Ko, John Heintz, Nanciann Gatta, Ed Murphy, Janine Moore and Kendall Griffin.

Minutes from the June 15, 2015 committee meeting were approved.

Mission statement approved and will be placed on the website. (Kendall and Janine)

D219 Feeder and Community Youth Activity Director Position will be reviewed at the next meeting. Goal is to fund the position from feeder programming. May need to increase tuition in order to fund the position. Board discussed the pay range presented on the draft job description. Committee discussed possibly using merit goals for feeder director. Drafting targets for five years out is another consideration.

Action items:

1. Kendall will compare and contrast differences between having one or two positions.
2. Develop goals for the position (Kendall and Janine)
3. Funding for position outside taxpayer funds (Heintz)

Request for additional stipends from West

Cost out the stipends to bring to the Board: Golf and Water polo are top two stipends along with bowling. These will be discussed on Monday with cost-outs. (Murphy)

All other matters tabled for next meeting.

Next meeting:

Monday, August 3, 2015 at 10am

JOB DESCRIPTION

Niles Township High School District 219 D219 Feeder & Community Youth Athletic Director

POSITION TITLE: D219 Feeder & Community Youth Athletic Director

REPORTS TO: Athletic Directors at Niles West & Niles North

SUPERVISES: All D219 Feeder Program Coordinators and Feeder coaches at Niles West and Niles North

POSITION OBJECTIVE:

To provide maximum participation within the district's athletic feeder programs using the safest and most effective coaching and training methods. To oversee, manage, and properly evaluate each of the school's feeder program coordinators and coaches within these programs to ensure the programs are developing athletes ready to compete at a high level when they enter the high school programs.

MINIMUM QUALIFICATIONS

1. Requires experience in athletic administration, youth athletics, as a head coach or assistant coach of a high school or college level program for a period of least five (5) years.
2. Knowledge and experience scheduling athletic competitions/practices, scheduling athletic facilities and developing websites.
3. Ability to communicate, direct, plan and lead coaches, community coaching professionals, and staff.
4. College graduate (B.S., B.A., or M.A.) in related field.
5. Current or past experience as an athletic director, assistant athletic director, community youth athletic program coordinator/director, lead coach, head coach or an assistant coach of a high school athletic program.

REQUIRED SKILLS

1. Possess knowledge of the budget process
2. Possess excellent verbal and written communication skills
3. Possess athletic facility operational skills
4. Ability to use the database, spreadsheet, and word processing applications
5. Ability to speak publicly to groups and media
6. Ability to make rational decisions under stressful conditions
7. Ability to interact and communicate effectively with a variety of audiences
8. Ability to interact and collaborate with the community
9. Ability to motivate coaches
10. Ability to initiate and develop a pre-high school athletic feeder programming and athletic contest scheduling
11. Possess the necessary certifications including current Adult and Infant CPR and Basic First Aid.

12. Must be able to use independent judgment while effectively working within the framework of an administrative hierarchy

PERFORMANCE RESPONSIBILITIES

Serves as The Community Youth Athletic Liaison

Essential Duties:

1. Acts as the community youth athletic liaison for “Little 9” conference & community park districts (Skokie, Lincolnwood, Morton Grove, & Niles)
2. Attends all “Little 9” and Skokie Park District monthly meetings
3. Oversees all aspects of the community FEEDER programs.
4. Ensures that D219 initiatives are being communicated properly to the community.
5. Ensures that all the schools in the “Little 9” have all D219 summer athletic camp information provided to them.
6. Visits each of the schools within the “Little 9” conference and meets with the school's athletic directors.
7. Attends all of the “Little 9” conference championships held at Niles West & Niles North.
8. Collaborates with the athletic directors to ensure that head coaches or their assistant coaches and players are in attendance at the “Little 9” championship games.
10. Attends all pertinent FEEDER contests or tournaments and provides supervision and direction to feeder coaches as needed.

Recommends, Manages, Supervises, and Evaluates Feeder Staff

Essential Duties:

1. Coordinates with FEEDER coaches the ordering, organize, disburse all staff uniforming directly from team sponsor.
2. Provides continuing education/mentoring for part-time staff.
3. Recruits, interviews and recommends for hire through the Athletic Directors, and then Board of Education, and FEEDER coaching staff.
4. Evaluates all D219 FEEDER coaches.
5. Initiates and plans opportunities for D219 FEEDER coaches to participate in professional development opportunities.

Communicates with the Athletic Directors, Parents, Student and Community Members

Essential Duties:

1. Directs the implementation of a D219 FEEDER parent education program.
2. Meets weekly with D219 Athletic Directors.
3. Assists in the handling of team travel.
4. Emails D219 FEEDER parents of upcoming events.
5. Maintains the D219 FEEDER website content for Niles West and Niles North.
6. Meets regularly with D219 FEEDER Parent Advisory Board

Manages and Develops Facilities

Essential Duties:

1. Coordinates with District 219 staff and contractors as necessary.
2. Makes recommendations to Athletic Directors for minor repairs of team owned equipment.
3. Communicates to Athletic Directors and Directors of Building and Grounds any maintenance/repair issues related to the athletic facilities of District 219.
4. Collaborates with the Athletic Directors and Equipment Managers on purchasing new equipment used in the operations of District 219 aquatics facilities.
5. Collaborates with the Athletic Directors scheduling all operational hours of District 219's athletic facilities to be used by the D219 FEEDER Programs
6. Maintains a safe, pleasant, orderly and stocked work environment.

Directs and Coordinates all Feeder Programming

Essential Duties:

1. Plans ALL FEEDER Program budgets for Niles West and Niles North.
2. Directs ALL FEEDER Program fundraising activities as needed.
3. Attends all meetings of the FEEDER Programs, "LITTLE 9" Conference, Skokie Park District, and Parent Advisory Board.
4. Completes annual evaluations of all D219 FEEDER coaches.
5. Meets annually with the Athletic Directors to complete an evaluation of the D219 FEEDER Programs at Niles West and Niles North.
6. Collaborates with the Athletic Directors to direct the business functions of all FEEDER Programs in an efficient and fiscally effective manner.
7. Ensures all safety control standards are met.
8. Responsible for submitting to the Assistant Superintendent for Business Services, by May 1 annually, a spreadsheet showing revenues and expenses related to all FEEDER Programming.

Supervises Activities and Operations

Essential Duties:

1. Coordinates public or special events associated with the FEEDER programs.
2. Develops and places into operation appropriate rules and regulations governing the conduct of FEEDER athletic activities.
3. Oversees the implementation of the insurance program covering FEEDER athletes.
4. Resolves conflicts, anticipates, and resolves potential problems with FEEDER coaches or parents.
5. Collaborates with the feeder coordinators to ensure that any and all awards or trophies have been ordered for all teams.
6. Coordinates all "Little 9" athletic directors to ensure scheduling for games is accurate and that all awards/trophies for conference championships have been ordered.
7. Collects rosters and oversees residency compliance for all FEEDER programs.

Oversees Program Marketing Efforts with Local and National Businesses

Essential Duties:

1. Oversees the management, marketing, and recruitment of new business partners to D219.
2. Solicits and coordinates sponsorship opportunities to support D219's Powerful Partnerships initiative.

3. Oversees the marketing and promotion of the athletic departments at both Niles North and Niles West, as well as, FEEDER programs.
4. Develops and implements promotional activities for athletic events with an emphasis on increasing attendance and improving the game day experience.
5. Serves as a liaison between the D219 athletic departments and the media.
6. Oversees the production of athletics marketing materials.
7. Works with booster clubs, sports teams, and parent boards to coordinate fundraising and sponsorship efforts.
8. Partners with the media clubs at Niles North and Niles West to create promotional and informational videos that can be broadcasted on the scoreboards.
9. Serves as liaison to the school spirit groups to coordinate their involvement with athletics at their respective schools.
10. Coordinates alumni outreach initiatives to encourage former D219 student-athletes to support D219 athletics.
11. Provides consistency in maintaining an athletic identity that is consistent with that of D219's mission, vision, and goals.

D219 LEADERSHIP STANDARDS

(including associated Board Goals)- <http://www.niles-hs.k12.il.us/district/district-information/5-year-goals>)

1. Recognizes and celebrates: (a) my accomplishments, (b) colleagues' accomplishments, and (c) student accomplishments (1)
2. Articulates a clear vision for quality teaching and learning (2)
3. Aligns the curriculum and instructional programming with the school's or district's mission, vision, and values (3)
4. Develops meaningful annual goals and action plans for the school (1, 2, 3, 4, 5)
5. Effectively distributes leadership responsibilities to peers (5)
6. Promotes high expectations for all faculty and staff (1, 2, 3, 4, 5)
7. Upholds a professional standard of personal conduct (1, 2, 3, 5)
8. Manages effectively the development, evaluation, and revision of the school's or district's instructional programming (1, 2)
9. Maintains a rigorous and developmentally appropriate instructional program for the school/district (1, 2)
10. Assists administrative and teaching staff in the preparation and delivery of instructional materials (1, 2)
11. Coordinates instructional programming among and between content areas, grades, and/or schools (1, 5)
12. Assists faculty in aligning instruction to local, state, and/or national learning standards (2)
13. Implements a clearly defined plan for (a) ELLs and (b) Exceptional learners (1, 2)
14. Promotes the effective use of instructional technology (3)
15. Aligns the assessment program to the district's and/or school's curriculum (2)
16. Monitors the effectiveness of the school or district's assessment programming for all levels of student ability (2)
17. Uses student achievement data to improve teaching and learning processes (2)
18. Helps teachers and administrators use assessment results to enhance teaching and learning (2)

19. Keeps informed of the latest research and practice (1, 2, 3, 4, 5)
20. Encourages the use of research-supported instructional and assessment practices (1, 2, 3)
21. Supports the recruitment, development of quality personnel (1, 2, 5)
22. Implements innovative and effective ways of improving the professional practice of faculty (1, 2, 3)
23. Establishes clear criteria for professional growth (2)
24. Provides constructive feedback (1, 5)
25. Plans, administers, and monitors professional development (1, 2, 3, 5)
26. Projects a demeanor that is welcoming, supportive, and engaging (1, 2, 3, 5)
27. Is an effective instructional leader (1, 2, 3, 4, 5)
29. Voices disagreement without creating unnecessary conflict (1, 2, 3, 5)
30. Collaborates with administration and faculty when developing goals (1, 2, 3, 4, 5)
31. Provides meaningful counsel to administrators and faculty (1, 2, 3, 4, 5)
32. Is accessible to faculty, staff, etc. (1, 2, 3, 4, 5)
33. Communicates effectively with the school community (5)
34. Implements efficient administrative procedures to support the teaching and learning functions of the school (2)
35. Manages school operations (e.g. staffing, budgeting, and compliance) effectively (4)
36. Provides oversight of all aspects of academic programming (1, 2, 3, 4, 5)
37. Assumes responsibility for the implementation of policies (1, 2, 3, 4, 5)
38. Directs effectively the activities of employees in the school to ensure continuing operations (1, 2, 3, 4)
39. Allocates the necessary financial and physical resources to support the accomplishment of goals (4)
40. Is engaging and articulate in public forums (5)
41. Generates enthusiasm for the collaborative efforts of our school (4)

WORK ENVIRONMENT: The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

TERMS OF EMPLOYMENT: 260 days, with comprehensive benefits package.

SALARY RANGE: \$65,000 - \$85,000 (with the possibility of annual performance bonuses of \$5,000-\$15,000.)

START DATE: July 1, 2015.

PERFORMANCE EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluations.

Apply on-line at: www.niles-hs.k12.il.us

Niles Township High Schools District 219 is an equal opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment

opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Athletic and Feeder Programming Committee - August 4, 2015

**New Coaching Position Request from West
Stipend Information**

Sport	Head Coach	Asst. Coach
Girls Golf	\$7,382.00	\$6,526.00
Girls Water Polo	\$7,382.00	\$6,526.00
Bowling	\$9,167.00	\$8,304.00

Insurance cost for out of District coaches who work over 1059 hours during the school year:

Single Coverage Cost to the District = \$ 5,849.28

Family Coverage Cost to the District = \$15,198.24

[Contract Stipend Language](#)



District 219
John Heintz
Assistant Superintendent for Operations and
Chief Legal Officer
Administrative Center
7700 Gross Point Road
Skokie, IL 60077
Tel. 847 626 3972
Fax. 847 626 3076
johhei@d219.org

To: Athletic and Feeder Programming Committee
President Mark Sproat
Dr. David Ko
Mr. Carlton Evans

From: John Heintz

Date: July 27, 2015

Re: Coach and Activity Sponsor Merit Pay Allocation

The Board allocated \$250,000 for merit pay for coaches and activity sponsors for fiscal year 2016. Pursuant to a Letter of Agreement with the union, that allocation will be proportionately distributed as a percentage on the base of the salaries of coaches and activity sponsors that opted into the merit pay system and are not in retirement mode.

The letter of agreement is attached.

No action is required by the Committee.

c: Dr. Nanciann Gatta
Mr. Eric Trimberger
Dr. Edmund Murphy



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and Chief Legal Officer
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October 23, 2014

VIA U.S. POSTAL MAIL AND EMAIL (anngoe@d219.org)

Ann Goethals
President, NTFTSS
Illinois Federation of Teachers
9933 N. Lawler Ave., Suite 222
Skokie, IL 60077

Ann:

Enclosed is an executed copy of the SUNDRY ISSUES AUGUST 2014 LETTER OF AGREEMENT which took effect on September 22, 2014.

Very truly yours,

John Heintz
Asst. Superintendent for Operations
and Chief Legal Officer

cc: Dr. Nanciann Gatta, Superintendent

**NILES TOWNSHIP HIGH SCHOOL DISTRICT 219
SKOKIE, ILLINOIS**

SUNDRY ISSUES AUGUST 2014 LETTER OF AGREEMENT

THIS AGREEMENT is made this 22 day of SEPT., 2014, by and between the NILES TOWNSHIP HIGH SCHOOL DISTRICT 219 ("D219") and the NILES TOWNSHIP FEDERATION OF TEACHERS AND SUPPORT STAFF ("NTFTSS").

Whereas the Board and the NTFTSS desire to support stipends pursuant to the Board's Challenge, Articulate and Engage Goals as identified in the Board's new strategic plan,

NOW, THEREFORE, IT IS AGREED, as follows:

1. **Service Organization Stipend.** The Parties agree to eliminate the head and assistant activity sponsor for the Service Organization.

NTFT CBA Article XXIV, Section 5(A)

Activities, Teams, Clubs and Other Stipends.

	Director, Coach or Sponsor	Asst. Dir. or Sponsor	Other Asst. or Coaches
Service Organization	3.00%	2.00%	

2. **American Field Service (A.F.S.) Stipend.** The Parties agree to eliminate the head activity sponsor for the A.F.S.

NTFT CBA Article XXIV, Section 5(A)

Activities, Teams, Clubs and Other Stipends.

	Director, Coach or Sponsor	Asst. Dir. or Sponsor	Other Asst. or Coaches
A.F.S.	2.00%		

3. **Robotics Club Stipend.** The Parties agree to create a Robotics Club at the stipend rate shown below:

NTFT CBA Article XXIV, Section 5(A)

Activities, Teams, Clubs and Other Stipends.

	Director, Coach or Sponsor	Asst. Dir. or Sponsor	Other Asst. or Coaches
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<u>Robotics</u>	<u>5.00%</u>	<u>3.00%</u>
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4. **Auto Club Stipend.** The Parties agree that the Auto Club stipend will remain at 1%. The Parties agree to create a Competitive Auto Club at the stipend rate shown below:

NTFT CBA Article XXIV, Section 5(A)

Activities, Teams, Clubs and Other Stipends.

	Director, Coach or Sponsor	Asst. Dir. or Sponsor	Other Asst. or Coaches
Auto	1.00%		
<u>Competitive Auto</u>	<u>5.00%</u>		

5. **National Board Certified Teacher (NBCT) Stipend.** The Parties agree to modify the NBCT Coordinator stipend from 9.00% to a sliding scale. The NBCT Coordinator will received an amount corresponding to the number of NBCT participants, based on the stipend schedule below:

Participants	Stipend
1-4 teachers	4% of MA/5
5-8 teachers	6% of MA/5
9+ teachers	8% of MA/5

The NBCT Coordinator is expected to recruit NBCT candidates and hold meetings and institute day sessions throughout the year.

6. **Merit Pay System.** The Parties agree to the merit pay system set forth in Exhibit A of this Agreement effective for the 2015-2016 school year.
7. **Paraprofessional Evaluations.** Teachers are not required to evaluate paraprofessionals.
8. **Conflict Resolution between Teachers and Support Staff.** Conflict resolution between teachers and support staff will follow the existing CBA language with the addition to the following language:

NTFT CBA Article IV, Section 6

Complaints Against Teachers

Any substantive complaint regarding a teacher made to a BOARD member or an administrator by a parent, student, ~~or teacher,~~ or support staff, shall be promptly called to the attention of the teacher through proper channels. The complaining party shall be permitted to express his/her complaint and then asked to discuss the matter with the

teacher concerned with the intention of resolving any differences before any action is taken. The disposition of each conference between the teacher and the complainant shall be reported to the administrator concerned.

9. **Non-Binding Headings.** Headings of this Letter of Agreement are intended to assist reading of the relevant sections but are not binding terms of this Agreement.
10. **Effective Date.** This Letter of Agreement is effective on the date of its execution.
11. **Entire Agreement and Modification.** This writing constitutes the entire agreement between the parties hereto and may be modified only by a writing executed by both parties. Each and every modification and amendment of this Agreement must be in writing and signed by all of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of D219, by the President of the Board of Education of Niles Township District 219, on the day and year first above written.

BOARD OF EDUCATION OF NILES
TOWNSHIP HIGH SCHOOL DISTRICT
NO. 219, COOK COUNTY, ILLINOIS

ROBERT SILVERMAN
Board of Education President



Dated: 10/20, 2014

NILES TOWNSHIP FEDERATION OF
TEACHERS AND SUPPORT STAFF,
A COUNCIL OF THE NORTH
SUBURBAN TEACHERS UNION,
LOCAL 1274, IFT/AFT, CFL/AFL-CIO

ANN GOETHALS
NTFTSS President



Dated: 9/24, 2014

EXHIBIT A

NTFT CBA Article XXIV, Section 12

MERIT PAY SYSTEM

1. **ATTENDEES.** Merit pay meetings will consist of the following people.
 - a. The head activity sponsor(s)/head coach(es) for a particular activity or sport;
 - b. The Directors of Student Activities or Athletic Directors;
 - c. A union representative.
2. **TIMING.** Merit pay meetings will be held (a) every spring for head activity sponsors and (b) after every athletic season for head coaches. The merit pay meeting will be a separate conversation held after regular annual evaluation meetings. Participation is voluntary.
3. **AGENDA.** At each merit pay meeting, the attendees will agree upon weighted, quantifiable criteria in 2 to 5 categories describing excellence above and beyond what is typical.
4. **CATEGORIES.** Two of the categories must be from the following:
 - a. Win-loss record for competitive activities and sports,
 - b. Participation levels, and
 - c. Program satisfaction levels.
5. **MEASURABLE EVIDENCE.** The categories must be based on measurable evidence and may include the following:
 - a. Percentage increase in win-loss record over a time,
 - b. Increase in participation levels over time at the varsity, junior varsity, freshmen or other specified or consolidated level(s),
 - c. Increase in average academic performance, eligibility rates of participants between two points in time,
 - d. Improved participant experience.
6. **WEIGHTING.** Every category must be weighted so that the total of all categories is 1.0 or 100% of the value of the merit pay possible for that activity or sport.
7. **SUBMISSION TO MERIT PAY COMMITTEE.** The Directors of Student Activities and Athletic Directors will submit the recommendations of the merit pay meetings to the Assistant Superintendent for Human Resources who will compile all recommendations, bring them to the Merit Pay Committee for approval and bring the final recommendations to the Board of Education, which will approve a certain percentage of base stipend pay as possible merit pay for all eligible stipends.
8. **MERIT ONLY.** The pay established by this section is meant to be for exemplary merit only. Failure to achieve merit pay does not affect a Head Coach's or Activity Sponsor's regular evaluation or regular stipend.

9. **AVAILABILITY.** Merit pay will be available to head and assistant coaches and head and assistant activity sponsors in substantially similar percentages of the coach's or head activity sponsor's base stipend.
10. **RETIREMENT.** Merit pay is not available to any bargaining unit member receiving benefits in the retirement benefit plan.

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To: Athletic and Feeder Programming Committee
President Mark Sproat
Dr. David Ko
Mr. Carlton Evans

From: John Heintz

Date: July 27, 2015

Re: Athletic Policy and Handbook Review

The Committee requested reviewing both Board policies and building athletic department handbooks. The attached documents will be reviewed at the meeting.

Recommended motion: I move that the administration adopt the changes to Board policy and the building athletic handbooks as discussed at the Committee meeting.

Community Relations

Exhibit: Rental Rates

2015-2020

<u>FACILITY CHARGES (per five hour use)</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
Contest Gym	\$ --	\$1000	\$1500	\$2000
Secondary Gym	\$ --	\$700	\$1000	\$1200
Large Group Rooms	\$ --	\$130	\$250	\$300
Auditorium - Lecture *	\$ --	\$1300	\$2100	\$2500
Auditorium - Performance *	\$ --	\$1300	\$2100	\$2500
Cafeteria without kitchen - servery	\$ --	\$800	\$1300	\$1500
Classroom	\$ --	\$130	\$250	\$300
Classroom/Computers	\$ --	\$260	\$520	\$630
Pool (lifeguard required) *	\$1500	\$1500	\$2000	\$2500
Baseball Diamond per event	\$120	\$250	\$350	\$500
Softball Diamond per event	\$ --	\$250	\$350	\$500
Practice Fields	\$ --	\$120	\$200	\$250
Stadium (no lights)	\$1000	\$1050	\$1450	\$1950
Stadium (with lights)	\$1000	\$1100	\$1500	\$2000
Fieldhouse	\$1500	\$1500	\$2000	\$2500
Tennis Courts (no lights)	\$ --	\$150	\$300	\$350
Athletic Training Facility	\$ --	\$1400	\$1800	\$2200

For all rentals, additional charges for maintenance, staff, set-up, cleaning, and security may apply. All facility charges are for a five-hour period, with a maximum of two periods per day.

<u>Additional Charges</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
Staff, Maintenance, Custodial, Cafeteria per hour	\$120	\$120	\$150	\$175
Staff, Professional per hour	\$120	\$120	\$150	\$175
Student Help, Ushers per hour	\$20	\$20	\$20	\$23
Stage Lighting *	\$380	\$380	\$380	\$456
Stage Sound *	\$380	\$380	\$380	\$456
Stadium Lights per occurrence	\$300	\$300	\$300	\$350
Piano	\$200	\$200	\$200	\$250
Chairs – each	\$2	\$2	\$2	\$2

Tables – each	\$5	\$5	\$5	\$5
Projector, without Operator	\$95	\$95	\$95	\$114
Scoreboard, without Operator	\$250	\$250	\$250	\$275
Public Address System	\$95	\$95	\$95	\$114
Field Marking – per game	\$250	\$250	\$250	\$250
Police, Fire Department per hour (with squad car)	\$135	\$135	\$160	\$180
Contract / District Security per hour	\$50	\$50	\$65	\$80

*(Supervisor required at extra cost)

Board Review:

BOARD ATHLETIC POLICIES

Table of Contents

[6:190 Extracurricular and Co-Curricular Activities](#)

[6:190-AP1 Administrative Procedure - Academic Eligibility For Extra Curricular Participation](#)

[6:190-AP2 Administrative Procedure - Eligibility for Participation in Extracurricular Activities](#)

[6:190-AP4 Administrative Procedure - Student Group Trips](#)

[7:240 Conduct Code For Participants In Extracurricular Activities](#)

[7:240-AP1 Administrative Procedure - Code of Conduct for Extracurricular Activities](#)

[7:240-E1 Exhibit - Niles Township High Schools Extra-Curricular Permit Card](#)

[7:245 Student Athlete Concussions and Head Injuries](#)

[7:245-AP Administrative Procedure – Program for Managing Student Athlete Concussions and Head Injuries](#)

[7:245-E1 Exhibit – Concussion Information Sheet](#)

[7:300 Extracurricular Athletics](#)

[7:305 Philosophy of Athletics](#)

[7:305-AP Administrative Procedure – Extracurricular Athletics](#)

6:190 Extracurricular and Co-Curricular Activities

The Superintendent or a designee shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Membership is limited to students currently enrolled in the District.
3. Fees are reasonable and do not exceed the actual cost of operation.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.
6. Funds are available and allocated in the budget or costs are paid by participants, per administrative procedure.
7. All meetings and events will take place on school grounds under the supervision of the activity sponsor unless approved in advance by the Building Principal or designee.

Building Principals or designees are responsible for the scheduling and announcing of student extracurricular and co-curricular activities, and will make an annual report to the Board.

Non-school sponsored student groups are governed by the Board Policy, 7:330, *Student Use of Buildings – Equal Access*.

Academic Criteria for Participation

Selection of members or participants is at the discretion of the sponsors or coaches, provided that the selection criteria conform to the District's policies. Students must comply with the activity's rules and the student conduct code and satisfy the following academic standards:

- Participation in co-curricular activities is dependent upon course selection and successful progress in those courses.
- Participation in any school-sponsored or school supported athletic or extra-curricular activity is dependent upon the student satisfying the Illinois High School Association's scholastic standing requirement.

Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met, as defined in the administrative procedures.

Other Criteria For Participation

Students who owe school fees and fines, unless eligible for a waiver of school fees, may not participate in extra-curricular activities, including athletics.

CROSS REF.: 4:170 (safety and crisis management), 7:40 (nonpublic school students, including parochial and home schooled students), 7:240 (conduct code for participants in extracurricular activities), 7:300 (extracurricular athletics), 7:330 (student use of school buildings)

ADOPTED: May 9, 2011

6:190-AP1 Administrative Procedure - Academic Eligibility For ExtraCurricular Participation

Academic Eligibility Criteria:

Students must complete passing work and be enrolled in a minimum of twenty-five (25) credit hours per week in order to participate in the meetings, practices, competitions, and other programs associated with any extra-curricular activity, as defined below (including athletics). Driver Education courses do not count.

Application of Academic Eligibility Criteria

Academic eligibility to participate in athletics will be determined weekly during the season of the sport.

Academic eligibility to participate in extra-curricular activities other than athletics will be determined at the beginning of each semester, based on grades from the prior semester. Ineligible students will become eligible if they meet the criteria after grades are issued at the next marking period.

Eligible Activities

Only activities that can be defined as “extra-curricular” are subject to the above requirement for minimum academic criteria for participation. Activities defined as “co-curricular” are not governed by academic participation criteria, except as defined by course requirements. Activities defined as “special interest groups” are not governed by any academic criteria for participation.

“Extra-curricular Activity” is a school-sponsored activity that:

- meets more than twice per week during its season,
- includes at least one public performance and/or competition, and
- is neither part of an academic class nor otherwise carries credit or a grade

In addition to these criteria, elected positions in student government are defined as extra-curricular activities.

“Co-curricular Activity” is a school-sponsored activity that:

- takes place outside the regular school day
- is part of the requirements for a grade and/or credit in a course in the curriculum of the district

“Special Interest Group” is a school-sponsored activity that does not meet either of the above definitions.

Board Review: July 20, 2004

6:190-AP2 Administrative Procedure - Eligibility for Participation in Extracurricular Activities

The following chart describes in chronological order the duties of administrators, coaches or activity sponsors, and students applying the academic and fiscal criteria for extra-curricular participation:

Actor	Action
Building Principal	Include in the student handbook the minimum academic criteria for participation and the requirement that all fees and fines be paid prior to participation. ,
Assistant Principal for Operations	<ul style="list-style-type: none"> ● On a weekly basis, arrange for all coaches and sponsors to have access to their student-participants' grades. ● At the beginning of the semester, notify coaches and sponsors of all students who are ineligible to participate for failing to pay fees and/or fines.
Coach or Sponsor	Before allowing a student to join an extracurricular activity, ensure that he or she meets both the academic and fiscal criteria.
Coach or Sponsor	Explain the minimum academic and fiscal criteria for participation to student-participants.
Student	In order to be eligible to participate, complete passing work and be enrolled in a minimum of twenty-five (25) credit hours per week. (Driver Education does not count for eligibility.) Make prompt payment of all fees (unless qualified for a fee waiver) and fines owed.
Coach or Sponsor	Determine whether any student(s) fails to meet the academic or fiscal criteria.
Coach or Sponsor	<i>For any student who fails to meet the academic criteria:</i> meet with the student and explain why he or she is suspended from the activity.
Coach or Sponsor	<i>For any student suspended for not meeting the academic criteria, at the end of the suspension, determine whether the student now meets the District's academic criteria:</i> If the student now meets these criteria, notify the student that he or she is now eligible to participate. If the student does not meet these criteria, notify the student that he or she will remain ineligible to participate until he or she meets the academic criteria.
Coach or Sponsor	<i>For any student suspended for failure to pay fees or fines:</i> notify student when such money owed has been paid and allow the student to resume participation.

Board Review: April 11, 2005

6:190-AP4 Administrative Procedure - Student Group Trips

Student group trips are school approved student trips that are associated with extra-curricular, co-curricular, or special interest group activities, as defined in 6:190-AP1. They are usually scheduled when school is not in session, and may include overnight trips. No student may participate in a student group trip without submitting the appropriate form (6:190-E1), signed by the legal guardian and student.

Supervision

1. The Principal will assure adequate supervision of all student group trips by staff members and other adults.
2. The sponsoring administrator will approve and train all trip supervisors and chaperones.
3. Supervisors and chaperones will make every reasonable effort to secure the safety and welfare of group trip participants en route, during stopover, and during activities.

Approval for a Student Group Trip

Before a teacher may promote, organize, or fund-raise for a student group trip, he or she must receive approval from the supervising administrator. Trips must have a clearly defined purpose that is tied to the Board goals, program outcomes, School Improvement Plan targets, and other related benefits to students. The Assistant Superintendent for Business and Chief School Business Officer or designee shall approve all negotiations and conclude all contracts with travel agencies or agents.

If the trip is overnight, Form 6:190-E2 and 6:190-E3 must also be prepared and approved by the Board of Education prior to the trip.

Domestic field trips will come to the Board of Education via Friday letters from the Superintendent, and if any Board member requests, the field trip will be brought to the entire Board during a regularly scheduled meeting. All international trips will come to the Board and be placed on the agenda of a regularly scheduled meeting.

Debate Team Overnight Trips

The debate teams regular season overnight trips are not subject to field trip review.

Financing

Budgeted funds (including grant money) may only be used to cover some types of activity travel, including transportation. Students participating in a Student Group Trip may be charged a uniform fee for expenses not covered by budgeted funds or activity funds. The supervising administrator will review and approve this fee. The basic trip cost for chaperones will be provided by complimentary trip packages, district funds, activity account funds, parent group donations, fund-raising, personal contribution or by a combination of the above.

The following chart shows allowable sources of funding for trip costs:

<i>Type of Event</i>	<i>SCHOOL/ DISTRICT FUNDS</i>	<i>Activity Funds</i>	<i>Student Fees</i>
IHSA sponsored contests and other events	Up to 100%	If needed	If needed
Trips for other statewide student organizations incorporated in IL.	Up to 100%	If needed	If needed
Trips for other student groups	0%	100%	100%
<i>Type of Event</i>	<i>SCHOOL/ DISTRICT FUNDS</i>	<i>Activity Funds</i>	<i>Student Fees</i>
Community and metropolitan area appearances and meetings in which students represent the school or district	100%	If needed	If needed
Field trips (associated with a course)	Amount not covered by student fee (set by Superintendent)	If budget and fees are insufficient	If budget and fees are insufficient
Out-of-state-trips (for any group) that are overnight	0%	100%	100%
Summer trips (unless sponsored by state association)	0%	100%	100%
National Competitions	100% *sponsor cost Up to: 30% per student cost, after petitioning the Board	If needed	All remaining costs

*Sponsor is defined as the individual or designee who is receiving the stipend for the club/activity.

The appropriate number of sponsors must align with: venue, event and need for student supervision.

The building bookkeeper will take custody of all money collected from students. The Business Office will

post student money to the appropriate building budget account. The supervising administrator will authorize payment of all trip expenses.

Liability Coverage

A quote application form, available from the Business Office, must be filled out for each school sponsored trip that involves travel to another country. This form must be submitted prior to trip departure. The administrator in charge will assure that all trip providers submit proof of insurance and will maintain all records of insurance in the file on each trip.

Board Review: April 2, 2015

7:240 Conduct Code For Participants In Extracurricular Activities

The Building Principals, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by the Illinois High School Association. The conduct code shall (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school and on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principals periodically at their discretion and proposed changes presented to the Board of Education for approval.

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

Performance Enhancing Drug Testing

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

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

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls et al., 122 S. Ct. 2559 (2002)

Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill. App. 4th Dist. 1985).

Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill. App. 5th Dist., 1999).

Todd v. Rush County Schools, 133 F. 3d 984 (7th Cir., 1998)

Veronica School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, 25/2.

CROSS REF.: 5:280 (duties and qualifications), 6:190 (extracurricular and co-curricular activities), 7:190 (student discipline), 7:300 (extracurricular activities)

ADOPTED: April 2, 2015

7:240-AP1 Administrative Procedure - Code of Conduct for Extracurricular Activities

This Code of Conduct applies to all school-sponsored extra-curricular activities, including athletics, that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extra-curricular activity and maintain attendance records in order to implement this procedure.

The goal of our extra-curricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. A goal of our athletic program is to develop the physical skills of our athletes, which will allow them to compete to the best of their ability within the Board of Education policies and the by-laws of the Illinois High School Association.

Students must behave in ways which are consistent with good sportsmanship, leadership, and appropriate moral conduct. The Code of Conduct below describes the expectations and goals of our extra-curricular programs. This code does not contain a complete list of inappropriate behaviors for students in extra-curricular activities.

A student may be excluded from competition or activities during any period of time in which an investigation is being conducted by the school regarding that student's conduct. Members of ALL extra-curricular activities will be expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity or competitions.

This Code of Conduct will be enforced 365 days a year 24 hours a day. Students and their parents are encouraged to seek assistance from the Student Assistance Program (SAP) coordinator reporting adolescent alcohol or other drug problems. Family referrals or self-referrals to the SAP or like personnel and related matters of confidentiality, health and safety, will be taken into consideration in the context of implementing the Code of Conduct policy.

Code of Conduct

A student participating in the athletic or activity program in the Niles Township High Schools will be subject to disciplinary action if he or she violates the Extra-Curricular Activities Code of Conduct. Anonymous reports of Code violations will be investigated by District administrators. Students not currently involved in extra-curricular activities at the time of an investigation will have the results of any such investigation entered into the violation record. Should such a student later become involved in the extra-curricular program, additional violations will be treated cumulatively.

Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. The student shall not:

1. use a beverage containing alcohol (except for religious purposes, culinary course work or the use of containers or packaging as props for theater);
2. use tobacco in any form (including electronic cigarettes);
3. use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
4. use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is denominated as a "look alike" weapon (except that this prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet);

5. be present at a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
6. act in an unsportsmanlike manner;
7. commit substantial vandalism or theft;
8. haze or bully other students;
9. violate the written rules for the activity or sport;
10. behave in a manner which is detrimental to the good of the group or organization;
11. falsify any of the information contained on any permit or permission form required by the activity or sport;
12. fight;
13. commit bullying/harassment/intimidation;
14. commit gross misconduct that causes a major disruption to the safe operation of the school; or
15. accumulate excessive absences from a class, defined as 4 or more unexcused absences or 12 total absences from a class in a given semester (except for school-related activities).

Hazing and bullying activities are strictly forbidden at any time and in any location. *Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. (Adapted from the definition of *hazing* adopted by the National Federation of State High School Associations.) *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear or harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities. (Adapted from the definition of *bullying* included in the Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.)

Statute of limitations and related issues:

1. No violation brought to the attention of the administration more than one calendar year after its occurrence will be considered under this policy;
2. No violation which occurred prior to a student's documented first violation will be considered under this policy as a subsequent (e.g. second, third, etc) violation. Only violations that occurred subsequent to a first violation will be considered as such for the purposes of this policy.

Due Process Procedures

Students who are accused of violating the District Code of Conduct for Extra-Curricular Activities are entitled to the following due process:

1. The administrator may interview material witnesses or others with evidence concerning the case.
2. Upon conclusion of the investigation, the student and parent or guardian will be informed of the pending violation by the appropriate administrator. The parent or guardian and student will be notified of the student's right to respond to the charges, including the right to offer to the appropriate administrator any additional information to be considered.
3. If the administrator finds, after reviewing the evidence, that the violation occurred, he/she will impose sanctions on the student, as follows:

Students under reasonable suspicion of violating the District Code of Conduct for Extra-Curricular Activities may be directed to submit to a drug assessment. Students who refuse to submit to a substance screening and/or medical assessment, unjustifiably delay screening, or unjustifiably fail to produce specimen for screening may be excluded from extra-curricular activities to the same extent the student

would have been if the student had tested positive and shall not be permitted to participate until the applicable period of exclusion has expired and the student has produced at least one negative drug assessment.

(NOTE: Students involved in multiple activities will be required to serve equivalent suspensions for each activity. A suspension may carry over from season to season and/or year to year. The consequences may exceed the minimum guidelines below due to the egregious nature of the infraction.)

First violation:

- a. A suspension of one-sixth of performances, activities, or competitions (or the equivalent time period);
- b. The student will be required to practice with the group, regardless of the violation (unless suspended from school by the Deans);
- c. The suspension for a first violation may be eliminated if the student participates in and completes a school-approved reduction program.

Second violation:

- a. A suspension of one-third of performances, activities, or competitions during this period;
- b. The student may be required to practice with the group;
- c. The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Third violation:

- a. A suspension of one-half of performances, activities, or competitions during this period;
- b. The student may be required to practice with the group;
- c. The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Fourth violation:

- a. A suspension for the entire season or equivalent time period;
- b. The student may be required to practice with the group;
- c. Students may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Fifth violation:

- a. A suspension from all extra-curricular activities for one calendar year;
- b. Students may reduce by 50% their suspension if they choose to participate in and complete a school-approved reduction program.

Sixth violation:

- a. A suspension from all extra-curricular activities and athletics for the remainder of the student's high school career;
 - b. No reduction of the suspension is available upon a sixth violation.
4. Students will be required to serve any suspensions immediately, or at the start of competition of the next athletic or activity season.
- a. The penalty will be reduced by one week for students who self-report a violation of the Code of Conduct. (This reduction may be applied to any single violation, including and beyond the first.)

- b. Students who self report may earn back the privilege of competing in one contest that otherwise would have been part of the student's suspension. (This reduction may be applied to any single violation, including and beyond the first.)
5. Students shall have the opportunity to appeal the finding of a Code of Conduct violation to a Code of Conduct Review Board, but shall not review the length of the sanctions imposed as the result of such a finding. A parent has the right to accompany a student during the student's appearance before the Review Board. The Code of Conduct Review Board shall be composed of the following, all appointed by the Building Principal:
 - a. Three administrators, and none of which shall be the administrator(s) responsible for the initial determination of a Code of Conduct violation;
 - b. One activities sponsor, who shall not supervise or coach the student in question;
 - c. One athletic head coach, who shall not supervise or coach the student in question.
6. The Code of Conduct Review Board will make a written report of its decision and rationale. The decision of this Review Board is final, except where the sanction removes the student from sports and activities for one year or more. In these cases, the student may appeal the decision to the Building Principal. For students attending Niles Central, the appeal decision will be made by the primary Building Principal, in consultation with the Niles Central Principal.

Board Review: April 2, 2015

7:240-E1 Exhibit - Niles Township High Schools Extra-Curricular Permit Card

Students, parent(s)/guardian(s), need only sign this *Extra-Curricular Permit Card* once while enrolled in Niles Township High School District 219. Students must have a signed *Permit Card* on file in order to participate in extra-curricular activities (as defined in procedure 6:190-AP1). The Board reserves the right to modify this policy and procedures and will annually notify parents and students of any changes. At any time parents may call the Main Office to rescind or reinstate their permission.

Directions: After reviewing the District 219 Board of Education policy statement regarding the *Code of Conduct for Extra-Curricular Activities* (7:240-AP1) your signature and date below will authorize your son or daughter to participate during their high school career in any of the school's extra-curricular activities. By signing, parent(s)/guardian(s) of student athletes acknowledge consent for ImPACT Concussion Cognitive testing and IHSA Random Steroid testing, as well as acknowledge that the *Concussion Information Sheet* (7:245-E1) has been read and is understood.

Student's must complete Section One and their parent(s) and/or guardian(s) must complete Section Two

Section One: Student

By signing below, I acknowledge that I have read and understand the *Code of Conduct for Extra-Curricular Activities* (7:240-AP1). I understand that students who participate in any of the school's extra-curricular activities will be held to the rules in the *Code of Conduct*, and may be suspended from activities if they violate the rules. I understand that sanctions may be imposed, including suspension from the activity if I violate the *Code of Conduct*. In consideration for participating in the District's extra-curricular program, I hereby release the School District and its Board members, employees and agents from any claims and damages arising from my participation in these activities.

For Student Athletes: By signing below, I acknowledge that I have read and understand Board policies *Student Athlete Concussion and Head Injuries* (7:245), *Program for Managing Student Athlete Concussions and Head Injuries* (7:245-AP) and *Concussion Information Sheet* (7:245-E1).

STUDENT NAME _____

ID NUMBER _____

STUDENT
SIGNATURE _____

Section Two: Parent(s) and/or Guardian(s) Authorization

I understand that names and pictures of my son/daughter, in the role of a participant in an extra-curricular activity, may appear in rosters, programs, and the media, including newspapers, television, radio and the Internet, and I agree to the release of the same as a condition of his/her participation in an extra-curricular activity in District 219. I also understand that I am responsible for the transportation of my son/daughter to and from the Niles Township School for practice and competition.

The undersigned grants permission to the staff member in charge or their designated representative to authorize emergency treatment considered necessary by qualified medical personnel for the student whose name appears above. This authorization is for the school days and at school-sponsored events while the student is in attendance. It is understood that every effort will be made to contact the parents immediately when an emergency occurs.

INSURANCE: I understand that my son/daughter is covered by the District's insurance for accidents that occur while participating in school sponsored and supervised activities, as well as travel to and from such events. I understand that the District insurance does NOT cover my son/daughter for accidents that occur at other times. I understand that 24 hour accident coverage is available at an additional cost through the

7:245 Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game shall be immediately removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Niles Township High Schools Extra-Curricular Permit Card*, 7:240-E1, or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.:

105 ILCS 5/10-20.53

CROSS REF.: 4:170 (safety), 7:240-E1 (extra-curricular permit card), 7:300 (extracurricular athletics)

ADOPTED:

June 4, 2012 October 24, 2011

7:245-AP Administrative Procedure – Program for Managing Student Athlete Concussions and Head Injuries

Definitions

Concussion - A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See *Concussion in Sports*, www.cdc.gov/concussion/sports/index.html. This site contains excellent resources for the recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools use to educate coaches, student athletes, and parents/guardians. These are available at:

www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.

Student athlete - A student who has participated in one or more practices and/or interscholastic athletic contests in any sport offered by or under the auspices of a high school. This definition is from the IHSA's by-laws, www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx. All Illinois school boards, even those that currently have no *student athletes*, are required to adopt a student athlete concussion and head injury policy that is in compliance with IHSA protocols, policies, and by-laws (105 ILCS 5/10-20.53, added by P.A. 97-204). This administrative procedure implements Board policy 7:245, *Student Athlete Concussions and Head Injuries*.

Actor	Action
Superintendent or designee	<p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its <i>Protocol for NFHS Concussion Playing Rules</i>, and its <i>Return to Play Policy</i>. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.</p> <p>Hold the identified staff members responsible for implementing this procedure.</p>
Building Principals	<p>Instruct coaches, trainers, and other staff members who are responsible for student athletes to review and abide by the IHSA protocols, policies, and by-laws regarding concussions and head injuries. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx.</p> <p>Require that:</p> <ol style="list-style-type: none"> 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion. 2. A student athlete who has been removed from an interscholastic contest for a possible concussion. 3. If not cleared to return to that contest, a student athlete is not allowed to return to play in any of its branches in Illinois.

	<p>Place all written information concerning an injury to a student athlete, including without limitation, a return-to-play clearance from a student’s physician or an athletic trainer, in the student’s school student record.</p>
<p>Building Principals, Athletic Directors, Coaches, and Trainers (and other staff members who are responsible for student athletes)</p>	<p>Inform student athletes and their parents/guardians about Board policy 7:245, <i>Student Athlete Concussions and Head Injuries</i> by referring to it in exhibit 7:240-E1, <i>Extra-Curricular Permit Card</i>, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition.</p> <p>Inform student athletes and their parents/guardians about concussions and head injuries by:</p> <ol style="list-style-type: none"> 1. Giving them a copy of exhibit 7:245-E1, <i>Concussion Information Sheet</i> at the time the competition. 2. Use educational material provided by IHSA to educate student athletes and parents/guardians. Prevention offers free printed educational materials on concussions that can be ordered or downloaded and distributed to parents, students, and coaches. Available at: www.cdc.gov/concussion/. <p>Follow the IHSA concussion management guidelines. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx. These guidelines, in summary, require that:</p> <ol style="list-style-type: none"> 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion. 2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. 3. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. <p>Learn concussion symptoms and danger signs. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx.</p> <p>Understand before the season begins how to respond if a student athlete exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game.</p> <p>Do not assess a head injury; instead, take the student athlete out of play and seek the advice of a health care professional.</p>

	<p>Inform the student athlete's parent/guardian about a possible concussion and give the parent/guardian a fact sheet on concussion. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx.</p>
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Board Review: June 4, 2012

7:245-E1 Exhibit – Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> · Headaches · “Pressure in head” · Nausea or vomiting · Neck pain · Balance problems or dizziness · Blurred, double, or fuzzy vision · Sensitivity to light or noise · Feeling sluggish or slowed down · Feeling foggy or groggy · Drowsiness · Change in sleep patterns 	<ul style="list-style-type: none"> · Amnesia · “Don’t feel right” · Fatigue or low energy · Sadness · Nervousness or anxiety · Irritability · More emotional · Confusion · Concentration or memory problems (forgetting game plays) · Repeating the same question/comment
Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> · Appears dazed · Vacant facial expression · Confused about assignment · Forgets plays · Is unsure of game, score, or opponent · Moves clumsily or displays incoordination · Answers questions slowly · Slurred speech · Shows behavior or personality changes · Can’t recall events prior to hit · Can’t recall events after hit · Seizures or convulsions · Any change in typical behavior or personality 	

· Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

www.cdc.gov/concussion/HeadsUp/youth.html

Board Review: October 24, 2011

7:300 Extracurricular Athletics

Student participation in school sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board Policy on school sponsored activities.
2. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, a nurse practitioner, or a physician's assistant who assures that the student's health status allows for active athletic participation.
4. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, and 25/2.

23 Ill. Admin. Code § 1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (safety and crisis management), 6:190 (extracurricular and co-curricular activities), 7:240 (extracurricular code of conduct), 7:330 (equal access), 7:340 (student records)

ADOPTED: April 7, 2014

7:305 Philosophy of Athletics

Participation in interscholastic athletics provides students with opportunities to acquire important, lifelong skills for future success in life. In addition, the athletic program is designed to positively contribute to the Niles Township community. Through intentional teaching and positive reinforcement, we strive to teach our students to meet athletic challenges through competition resulting in perseverance, humility, victory and defeat.

The primary objective of the athletic programs in the Niles Township High School District is to provide wholesome opportunities for students to compete and learn important life lessons, values, and favorable habits and attitudes in social settings. To realize this goal, District 219 athletic programs recognize the value of participation and commitment to developing a competitive interscholastic athletic program, and emphasize the importance of balancing victory with defeat in order to develop and improve positive character traits among all participants.

Every effort is made to support District 219 athletic programs with the best facilities, equipment, and most qualified staff. Coaches, directors, and sponsors must be positive role models with knowledge of their activity, ethical behavior, strong leadership, and interest in the holistic development of all student athletes.

All student athletes are held to high expectations of academic achievement and success in the classroom. Each student athlete must adhere to the Code of Conduct. Coaches and teachers work as partners to provide opportunities for the success of every student. District 219 athletic programs seek to provide a positive image of athletics at Niles North and Niles West High Schools, strive for excellence that will produce winning teams within the bounds of good sportsmanship, and ensure growth and development that will increase the number of individual participants in interscholastic athletics.

Adopted: May 18, 2009

7:305-AP Administrative Procedure – Extracurricular Athletics

All student athletes are required to return to school with the entire team after a competition. Should a parent/guardian(s) choose to transport their student athlete home from a competition, the parent/guardian(s) MUST call the athletic director to receive permission prior to each specific game to inform the athletic director they are assuming responsibility for their student athlete. The student athlete will NOT be released to anyone (i.e.; neighbors, friends, cousins etc.) other than their parent/guardian(s).

If the student athlete does not attend school due to illness, he/she may not participate after school, whether it be a game, practice or meeting. The student athlete must attend a minimum of four periods in order to be eligible to participate after school that day.

If the student athlete is not in class due to school related activities such as a field trip, he/she may participate.

If the student athlete is out on a pre-arranged absence (i.e.; college visit, doctor etc.) he/she may participate after school providing the regular school attendance procedures are followed.

If the student athlete is not in school due to illness on Friday and is well on Saturday, he/she may participate providing a note giving permission from the parent/guardian(s) is given to the coach prior to participation.

Board Review: May 18, 2009

NILES NORTH HIGH SCHOOL

ATHLETIC HANDBOOK

Table of Contents

Page	Topic
Page 2:	Introduction
Page 3:	Niles North Philosophy of Athletics
Page 3-4:	Objectives of Participation
Pages 4 – 7:	Administrative Procedures: Code of Conduct for Extracurricular Activities
Page 8:	“The North Way”
Pages 9 – 22:	IHSA Athletic By-Laws
Pages 22 – 23:	Niles North Academic Eligibility
Pages 24 – 43:	NCAA Amateurism Certification and Academic Eligibility
Pages 43 – 44:	Rules Governing NNHS Athletes
Pages 44 – 45:	Scheduling Conflicts
Page 45:	The Multi-Sport Athlete
Pages 45-46:	Suspension of a Student Athlete From Participation
Pages 46-47:	Nutritional Supplements and Ergogenic Aids
Page 47-48:	Concussions
Pages 48-49:	Threatening Weather
Page 49-50:	Equipment/Care of Facilities
Page 50-51:	Transportation/Pre Season Parent Night Meeting
Page 51 - 52	Athletic Locker Rooms
Pages 52 – 54:	Awards

INTRODUCTION TO THE NILES NORTH ATHLETIC HANDBOOK

This handbook has been prepared to make information and suggestions readily available to you and to help in making your athletic career at **Niles North** more successful. Read it carefully, and also make it available to your parents. A thorough knowledge of our rules as well as our Central Suburban League (CSL) and state association's (IHSA) rules and procedures will smooth many "bumps" in the road which lies ahead.

It is the intent of the athletic department and the administration that no person shall, on the basis of sex, be excluded from participation or be denied benefits or subjected to discrimination under the education programs or activities described herein. In addition District 219 ensures equal opportunities to all students regardless of race, sex, color, national origin, religion, or handicap under the by-laws of the IHSA and the Central Suburban League.

Please remember that all the coaches, instructors and custodians are here to help you, and that they have a place above you in lines of authority at this point in your life.

A great deal of money is spent annually to purchase and maintain our facilities and equipment. Your parents, your friends and you help to finance our program in various ways. Do your part to help keep these costs down by taking **pride** in what we have, and in exercising good judgment in its use.

Your presence on an athletic team draws the focus of public attention to you as a representative of Niles North High School. Be consistently on your toes in the gymnasium, on the field, in the classrooms at home, and in public to display mature behavior. Assume more than your share of this responsibility and Niles North athletes will be respected and admired everywhere as champion citizens as well as fine athletes.

Niles North has a great tradition in interscholastic athletics. Our athletic teams are respected by all. Your decision to participate on an athletic team at Niles North indicates that you are willing to make a commitment to uphold the tradition that has been earned by many great athletes.

There is a lot of material to digest within this handbook. It contains information that will impact your life daily. Please keep it in a handy location. The staff and administration of Niles North stand ready to assist you at all times.

NILES NORTH PHILOSOPHY OF ATHLETICS

Participation in interscholastic athletics provides students with opportunities to acquire important, lifelong skills for future success in life. In addition, the athletic program is designed to positively contribute to the Niles Township community. Through intentional teaching and positive reinforcement, we strive to teach our students the power of success through humility, and perseverance through challenges, obstacles, and defeat.

The primary objective of the athletic programs in the Niles Township High School District is to provide wholesome opportunities for students to compete and learn important life lessons, values, and favorable habits and attitudes in social settings. To realize this goal, District 219 athletic programs recognize the value of participation and commitment to developing a competitive interscholastic athletic program, and emphasize the importance of balancing victory with defeat in order to develop and improve positive character traits among all participants. Every effort is made to support District 219 athletic programs with the best facilities, equipment, and most qualified staff available. Coaches, directors, and sponsors must be positive role models with knowledge of their activity, ethical behavior, strong leadership, and interest in the holistic development of all student athletes.

All student athletes are held to high expectations of academic achievement and success in the classroom. Coaches and teachers work as partners to provide opportunities for the success of every student. District 219 athletic programs seek to provide a positive image of athletics at Niles North and Niles West High Schools, strive for excellence that will produce winning teams within the bounds of good sportsmanship, and ensure growth and development that will increase the number of individual participants in interscholastic athletics.

THE OBJECTIVES OF PARTICIPATION

To provide a positive image of high school athletics at Niles North.

To strive always for competitive excellence that will produce winning teams within the bounds of good sportsmanship and health of the student athlete.

To ensure growth and development that will raise the number of individual participants.

Administrative Procedures: Code of Conduct for Extra-Curricular Activities **7:240-AP1** page 1 of 3

This Code of Conduct applies to all school-sponsored activities and athletics that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extra-curricular activity and maintain attendance records in order to implement this procedure.

The goal of our extra-curricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of our athletic program is to develop the physical skills of our athletes,

which will allow them to compete to the best of their ability within the Board of Education policies and the by-laws of the Illinois High School Association.

Students must behave in ways which are consistent with good sportsmanship, leadership, and appropriate moral conduct. The Code of Conduct below describes the expectations and goals of the athletic program and other extra-curricular programs. This code does not contain a complete list of inappropriate behaviors for students in extra-curricular activities and athletics.

A student may be excluded from competition or activities during any period of time in which an investigation is being conducted by the school regarding that student's conduct. Members of ALL extra-curricular programs and athletics will be expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

This Code of Conduct will be enforced 365 days a year 24 hours a day. Students and their parents are encouraged to seek assistance from the Student Assistance Program (SAP) coordinator reporting adolescent alcohol or other drug problems. Family referrals or self-referrals to the SAP will be taken into consideration in determining consequences for Code of Conduct violations.

Administrative Procedure - Code of Conduct for Extra-Curricular Activities

This Code of Conduct applies to all school-sponsored extra-curricular activities, including athletics, that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extra-curricular activity and maintain attendance records in order to implement this procedure.

The goal of our extra-curricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. A goal of our athletic program is to develop the physical skills of our athletes, which will allow them to compete to the best of their ability within the Board of Education policies and the by-laws of the Illinois High School Association.

Students must behave in ways which are consistent with good sportsmanship, leadership, and appropriate moral conduct. The Code of Conduct below describes the expectations and goals of our extra-curricular programs. This code does not contain a complete list of inappropriate behaviors for students in extra-curricular activities.

A student may be excluded from competition or activities during any period of time in which an investigation is being conducted by the school regarding that student's conduct. Members of ALL extra-curricular activities will be expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity or competitions.

This Code of Conduct will be enforced 365 days a year 24 hours a day. Students and their parents are encouraged to seek assistance from the Student Assistance

Program (SAP) coordinator reporting adolescent alcohol or other drug problems. Family referrals or self-referrals to the SAP or like personnel and related matters of confidentiality, health and safety, will be taken into consideration in the context of implementing the Code of Conduct policy.

Code of Conduct

A student participating in the athletic or activity program in the Niles Township High Schools will be subject to disciplinary action if he or she violates the Extra-Curricular Activities Code of Conduct. Anonymous reports of Code violations will be investigated by District administrators. Students not currently involved in extra-curricular activities at the time of an investigation will have the results of any such investigation entered into the violation record. Should such a student later become involved in the extra-curricular program, additional violations will be treated cumulatively.

Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. The student shall not:

- a. use a beverage containing alcohol (except for religious purposes, culinary course work or the use of containers or packaging as props for theater);
- b. use tobacco in any form;
- c. use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- d. use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is denominated as a "look alike" weapon (except that this prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet);
- e. be present at a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- f. act in an unsportsmanlike manner;
- g. substantial vandalism or theft;
- h. haze other students;
- i. violate the written rules for the activity or sport;
- j. behave in a manner which is detrimental to the good of the group or organization;
- k. falsify any of the information contained on any permit or permission form required by the activity or sport;
- l. fighting;
- m. bullying/harassment/intimidation;
- n. gross misconduct that causes a major disruption to the safe operation of the school.
- o. accumulate excessive absences from a class, defined as 4 or more unexcused absences or 12 total absences from a class in a given semester (except for school related activities).

Statute of limitations and related issues:

- a. No violation brought to the attention of the administration more than one calendar year after its occurrence will be considered under this policy;
- b. No violation which occurred prior to a student's documented first violation will be considered under this policy as a subsequent (e.g. second, third, etc) violation. Only violations that occurred subsequent to a first violation will be considered as such for the purposes of this policy.

Due Process Procedures

Students who are accused of violating the District Code of Conduct for Extra-Curricular Activities are entitled to the following due process:

The administrator may interview material witnesses or others with evidence concerning the case.

Upon conclusion of the investigation, the student and parent or guardian will be informed of the pending violation by the appropriate administrator. The parent or guardian and student will be notified of the student's right to respond to the charges, including the right to offer to the appropriate administrator any additional information to be considered.

If the administrator finds, after reviewing the evidence, that the violation occurred, he/she will impose sanctions on the student, as follows:

(NOTE: Students involved in multiple activities will be required to serve equivalent suspensions for each activity. A suspension may carry over from season to season and/or year to year. The consequences may exceed the minimum guidelines below due to the egregious nature of the infraction.)

First violation:

- a. A suspension of one-sixth of performances, activities, or competitions (or the equivalent time period);
- b. The student will be required to practice with the group, regardless of the violation (unless suspended from school by the Deans);
- c. The suspension for a first violation may be eliminated if the student participates in and completes a school-approved reduction program.

Second violation:

- a. A suspension of one-third of performances, activities, or competitions during this period;
- b. The student may be required to practice with the group;
- c. The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Third violation:

- a. A suspension of one-half of performances, activities, or competitions during this period;
- b. The student may be required to practice with the group;
- c. The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Fourth violation:

- a. A suspension for the entire season or equivalent time period;
- b. The student may be required to practice with the group;
- c. Students may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Fifth violation:

- a. A suspension from all extra-curricular activities for one calendar year;
- b. Students may reduce by 50% their suspension if they choose to participate in and complete a school-approved reduction program.

Sixth violation:

- a. A suspension from all extra-curricular activities and athletics for the remainder of the student's high school career;
- b. No reduction of the suspension is available upon a sixth violation.

Students will be required to serve any suspensions immediately, or at the start of competition of the next athletic or activity season.

- a. The penalty will be reduced by one week for students who self-report a violation of the Code of Conduct. (This reduction may be applied to any single violation, including and beyond the first.)
- b. Students who self report may earn back the privilege of competing in one contest that otherwise would have been part of the student's suspension. (This reduction may be applied to any single violation, including and beyond the first.)

Students shall have the opportunity to appeal the finding of a Code of Conduct violation to a Code of Conduct Review Board, but shall not review the length of the sanctions imposed as the result of such a finding. A parent has the right to accompany a student during the student's appearance before the Review Board. The Code of Conduct Review Board shall be composed of the following, all appointed by the Building Principal:

- a. Three administrators, and none of which shall be the administrator(s) responsible for the initial determination of a Code of Conduct violation;
- b. One activities sponsor, who shall not supervise or coach the student in question;
- c. One athletic head coach, who shall not supervise or coach the student in question.

The Code of Conduct Review Board will make a written report of its decision and rationale. The decision of this Review Board is final, except where the sanction removes the student from sports and activities for one year or more. In these cases, the student may appeal the decision to the Building Principal. For students attending Niles Central, the appeal decision will be made by the primary Building Principal, in consultation with the Niles Central Principal.

Board Review: May 31, 2011 November 15, 2010 **November 5, 2007 April 30, 2007**
November 5, 2007 April 30, 2007

“THE NORTH WAY”

I will have the courage of my convictions, supporting that which I believe to be right, and at the same time respecting differing views and ideas.

I will put forth my best effort in all that I do.

I will cultivate a spirit of fairness, honesty, and sincerity in all my actions.

I will take full responsibility for my actions and speech at all times, striving always to attain high standards of personal conduct.

I will consider the rights of others, treating them as I would desire to be treated.

I will continually strive for knowledge, always recognizing its value.

I will show respect and honor for our American heritage and will exercise the privileges and obligations granted to me under the constitution and our democratic way of life.

I will encourage an attitude of good sportsmanship by being modest in victory and gracious in defeat, not only in classroom activities and athletics, but in all aspects of my life.

I will develop and appreciate an understanding of other peoples and their cultures.

I will be loyal to my school, taking pride in its endeavors and accomplishments.

3.000 IHSA ATHLETIC BY-LAWS

Included in this Section:

3.000 Athletic Eligibility By-laws

3.010 Attendance

3.020 Scholastic Standing

3.030 Residence

3.040 Transfer

3.050 Participation Limitations

3.060 Age

3.070 Recruiting

3.080 Amateurism

3.090 Use of Assumed Name

3.100 Independent Team Participation

3.110 Coaching School Participation

3.120 All Star Participation

3.130 Use of Eligible Participants

3.140 Misbehavior during Contests

3.150 Special Provisions for Summer Participation

3.160 Open Gym Limitations

3.170 Classification

Students in member schools shall be eligible to participate on athletic teams in interscholastic athletic contests as representatives of their schools provided:

3.010 ATTENDANCE

3.011 A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term “attend” shall mean that the student is enrolled at the member school, and is taking at, or under arrangements approved by the member school, a minimum of twenty (20) credit hours of work for which credit toward high school graduation will be granted by the member school upon the student’s completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student’s compliance with all of the eligibility requirements of all IHSA by-laws. The Board of Directors shall have the discretion to waive the requirement of this by-law for the Illinois schools for the deaf or blind. In unit systems having a 6-3-3 or 6-4-2 type of organization, ninth grade students may participate on senior high school athletic teams at the member high school in the district designated by the Board of Education, provided:

- (a) such participation is approved by the district’s superintendent of schools;
- (b) the senior high school principal shall certify that the ninth grade students:

- (1) are eligible under the requirements of these By-laws,
- (2) are students at a junior high school located in the district which supports the senior high school, and
- (3) are not members of a grade or junior high school team in the same sport; and,
- (c) the senior high school principal assumes full responsibility for the conduct of these students during all athletic contests in which they represent the senior high school.

3.012 They shall have been enrolled and in attendance not later than the beginning of the eleventh school day of the semester. Exception may be considered only if written verification that delay in enrollment or attendance is caused by illness of the students or their immediate family or by other circumstances deemed acceptable by the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

3.013 Including a student’s name on school attendance records for a period of ten (10) or more school days during any given semester, beginning with the date of the student’s first physical attendance and ending with the date of the student’s official withdrawal from school, shall constitute a semester of attendance for the student.

3.014 If a student does not attend school for ten (10) days in a semester, as defined in Section 3.013, but participates in any interscholastic athletic activity, the student shall be considered to have completed a semester of attendance, unless withdrawal from school occurs prior to completion of ten (10) days attendance and is necessitated by disabling illness or injury which is certified by a physician.

3.015 They shall not have any lapse of school connection during any given semester of greater than ten consecutive school days. Lapse of school connection for greater than ten consecutive school days shall render them ineligible for the remainder of the entire semester.

Exceptions may be considered only if written verification that lapse in school connection is caused by illness of the students or their immediate family or by other circumstances deemed acceptable to the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

3.016 Absence of students required by military service to state or nation in the time of any state of national emergency shall not affect students' eligibility.

3.020 SCHOLASTIC STANDING

3.021 They shall be doing passing work in at least twenty-five (25) credit hours of high school work per week.

3.022 They shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

3.023 They shall not have graduated from any four-year high school or its equivalent.

3.024 Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.

3.025 Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted credit toward graduation from high school by the local Board of Education.

3.030 RESIDENCE

A student's eligibility is contingent upon the student meeting the applicable criteria from Sections 3.031-3.034 below. Except as provided in Section 6.010 of these by-laws, a student who does not comply with the applicable provisions of Sections 3.031-3.034 of these by-laws shall be ineligible for a period not to exceed 365 days. Once a student has attended high school, any change of the school attended by the student shall subject that student to the requirements of the rules applicable to transfers under Section 3.040 of these by-laws and its subsections.

3.031 Public School Students: Students attending public member schools shall be eligible at the public high school in which they enroll, provided:

3.031.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the public school district in which the high school they attend is located; or

3.031.2 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and have attended a minimum of the seventh and eighth grades as tuition-paying non-resident students in the district in which the high school they attend is located.

3.031.3 They reside full time with one birth or adoptive parent without assignment of custody or legal guardianship by the court, provided:

- (1) their residence is in the district in which the member school they attend is located; and
- (2) they attended that member school the previous school term.

3.031.4 In all other cases, students shall not participate until a ruling on their eligibility is made by the Executive Director.

3.032 Private School Students: Students attending private member schools shall be eligible at the private high school in which they enroll, provided:

3.032.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the public high school district in which the private high school they attend is located; or

3.032.2 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and have attended private schools on a continuous basis for the last two consecutive school years before entering high school or for a total of not less than four school years from kindergarten through eighth grade; or

3.032.3 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and attend the private member school attended by one or both of their parents; or

3.032.4 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, in a residence located within a thirty (30) mile radius of the private member school they attend.

3.032.5 In the event a student who resides full time with his/her parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, attends a private school but does not comply with the provisions of by-laws 3.032.1-3.032.4, or in any other circumstance in which a student attends a private school but does not comply with the provisions of by-laws 3.032.1-3.032.4, the student(s) shall not be eligible and shall not participate in an interscholastic contest until a ruling on their eligibility is made by the Executive Director.

3.033 Students in Public Schools Without Boundaries: Students attending public member schools which do not have geographical district boundaries shall be eligible at such public high school in which they enroll, provided:

3.033.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's

enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the public high school district in which the non-boundaried public high school they attend is located; OR

3.033.2 They reside full time with their parents or custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and have attended non-boundaried public schools or private schools on a continuous basis for the last two consecutive school years before entering high school or for a total of not less than four school years from kindergarten through eighth grade; OR

3.033.3 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and attend the non-boundaried public school attended by one or both of their parents; OR

3.033.4 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, in a residence located within a thirty (30) mile radius of the non-boundaried public member school they attend.

3.033.5 In the event a student who resides full time with their parents custodial parent or guardian appointed by a judge of a court having proper jurisdiction, attends a public school without boundaries but does not comply with the provisions of By-laws 3.033.1-3.033.4, or in any other circumstance in which a student attends a public school without boundaries but does not comply with the provisions of By-laws 3.033.1-3.033.4, the student(s) shall not be eligible and shall not participate in an interscholastic contest until a ruling on their eligibility is made by the Executive Director.

3.034 Students in Prescribed Conditions: Students attending member schools under one of the following specifically prescribed conditions shall be eligible in accordance with the requirements set forth under that condition:

3.034.1 Residential Students: Students attending public or private member schools as residential students, shall be eligible at the public or private member school in which they enroll provided they reside full time at such school. Eligibility of residential students who do not reside full time at the school they attend shall be determined under the applicable provisions of By-laws 3.031-3.034.

3.034.2 Students who have attended one school for their entire high school career and whose parents, custodial parent or court appointed guardian moves from the district or community traditionally served by that school following the student's completion of the eleventh (11th) grade, may remain in that member school and retain eligibility regarding residence for the twelfth (12th) grade, provided:

1. The student, if not yet eighteen (18) years of age, resides full time with the parents, a custodial parent, a non-custodial birth parent or a court appointed legal guardian; or the student, if eighteen (18) years of age, continues to reside with parents, custodial parent, a non-custodial birth parent or a court appointed legal guardian, or is accepted for enrollment by the school as a student having reached the age of majority under the laws of the State of Illinois; and,
2. Such attendance is approved by the Board of Education or local governing board of the school; and,

3. There is no evidence of undue influence, including but not limited to inducement, remuneration, pressure, promise or provision of special benefits or any other form of encouragement or persuasion, on the part of any person(s) directly or indirectly connected to the school, to retain the student's attendance.

3.034.3 Foreign Exchange Students: Foreign exchange students attending school in Illinois under the auspices of approved student exchange programs, shall be considered eligible regarding residence for a maximum period of one calendar year, commencing with the date of their enrollment and beginning attendance at an IHSA member school. To be considered for approval, a foreign exchange program must assign students to schools by a method which insures that no student, school, or other interested party may influence the assignment for athletic or other purposes. The Board of Directors shall establish additional criteria by which it shall approve foreign exchange student programs.

3.034.4 Special Education and Special Vocational Education Students: Students attending a Special Education or Special Vocational Educational Cooperative Center, shall be eligible under the following conditions:

3.034.41 Students taking part of their work at the Special Center and part at their home high school shall be eligible at their home high school only;

3.034.42 Students taking all of their work at the Special Center shall be eligible at either their home high school or the school housing the Special Center. However, once the students elect the school at which they will participate, they may not change their decision without the loss of a period of eligibility not to exceed 365 days.

3.034.5 Students Affected by Deannexation: Students affected by a deannexation/annexation of an elementary district from the current high school district will be permitted the choice of attending in the district from which the deannexation occurs or the district to which the territory is then annexed. Whichever choice is made, all students whose families reside in the territory in question will be permitted to retain eligibility in regard to residence, provided they are high school students at the time of the deannexation action.

3.040 TRANSFER

The eligibility of a student who transfers attendance from one high school to another high school is subject to the following Sections 3.041-3.047 and their sub-sections. Such student must additionally be in compliance with the applicable residency provisions of By-laws 3.031-3.034 and their respective sub-sections after the transfer. Except as provided in Section 6.010 of these by-laws, a student who does not comply with the applicable provisions of Sections 3.041-3.047 of these by-laws and their sub-sections shall be ineligible for a period not to exceed 365 days.

3.041 In all transfer cases, both the principal of the school from which the student transfers and the school to which the student transfers must approve of the transfer and execute a form provided by the IHSA Office. This form is to be initiated and signed by the principal of the school to which the student transfers and provided to the principal of the school from which the student transfers for signature by that principal. The concurrence of the principals accepting a transfer shall not be determinative of eligibility or binding on the Executive

Director and/or the Board of Directors who shall have the discretion to investigate the accuracy of such conclusion and to override the acceptance of a transfer if evidence of violation or avoidance of non compliance with any by-law, or recruiting in connection with the transfer is found. A student is not eligible to participate in an interscholastic contest until the transfer form, fully executed by both principals, is on file in the offices of the school to which the student transfers.

3.042 Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which he/she participated or was participating in a practice or interscholastic contest in the current school year at the school from which the transfer occurs; or

Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which he/she was not participating or had not participated during the current school year at the school from which the student transferred.

3.043 In addition, a student who transfers attendance from one high school to another high school pursuant to these by-laws, shall be ineligible unless:

3.043.1 The student transfers attendance in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent (in the case of a student with one deceased parent), or guardian from one public high school district to a different public high school district; or

3.043.2 The student transfers attendance from one public high school in a school district which supports two (2) or more public high schools to another public high school in that school district, and the transfer is in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent, or guardian to a residence within the boundaries established by the governing board of the school district for the high school to which the student transfers; or

3.043.3 The student changes attendance from a private school or a public school with no boundaries to a public high school located in the school district in which the student resides full time with his or her parents, custodial parent, surviving parent, or guardian; the student is enrolling for the first time in a public member high school with boundaries; and the principals of both of the high schools involved accept the transfer, concurring that there is no evidence of a) any violation or avoidance of, or noncompliance with, any by-law, b) any recruiting in connection with the transfer; or

3.043.4 The student transfers attendance from one private school to a different private school which is located within a 30 mile radius of his or her residence; the student resides full time with his or her parents, custodial parent, surviving parent, or guardian; the student is changing high school attendance for the first time; and the principals of both private high schools involved accept the transfer, concurring that there is no evidence of a) any violation of, or noncompliance with, any by-law, or b) any recruiting in connection with the transfer; or

3.043.5 The student, who is a child of divorced or legally separated parents, transfers attendance from one high school to another in conjunction with a change in legal custody

between the parents by action of a judge of a court of proper jurisdiction, and a change in the student's residence from the former custodial parent to the parent to whom custody has been awarded by the court, provided that a copy of the petition and the court order so changing custody is on file with the principal of the high school to which the student transfers.

3.044 The student, who (a) is an orphan; (b) is a child of divorced, legally separated, or unmarried parents with respect to whom there has not been a change in custody ordered by a court of proper jurisdiction; or (c) is a ward of the state who transfers attendance from one high school to another high school, shall be subject to the eligibility provisions of Sections 3.043.1-3.043.4 as if the student resided with his/her parent(s), provided that following the transfer, the student continues to reside with the same family, foster family, group home or other unit or entity after the transfer as prior to and at the time of the transfer.

3.045 In the case of a student who transfers attendance from one high school to another in conjunction with the adoption of the student after the student has entered high school for the first time, or a change in guardianship of the student by order of a court of proper jurisdiction, the student shall be ineligible pending a ruling by the Executive Director. In such cases, the Executive Director may grant eligibility only if it is determined, after investigation, that the circumstances giving rise to the change of guardianship or adoption and the transfer were completely beyond the control of all of the following:

- (1) the student
- (2) the student's parent(s)/guardian(s)
- (3) the schools to and from which the student transferred.

Any action, inaction, or voluntary or self-initiated decision of the student, parent/guardian or the school to or from which the student transfers, or any one or more of them, which results in, affects, causes or pertains to the transfer shall not be considered to be "circumstances completely beyond the control." The student may practice, but shall not participate in an interscholastic athletic contest until a ruling on the student's eligibility has been made by the Executive Director.

3.046 In all other circumstances involving a transfer, the student shall be ineligible pending a ruling by the Executive Director.

In such cases, the Executive Director may grant eligibility if it is determined after investigation that the circumstances giving rise to the transfer were completely beyond the control of all of the following:

- (1) the student
- (2) the student's parent(s)/guardian(s)
- (3) the schools to and from which the student transferred.

Any action, inaction, or decision of the student, parent/guardian or the school to or from which the student transfers, or any one or more of them, which results in, affects, causes or pertains to the transfer shall not be considered to be "circumstances completely beyond the control." The student may practice, but shall not participate in an interscholastic athletic contest until a ruling on the student's eligibility has been made by the Executive Director.

3.047 The member school to which a student transfers shall enforce any period of ineligibility imposed or that would have been imposed upon the student by the school from which the student is transferring, even if the student is otherwise eligible under these by-laws. The period of ineligibility at the school to which the student transfers shall be the remaining duration of the period of ineligibility imposed or that would have been imposed had the student not transferred, but not longer than 365 days after the date of the transfer, whichever

is less.

3.050 PARTICIPATION LIMITATIONS

3.051 After they enroll in the ninth grade, students shall be eligible for no more than eight (8) semesters. They shall not be eligible for more than the number of semesters for which their school is recognized by the Illinois State Board of Education.

3.052 Their last two (2) semesters of possible eligibility shall be consecutive. Other semesters of possible eligibility need not be consecutive.

3.053 After they enroll in the ninth grade, they shall not be eligible for more than four (4) school years of competition in any sport.

3.054 Any student in a member school, eligible in all respects under the terms of these By-laws, may be entered to represent that school as an individual in Association-sponsored meets or tournaments under the terms and conditions for that particular event. However, only schools which have an established school team which has engaged in at least six (6) interscholastic contests in that sport during the current season or, in the case of boys baseball, boys golf, boys tennis, girls softball, girls golf, and girls tennis, during the preceding IHSA recognized season in that sport, may participate in team competition in Association-sponsored meets or tournaments.

3.060 AGE

3.061 A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which event eligibility shall terminate on the first day of such season (as the season is defined in Section 5.000 of these By-laws).

3.070 RECRUITING OF ATHLETES

In the enforcement of the rule, member schools shall be responsible for any violation committed by any person associated with the school, including principals, assistant principals, coaches, teachers, any other staff members or students, or any organization having any connection to the school.

3.071 Recruitment of students or attempted recruitment of students for athletic purposes is prohibited, regardless of their residence.

3.072 It shall be a violation of this rule for any student athlete to receive or be offered any remunerations of any kind or to receive or be offered any special inducement of any kind which is not made available to all applicants who enroll in the school or apply to the school. Special inducement shall include, but not be limited to:

- (1) Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school. (Exception – private schools may waive tuition for children of faculty members, as a benefit of employment, provided there is no undue influence exerted upon the student or the family to attend the school.)
- (2) Offer or acceptance of room, board or clothing or financial allotment for clothing.
- (3) Offer or acceptance of pay for work that is not performed or that is in excess of the

amount regularly paid for such service.

- (4) Offer or acceptance of free transportation by any school connected person.
- (5) Offer or acceptance of a residence with any school connected person.
- (6) Offer or acceptance of any privilege not afforded to non-athletes.
- (7) Offer or acceptance of free or reduced rent for parents.
- (8) Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
- (9) Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
- (10) Offer or acceptance of help in securing a college athletic scholarship.

3.073 It shall also be a violation of this rule to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics even when special remuneration or inducement is not given. Schools are not prohibited from conducting academic recruitment programs, programs which may include information concerning the school's extracurricular offerings. However, such recruitment programs must be designed to provide an overview of the academic and extracurricular programs offered by a school and are not to be used as a subterfuge for recruiting students for athletic purposes. Such general recruitment programs permissible under this rule shall be carried out under the following guidelines:

- With the exception of an open house conducted at a member school, no member of a school's coaching staff may present or distribute the school's information to students not yet in high school unless they are representing all phases of the entire high school program at official junior high functions such as high school nights, fairs, days or visits.
- Any information presented or distributed shall be limited to the academic and extracurricular offerings provided by the school. The information may include a description of the athletic facilities available at the school.
- Any information presented or distributed shall not imply, in any manner, that the member school's athletic program is better or more accomplished than any other member school's athletic program.
- Any information presented or distributed shall not imply, in any manner, that it would be more advantageous for a prospective student athlete to attend a member school over any other school because of its extracurricular programs.
- Information may be presented or distributed only at an open house conducted at a member school or at a school housing grades below the ninth from which the member school can normally expect enrollment.

3.080 AMATEURISM

3.081 For winning or placing in actual athletic competition, a student in a member school may accept a medal, cup, trophy or plaque, from the sponsoring agent regardless of cost.

3.082 Schools may provide an individual or teams that win an IHSA state championship, a ring/memento not to exceed \$200 in fair market value. Businesses, booster clubs or other organizations desiring to make contributions toward the purchase of a championship ring/memento must make those contributions to the school.

3.083 A student in a member school may accept any other award for participation in an athletic contest, or for athletic honors or recognition, which does not exceed \$75 in fair market value, in the following sports: badminton, baseball, basketball, bowling, cross country,

football, golf, gymnastics, soccer, softball, swimming, tennis, track and field, volleyball, wrestling, and any other sport in which the student's school provides interscholastic competition. In addition, a student in a member school may receive and retain items of wearing apparel which are worn for non-school athletic competition as part of a team uniform provided for and worn by the student during competition.

3.084 A student in a member school may accept a school letter for an interscholastic sport, regardless of cost.

3.085 Violation of the provisions of By-laws 3.081, 3.082, 3.083 or 3.084 shall cause ineligibility in the sport in which the violation occurred. An official ruling must be secured from the Executive Director before any student who violates these rules may be reinstated to eligibility.

3.090 PARTICIPATING UNDER AN ASSUMED NAME

3.091 In the event students participate in interscholastic competition under any other name than their own, a student's principal shall immediately suspend violators from further interscholastic participation. The future interscholastic participation of violators and/or persons contributing to a violation shall then be considered by the Board of Directors.

3.100 INDEPENDENT TEAM PARTICIPATION

3.101 During the school season for a given sport, in a school which maintains a school team in that sport, a student shall not participate on any non-school team, nor as an individual unattached in non-school competition, in that given sport or in any competition that involves the skill of the sport in question. Violation shall cause ineligibility for a period not to exceed 365 days. An exception may be made by the Executive Director under the guidelines adopted by the Board of Directors for competitions sponsored and conducted directly by the National Governing Body or its official Illinois affiliate for the sport.

3.102 Students may participate in a tryout for a non-school athletic team while a member of a high school team in the same sport, provided the tryout is exclusively a demonstration of skills with no practice or instruction involved. A student shall be considered to be a member of a school team when he/she engages in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc., on or after the date specified in Bylaw 5.000 and its sub-sections.

3.103 The phrase, "participate on any non-school team," as utilized in By-law 3.101, is defined to mean engaging in any team activity, including but not limited to, tryouts (except as defined in Section 3.102), drills, physical practice sessions, player evaluations, team meetings, etc.

3.104 In the event a school does not maintain a team which competes during the regular high school season for a sport, but enters one or more students into competition for the first time in that season at the beginning level of the IHSA tournament series for the sport, the date of the beginning level contest in the IHSA series shall be the date on which the school shall be

considered to have a school team in that sport.

3.105 Students or teams at member schools shall not be permitted to participate on, practice with or compete against any college, junior college or university athletic team. This restriction shall apply in all situations, regardless of the competitive structure or sponsor of the competing entities for such events.

3.106 To be eligible for a school team in a given sport, students must cease non-school practice and competition in that sport no later than five days after the date on which the school team engages in its first practice or tryout in that sport.

3.107 During the school year, a person who is a coach in any sport at a member school, may be involved in any respect with any non-school team, only if the number of squad members from his/her school which are on the non-school team roster does not exceed one-half the number of players needed to field a team in actual IHSA state series competition in that sport.

3.108 The Illinois School for the Visually Impaired (ISVI), may with the permission of the IHSA Executive Director, under the guidance of the Board of Directors, conduct cooperative practices with another team in the immediately geographic area of Jacksonville, Illinois.

3.110 COACHING SCHOOL PARTICIPATION

3.111 During the school year, students shall not participate in any coaching school, camp or clinic for any interscholastic sport or which provides instruction in any skill of an interscholastic sport. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends. Programs that involve only demonstration of skills and sports theory without providing instruction and requiring active participation by attendees are not considered coaching schools. Violation shall cause ineligibility for a period not to exceed 365 days.

3.112 Students may attend a coaching school, camp or clinic during the summer months provided they do not attend before school is out in the spring or after Sunday of Week Number 5 in the IHSA Standardized Calendar. Such coaching schools, camps and clinics may be conducted by an individual, group or even a member school and instruction at such programs may be provided by any person. However, in the case of a school-sponsored camp, participation may not be restricted to high school students who have been certified eligible for athletics.

3.113 Students may participate in school physical conditioning programs and recreational programs.

3.114 During the school year, students may serve as demonstrators for a coaching school, camp or clinic conducted exclusively for coaches or officials. Students may participate in one practice session for such event with the instructor for whom they will demonstrate.

3.120 ALL-STAR PARTICIPATION

3.121 No student at a member school shall participate on an all-star team in basketball, football, soccer or volleyball during the student's high school career until completing their interscholastic athletic eligibility in that particular sport. A student may participate in no more than three (3) all-star contests in a sport.

3.130 USE OF PLAYERS

3.131 Only students who are currently eligible to participate in an interscholastic athletic contest shall appear at the contest in the uniform of their school.

3.132 Only bona fide students of a school may participate in a practice session for any interscholastic team sponsored by that member school.

3.150 SPECIAL PROVISIONS FOR SUMMER PARTICIPATION

3.151 Participation by high school students in summer programs must be voluntary and in no way be an actual or implied prerequisite for membership on a high school team.

3.152 Students may participate in summer baseball/softball leagues sponsored by schools, during the period between Monday of Week 44 and Saturday of Week 7 in the IHSA Standardized Calendar.

3.153 Persons who coach a sport at a member school may have a maximum of 25 days of contact in that sport with students from that school during the period between the last day of classes or Monday of Week 49 in the IHSA Standardized Calendar (whichever date is earlier) in the spring each year and Sunday of Week 5 in the IHSA Standardized Calendar.

Students may have a maximum of 25 days of contact per sport with persons who coach that sport at the school they attend during the same time period. A day of contact is defined as any date on which any coaching or instruction in the skills and techniques of any sport takes place. These limitations apply to all sports except Baseball and Softball. An exception may be made by the Executive Director under the guidelines adopted by the Board of Directors for competitions sponsored and conducted directly by the National Governing Body for the sport.

3.154 Schools may transport students from their schools to summer league contests, coaching schools, clinics or other nonschool contests in the summer during the contact day period outlined in By-law 3.153.

3.155 Schools may conduct coaching schools, camps or clinics during the summer, provided:

- a) The event is conducted between the close of school in the spring and Sunday of Week 5 in the IHSA Standardized Calendar;
- b) The event is open to any high school student and is not restricted to students who have been or expect to be high school athletes; and,
- c) The event provides common instruction and activities for all participants.

3.156 Students may participate in a summer school class taught by a coach or other faculty member from their school and which offers instruction in interscholastic sports, provided the class is not restricted to students who have been certified eligible for participation in

interscholastic athletics and the class is approved by the local Board of Education. In addition, credit toward graduation must be granted by the local Board of Education. Summer school courses offering instruction in interscholastic sports, must conclude by Saturday of Week 4 in the IHSA Standardized Calendar.

3.157 Schools may not organize or participate against other schools in a football scrimmage or game with the exception of 7-7 (touch only) passing leagues.

OPEN GYM LIMITATIONS

3.161 Schools may open their gymnasiums or facilities for recreational activities to students or other persons who reside in or outside their district, under the following conditions:

- a) A variety of recreational activities are available during the course of the year.
- b) There is no coaching or instruction in the skills and techniques in any sport at any time.
- c) Participation is voluntary and is not required directly or indirectly for membership on a high school squad.
- d) Comparable opportunities are afforded to all participants.

3.170 CLASSIFICATION

The IHSA Board of Directors has the complete authority to establish and implement policies to determine the number of classes of competition in IHSA sports and activities and to classify schools participating in such sports/activities except as follows:

An enrollment multiplier of 1.65 will be added to all non-boundaried schools.

The definition of a non-boundaried school is: Any private school, charter school, lab school, magnet school, residential school, and any public school in a multi-high school district that does not accept students from a fixed portion of the district. Classifications shall be determined on an annual basis.

Niles North Academic Eligibility

A. ELIGIBILITY REPORTS will be pulled weekly from the pinnacle grade book program every **Thursday at 12:00pm**. Each coach will receive a grade report for his/her level/team the next day. The report will indicate those student-athletes who are ineligible – their names will be highlighted on the eligibility report. If a student-athlete is not passing at least 5 classes he/she is ineligible starting the next week, Sunday thru Saturday. **The grade that is shown is a cumulative grade for the semester.** The student-athlete could be passing the current marking period during the week of said eligibility report, but still not passing for the semester. Remember – a student-athlete must be passing for the semester.

Potential changes/updates in the grade report (a student athlete has raised his or her grade) must be reported by the classroom teacher to the athletic director if the student athlete wishes to regain eligibility for the next week. At that time, the athletic director will contact the immediate coach and let them know the student athlete is eligible. Student athletes who are ineligible are assigned to "THE POINT" by their coach. (See letter B below)

B. ATHLETES ON POINT ACADEMIC INTERVENTION Program (APAI)

What Is The Goal Of The APAI Program?

The goal of the APAI Program is to provide academic assistance through "The Point" to athletes struggling in their course work.

How Does It Work?

The intervention program is not only for student athletes who are academically ineligible, but also for student athletes who are in danger of becoming academically ineligible (i.e. failing one or more class). Any student-athlete posting a failing grade in any class will be placed on "**Athletes on Point Academic Intervention**" (APAI). The APAI report will be printed each week, in conjunction with the weekly eligibility report.

Academically ineligible student-athletes will continue to be prohibited from participating in athletic contests (per Board Policy), as is current practice. However, these academically ineligible student athletes will also be placed on APAI status. In addition, any student athlete failing one or more classes will be placed on APAI status, even if he/she is academically eligible (i.e. passing 25 hours or more/week).

Student athletes placed on APAI status will be required to seek academic assistance at the NNHS Literacy Center ("The Point") or by scheduling a tutoring appointment with the instructor of the class(es) they are failing. Student athletes must attend these tutoring appointments with "The Point" or their instructor 1 day per week for each class they are failing.

Coaches of student athletes placed on APAI status will receive the APAI Report List as well as the regular eligibility list on Thursdays. It is the responsibility of the coach to inform their student athlete that he/she must report to "The Point" one day for each failing grade. The student athlete's name appears in the APAI Report List because he/she is currently failing one or more courses.

It is essential that coaches have a one-on-one conversation with each of their student athletes appearing on the APAI Report List. It is critical that student athletes understand from the conversation with their coach that he/she must report to "The Point" or instructor (one visit per failing grade) during the next week.

What Is The Responsibility Of The APAI Student Athlete?

It is the responsibility of the APAI student athlete to attend "The Point" for their academic assistance tutoring session. APAI student athletes are expected to use their time in "The Point" productively, in order to raise any failing grade to a passing grade. APAI student athletes are to attend "The Point" for their academic assistance tutoring session(s) before school or during the school day because most athletic practices are after school. Student athletes are not allowed to miss regularly scheduled classes or practices to attend "The Point."

NCAA AMATURISM CERTIFICATION AND ACADEMIC ELIGIBILITY

Division I

2010 and After

If you enroll in a Division I college in 2008 or later and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 16 core courses:
 - 4 years of English
 - 3 years of math (algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math or natural or physical science
 - 2 years of social science
 - 4 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);
- Earn a minimum required grade-point average in your core courses of 2.0; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale on page 9 (for example, a 2.400 core-course grade-point average needs a 860 SAT).

You will be a qualifier if you meet the academic requirements listed above. As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletic scholarship during your first year of college; and can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a non-qualifier if you do not meet the academic requirements listed above. As a non-qualifier, you:

- Cannot practice or compete for your college or university during your first year of college;

- Cannot receive an athletic scholarship during your first year of college, although you may receive need-based financial aid; and
- Can play only three seasons in your sport if you maintain your eligibility from year to year (to earn a fourth season you must complete at least 80 percent of your degree requirements before beginning your fifth year of college).

Division II

2009-2013

If you enroll in a Division II college from 2009 to 2012 or later and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 14 core courses:
 - 3 years of English
 - 2 years of math (algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 2 extra years of English, math or natural or physical science
 - 2 years of social science
 - 3 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a 2.000 grade-point average or better in your core courses; and
- Earn a combined SAT score of 820 or an ACT sum score of 68. There is no sliding scale in Division II.

You will be a qualifier if you meet the academic requirements listed above.

As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletics scholarship during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a partial qualifier if you do not meet all of the academic requirements listed above, but you have graduated from high school and meet one of the following:

- The combined SAT score of 820 or ACT sum score of 68; OR
- Completion of the 14 core courses with a 2.000 core-course grade-point average.

As a partial qualifier, you:

- Can practice with your team at its home facility during your first year of college;
- Can receive an athletics scholarship during your first year of college;
- Cannot compete during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a nonqualifier if you did not graduate from high school, or, if you graduated and are missing both the core-course grade-point average or minimum number of core courses and the required ACT or SAT scores.

As a nonqualifier, you:

- Cannot practice or compete for your college or university during your first year of college;
- Cannot receive an athletics scholarship during your first year of college, although you may receive need-based financial aid; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

2013 and after

* If you will be enrolling in college during the Fall of 2013, you will need to complete 16 Core Courses to compete at the Division II level.

3-English

2-Math

2-Science

3- Additional years of English, Math, or Natural or Physical Science

2-Social Studies

3- Extra Core Courses

Division III

Division III does not use the NCAA Initial-Eligibility Center. Contact your Division III college regarding its policies on financial aid, practice and competition

NCAA AMATEURISM CERTIFICATION

In response to the NCAA membership's concerns about amateurism issues related to both international and domestic prospective student-athletes, President Myles Brand has authorized the creation of a centralized amateurism certification process.

The NCAA Initial-Eligibility Center will include an amateurism certification section that will be used to determine the amateur status of domestic and international freshman and transfer prospective student-athletes initially enrolling at NCAA Divisions I and II member institutions on or after August 1, 2007. *[Note: In NCAA Division III, certification of an individual's amateurism status is completed by each institution.]*

Registering with the NCAA Eligibility Center

Prospective student-athletes may register with the NCAA Eligibility Center via the Internet at the beginning of their junior year in high school. As part of the amateurism certification process, each prospect will be asked to answer several questions regarding his or her sports participation history. Early registration with the NCAA Eligibility Center and the completion of the athletics

participation questions will allow institutions to have preliminary information regarding a prospect's amateurism status, which will promote consistency in the recruiting process. Final certifications of amateur status will occur at the end of the prospective student-athlete's senior year of high school or approximately two to three months prior to initial full-time enrollment at an NCAA Division I or II institution.

Certification of NCAA Divisions I and II Amateurism Rules

Amateurism certification will not cover all areas of NCAA Bylaw 12. Institutions will be responsible for determining the amateur status of prospective student-athletes for the areas of the amateurism bylaws not covered by the amateurism certification process. In addition, institutions will be responsible for certifying compliance for all amateurism bylaws during the time period between the student-athlete's request for final amateurism certification and his or her initial enrollment at an NCAA institution. Selected pre-enrollment amateurism rules to be certified by amateurism certification include:

- Contracts with a professional team (Division I)
- Salary for participating in athletics (Division I)
- Prize money above actual and necessary expenses (Division I)
- Play with professionals (Division I)
- Preferential treatment
- Tryouts, practice or competition with a professional team (Division I)
- Benefits from an agent or prospective agent)
- 21st birthday rule (Division I)
- Agreement to be represented by an agent
- Tennis and swimming and diving rule (Division I)
- Organized-competition rule

AMATEURISM OVERVIEW: PRE-ENROLLMENT

- May be subject to Bylaw 14.2.4.2 in Division II and Bylaw 14.2.4.3 in Division III. (If the student-athlete does not enroll in college at first opportunity and participates in organized competition, the student-athlete is charged with a season of competition for every year of competition. Further, the student-athlete must fulfill an academic year in residence upon enrolling in college).
- Definition of organized competition is different in Division II and Division III. (See Division II Bylaw 14.2.4.2 and Division III Bylaw 14.2.4.3.)
- This chart is to be used only as a reference; please check the manual for specific information. © The National Collegiate Athletic Association

	Division I – (Student-athletes first enrolling on or after August 1,	Division II – (Student-athletes first enrolling on or after August 1,	Division III – (Student-athletes first enrolling on or after

	2002)	2001)	August 1, 2002)
Enters into a Professional Contract	No	Yes*	Yes*
Accepts Prize Money	Yes – If open event, and does not exceed actual and necessary expenses or money from sponsor.	Yes*	Yes*
Enters Draft	Yes	Yes*	Yes*
Accepts Salary	No	Yes*	No
Receives Educational Expenses	Yes – If other than an agent, booster or professional team or organization	Yes – If other than an agent, booster or professional team or organization.	No
Receives Expenses from a Professional Team	No	Yes*	Yes*
Competes with Professionals	No	Yes*	Yes*
Receives Benefits from an Agent	No	No	No
Enters into Agreement with an Agent (Oral or Written)	No	No	No

Questions About the Certification of Amateur Status

Who will be certified?

Every prospective student-athlete, both domestic and international, who is attending an NCAA Division I or II institution for the first time, must be certified by the NCAA Eligibility Center. This includes prospective student-athletes who are transferring from any two- or four-year institutions (including international institutions) that are not members of NCAA Division I or II. Thus, if an individual wants to participate in athletics at an NCAA Division I or II institution, the prospective student-athlete must register with the eligibility center and submit the appropriate documentation to receive a certification decision.

Do transfer prospective student-athletes also have to register with the NCAA Eligibility Center?

Every prospective student-athlete who is attending an NCAA Division I or II institution full time for the first time must be certified by the NCAA Eligibility Center.

When should I register with the Eligibility Center?

Register for the NCAA Eligibility Center at the beginning of your junior year in high school. The athletics participation section should be updated regularly so that institutions recruiting you will have up-to-date information about you. Be sure to send your high school transcript to the eligibility center after you have completed at least six semesters of high school coursework.

Is there a registration deadline?

No. However, prospective student-athletes must be certified as an amateur before they may receive an athletics scholarship or practice or compete at a Division I or II institution.

Is there an additional fee to register with the NCAA Eligibility Center because of the additional questions on athletics participation?

No, there is only one fee to register for the NCAA Eligibility Center, which covers both the academic and amateurism certification. In addition, there is no reduction of the fee if the prospect does not need an academic certification (e.g., has already served an academic year in residence at a collegiate institution).

May I receive a fee waiver?

Yes, you are eligible for a waiver of the initial-eligibility certification fee if you have already received a fee waiver (not a state voucher) for the ACT or SAT. If ACT or SAT has not granted you a fee waiver, then you will NOT be eligible for a waiver of the certification fee. If you are seeking a waiver of the certification fee, you should confirm your eligibility with your high school counselor. Your high school counselor MUST submit an electronic fee waiver confirmation before your registration may be processed.

How often can I update my information?

You can update your information as often as you need until you request a final certification of your amateurism status. At that point, you will no longer be able to update your amateurism information.

Can I receive different amateurism certifications for Division I and Division II?

Yes. Division I and II have different rules, so it is possible that your certification status may be different for each division.

Who can help me complete the amateurism registration process?

Anyone can assist you in completing the process. However, when you have completed the registration process, YOU will be the only person allowed to submit the information to the eligibility center.

Will a paper copy of the amateurism form be available?

No, the registration form will only be available on the NCAA Initial-Eligibility Center Web site and must be completed online.

Questions Relating to the Athletics Participation Section of the Amateurism Eligibility Center

What if I enroll in an NCAA Division I or Division II institution and decide to participate in a sport other than one of the three I had listed on the amateurism eligibility center registration form?

If you decide to participate in a sport other than the three you listed on the registration form, the institution in which you enroll will be responsible for certifying your amateurism status in that sport.

If I have been participating in events related to my sport for a significant period of time, what events do I need to list on the amateurism registration form?

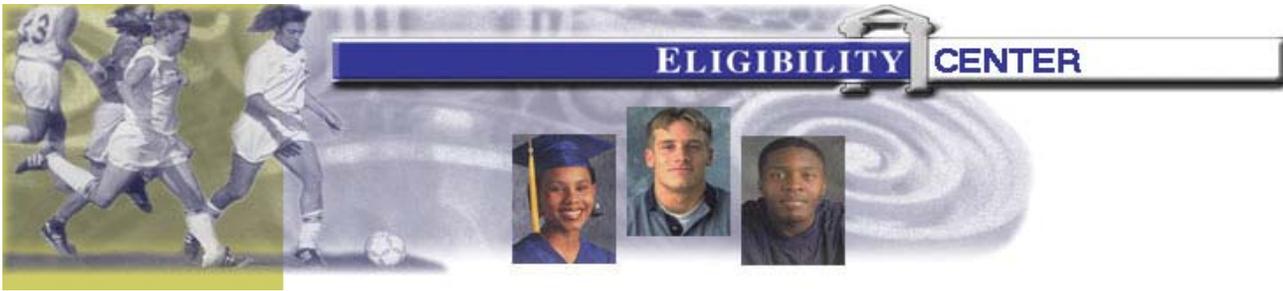
You should include all events in which you participated, beginning with the ninth grade and thereafter.

Am I automatically ineligible if I violated the amateurism rules?

No. The eligibility center will review your athletics participation history. If there are violations of NCAA amateurism rules, the NCAA Eligibility Center may certify you with conditions, which must be fulfilled before you are eligible for competition. The conditions will be set based on which rule was violated and the severity of the violation. Such conditions may include repayment of money or sitting out of competition for a specified number of games, or both. In some cases, the NCAA may determine that the violations are such that permanent ineligibility for competition is the appropriate penalty.

Can I appeal a certification decision regarding my amateur status?

Yes. The NCAA has an appeals process in place if you choose to appeal the certification decision. You will need to work with an NCAA institution since all appeals must be filed by a member institution.



Welcome to the NCAA Initial-Eligibility Center website.

This website provides access to the information described below.

The new NCAA Eligibility Center website is located at <https://web1.ncaa.org/eligibilitycenter/common/> and is available for students to register, view their certification status, and to answer general information questions you may have about the NCAA Division I and Division II initial-eligibility requirements. Should you have any questions, please contact the NCAA Eligibility Center at 319-337-1492. A couple of things to remember when registering for the NCAA Eligibility Center:

1. Don't forget to have your **official scores** from ACT sent to the NCAA Eligibility Center.

PUBLIC ACCESS: Public access to lists of approved core courses at high schools is available. These lists of courses are available to NCAA member institutions, as well as high school counselors, students, and their families to help students understand which courses may be counted toward freshman eligibility. Go to the NCAA Eligibility Center website to access the list of approved and denied courses. This can be found under the Prospective Student-Athletes section. Lincoln-Way Central High School's code is 143170.

- *High School's List of Approved Core Courses:*
<https://web1.ncaa.org/hsportal/exec/hsAction> (formerly 48H)

Eligibility Center Registration

In order to compete at NCAA Division I or NCAA Division II levels, students must register with NCAA. This is a one time registration process and a one time fee of \$65.00 for Domestic students and \$95.00 for International students. Students as young as freshman may register, but it is not required until Junior year. The benefits of registering as a freshman are: 1)grandfathered in at the \$65.00 fee. The fee has been increasing over the years and may increase to \$75.00 by the time you are seniors. 2)You begin keeping track of your courses and grades at the beginning of your high school career, rather than struggling to meet NCAA

requirements during your senior year.

Students will need to turn in a transcript release form signed by their parents to the Guidance Office Secretary. They can obtain these from their Counselor or the College Counselor. This form will allow them to request and purchase transcripts online through Docufide.

- It authorizes each high school you have attended to send the eligibility center your transcript, test scores, proof of graduation and other necessary academic information.
- It authorizes the eligibility center to send your academic information to all colleges that request your eligibility status.

Online registration: The only method is to register online.

NCAA Registration Steps

- Visit www.eligibilitycenter.org
- Select the Gold box that reads: "Fall 2010 or After"
- Enter your Niles North High School email address.
- A verification code will be sent to the email address you supplied. Check your email in order to retrieve the verification code. Copy the code and paste it into the box on the NCAA Registration page.
- You will next create a password and begin filling in your personal information.
- Once you click "Lets Get Started" you will be taken to the first page of the Registration Process. You will enter the month and year you are expected to graduate from high school ie. June, 2011. You will also enter the semester and year you plan to attend college: ie. Fall 2011
- You will then be asked to complete 3 sections; About Me, My Coursework, and My Sports.
- Finally you will submit payment of \$65.00 for Domestic Students and \$95.00 for International Students. This is a one time fee. If you qualify for Free and Reduced Lunch visit your College Counselor – Miss Faltynski for a Fee Waiver. You will need your social security number to request the fee waiver.

NCAA has specific course allowances for each individual high school in the U.S. It is beneficial to register as a freshman so that when scheduling classes with your counselor each year you are aware of what courses are accepted by NCAA. If you don't meet NCAA requirements by the time you are a senior, you will not be eligible to play a college sport. It is too late to make up for missed courses when you are a senior. After you register it is your responsibility to send your transcripts through Docufide. You will need to get a transcript release signed by your parents. Then request transcripts and pay the \$5.00 fee on Docufide. If you need help with this, please see Miss Faltynski in the College & Career Resource Center!

Division II Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your official status after you graduate. Remember to check your high school's list of approved courses for the classes you have taken. Use the following scale:

A = 4 quality points; B = 3 Quality points; C = 2 quality points; D = 1 quality point.

English (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: English 9	.5		A		(.5 x 4) = 2

Total English Units

Total Quality Points

Mathematics (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0		B		(1.0 x 3) = 3

Total Mathematics Units

Total Quality Points

Natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)

Total Natural/Physical Science Units

Total Quality Points

Additional years in English, math or natural/physical science (2 years required; 3 years required Aug. 1, 2013, and after)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)

Total Additional Units

Total Quality Points

Social science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)

Total Social Science Units

Total Quality Points

Additional academic courses (3 years required; 4 years required Aug. 1, 2013, and after)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)

Total Additional Academic Units

Total Quality Points

Core-Course GPA (14 required; 16 required Aug. 1, 2013, and after)

Total Quality Points	Total Number of Credits	Core-Course GPA (Total Quality Points/Total Credits)
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NCAA RECRUITING HIGHLIGHTS

- No alumni, boosters or representatives of a college's athletic department can be involved in your recruitment.
- A contact is any face-to-face meeting between a college coach and you or your parent during which you say more than "hello".
- Phone calls from coaches or faculty members or any institutional representative except for admission counselors are not permitted until NCAA agreed upon date. Check bylaws.
- In sports other than football, a coach is limited to one call per week.
- Enrolled student-athletes may not make phone calls to you.
- You or your parents may call a coach at your expense as often as you wish.
- Letters from coaches are not permitted until September 1st of your junior year.
- In all sports other than football, coaches may contact you off the college campus 3 times. In football, 7 times.
- An evaluation is any off-campus activity used to assess your academic qualification or athletic ability, including a visit to your high school or watching you practice or compete.
- In Division I sports other than football and basketball, coaches may not evaluate you more than 4 times per year. In football and basketball, 2 times. Division II has unlimited evaluations.
- There is a dead period when coaches may not contact or evaluate you on or off campus---48 hours before and 48 hours after 8:00 AM on the first signing date.
- Know the signing dates for your sport by checking the NCAA website.
- You may not tryout for a Division I or Division III school. You may do so for a Division II school if you have the Athletic Director or the College President's permission.
- You may visit a college campus any time at your own expense.
- During your senior year you may take 5 paid 48-hour visits to Division I college campuses. Before the visit, your transcript and test scores (PSAT/ACT/SAT) must be mailed.

- Your visit includes round-trip transportation, room and board, and complimentary admission to any campus athletic event.
- There is no limit on the number of Division III schools you may visit.
- NAIA schools may have on-campus tryouts.
- Schools are permitted to ask prospects to undergo a medical exam during the visit.
- Make sure your correct year in school is listed in all programs, letters and mailings.
- Division I Football and Basketball are "headcount" sports (cannot divide scholarships) others are "equivalency" sports (you may divide up scholarships). Division II can divide scholarships.

Frequently Asked Questions on Initial Eligibility

What requirements do I need to be able to practice, play and get a scholarship at a Division I or Division II school?

You need to complete the following:

- Graduate from high school;
- Complete a minimum of 14* core courses;
- Present a minimum grade-point average (GPA) in those 14* core courses; and
- Present a qualifying test score on either the ACT or SAT test.

* In Division I, the minimum number of core courses is 16 for students who enter a Division I school August 1, 2008, and after.

How do I know if the courses I'm taking will count as core courses?

You need to look at your high school's list of NCAA-approved core courses. Follow these steps:

- **Visit the NCAA Eligibility Center**
Website http://eligibilitycenter.org/ECWR2/NCAA_EMS/NCAA.html
- Select the Gold Box that says Fall 2010 or After
- Click on the "Resources" link at the top of the page
- Select "U.S. Students"
- Select "List of NCAA Courses"
- Enter Niles North's 6-digit CEEB Code = 143927
- You may also visit the College Counselor for the list of approved courses!

Very important: If a core course you took is not on the list, it won't be used in your eligibility determination. Courses that appear on your

transcript must exactly match what is on the list.

What do I do if a core course I took isn't on the list?

See your high school counselor immediately. Someone at your high school is responsible for keeping your high school's list updated. It is important that they do this every year to make sure the core courses you are taking appear on the list.

May a correspondence or independent study course be used to meet the 14 core-course requirements?

Yes. Independent study, Internet or correspondence courses may be used as core courses if the following conditions are met:

- They meet all requirements for a core course;
- The instructor and student have access to one another during the course for the purpose of teaching, evaluating and providing assistance to the student;
- Evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the high school's established academic policies; and
- The course is acceptable for any student and is placed on the high-school transcript.

May courses taken in the eighth grade that are high-school core courses (e.g., Algebra I, Spanish 1, Freshman Composition) be used to meet the 16 core-course requirements?

Courses taken in the eighth grade may not be used to satisfy the core-curriculum requirements regardless of the course content or level. However, in the rare event that students need to have courses taken in the eighth grade considered for eligibility purposes, there is a waiver process available.

How is the NCAA core grade-point average different from a student's overall grade-point average?

The NCAA core-course grade-point average is calculated using only NCAA-approved core courses in the required 14 core units. High-school grade-point averages generally include the grades from most or all courses attempted in grades nine through 12.

Can weighted grades for honors or advanced placement courses be factored into the calculation of the student's core grade-point average?

A school's normal practice of weighting honors or advanced

courses may be used as long as the weighting is used for computing grade-point averages. Weighting cannot be used if the high school weights grades for the purpose of determining class rank. Additionally, in no instance may the student receive greater than 1.000 additional quality points for purposes of calculating the grade-point average for initial eligibility.

What options are available to students who do not meet the NCAA initial-eligibility standards?

Students who do not meet the initial-eligibility standards may be granted a waiver of their deficiency through an NCAA initial-eligibility waiver. NCAA academic committees have the authority to authorize waivers of the initial-eligibility requirements based on objective evidence that demonstrates circumstances in which a student's overall academic record warrants the waiver of the normal application of the legislation. The waiver must be filed by an NCAA institution (college or university) on behalf of the student.

May students use courses taken after high-school graduation?

Generally, students who enroll in a Division I institution may not use courses taken after high-school graduation to meet the NCAA core-curriculum requirements. Students who return after graduation to the high school from which they graduated may take courses to meet the core-course requirements. These students cannot enroll in college and participate in intercollegiate athletics until the following fall. Students enrolling in Division II institutions and students with disabilities (enrolling in either Division I or II) may use core courses taken after high-school graduation to meet the NCAA core-curriculum requirements, provided the courses are completed before full-time enrollment in a college or university. Please note that, for Division I, students with disabilities must have the required documentation: (a) a signed copy of a professional evaluation report that states the diagnosis of the student's disability; and (b) a copy of the student's Individualized Education Plan (IEP), Individual Transition Plan (ITP) or Section 504 Plan or statement that relates to accommodations received by the student with the disability. The NCAA national office, not the NCAA Eligibility Center, processes the information.

May a student who has graduated repeat a course taken in grades nine through 12 and use the repeated course for purposes of meeting NCAA initial-eligibility requirements?

Courses taken in grades nine through 12 may be repeated after graduation to meet NCAA Division I initial-eligibility core-course requirements, provided the courses are repeated at the high

school from which the student graduated. If core courses are completed beyond the eighth semester, a student's initial full-time college enrollment cannot occur until the next academic year.

For Division II student-athletes, courses completed in grades nine through 12 may be repeated to meet initial-eligibility core-course requirements, provided the courses are repeated before initial full-time collegiate enrollment.

When should a student register with the NCAA Initial-Eligibility Center?

Students should register with the NCAA Eligibility Center after the completion of their junior year in high school. At this time, a transcript, which includes six semesters of grades, should be sent to the NCAA Eligibility Center *from the high school*. Additionally, students should have their SAT or ACT test scores forwarded directly to the NCAA Eligibility Center whenever they take the exam.

May courses taken at a local college be used to meet the 14 core-course requirements?

College courses may be used to satisfy core-curriculum requirements if the courses are accepted and awarded credit by the high school for any student and, meet all other requirements for core courses. For NCAA Division I only, such courses must be placed on the student's high-school transcript. Courses taken at a college will NOT appear on the high school's list of Approved Core Courses. The high school's list of NCAA Approved Core Courses will include only those courses taught/offered by the high school.

Can students with a diagnosed disability use courses that are designated for students with a disability to meet NCAA core-course requirements?

Students with appropriately diagnosed disabilities may use courses for students with disabilities for the purpose of meeting NCAA core-course requirements. Courses for students with disabilities must appear on the high school's list of NCAA Approved Core Courses in order for a student to receive NCAA credit for the course.

May a nonstandard ACT/SAT be used for initial eligibility?

Yes. Students with diagnosed disabilities may take a nonstandard ACT or SAT. The test score must still be provided to the NCAA Eligibility Center, just as any other test.

Does the prohibition against special education, remedial or compensatory courses apply to students with disabilities?

No. In order for courses designated for students with disabilities to be approved, the course must be substantially comparable, qualitatively and quantitatively, as a regular core course offered in that academic area.

Are vocational courses acceptable?

Traditional vocational courses are not acceptable. These include courses such as agriculture, auto mechanics, accounting and health.

What if a student's final high-school transcript contains an error or the student has grade changes that are not included on the first final transcript mailed to the NCAA Eligibility Center?

Once the NCAA Eligibility Center has received all required documentation including a final high-school transcript for a student, they are able to produce a final certification report. If a high school sends a revised final transcript, the NCAA Eligibility Center will not be able to use the changes. Instead, any changes to a student's final high-school transcript must be approved through the initial-eligibility waiver process.

May courses taken at high school "A" be accepted if they appear on high school "B's" transcript?

No. High school "A" may provide the NCAA Eligibility Center with an official copy of high school "B's" transcript, but grades from one high school cannot be accepted on another high-school's transcript.

How are students prioritized for processing at the NCAA Eligibility Center?

Students who have their status requested by an NCAA institution are prioritized by the NCAA Eligibility Center for processing. If a student's eligibility status is never requested by a member institution, the NCAA Eligibility Center may not process such a student's status.

[NOTE: This is not a complete list of NCAA regulations regarding initial eligibility. Please call or write the NCAA or access the NCAA Web site if you have specific questions.]

NCAA
Membership Services
P.O. Box 6222
Indianapolis, IN 46206-6222
317/917-6222 (phone)

317/917-6622 (fax)
800/638-3731 (NCAA Hotline)
www.ncaa.org

Information for Parents and Guardians

If you are the parent or legal guardian of a potential student-athlete, please pay special attention to the amateurism and academic eligibility and eligibility center sections.

Amateurism and Academic Eligibility

If your child plans to compete, practice or receive an athletic scholarship at a Division I or II college, he or she must meet the eligibility requirements of this guide.

NCAA Eligibility Center Registration: Transcript and Test-Score Submissions

It is best for your son or daughter to register with the eligibility center at the beginning of his or her junior year. Once registered, your son or daughter must ask the high school counselor or registrar to send his or her academic transcripts to the eligibility center. ACT or SAT score(s) also must be submitted to the NCAA. Your son or daughter must list the NCAA Eligibility Center as a separate recipient of his or her ACT or SAT scores when he or she takes the test. The test scores must come directly from SAT or ACT. The Eligibility Center will typically review your son's or daughter's high school record and send a preliminary report to him or her, with notification of any missing requirements. A final report may be issued once your son's or daughter's high school submits a final transcript showing high school graduation. Please call the NCAA Eligibility Center at 877/262-1492 if you have any questions.

How to Monitor Your Son's or Daughter's Eligibility

You may check the NCAA Web site at <https://web1.ncaa.org/eligibilitycenter/common/> to make sure your son or daughter is taking approved courses. A list of core courses should have been submitted to the NCAA by your son or daughter's high school. Check your son or daughter's schedule before each year in high school to make certain that he or she is taking the required courses. NCAA colleges may obtain information from the eligibility center about your son or daughter's status and progress only if his or her information is specifically requested by that college.

Financial Aid

If your son or daughter is academically eligible to participate in intercollegiate athletics and is accepted as a full-time student at a Division I or II school, he or she may receive athletics-based financial aid from the school. Division I or II financial aid may **include tuition and fees, room and board, and books.**

Division III institutions do not award financial aid based on athletics ability. A Division III college may award need-based or academically related financial aid.

A non-qualifier may receive only need-based financial aid (aid unrelated to athletics). A non-qualifier also may receive non-athletics aid from private sources or government programs (such as Pell grants). The college financial aid office can provide further information.

It is important to understand several points about athletics scholarships from Divisions I and II schools:

- All athletic scholarships awarded by NCAA institutions are limited to one year and are renewable annually. **There is no such award as a four-year athletic scholarship.**
- Athletic scholarships may be renewed annually for a maximum of five years within a six-year period of continuous college attendance. **Athletic aid may be canceled or reduced at the end of each year for any reason.**
- Athletic scholarships are awarded in a variety of amounts, ranging from full scholarships (including tuition, fees, room and board, and books) to very small scholarships (e.g., books only).
- The total amount of financial aid a student-athlete may receive and the total amount of athletics aid a team may receive can be limited. These limits can affect whether a student-athlete may accept additional financial aid from other sources. Ask financial aid officials at the college or university about any other financial aid your son or daughter might be eligible to receive, and how this aid impacts his or her athletics aid limit. **You must inform the college financial aid office about scholarships received from all sources, such as local civic or booster clubs.**

An athletic scholarship is a tremendous benefit to most families, but you should also have a plan to pay for college costs that are not covered by a scholarship (such as travel between home and school). You should also consider how you will finance your son's or daughter's education if the athletics scholarship is reduced or canceled.

National Letter of Intent

The National Letter of Intent (NLI) is a voluntary program administered by the Collegiate Commissioners Association, not by the NCAA. By signing an NLI, your son or daughter agrees to attend the institution for one academic year. In exchange, that institution must provide athletics financial aid for one academic year.

Restrictions are contained in the NLI itself. Read them carefully. These restrictions may affect your son or daughter's eligibility.

If you have questions about the National Letter of Intent, visit the NLI Web site at www.national-letter.org or call 205-458-3013.

Agents

During high school, your son or daughter might be contacted by an agent who is interested in representing your son or daughter in contract negotiations or for commercial endorsements. Some agents may not identify themselves as agents, but may simply say they are interested in your son or daughter's general welfare and athletics career. They may offer gifts or other benefits to you and your family.

NCAA rules do not prevent meetings or discussions with an agent. However, your son or daughter will jeopardize his or her eligibility in a sport if he or she agrees, verbally or in writing, to be represented by an agent while attending high school or college, regardless of whether the agreement becomes effective immediately or after his or her last season of college eligibility. Your son or daughter will also endanger his or her college athletics eligibility if he or she, or your family, accepts benefits or gifts from an agent. If an individual contacts your son or daughter about marketing his or her athletics ability, be careful. If you have concerns, contact your high school coach, director of athletics or the NCAA.

Scouting/Recruiting Services

During high school, your family might be contacted by a scouting/recruiting service. The NCAA does not sanction or endorse any of these services. Remember, a scouting/recruiting service cannot base its fee on the amount of a student's college scholarship. For example, it is impermissible for a recruiting/scouting service to offer a money-back guarantee. If you have any questions, please call the NCAA.

All-Star Contests—Basketball and Football

After your son or daughter completes high school eligibility, but before graduating, he or she may participate in two high school all-star football or basketball contests in each sport. If you have any questions, please call the NCAA.

Transfer Students

If your son or daughter transfers from a two-year or four-year college to an NCAA school, he or she must meet certain requirements before being eligible for practice, competition or financial aid at that college. Order the NCAA Transfer Guide by calling 888/388-9748 or download it from the NCAA Web site at www.ncaa.org. Call the NCAA at 317/917-6008 if you have questions about transfer requirements.

National Association of Intercollegiate Athletics (NAIA)

The NAIA Eligibility center is responsible for determining academic eligibility for first time NAIA student-athletes. This process will begin on September 1, 2010 for any student wanting to compete in NAIA sports starting in 2011-2012 and after.

Student-Athletes may register online at PlayNAIA.org

- Create an account using your Niles North High School email address.

- Pay the 1 time registration fee of \$60.00 for Domestic students and \$85.00 for International students.
- If you are a student that qualifies for Free & Reduced Lunch, please visit your College Counselor – Miss Faltynski for a Fee Waiver.
- You will create an athletic and academic profile on the NAIA website.
- You will also have the opportunity to create a sports resume that can be shared with NAIA institutions.
- When registering to take either the SAT or ACT, students must specify the code “9876” in order to have their test scores sent directly to the NAIA Eligibility Center.
- Students must send their transcripts to the NAIA Eligibility Center at the end of their Junior year. You will send your transcripts through Docufide.

ELIGIBILITY

A student-athlete must:

1. Graduate from high schools
2. Complete at least 2 of the following 3 requirements:
 - Achieve a minimum of 18 on the enhanced ACT or 860 on the SAT
 - Achieve a minimum overall high school GPA of 2.0 on a 4.0 scale
 - Graduate in the top half of your high school class

RULES GOVERNING NN ATHLETES

1. No athlete may be a member of teams in two different sports or on two different levels of competition in the same sport at the same time without approval from the Athletic Director.
2. No athlete is eligible for freshman competition if he/she is sixteen before August 15 of any school year or has attended two semesters; and no athlete is eligible for sophomore competition if he/she is seventeen before August 15 of any school year or has attended four semesters.
3. Once a student athlete becomes a member of any squad (the first day of activity) he/she may NOT change to another sport during that season without the approval of the Director and both coaches. As a rule, the policy is that we want to teach our athletes that we finish what we start. If a boy/girl quits a squad, he/she is dropped because of scholastic difficulties, discipline, poor attendance, etc. he/ she must wait out the rest of that season before trying out for another sport. Special consideration may be given in the following situations:
 1. The athlete has been cut to reduce the size of the squad.
 2. The coach believes the athlete would be better suited to another sport and initiates a change.

A student who quits an athletic team must receive approval from the athletic director to participate on another athletic

team during the same sport season.

4. Before an athlete can be issued equipment to practice or play in a contest, all previous equipment that was issued to him/her must be returned. **No athlete will receive an athletic award or attend an awards program who has not returned his/her equipment.**
5. The end of the season awards banquet for each sport is as important part of each sport program. Only absences excused by the head coach/athletic director are acceptable. Failure to attend an awards night may result in forfeiture of your award.
6. No athlete may practice or participate in an athletic contest without submitting a completed **ANNUAL PHYSICAL EXAMINATION FORM.** **Per the IHSA, annual physicals now cover an athlete's participation for 13 months.** No athlete may participate in an athletic contest without submitting a completed **EXTRACURRICULAR PERMIT CARD** and submitting to an **IMPACT CONCUSSION TEST** administered by the Niles North athletic trainers.
7. Varsity athletes are expected to be in attendance during winter and spring vacations. Lower level athletes must be certain to notify their coaches at least two weeks in advance if they are planning to be on a family vacation. Families of student athletes are **STRONGLY ENCOURAGED** to avoid scheduling family vacations during the season.
8. **All athletes must be in attendance in their classes in order to participate in practice and/or competition on that date. Only the Principal or his designate may make judgment on this Board of Education policy. Generally, doctor's appointments which require a half day's absence or less will be excused. In any event, check with your coach first.**
9. Participation in weekly Strength and Conditioning year round is **STRONGLY ENCOURAGED** for all Niles North athletes. The Varsity PE Program has been instituted by the NN Athletic Department, Physical Welfare Department, and Strength and Conditioning Coach (Mark Feldner) for varsity level athletes. Lower level athletes are strongly encouraged to participate in the year round strength and conditioning program instituted by Coach Feldner and their coaches. These programs have several benefits which are very important for the success of all athletes. Regular strength and conditioning will help prevent injury, help you become the best athlete you can be, and maximize your chances to make a varsity squad.
10. All Niles North Athletes must schedule their annual physical examination prior to July 31st of the current calendar year.

SCHEDULING CONFLICTS

Niles North Athletic Coaches are aware that many student athletes are involved in co-curricular classes that involve after school participation (band, choir) or other after school activities (clubs, student government). Coaches are to take into consideration these activities when communicating their expectations to student athletes about attending all practices, games, meetings, and the season-ending banquet.

However, a critical skill ALL student-athletes must develop is to communicate any potential conflicts with activities/athletics to their coach and activity director. **IT IS THE RESPONSIBILITY OF THE STUDENT ATHLETE TO COMMUNICATE SCHEDULING CONFLICTS PROACTIVELY TO THEIR COACH!**

Student athletes should make arrangements **one week in advance** to avoid after school conflicts. Priority will be given to a game/competition over an activity meeting or practice. Likewise, priority of a scheduled major event, such as a school sponsored Fine Arts concert, will be given priority over a sport practice **provided it is communicated in advance to the coach**. If a student cannot resolve the scheduling conflict on their own, he or she should contact their coach and or athletic director for assistance to resolve the conflict. Athletes may be required to make-up the work (i.e. conditioning) and time missed from a practice or game.

Some scheduling conflicts are unavoidable at the freshmen, sophomore, and JV levels. **However, missing a varsity game will not be excused.** While students are encouraged to expand their experiences in high school, it is also important to understand limitations, advance planning, and time management so that each student can fully devote proper time commitment to their sport, in particular, if they choose to combine sports and a class/activity with after school participation.

THE MULTI-SPORT STUDENT ATHLETE: GUIDING PRINCIPLES

Student athletes are encouraged to participate in multiple sports throughout a school year and their career at Niles North. In taking on such a challenge, these student athletes and their coaches must work in conjunction with one another to prioritize the student athlete's time and commitments. The following are guiding principles that must transpire with each multi-sport student athlete:

1. A conversation/meeting between the student athlete, their parents, and all head coaches for the two or three sports in which the student athlete participates must begin by the spring of freshmen year.
2. The head coaches of multi-sport athletes must encourage the student athlete and their parents to form a realistic prioritization of the two or three sports in which the athlete participates.
3. Multi-sport student athletes, their parents, and head coaches of the two or

three sports in which the athlete participate must be cognizant of reasonable future goals and athletic plans to compete at the collegiate level.

4. Varsity level multi-sport student athletes **MUST HAVE THEIR SUMMER ATHLETIC SCHEDULE (example: conditioning, travel ball, camp involvement, AAU participation, etc.) PLANNED IN A SPRING MEETING (the Athletic Director recommends May as the best month to schedule a meeting) COORDINATED BY ALL HEAD COACHES OF THE TWO OR THREE SPORTS IN WHICH THE ATHLETE PARTICIPATES AND ATTENDED BY THE STUDENT ATHLETE AND THEIR PARENTS.**
5. Head coaches of multi-sport athletes have the responsibility to prioritize **“What does the athlete really want to do?”** The two or three head coaches of multi-sport athletes must demonstrate to the athlete and the athlete’s parents that they are supportive and always encouraging of the athlete playing multiple sports. The overall philosophy of the Niles North Athletic Department regarding multi-sport student athletes **“the more sports you play = more opportunities to compete = greater success.”**

SUSPENSION OF STUDENT ATHLETES FROM ATHLETIC PARTICIPATION

27

In general, the dropping of a student athlete from a team is the culmination of a series of incidents involving noncompliance with team and/or athletic department policy. **When dropping a student athlete from a squad, progressive discipline guidelines must be followed.** It is strongly encouraged that coaches document previous infractions to team rules in order to establish a record of prior interventions utilized to modify the athlete’s behavior. This record of prior interventions will serve as a valuable resource if future violations by the student-athlete result in his/her being dropped from the team. It is highly recommended coaches follow these graduated steps in holding student-athletes accountable:**First Infraction:** The coach meeting personally with the student-athlete to discuss the infraction is always appropriate. Additional consequences (contacting parents, benching, suspension from a game or practice) would also be appropriate.

Second Infraction: It is critical the coach contact the parent on any second infraction. This contact should be in addition to informing the AD that the student-athlete is close to being dismissed from the team. A meeting with the student-athlete, parents, coach, and AD is an effective intervention at this juncture.

Third Infraction: The athletic director and coach will meet to discuss the athlete being dismissed from the team. Once the head coach and athletic director have met to determine an appropriate course of action, notification of the parents by the head coach is to occur.

NOTE I: There are such infractions (physical or verbal assault of a coach, fighting during practice or a game, violation of school rules resulting in a 10 day

suspension) that are so egregious a student-athlete may be dropped from the program based on this first violation. This will be decided jointly by the athletic director and the head coach.

NOTE II: if any team captain violates the Code of Conduct in any form, he or she may be stripped of their captain title, responsibilities, and/or duties; similarly, any he or she may be ineligible for captain selection intended for the next season.

NUTRITIONAL SUPPLEMENTS AND ERGOGERNIC AIDS

In response to the recent focus on the use of food supplements and steroids, the National High School Federation Sports Medicine Advisory Committee has issued a position statement on the use of drugs, medicine and food supplements. Text of the statement follows:

"School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school. Use of any drug, medication, or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects. In order to minimize health and safety risk to student-athletes, maintain ethical standards and reduce liability risk, school personnel and coaches should never supply, recommend or permit the use of any food supplement solely for performance-enhancing purposes. Androstenedione, DHEA, "fat burners", caffeine, ephedrine, amino acids, and HMB are among the supplements that are advertised as "natural" and available in health food stores. Indiscriminate use of these substances can have potentially harmful effects."

Creatine is a natural chemical created in the body and it is also sold in chemical form over the counter at supplement stores like GNC. **HOWEVER, THE NILES NORTH ATHLETIC DEPARTMENT PROHIBITS ANY STUDENT-ATHLETE FROM USING CREATINE.** High school athletes at times like to use Creatine because it helps their bodies recover quicker after strenuous workout or practice. Use of Creatine, however, saps the muscle of water and therefore, athletes using Creatine are more susceptible to cramping, muscle tear and other injuries. Sustained use of Creatine results in renal failure.

IHSA Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports

concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- * Headache
- * "Pressure in head"
- * Nausea or vomiting
- * Neck Pain
- * Balance problems or dizziness
- * Blurred, double, or fuzzy vision
- * Sensitivity to light or noise
 - * Feeling Sluggish or slowed down
 - * Drowsiness
- * Amnesia
- * "Don't feel right"
- * Fatigue or low energy
- * Sadness
- * Nervousness or anxiety
- * Irritability
- * More emotional
 - * Confusion
 - * Concentration or memory problems (forgetting game plays)
 - * Repeating the same

question/comment

Signs observed by teammates, parents, and coaches include:

- * Appears dazed
- * Confused about assignment
- * Is unsure of game, score, or opponent
- * incoordination
- * Any change in typical behavior or personality
- * Shows behavior or personality changes
- * Can't recall events after hit
- * Slurred speech
- * Vacant facial expression
- * Forgets plays
- * Moves clumsily or displays
- * Answers questions slowly *
- * Can't recall events prior to hit
- * Seizures or convulsions
- * Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in

conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

The updated IHSA Concussion Guidelines now requires athletes to be immediately removed from play if having any signs or symptoms of a concussion. Also, no athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. IHSA policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine or a certified athletic trainer. Also after sustaining a concussion, athletes must follow a Gradual Return to Play Protocol that takes a minimum of 5 days for full return to competition.

References

<http://www.cdc.gov/ConcussionInYouthSports/>

<http://www.ihsa.org/initiatives/sportsMedicine/concussion/index.htm>

THREATENING WEATHER

The Central Suburban League has a policy for dealing with severe weather.

Severe Weather Policy

It is the responsibility of every coach or staff member to insure the safety of all athletes and other students under their supervision. At the first sign of lightning, or the onset of severe weather, all personnel are to move to safe structures or shelters. A safe structure is defined as any fully enclosed building frequently used by people. In the absence of a building, athletes and spectators should go to any vehicle with a hard metal roof.

Once lightning has been recognized (including detection by a commercial lightning system), or the onset of severe weather, all activity is to be interrupted immediately. Contests or practices will not resume until the area has been "lightning free" for at least 30 minutes or until an "all clear signal" from a commercial lightning device has occurred, and there are no other indicators of imminent danger.

Generally speaking, it is felt that anytime lightning can be seen, or thunder heard, risk is already present. Once that occurs, the "Flash to Bang" method should be utilized.

If the local management does not have commercial warning equipment at the site or an efficient method of making accurate, timely decisions on location, the "Flash to Bang" method is recommended by the National Severe Storms

Laboratory (NSSL). The easiest and most convenient way to estimate how far away lightning is occurring is to use the "Flash to Bang" method. Simply count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide the number by 5 to obtain how far away in miles the lightning is occurring. For example, if the lightning is seen and then 15 seconds later the bang of thunder is heard, the lightning is 3 miles away. It is important that the local manager monitors not only how far away the lightning is but also how fast it is approaching. The NSSL recommends that by the time the "Flash to Bang" count reaches 30 seconds, all individuals should have left the site and reached a safe structure.

At Niles North, this policy shall **be** enforced for **all practices as well as competitions**. A "Thorgard" lightning detection unit has been installed at the school. When the alarm goes off (flashing light and one long horn blast) all activities are to cease and all participants are to seek shelter inside the school building. It is clear to return when the flashing light stops and the alarm sounds three brief horn blasts. This policy will help to ensure the safety and well-being of our student athletes who must always remain the focal point of our activities.

Central Suburban League Severe Weather Policy:

The Central Suburban League Severe Weather Policy will reflect the IHSA Severe Weather Safety Guidelines as published under the *IHSA Sports Medicine Advisory Committee Special Topics*.

Contests or practices will not resume until the area has been "lightning free" for at least 30 minutes or until an all-clear signal from a commercial lightning device has occurred and there are no other indicators of imminent danger.

EQUIPMENT

Each athlete is responsible for the uniform or any other equipment issued to them. Failure to turn this gear in at the end of the season will result in school fines being applied and possible forfeiture of any athletic awards and or suspension from attending the end-of-season awards banquet. Athletic equipment is expensive, SO - handle with care. Pay particular attention to your warm-ups. Put them in a safe place when you take them off during competition. Uniforms are only to be worn during Niles North competition. They are *not* to be worn on the street or in PE class.

Equipment Collection Procedure:

The following describes the procedure we will follow regarding equipment collection at the conclusion of each athletic season, every level. Any questions with this procedure are to be directed to the Athletic Director.

STEP 1. Head Coach/Assistant Coaches communicate to athletes and parents at preseason meeting the expectation regarding care and turn-in of NNHS athletic equipment. Coaches establish a deadline for turn-in/collection of equipment (**the last contest of the season is usually the customary date/time**).

STEP 2. Head Coach/Assistant Coaches work in conjunction with athletic

equipment manager's (DENNIS MACAS AND DAWN PALMER) in establishing a THREE DAY GRACE PERIOD from the last competition date or via agreement with the coach. This three day grace period is educationally sound given the struggles teenagers have with learning to be responsible about returning equipment.

STEP 3. Once the return deadline and grace period have expired, a \$10.00 fine will be automatically assessed to the student-athlete if they fail to return their equipment. If the total amount of fines assessed to athletes in a particular sport surpasses \$50, then the activity account of that sport will have funds transferred to the Athletic Repair and Replacement Activity Account. The amount of these funds to be transferred will be equal to the total amount of fines for athletes in that sport failing to return their equipment. For example, if 8 athletes in a particular sport fail to return equipment resulting in fines totaling \$80, then \$80 will be transferred from that sports activity account to the ARRAA.

CARE OF FACILITIES

Viking athletes are expected to treat our facilities with respect. This means:

1. Cleats are taken off at the door - do not wear cleats / spikes in the hallways.
2. Locker rooms and washrooms are kept neat. Towels are picked up and there is no tape or paper left on the floor.
3. The weight room is left neat after strength training.
4. Bulletin boards, record boards, and recognition displays are never defaced.
5. The hallways around the lockers and gyms are never littered.
6. Senseless destruction, such as punching ceiling tiles, kicking lockers or damaging urinals is never tolerated.
7. No street shoes or eating on the pool deck is allowed.

TRANSPORTION

All athletes are required to go to and return from competition on the school provided vehicle. All exceptions to this policy must be cleared, in advance, with the athletic director. While on the bus all riders are to be seated with a seatbelt fastened. The bus must be left clean-no trash on the floor!

PRE-SEASON PARENT MEETINGS

Parents, accompanied by their athlete, are expected to attend the Pre-Season Parent Meeting. Team policies and procedures are discussed at this meeting. This meeting will be scheduled prior to the first contest. Athletes will also sign "The North Way" commitment board. Niles North athletes are committed to being positive peer models and influences, while attending Niles North. Additionally, coaches will take the initiative in making discussions of substance abuse a part of their training program. This includes discussions on steroid use, especially in sports where there are demands for size and power.

It is extremely important that parents attend EACH Pre-Season Parent Meeting

for their sons/daughters sport. Important topics to be addressed at this meeting include athletic booster club information, distribution of practice/game schedules, review of the Athletic Hand Book and team policies, student athletes sign "The North Way" Commitment Board and answering any parent questions.

ATHLETIC LOCKER ROOMS

Use only the locker assigned to you. Keep it **LOCKED!** If you find equipment on the floor, turn it in to the equipment manager or your coach. **Do not put it into your locker!** Do not go into the halls unless properly dressed. Get in and out the locker rooms quickly, both before and after practice. **PICK UP YOUR TOWELS AFTER YOU SHOWER AND PLACE THEM IN THE CONTAINERS.**

Athletic Locker Room Hours:

7 a.m. – 3:23 p.m.: Locked – (no entry unless authorized AND accompanied by a coach)

3:23 p.m. – 4:00 p.m.: Open – (Coaches supervise and lock)

4:00 p.m. – 4:30 p.m.: Closed – (Locked by security – no entry unless authorized and accompanied by a coach)

4:30 p.m. – 5:00 p.m.: PE Locker Room **ONLY** Opened – (Security opens and supervises); **ATHLETIC LOCKER ROOM REMAINS LOCKED**

5:00 p.m. – 5:30 p.m.: – PE Locker Room Locked by security – (No entry unless authorized AND accompanied by a coach)

5:30 p.m. – 6:00 p.m.: - **PE Locker Room ONLY** Opened by security – (Security supervises locker room)

AWARDS

8 Inch **N** Given to an athlete who competes on the varsity level The specific criteria for each sport is published and recorded in the athletic office.

6 Inch **N** Given to an athlete who competes on the Junior Varsity level These specific criteria are published by sport.

4 Inch **N** Given to an athlete who competes on the Sophomore level

Numerals: Given to all freshman athletes who complete the season

In addition there are incentive awards which are gold inserts and certificates. These are given for additional letters in a season, captaincy, all-conference, and other achievements of merit. The specifics are all recorded and available from each coach.

ATHLETIC AWARD REQUIREMENTS

1. All awards will be made according to the regulation recommended by the CSL

and IHSA.

2. It is presumed that all coaches will base their judgment relative to awards on a high plane and that every attempt will be made to confirm the principle that Niles North Athletic Awards are a great honor and privilege for the recipients.
3. A boy or girl shall be **required to participate regularly** in practice sessions. No athlete may be given an award if he/she is dropped from a squad for the remainder of the season because of disciplinary or scholastic problems, or violations of the eligibility rules or violation of the athletic code of conduct, even though he/she may have satisfied the other requirements for the award.
4. No athlete may be given an award if scholastic ineligibility or suspensions prevented them from meeting award requirements.
5. An award certificate is given to each athlete winning a letter, numerals or a service bar.

MAJOR ATHLETIC AWARDS

The following special awards will be presented by the Athletic Department:

1. **MVP AWARD** - The Most Valuable Player Awards will be given to a varsity athlete only, in each of the 23 sports. There will be one MVP award selected per sport. The MVP selection process will be the responsibility of the head coach. All athletes should be made aware of how the selections are made. This award will be presented at the end of the season Team Banquet.
2. **U.S. ARMY RESERVE SCHOLAR ATHLETE AWARD** - This award is given to one male and one female Senior athlete, for athletic participation and ability as well as high academic achievement. This award will be presented by a representative from the United States Army at the Annual Awards of Distinction evening ceremony.
3. **U.S. MARINE CORPS DISTINGUISHED ATHLETE AWARD** - This award is given to one male and one female Senior athlete who are recognized as an exemplary young citizen and role model for younger students. These students exhibit personal traits of courage, poise, self-confidence and leadership while performing as a **VARSIITY ATHLETE**. These students **DO NOT** have to be the star player on the team or have the highest G.P.A.; it is one who has best exhibited that unique combination of qualities mentioned above while performing in high school sports. This award will be presented by a representative from the United States Marine Corps at the Annual Awards of Distinction evening ceremony.
4. **NIAAA SCHOLAR ATHLETE AWARDS** - (National Interscholastic Association of Athletic Administrators) This award will be presented at the end of the year Awards Program to those Senior athletes that have maintained an accumulative GPA of 3.5 or higher and have participated in the athletic program at Niles North for at least two (2) years. The award certificate is presented to **Senior** athletes only.
5. **CSL SENIOR SCHOLAR-ATHLETE AWARD** - This certificate is given to a

Senior letter winners who has done a good job in their academic courses with a GPA of 3.0 or better and has a minimum of two consecutive seasons in the same sport.

6. **OUTSTANDING SENIOR ATHLETES AWARD** - This award is voted on by the Head Varsity coaches only. This athlete should also be a student that has an average or above average academic standing. The athlete should possess all of the qualities that a coach seeks in a "blue chip" athlete. **Participation during the student/athlete's career in more than one sport is an important criterion to be considered.** This athlete should have good values and character, good leadership qualities, courage, loyalty, poise, makes and keeps commitments, is dedicated and a real positive influence on other athletes and programs. The awards will be given to 1 male and 1 female athlete. This award is given to Seniors only and will be presented at the Annual Awards of Distinction ceremony.

7. **SPORTSMANSHIP AWARD** - There will be three sportsmanship awards given at the end of the year Awards Night Program. There will be two Freshman awards, two Sophomore awards and two Junior/Senior Awards. The criteria for this award is based upon those students who demonstrate:
 - a. Respect towards officials, opposing teams, coaches, squad, and fans.
 - b. Pride towards their own team, squad and fans
 - c. An attitude which encourages and provides an environment conducive to the spirit of fair play
 - d. Leadership which sets a good example. This student is a good representative of the school, maintains discipline among others, is a role model, expresses goodwill, displays superior sportsmanship and encourages others to do the same.
 - e. Exhibits good character and sportsmanship on and off of the playing fields.

8. **IRON VIKING AWARD** - This award is presented to the Senior athletes that have participated and lettered in three sports for four years at Niles North High School. Indoor Track and Outdoor Track, cheerleading and Pon Poms are to count as two sports. These awards will be presented at the Annual Awards of Distinction evening ceremony.

9. **ALL CONFERENCE ATHLETE AWARD** - This award is given to a Varsity athlete only. Depending on their sport participation, the athlete is either nominated by coaches in the conference or reaches a particular level of success at their sports conference meet. This certificate is presented at the end of the season Teams Awards Banquet.

District 219 ensures equal opportunities regardless of race, sex, color, national origin, religion, age or handicap.

For sports updates, game schedules, a listing of our coaches, please visit our sports website at: <http://www.vikings219.org>

Revised: 8/10/2012 

**ATHLETIC CODE HANDBOOK
ATHLETES' & COACHES'
EDITION**



SKOKIE, ILLINOIS

A Tradition of Athletic Excellence

INTRODUCTION TO THE NILES WEST ATHLETIC HANDBOOK

This handbook has been prepared to make information and suggestions readily available to you and to help in making your athletic career at Niles West High School more successful. Read it carefully and also make it available to your parents/guardians. A thorough knowledge of our rules as well as our Central Suburban League (CSL) and state associations (IHSA) rules and procedures will smooth many “bumps” in the road which lies ahead.

There will be a Freshmen Athlete & Parent Orientation Night for each season for ALL interested freshmen athletes. There will also be pre-season team meetings with the coaches, parents and athletes prior to the start of the season. Dates of such meetings will be posted on the Niles West Athletic webpage and communicated by the head coach of each program.

It is the intent of the athletic department and the administration that no person shall, on the basis of sex, be excluded from participation or be denied benefits or subjected to discrimination under the education program or activities described herein. In addition District 219 ensures equal opportunities to all students regardless of race, sex, color, national origin, religion, or handicap under the by-laws of the IHSA and the CSL.

Please remember that all of the coaches, instructors and custodians are here to help you and that they have a place above you in lines of authority at this point in your life.

A great deal of money is spent annually to purchase and maintain our facilities and equipment. Your parents, your friends and you help to finance our programs in various ways. Do your part to help keep these costs down by taking **pride** in what we have and in exercising good judgment in its use.

Your presence on an athletic team draws the focus of public attention to you as a representative of Niles West High School. Be consistently on your toes in the gym, on the field, in the classrooms, at home and in public to display mature behavior. Assume more than your share of this responsibility and Niles West athletes will be respected and admired everywhere as champion citizens as well as fine student-athletes.

Niles West High School has a great tradition in interscholastic athletics. Our athletic teams are respected by all. Your decision to participate on an athletic team at Niles West indicates that you are willing to make a commitment to uphold the tradition that has been earned by many great athletes.

There is a lot of material to digest within this handbook. It contains information that will impact your daily life. Please keep this book in a handy location. The staff and administration of Niles West High School stand ready to assist you at all times.

NILES WEST HIGH SCHOOL

ATHLETIC & COACHES HANDBOOK

TABLE OF CONTENTS

Page	Topic
Page 2-3	Introduction, Table of Contents
Page 4:	Central Suburban League
Page 5	Niles West Philosophy of Athletic Participation
Pages 6-8	Administrative Procedures: Code of Conduct, Statute of Limitations, Due Process
Page 9-10:	Niles West Academic Eligibility: Reports, Rules, Governing Processes
Pages 10-11	Scheduling Conflicts, Multi-Sport Student Athletes, Suspension of Athletes
Pages 12-13	Illinois High School Association (IHSA) Concussion Info & Nutritional Supplements
Pages 13-14	Equipment, Care of Facilities, Transportation, Locker Rooms
Pages 15-24	IHSA – By-Laws
Pages 25	College Information, Questions, Contact Person
Pages 26-35:	Niles West High School Athletic Awards
Pages 36 back cover:	Threatening Weather “THE WEST WAY”

CENTRAL SUBURBAN LEAGUE

School	Town	Team Name	Colors	IHSA Classes 2/3/4
Deerfield High School	Deerfield	Warriors		AA/3A/4A
Evanston Township High School	Evanston	Wildkits		AA/3A/4A
Glenbrook North High School	Northbrook	Spartans		AA/3A/4A
Glenbrook South High School	Glenview	Titans		AA/3A/4A
Highland Park High School	Highland Park	Giants		AA/3A/4A
Maine East High School	Park Ridge	Demons		AA/3A/4A
Maine South High School	Park Ridge	Hawks		AA/3A/4A
Maine West High School	Des Plaines	Warriors		AA/3A/4A
New Trier High School	Winnetka	Trevians		AA/3A/4A
Niles North High School	Skokie	Vikings		AA/3A/4A
Niles West High School	Skokie	Wolves		AA/3A/4A
Waukegan High School	Waukegan	Bulldogs		AA/3A/4A



Complete Coverage of Central Suburban League Athletics

Niles West High School

5701 Oakton Street, Skokie, IL 60077

Phone: 847-626-2500, Fax: 847-626-3840

School Web Site: www.niles-hs.k12.il.us/west

Enrollment: 2599

Conference(s): Central Suburban League

Nickname(s): Wolves (boys), Wolves (girls)

Colors: Red/White

School Type: Public Coed

County: Cook

Cities in District: Skokie; Lincolnwood; Morton Grove; Niles

Administration

Superintendent: Dr. Nanciann Gatta

Principal: Dr. Jason Ness

Athletic Director: Kendall Griffin kengri@d219.org, phone 847-626-2801

Assistant Athletic Director: Terri Laux terlau@d219.org, phone 847-626-2818

NILES WEST PHILOSOPHY OF ATHLETICS

Participation in interscholastic athletics provides students with opportunities to acquire important, lifelong skills for future success in life. In addition, the athletic program is designed to positively contribute to the Niles Township community. Through intentional teaching and positive reinforcement, we strive to teach our students the power of success through humility, and perseverance through challenges, obstacles, and defeat.

The primary objective of the athletic programs in the Niles Township High School District #219 is to provide wholesome opportunities for students to compete and learn important life lessons, values, and favorable habits and attitudes in social settings. To realize this goal, District 219 athletic programs recognize the value of participation and commitment to developing a competitive interscholastic athletic program, and emphasize the importance of balancing victory with defeat in order to develop and improve positive character traits among all participants.

Every effort is made to support District 219 athletic programs with the best facilities, equipment, and most qualified staff available. Coaches, directors, and sponsors must be positive role models with knowledge of their activity, ethical behavior, strong leadership, and interest in the holistic development of all student athletes.

All student athletes are held to high expectations of academic achievement and success in the classroom. Coaches and teachers work as partners to provide opportunities for the success of every student. District 219 athletic programs seek to provide a positive image of athletics at Niles North and Niles West High Schools, strive for excellence that will produce winning teams within the bounds of good sportsmanship, and ensure growth and development that will increase the number of individual participants in interscholastic athletics.

THE OBJECTIVES OF ATHLETIC PARTICIPATION

To provide a positive image of high school athletics at Niles West. To strive always for competitive excellence that will produce winning teams within the bounds of good sportsmanship and health of the student athlete. To ensure growth and development that will raise the number of individual participants.

Administrative Procedures: *Code of Conduct for Extra-Curricular Activities* 7:240-AP1. This Code of Conduct applies to all school-sponsored activities and athletics that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extra-curricular activity and maintain attendance records in order to implement this procedure.

The goal of our extra-curricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of our athletic program is to develop the physical skills of our athletes, which will allow them to compete to the best of their ability within the Board of Education policies and the by-laws of the Illinois High School Association.

Students must behave in ways which are consistent with good sportsmanship, leadership, and appropriate

moral conduct. The Code of Conduct below describes the expectations and goals of the athletic program and other extra-curricular programs. This code does not contain a complete list of inappropriate behaviors for students in extra-curricular activities and athletics.

A student may be excluded from competition or activities during any period of time in which an investigation is being conducted by the school regarding that student's conduct. Members of ALL extra-curricular programs and athletics will be expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

This Code of Conduct will be enforced 365 days a year 24 hours a day. Students and their parents are encouraged to seek assistance from the Student Assistance Program (SAP) coordinator reporting adolescent alcohol or other drug problems. Family referrals or self-referrals to the SAP will be taken into consideration in determining consequences for Code of Conduct violations.

Administrative Procedure - Code of Conduct for Extra-Curricular Activities

This Code of Conduct applies to all school-sponsored extra-curricular activities, including athletics that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extra-curricular activity and maintain attendance records in order to implement this procedure.

The goal of our extra-curricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. A goal of our athletic program is to develop the physical skills of our athletes, which will allow them to compete to the best of their ability within the Board of Education policies and the by-laws of the Illinois High School Association.

Students must behave in ways which are consistent with good sportsmanship, leadership, and appropriate moral conduct. The Code of Conduct below describes the expectations and goals of our extra-curricular programs. This code does not contain a complete list of inappropriate behaviors for students in extra-curricular activities.

A student may be excluded from competition or activities during any period of time in which an investigation is being conducted by the school regarding that student's conduct. Members of ALL extra-curricular activities will be expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity or competitions.

This Code of Conduct will be enforced 365 days a year 24 hours a day. Students and their parents are encouraged to seek assistance from the Student Assistance Program (SAP) coordinator reporting adolescent alcohol or other drug problems. Family referrals or self-referrals to the SAP or like personnel and related matters of confidentiality, health and safety, will be taken into consideration in the context of implementing the Code of Conduct policy.

CODE OF CONDUCT

A student participating in the athletic or activity program in the Niles Township High Schools will be subject to disciplinary action if he or she violates the Extra-Curricular Activities Code of Conduct. Anonymous

reports of Code violations will be investigated by District administrators. Students not currently involved in extra-curricular activities at the time of an investigation will have the results of any such investigation entered into the violation record. Should such a student later become involved in the extra-curricular program, additional violations will be treated cumulatively.

Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. The student shall not:

- a. use a beverage containing alcohol (except for religious purposes, culinary course work or the use of containers or packaging as props for theater);
- b. use tobacco in any form;
- c. use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- d. use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is denominated as a “look alike” weapon (except that this prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet);
- e. be present at a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- f. act in an unsportsmanlike manner;

- g. substantial vandalism or theft;
- h. haze other students;
- i. violate the written rules for the activity or sport;
- j. behave in a manner which is detrimental to the good of the group or organization;
- k. falsify any of the information contained on any permit or permission form required by the activity or sport;
- l. fighting;
- m. bullying/harassment/intimidation;
- n. Gross misconduct that causes a major disruption to the safe operation of the school.
- o. Accumulating excessive absences from a class, defined as 4 or more unexcused absences or 12 total absences from a class in a given semester (except for school related activities).

Statute of limitations and related issues:

- a. No violation brought to the attention of the administration more than one calendar year after its occurrence will be considered under this policy;
- b. No violation which occurred prior to a student’s documented first violation will be considered under this policy as a subsequent (e.g. second, third, etc.) violation. Only violations that occurred subsequent to a first violation will be considered as such for the purposes of this policy.

Due Process Procedures

Students who are accused of violating the District Code of Conduct for Extra-Curricular Activities are entitled to the following due process:

The administrator may interview material witnesses or others with evidence concerning the case.

Upon conclusion of the investigation, the student and parent or guardian will be informed of the pending violation by the appropriate administrator. The parent or guardian and student will be notified of the student's right to respond to the charges, including the right to offer to the appropriate administrator any additional information to be considered.

If the administrator finds, after reviewing the evidence, that the violation occurred, he/she will impose sanctions on the student, as follows:

(NOTE: Students involved in multiple activities will be required to serve equivalent suspensions for each activity. A suspension may carry over from season to season and/or year to year. The consequences may exceed the minimum guidelines below due to the egregious nature of the infraction.)

First violation:

- a. A suspension of one-sixth of performances, activities, or competitions (or the equivalent time period);
- b. The student will be required to practice with the group, regardless of the violation (unless suspended from school by the Deans);
- c. The suspension for a first violation may be eliminated if the student participates in and completes a school-approved reduction program.

Second violation:

- a. A suspension of one-third of performances, activities, or competitions during this period;
- b. The student may be required to practice with the group;
- c. The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Third violation:

- a. A suspension of one-half of performances, activities, or competitions during this period;
- b. The student may be required to practice with the group;
- c. The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Fourth violation:

- a. A suspension for the entire season or equivalent time period;
- b. The student may be required to practice with the group;
- c. Students may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

Fifth violation:

- a. A suspension from all extra-curricular activities for one calendar year;

- b. Students may reduce by 50% their suspension if they choose to participate in and complete a school-approved reduction program.

Sixth violation:

- a. A suspension from all extra-curricular activities and athletics for the remainder of the student's high school career;
- b. No reduction of the suspension is available upon a sixth violation.

Students will be required to serve any suspensions immediately, or at the start of competition of the next athletic or activity season.

- a. The penalty will be reduced by one week for students who self-report a violation of the Code of Conduct. (This reduction may be applied to any single violation, including and beyond the first.)
- b. Students who self-report may earn back the privilege of competing in one contest that otherwise would have been part of the student's suspension. (This reduction may be applied to any single violation, including and beyond the first.)

Students shall have the opportunity to appeal the finding of a Code of Conduct violation to a Code of Conduct Review Board, but shall not review the length of the sanctions imposed as the result of such a finding. A parent has the right to accompany a student during the student's appearance before the Review Board. The Code of Conduct Review Board shall be composed of the following, all appointed by the Building Principal:

- a. Three administrators, and none of which shall be the administrator(s) responsible for the initial determination of a Code of Conduct violation;
- b. One activities sponsor, who shall not supervise or coach the student in question;
- c. One athletic head coach, who shall not supervise or coach the student in question.

The Code of Conduct Review Board will make a written report of its decision and rationale. The decision of this Review Board is final, except where the sanction removes the student from sports and activities for one year or more. In these cases, the student may appeal the decision to the Building Principal. For students attending Niles Central, the appeal decision will be made by the primary Building Principal, in consultation with the Niles Central Principal.

Board Review: May 31, 2011 November 15, 2010 **November 5, 2007 April 30, 2007**
November 5, 2007 April 30, 2007

Niles West Academic Eligibility

A. ELIGIBILITY REPORTS will be pulled weekly from the Pinnacle grade book program every

Thursday at 1:00pm. Each coach will receive a grade report for his/her level/team that afternoon. The report will indicate those student-athletes who are ineligible – their names will be highlighted on the eligibility report. If a student-athlete is not passing at least 5 classes he/she is ineligible starting the next week, Sunday thru Saturday. **The grade that is shown is a cumulative grade for the semester.** The student-athlete could be passing the current marking period during the week of said eligibility report, but still not passing for the semester. Remember – a student-athlete must be passing for the semester.

Potential changes/updates in the grade report (a student athlete has raised his or her grade) must be reported by the classroom teacher to the athletic director that same Thursday or Friday if the student athlete would like the opportunity to try and regain eligibility for the next week. If eligibility is restored, the athletic director will contact the head coach and let them know the student athlete is eligible. Student athletes who are ineligible can practice but NOT play.

RULES GOVERNING NILES WEST ATHLETES

1. No athlete may be a member of teams in two different sports or on two different levels of competition in the same sport at the same time without approval from the Athletic Director.
2. No athlete is eligible for freshman competition if he/she is sixteen before August 15 of any school year or has attended two semesters; and no athlete is eligible for sophomore competition if he/she is seventeen before August 15 of any school year or has attended four semesters.
3. Once a student athlete becomes a member of any squad (the first day of activity) he/she may NOT change to another sport during that season without the approval of the Director and both coaches. As a rule, the policy is that we want to teach our athletes that we finish what we start. If a boy/girl quits a squad, he/she is dropped because of scholastic difficulties, discipline, poor attendance, etc. he/ she must wait out the rest of that season before trying out for another sport. Special consideration may be given in the following situations:
 1. The athlete has been cut to reduce the size of the squad.
 2. The coach believes the athlete would be better suited to another sport and initiates a change.

A student who quits an athletic team must receive approval from the athletic director to participate on another athletic team during the same sport season.

4. Before an athlete can be issued equipment to practice or play in a contest, all previous equipment that was issued to him/her must be returned. All fines must be paid and or payment plan set up with the bookkeeper and documentation must be given to the equipment manager.
5. The end of the season awards banquet for each sport is as important part of each sport program. Only absences excused by the head coach/athletic director are acceptable. Failure to attend an awards night may result in forfeiture of your award.

6. No athlete may practice or participate in an athletic contest without submitting a completed **ANNUAL PHYSICAL EXAMINATION FORM**. Per the IHSA, annual physicals now cover an athlete's participation for 13 months. **Athletes cannot participate in an athletic practice or contest until they are registered through the Niles West Athletic website. They will sign off on required legal forms; Code of Conduct, IHSA Concussion Policy, IHSA PES testing, Insurance/Concussion Testing (Impact Concussion Test) and Parental Consent for Participation, Media Consent, Transportation and Medical Treatment.**
7. Varsity athletes are expected to be in attendance during winter and spring vacations. Lower level athletes must be certain to notify their coaches at least two weeks in advance if they are planning to be on a family vacation. Families of student athletes are **STRONGLY ENCOURAGED** to avoid scheduling family vacations during the season.
8. All athletes must be in attendance in their classes in order to participate in practice and/or competition on that date. Only the Principal or his designate may make judgment on this Board of Education policy. Generally, doctor's appointments which require a half day's absence or less will be excused. In any event, check with your coach first.
9. Participation in weekly Strength and Conditioning year round is **STRONGLY ENCOURAGED** for all Niles West athletes. The Varsity PE Program has been instituted by the NW Athletic Department, Physical Welfare Department, and Strength and Conditioning Coach Fernando Perez or varsity level athletes. Lower level athletes are strongly encouraged to participate in the year round strength and conditioning program instituted by Coach Perez and their coaches. These programs have several benefits which are very important for the success of all athletes. Regular strength and conditioning will help prevent injury, help you become the best athlete you can be, and maximize your chances to make a varsity squad.

SCHEDULING CONFLICTS

Niles West coaches are aware that many student athletes are involved in co-curricular classes that involve after school participation (band, choir) or other after school activities (clubs, student government). Coaches are to take into consideration these activities when communicating their expectations to student athletes about attending all practices, games, meetings, and the season-ending banquet.

However, a critical skill ALL student-athletes must develop is to communicate any potential conflicts with activities/athletics to their coach and activity director. **IT IS THE RESPONSIBILITY OF THE STUDENT ATHLETE TO COMMUNICATE SCHEDULING CONFLICTS PROACTIVELY TO THEIR COACH!**

Student athletes should make arrangements **one week in advance** to avoid after school conflicts. Priority will be given to a game/competition over an activity meeting or practice. Likewise, priority of a scheduled major event, such as a school sponsored Fine Arts concert, will be given priority over a sport practice **provided it is communicated in advance to the coach**. If a student cannot resolve the scheduling conflict on their own, he or she should contact their coach and or athletic director for assistance to resolve the conflict. Athletes may be required to make-up the work (i.e. conditioning) and time missed from a practice or game.

Some scheduling conflicts are unavoidable at the freshmen, sophomore, and JV levels. **However, missing a**

varsity game will not be excused. While students are encouraged to expand their experiences in high school, it is also important to understand limitations, advance planning, and time management so that each student can fully devote proper time commitment to their sport, in particular, if they choose to combine sports and a class/activity with after school participation.

THE MULTI-SPORT STUDENT ATHLETE: GUIDING PRINCIPLES

Student athletes are encouraged to participate in multiple sports throughout a school year and their career at Niles West. In taking on such a challenge, these student athletes and their coaches must work in conjunction with one another to prioritize the student athlete's time and commitments. The following are guiding principles that must transpire with each multi-sport student athlete:

1. A conversation/meeting between the student athlete, their parents, and all head coaches for the two or three sports in which the student athlete participates must begin by the spring of freshmen year.
2. The head coaches of multi-sport athletes must encourage the student athlete and their parents to form a realistic prioritization of the two or three sports in which the athlete participates.
3. Multi-sport student athletes, their parents, and head coaches of the two or three sports in which the athlete participate must be cognizant of reasonable future goals and athletic plans to compete at the collegiate level.
4. Varsity level multi-sport student athletes ***MUST HAVE THEIR SUMMER ATHLETIC SCHEDULE (example: conditioning, travel ball, camp involvement, AAU participation, etc.) PLANNED IN A SPRING MEETING (the Athletic Director recommends May as the best month to schedule a meeting) COORDINATED BY ALL HEAD COACHES OF THE TWO OR THREE SPORTS IN WHICH THE ATHLETE PARTICIPATES AND ATTENDED BY THE STUDENT ATHLETE AND THEIR PARENTS.***
5. Head coaches of multi-sport athletes have the responsibility to prioritize **“What does the athlete really want to do?”** The two or three head coaches of multi-sport athletes must demonstrate to the athlete and the athlete's parents that they are supportive and always encouraging of the athlete playing multiple sports. The overall philosophy of the Niles North Athletic Department regarding multi-sport student athletes **“the more sports you play more opportunities to compete = greater success.”**

SUSPENSION OF STUDENT ATHLETES FROM ATHLETIC PARTICIPATION

In general, the dropping of a student athlete from a team is the culmination of a series of incidents involving noncompliance with team and/or athletic department policy. **When dropping a student athlete from a squad, progressive discipline guidelines must be followed.** It is strongly encouraged that coaches document previous infractions to team rules in order to establish a record of prior interventions utilized to modify the athlete's behavior. This record of prior interventions will serve as a valuable resource if future violations by the student-athlete result in his/her being dropped from the team. It is highly recommended coaches follow these graduated steps in holding student-athletes accountable:

First Infraction: The coach meeting personally with the student-athlete to discuss the infraction is always appropriate. Additional consequences (contacting parents, benching, suspension from a game or practice) would also be appropriate.

Second Infraction: It is critical the coach contact the parent on any second infraction. This contact should be in addition to informing the AD that the student-athlete is close to being dismissed from the team. A meeting

with the student-athlete, parents, coach, and AD is an effective intervention at this juncture.

Third Infraction: The athletic director and coach will meet to discuss the athlete being dismissed from the team. Once the head coach and athletic director have met to determine an appropriate course of action, notification of the parents by the head coach is to occur.

NOTE I: There are such infractions (physical or verbal assault of a coach, fighting during practice or a game, violation of school rules resulting in a 10 day suspension) that are so egregious a student-athlete may be dropped from the program based on this first violation. This will be decided jointly by the athletic director and the head coach.

NOTE II: if any team captain violates the Code of Conduct in any form, he or she may be stripped of their captain title, responsibilities, and/or duties; similarly, any he or she may be ineligible for captain selection intended for the next season.

IHSA Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, **seek medical attention right away.**

Symptoms may include one or more of the following:

- * Headache
- * “Pressure in head”
- * Nausea or vomiting
- * Neck Pain
- * Balance problems or dizziness
- * Blurred, double, or fuzzy vision
- * Sensitivity to light or noise
- * Feeling Sluggish or slowed down
- * Drowsiness
- * Change in sleep patterns
- * Amnesia
- * “Don’t feel right”
- * Fatigue or low energy
- * Sadness
- * Nervousness or anxiety
- * Irritability
- * More emotional
- * Confusion
- * Concentration/memory problems (forgetting plays)
- * Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

- * Appears dazed
- * Confused about assignment
- * Is unsure of game, score, or opponent
- * Answers questions slowly
- * Vacant facial expression
- * Forgets plays
- * Moves clumsily or displays uncoordinated movements
- * Any change in typical behavior or personality

- * Shows behavior or personality changes
- * Can't recall events after hit
- * Slurred speech
- * Can't recall events prior to hit
- * Seizures or convulsions
- * Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and is not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

The updated IHSA Concussion Guidelines now requires athletes to be immediately removed from play if having any signs or symptoms of a concussion. Also, no athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. IHSA policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine or a certified athletic trainer. Also after sustaining a concussion, athletes must follow a Gradual Return to Play Protocol that takes a minimum of 5 days for full return to competition.

References

- <http://www.cdc.gov/ConcussionInYouthSports/>
- <http://www.ihsa.org/initiatives/sportsMedicine/concussion/index.htm>

NUTRITIONAL SUPPLEMENTS AND ERGOGERNIC AIDS

In response to the recent focus on the use of food supplements and steroids, the National High School Federation Sports Medicine Advisory Committee has issued a position statement on the use of drugs, medicine and food supplements. Text of the statement follows:

"School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school. Use of any drug, medication, or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects. In order to minimize health and safety risk to student-athletes, maintain ethical standards and reduce liability risk, school personnel and coaches should never supply, recommend or permit the use of any food supplement solely for performance-enhancing purposes. Androstenedione, DHEA, "fat burners", caffeine, ephedrine, amino acids, and HMB are among the supplements that are advertised as "natural" and available in health food stores. Indiscriminate use of these substances can have potentially harmful effects."

Creatine is a natural chemical created in the body and it is also sold in chemical form over the counter at supplement stores like GNC. **HOWEVER, THE NILES WEST ATHLETIC DEPARTMENT PROHIBITS ANY STUDENT-ATHLETE FROM USING CREATINE.** High school athletes at times like to use Creatine because it helps their bodies recover quicker after strenuous workout or practice. Use of Creatine, however, saps the muscle of water and therefore, athletes using Creatine are more susceptible to cramping, muscle tear and other injuries. Sustained use of Creatine results in renal failure.

EQUIPMENT:

Each athlete is responsible for the uniform or any other equipment issued to them. Failure to turn this gear in at the end of the season will result in school fines being applied and possible forfeiture of any athletic awards and or suspension from attending the end-of-season awards banquet. Athletic equipment is expensive, SO - handle with care. Uniforms are only to be worn during Niles West competition. They are *not* to be worn on the street or in PE class.

Equipment Collection Procedure:

The following describes the procedure we will follow regarding equipment collection at the conclusion of each athletic season, every level. Any questions with this procedure are to be directed to the Athletic Director.

STEP 1. Head Coach/Assistant Coaches communicate to athletes and parents at preseason meeting the expectation regarding care and turn-in of NWHHS athletic equipment. Coaches establish a date for turn-in/collection of equipment - this will be built into the practice schedule.

STEP 2. Head Coach/Assistant Coaches work in conjunction with athletic equipment manager and trainers in coordinating a return date for all issued equipment. There will be a team meeting, the coach will check to make sure each athlete is returning the same equipment that was issued to them. That specific information is shared in a google document. Once it is established that the athlete has their specific equipment – they will then proceed to the equipment room to return their district issued equipment.

STEP 3. For all equipment missing 2 days post-return date, the athlete will be fined for that equipment. If the equipment is returned, that fine will be dismissed.

CARE OF FACILITIES

West athletes are expected to treat our facilities with respect. This means:

1. Cleats are taken off at the door - do not wear cleats / spikes in the hallways.
2. Locker rooms and washrooms are kept neat. Towels are picked up and there is no tape or paper left on the floor.
3. The weight room is left neat after strength training.
4. Bulletin boards, record boards, and recognition displays are never defaced.
5. The hallways around the lockers and gyms are never littered.
6. Senseless destruction, such as punching ceiling tiles, kicking lockers or damaging urinals is never tolerated.
7. No street shoes or eating on the pool deck is allowed.

TRANSPORTION

All athletes are required to go to and return from competition on the school provided vehicle. All exceptions to this policy must be cleared, in advance, with the athletic director. While on the bus all riders are to be seated with a seatbelt fastened. The bus must be left clean-no trash on the floor!

ATHLETIC LOCKER ROOMS

Use only the locker assigned to you. Keep it **LOCKED!** If you find equipment on the floor, turn it in to the equipment manager or your coach. **Do not put it into your locker!** Do not go into the halls unless properly dressed. Get in and out the locker rooms quickly, both before and after practice. **PICK UP YOUR TOWELS AFTER YOU SHOWER AND PLACE THEM IN THE CONTAINERS.**

Illinois High School Association (IHSA)

<http://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx>

3.000 IHSA ATHLETIC BY-LAWS

Included in this Section:

- 3.000 Athletic Eligibility By-laws
- 3.010 Attendance
- 3.020 Scholastic Standing
- 3.030 Residence
- 3.040 Transfer
- 3.050 Participation Limitations
- 3.060 Age
- 3.070 Recruiting of Athletes
- 3.080 Amateurism
- 3.090 Participating Under an Assumed Name
- 3.100 Independent Team Participation
- 3.110 Coaching School Participation
- 3.120 All Star Participation
- 3.130 Use of Players
- 3.140 Misbehavior during Contests
- 3.150 Special Provisions for Summer Participation
- 3.160 Open Gym Limitations
- 3.170 Classification

Students in member schools shall be eligible to participate on athletic teams in interscholastic athletic contests as representatives of their schools provided:

3.010 ATTENDANCE

3.011 A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term “attend” shall mean that the student is enrolled at the member school, and is taking at, or under arrangements approved by the member school, a minimum of twenty (20) credit hours of work for which credit toward high school graduation will be granted by the member school upon the student’s completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student’s compliance with all of the eligibility requirements of all IHSA by-laws. The Board of Directors shall have the discretion to waive the requirement of this by-law for the Illinois schools for the deaf or blind. In unit systems having a 6-3-3 or 6-4-2 type of organization, ninth grade students may participate on senior high school athletic teams at the member high school in the district designated by the Board of Education, provided:

- (a) Such participation is approved by the district's superintendent of schools;
- (b) The senior high school principal shall certify that the ninth grade students:
 - (1) Are eligible under the requirements of these By-laws,
 - (2) Are students at a junior high school located in the district which supports the senior high school, and
 - (3) Are not members of a grade or junior high school team in the same sport; and,
- (c) The senior high school principal assumes full responsibility for the conduct of these students during all athletic contests in which they represent the senior high school.

3.012 They shall have been enrolled and in attendance not later than the beginning of the eleventh school day of the semester. Exception may be considered only if written verification that delay in enrollment or attendance is caused by illness of the students or their immediate family or by other circumstances deemed acceptable by the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

3.013 Including a student's name on school attendance records for a period of ten (10) or more school days during any given semester, beginning with the date of the student's first physical attendance and ending with the date of the student's official withdrawal from school, shall constitute a semester of attendance for the student.

3.014 If a student does not attend school for ten (10) days in a semester, as defined in Section 3.013, but participates in any interscholastic athletic activity, the student shall be considered to have completed a semester of attendance, unless withdrawal from school occurs prior to completion of ten (10) days attendance and is necessitated by disabling illness or injury which is certified by a physician.

3.015 They shall not have any lapse of school connection during any given semester of greater than ten consecutive school days. Lapse of school connection for greater than ten consecutive school days shall render them ineligible for the remainder of the entire semester. Exceptions may be considered only if written verification that lapse in school connection is caused by illness of the students or their immediate family or by other circumstances deemed acceptable to the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

3.016 Absence of students required by military service to state or nation in the time of any state of national emergency shall not affect students' eligibility.

3.020 SCHOLASTIC STANDING

3.021 They shall be doing passing work in at least twenty-five (25) credit hours of high school work per week.

3.022 They shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

Physical Education can be used as a .50 credit class to meet the 25 credit hour requirement, even if the member school is giving academic credit less than .50 or no credit at all. Students must be passing Physical Education in order to use the class towards academic eligibility.

3.023 They shall not have graduated from any four-year high school or its equivalent.

3.024 Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.

3.025 Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements

Of this Section provided it is granted credit toward graduation from high school by the local Board of Education.

3.030 RESIDENCE

A student's eligibility is contingent upon the student meeting the applicable criteria from Sections 3.031-3.034 below. Except as provided in Section 6.010 of these by-laws, a student who does not comply with the applicable provisions of Sections 3.031-3.034 of these by-laws shall be ineligible for a period not to exceed 365 days. Once a student has attended high school, any change of the school attended by the student shall subject that student to the requirements of the rules applicable to transfers under Section 3.040 of these by-laws and its subsections.

3.031 Public School Students: Students attending public member schools shall be eligible at the public high school in which they enroll, provided:

3.031.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the public school district in which the high school they attend is located; or

3.031.2 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and have attended a minimum of the seventh and eighth grades as tuition-paying non-resident students in the district in which the high school they attend is located.

3.031.3 They reside full time with one birth or adoptive parent without assignment of custody or legal guardianship by the court, provided:

- (1) Their residence is in the district in which the member school they attend is located;
- (2) And they attended that member school the previous school term.
- (3) If a freshmen, they attend both seventh and eighth grade in the district.

3.031.4 In all other cases, students shall not participate until a ruling on their eligibility is made by the Executive Director.

3.031.5 In all other cases, students shall not participate until a ruling on their eligibility is made by the Executive Director.

3.032 Private School Students: Students attending private member schools shall be eligible at the private high school in which they enroll, provided:

3.032.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the public high school district in which the private high school they attend is located; or

3.032.2 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and have attended private schools on a continuous basis for the last two consecutive school years before entering high school or for a total of not less than four school years from kindergarten through eighth grade; or

3.032.3 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and attend the private member school attended by one or both of their parents; or

3.032.4 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having

proper jurisdiction, in a residence located within a thirty (30) mile radius of the private member school they attend.

3.032.5 In the event a student who resides full time with his/her parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, attends a private school but does not comply with the provisions Of by-laws 3.032.1-3.032.4, or in any other circumstance in which a student attends a private school but does not comply with the provisions of by-laws 3.032.1-3.032.4, the student(s) shall not be eligible and shall not participate in an interscholastic contest until a ruling on their eligibility is made by the Executive Director.

3.033 Students in Public Schools without Boundaries: Students attending public member schools which do not have geographical district boundaries shall be eligible at such public high school in which they enroll, provided:

3.033.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the public high school district in which the non-boundaries public high school they attend is located; OR

3.033.2 They reside full time with their parents or custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and have attended non-boundaries public schools or private schools on a continuous basis for the last two consecutive school years before entering high school or for a total of not less than four school years from kindergarten through eighth grade; OR

3.033.3 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and attend the non-boundaries public school attended by one or both of their parents; OR

3.033.4 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, in a residence located within a thirty (30) mile radius of the non-boundaries public member school they attend.

3.033.5 In the event a student who resides full time with their parents custodial parent or guardian appointed by a judge of a court having proper jurisdiction, attends a public school without boundaries but does not comply with the provisions of By-laws 3.033.1-3.033.4, or in any other circumstance in which a student attends a public school without boundaries but does not comply with the provisions of By-laws 3.033.1-3.033.4, the student(s) shall not be eligible and shall not participate in an interscholastic contest until a ruling on their eligibility is made by the Executive Director.

3.034 Students in Prescribed Conditions: Students attending member schools under one of the following specifically prescribed conditions shall be eligible in accordance with the requirements set forth under that condition:

3.034.1 Residential Students: Students attending public or private member schools as residential students, shall be eligible at the public or private member school in which they enroll provided they reside full time at such school. Eligibility of residential students who do not reside full time at the school they attend shall be determined under the applicable provisions of By-laws 3.031-3.034.

3.034.2 Students who have attended one school for their entire high school career and whose parents, custodial parent or court appointed guardian moves from the district or community traditionally served by that school following the student's completion of the eleventh (11th) grade, may remain in that member school and retain eligibility regarding residence for the twelfth (12th) grade, provided:

1. The student, if not yet eighteen (18) years of age, resides full time with the parents, a custodial parent, a non-custodial birth parent or a court appointed legal guardian; or the student, if eighteen (18) years of age, continues to reside with parents, custodial parent, a non-custodial birth parent or a court appointed Legal guardian, or is accepted for enrollment by the school as a student having reached the age of majority under

the laws of the State of Illinois; and,

2. Such attendance is approved by the Board of Education or local governing board of the school; and,

3. There is no evidence of undue influence, including but not limited to inducement, remuneration, pressure, promise or provision of special benefits or any other form of encouragement or persuasion, on the part of any person(s) directly or indirectly connected to the school, to retain the student's attendance.

3.034.3 International and Foreign Exchange Students: Foreign exchange students attending school in Illinois under the auspices of approved student exchange programs, shall be considered eligible regarding residence for a maximum period of one calendar year, commencing with the date of their enrollment and beginning attendance at an IHSA member school. To be considered for approval, a foreign exchange program must be approved by the IHSA and the Council on Standards for International Educational Travel (CSIET). It must also assign students to schools by a method which insures that no student, school, or other interested party may influence the assignment for athletic or other purposes. The Board of Directors shall establish additional criteria by which it shall approve foreign exchange student programs. International students attending school in Illinois who are not participating in an approved student exchange program will not be eligible with respect to residence or transfer for the duration of their high school attendance unless they meet the requirements of the applicable provisions of the residency and transfer. By-Laws are determined in an official ruling from the Executive Director/. For Purposes of this By-Law, the residential school exception set forth in By-Law 3.3034.1 shall not apply to establish a student's residency.

3.034.4 Special Education and Special Vocational Education Students: Students attending a Special Education or Special Vocational Educational Cooperative Center, shall be eligible under the following conditions:

3.034.41 Students taking part of their work at the Special Center and part at their home high school shall be eligible at their home high school only;

3.034.42 Students taking all of their work at the Special Center shall be eligible at either their home high school or the school housing the Special Center. However, once the students elect the school at which they will participate, they may not change their decision without the loss of a period of eligibility not to exceed 365 days.

3.034.5 Students Affected by DE annexation: Students affected by a DE annexation/annexation of an elementary district from the current high school district will be permitted the choice of attending in the district from which the DE annexation occurs or the district to which the territory is then annexed. Whichever choice is made, all students whose families reside in the territory in question will be permitted to retain eligibility in regard to residence, provided they are high school students at the time of the DE annexation action.

3.040 TRANSFER

The eligibility of a student who transfers attendance from one high school to another high school is subject to the following Sections 3.041-3.047 and their sub-sections. Such student must additionally be in compliance with the applicable residency provisions of By-laws 3.031-3.034 and their respective sub-sections after the transfer. Except as provided in Section 6.010 of these by-laws, a student who does not comply with the applicable provisions of Sections 3.041-3.047 of these by-laws and their sub-sections shall be ineligible for a period not to exceed 365 days.

3.041 In all transfer cases, both the principal of the school from which the student transfers and the school to which the student transfers must approve of the transfer and execute a form provided by the IHSA Office. This form is to be initiated and signed by the principal of the school to which the student transfers and provided to the principal of the school from which the student transfers for signature by that principal. The concurrence of the principals accepting a transfer shall not be determinative of eligibility or binding on the Executive Director and/or the Board of Directors who shall have the discretion to investigate the accuracy of such conclusion and to override the acceptance of a transfer if evidence of violation or avoidance of noncompliance with any by-law, or recruiting in connection with the transfer is found. A student is not eligible to participate in an interscholastic contest until the transfer form, fully executed by both principals, is on file in the offices of the school to which the student transfers.

3.042 Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which he/she participated or was participating in a practice or interscholastic contest in the current school year at the school from which the transfer occurs; or

Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which he/she was not participating or had not participated during the current school year at the school from which the student transferred.

3.043 In addition, a student who transfers attendance from one high school to another high school pursuant to these by-laws, shall be ineligible unless:

3.043.1 The student transfers attendance in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent (in the case of a student with one deceased parent), or guardian from one public high school district to a different public high school district; or

3.043.2 The student transfers attendance from one public high school in a school district which supports two (2) or more public high schools to another public high school in that school district, and the transfer is in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent, or guardian to a residence within the boundaries established by the governing board of the school district for the high school to which the student transfers; or

3.043.3 In the event the student transfers attendance from any high school to any other high school and the transfer is not in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent or guardian to residence outside the boundaries of the public school district attendance area the family originally resided in, the Executive Director then grants eligibility based on documentation that the transfer was necessitated by one or more of the following:

- Change in family's financial position
- Extenuating circumstances documented by the sending school's principal, or official representative.

3.044 The student, who (a) is an orphan; (b) is a child of divorced, legally separated, or unmarried parents with respect to whom there has not been a change in custody ordered by a court of proper jurisdiction; or (c) is a ward of the state who transfers attendance from one high school to another high school, shall be subject to the eligibility provisions of Sections 3.043.1-3.043.4 as if the student resided with his/her parent(s), provided that following the transfer, the student continues to reside with the same family, foster family, group home or other unit or entity after the transfer as prior to and at the time of the transfer.

3.045 In the case of a student who transfers attendance from one high school to another in conjunction with the adoption of the student after the student has entered high school for the first time, or a change in guardianship of the student by order of a court of proper jurisdiction, the student shall be ineligible pending a ruling by the Executive Director. In such cases, the Executive Director may grant eligibility only if it is determined, after investigation that the circumstances giving rise to the change of guardianship or adoption and the transfer were completely beyond the control of all of the following:

- (1) The student
- (2) The student's parent(s)/guardian(s)
- (3) The schools to and from which the student transferred.

Any action, inaction, or voluntary or self-initiated decision of the student, parent/guardian or the school to or from which the student transfers, or any one or more of them, which results in, affects, causes or pertains to the transfer shall not be considered to be "circumstances completely beyond the control." The student may practice, but shall not participate in an

interscholastic athletic contest until a ruling on the student's eligibility has been made by the Executive Director.

3.046 In all other circumstances involving a transfer, the student shall be ineligible pending a ruling by the Executive Director.

In such cases, the Executive Director may grant eligibility if it is determined after investigation that the circumstances giving rise to the transfer were completely beyond the control of all of the following:

- (1) The student
- (2) The student's parent(s)/guardian(s)
- (3) The schools to and from which the student transferred.

Any action, inaction, or decision of the student, parent/guardian or the school to or from which the student transfers, or any one or more of them, which results in, affects, causes or pertains to the transfer shall not be considered to be "circumstances completely beyond the control." The student may practice, but shall not participate in an interscholastic athletic contest until a ruling on the student's eligibility has been made by the Executive Director.

3.047 The member school to which a student transfers shall enforce any period of ineligibility imposed or that would have been imposed upon the student by the school from which the student is transferring, even if the student is otherwise eligible under these by-laws. The period of ineligibility at the school to which the student transfers shall be the remaining duration of the period of ineligibility imposed or that would have been imposed had the student not transferred, but not longer than 365 days after the date of the transfer, whichever is less.

3.050 PARTICIPATION LIMITATIONS

3.051 After they enroll in the ninth grade, students shall be eligible for no more than eight (8) semesters. They shall not be eligible for more than the number of semesters for which their school is recognized by the Illinois State Board of Education.

3.052 Their last two (2) semesters of possible eligibility shall be consecutive. Other semesters of possible eligibility need not be consecutive.

3.053 After becoming a student in ninth grade, the student shall not be eligible for more than four (4) consecutive school year of competition in any sport.

3.054 Any student in a member school, eligible in all respects under the terms of these By-laws, may be entered to represent that school as an individual in Association-sponsored meets or tournaments under the terms and conditions for that particular event. However, only schools which have an established school team which has engaged in at least six (6) interscholastic contests in that sport during the current season or, in the case of boys baseball, boys golf, boys tennis, girls softball, girls golf, and girls tennis, during the preceding IHSA recognized season in that sport, may participate in team competition in Association-sponsored meets or tournaments.

3.060 AGE

3.061 A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which event eligibility shall terminate on the first day of such season (as the season is defined in Section 5.000 of these By-laws).

3.070 RECRUITING OF ATHLETES

In the enforcement of the rule, member schools shall be responsible for any violation committed by any person associated with the school, including principals, assistant principals, coaches, teachers, any other staff members or students, or any organization having any connection to the school.

3.071 Recruitment of students or attempted recruitment of students for athletic purposes is prohibited, regardless of their residence.

3.072 It shall be a violation of this rule for any student athlete to receive or be offered any remunerations of any kind or to receive or be offered any special inducement of any kind which is not made available to all applicants who enroll in the school or apply to the school.

Special inducement shall include, but not be limited to:

- (1) Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school. (Exception – private schools may waive tuition for children of faculty members, as a benefit of employment, provided there is no undue influence exerted upon the student or the family to attend the school.)
- (2) Offer or acceptance of room, board or clothing or financial allotment for clothing.
- (3) Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
- (4) Offer or acceptance of free transportation by any school connected person.
- (5) Offer or acceptance of a residence with any school connected person.
- (6) Offer or acceptance of any privilege not afforded to non-athletes.
- (7) Offer or acceptance of free or reduced rent for parents.
- (8) Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
- (9) Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
- (10) Offer or acceptance of help in securing a college athletic scholarship.

3.073 It shall also be a violation of this rule to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics even when special remuneration or inducement is not given. Schools are not prohibited from conducting academic recruitment programs, programs which may include information concerning the school's extracurricular offerings. However, such recruitment programs must be designed to provide an overview of the academic and extracurricular programs offered by a school and are not to be used as a subterfuge for recruiting students for athletic purposes. Such general recruitment programs permissible under this rule shall be carried out under the following guidelines:

- With the exception of an open house conducted at a member school, no member of a school's coaching staff may present or distribute the school's information to students not yet in high school unless they are representing all phases of the entire high school program at official junior high functions such as high school nights, fairs, days or visits.
- Any information presented or distributed shall be limited to the academic and extracurricular offerings provided by the school. The information may include a description of the athletic facilities available at the school.
- Any information presented or distributed shall not imply, in any manner, that the member school's athletic program is better or more accomplished than any other member school's athletic program.
- Any information presented or distributed shall not imply, in any manner, that it would be more advantageous for a prospective student athlete to attend a member school over any other school because of its extracurricular programs.
- Information may be presented or distributed only at an open house conducted at a member school or at a school housing grades below the ninth from which the member school can normally expect enrollment.

3.080 AMATEURISM

3.081 For winning or placing in actual athletic competition, a student in a member school may accept a medal, cup, trophy or plaque, from the sponsoring agent regardless of cost.

3.082 Schools may provide an individual or teams that win an IHSA state championship, a ring/memento not to exceed \$200 in fair market value. Businesses, booster clubs or other organizations desiring to make contributions toward the purchase of a championship ring/memento must make those contributions to the school.

3.083 A student in a member school may accept any other award for participation in an athletic contest, or for athletic honors or recognition, which does not exceed \$75 in fair market value, in the following sports: badminton, baseball, basketball, bowling, cross country, football, golf, gymnastics, soccer, softball, swimming, tennis, track and field, volleyball, wrestling, and any other sport in which the student's school provides interscholastic competition. In addition,

a student in a member school may receive and retain items of wearing apparel which are worn for non-school athletic competition as part of a team uniform provided for and worn by the student during competition.

3.084 A student in a member school may accept a school letter for an interscholastic sport, regardless of cost.

3.085 Violation of the provisions of By-laws 3.081, 3.082, 3.083 or 3.084 shall cause ineligibility in the sport in which the violation occurred. An official ruling must be secured from the Executive Director before any student who violates these rules may be reinstated to eligibility.

3.090 PARTICIPATING UNDER AN ASSUMED NAME

3.091 In the event students participate in interscholastic competition under any other name than their own, a student's principal shall immediately suspend violators from further interscholastic participation. The future interscholastic participation of violators and/or persons contributing to a violation shall then be considered by the Board of Directors.

3.100 INDEPENDENT TEAM PARTICIPATION

3.101 During the school season for a given sport, in a school which maintains a school team in that sport, a student shall not participate on any non-school team, nor as an individual unattached in non-school competition, in that given sport or in any competition does that involve the skill of the sport in question. Violation shall cause ineligibility for a period not to exceed 365 days. An exception may be made by the Executive Director under the guidelines adopted by the Board of Directors for competitions sponsored and conducted directly by the National Governing Body or its official Illinois affiliate for the sport.

3.102 Students may participate in a tryout for a non-school athletic team while a member of a high school team in the same Sport, provided the tryout is exclusively a demonstration of skills with no practice or instruction involved. Student shall be considered to be a member of a school team when he/she engages in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc., on or after the date specified in Bylaw 5.000 And its sub-sections.

3.103 The phrase, "participate on any non-school team," as utilized in By-law 3.101, is defined to mean engaging in any team activity, including but not limited to, tryouts (except as defined in Section 3.102), drills, physical practice sessions, player evaluations, team meetings, etc.

3.104 In the event a school does not maintain a team which competes during the regular high school season for a sport, but enters one or more students into competition for the first time in that season at the beginning level of the IHSA tournament series for the sport, the date of the beginning level contest in the IHSA series shall be the date on which the school shall be considered to have a school team in that sport.

3.105 Students or teams at member schools shall not be permitted to participate on, practice with or compete against any college, junior college or university athletic team. This restriction shall apply in all situations, regardless of the competitive structure or sponsor of the competing entities for such events.

3.106 To be eligible for a school team in a given sport, students must cease non-school practice and competition in that sport no later than five days after the date on which the school team engages in its first practice or tryout in that sport.

3.107 During the school year, a person who is a coach in any sport at a member school, may be involved in any respect with any non-school team, only if the number of squad members from his/her school which are on the non-school team roster does not exceed one-half the number of players needed to field a team in actual IHSA state series competition in that sport.

3.108 The Illinois School for the Visually Impaired (ISVI), may with the permission of the IHSA Executive Director,

under the guidance of the Board of Directors, conduct cooperative practices with another team in the immediately geographic area of Jacksonville, Illinois.

3.110 COACHING SCHOOL PARTICIPATION

3.111 During the school year, students shall not participate in any coaching school, camp or clinic for any interscholastic sport or which provides instruction in any skill of an interscholastic sport. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends. Programs that involve only demonstration of skills and sports theory without providing instruction and requiring active participation by attendees are not considered coaching schools. Violation shall cause ineligibility for a period not to exceed 365 days.

3.112 Students may attend a coaching school, camp or clinic during the summer months provided they do not attend before school is out in the spring or after Sunday of Week Number 5 in the IHSA Standardized Calendar. Such coaching schools, camps and clinics may be conducted by an individual, group or even a member school and instruction at such programs may be provided by any person. However, in the case of a school-sponsored camp, participation may not be restricted to high school students who have been certified eligible for athletics.

3.113 Students may participate in school physical conditioning programs and recreational programs.

3.114 During the school year, students may serve as demonstrators for a coaching school, camp or clinic conducted exclusively for coaches or officials. Students may participate in one practice session for such event with the instructor for whom they will demonstrate.

3.120 ALL-STAR PARTICIPATION

3.121 No student at a member school shall participate on an all-star team in basketball, football, soccer or volleyball during the Student's high school career until completing their interscholastic athletic eligibility in that particular sport. A student May participate in no more than three (3) all-star contests in a sport.

3.130 USE OF PLAYERS

3.131 Only students who are currently eligible to participate in an interscholastic athletic contest shall appear at the contest in the uniform of their school.

3.132 Only bona fide students of a school may participate in a practice session for any interscholastic team sponsored by that member school.

3.140 MISBEHAVIOR DURING CONTESTS

3.141 Students participating in interscholastic athletic contest in violation of the By-laws or other persons found to be in gross violation of the ethics of competition or the principals of good sportsmanship, may be barred from the Board of Directors from interscholastic contests

3.150 SPECIAL PROVISIONS FOR SUMMER PARTICIPATION

3.151 Participation by high school students in summer programs must be voluntary and in no way be an actual or implied prerequisite for membership on a high school team.

3.152 Students may participate in summer baseball/softball leagues sponsored by schools, during the period between Monday of Week 44 and Saturday of Week 7 in the IHSA Standardized Calendar.

3.153 Persons who coach a sport at a member school may have a maximum of 25 days of contact in that sport with

students from that school during the period between the last day of classes or Monday of Week 49 in the IHSA Standardized

Calendar (whichever date is earlier) in the spring each year and Sunday of Week 5 in the IHSA Standardized Calendar. Students may have a maximum of 25 days of contact per sport with persons who coach that sport at the school they attend during the same time period. A day of contact is defined as any date on which any coaching or instruction in the skills and techniques of any sport takes place. These limitations apply to all sports except Baseball and Softball. An exception may be made by the Executive Director under the guidelines adopted by the Board of Directors for competitions sponsored and conducted directly by the National Governing Body for the sport.

3.154 Schools may transport students from their schools to summer league contests, coaching schools, clinics or other non-school contests in the summer during the contact day period outlined in By-law 3.153.

3.155 Schools may conduct coaching schools, camps or clinics during the summer, provided:

- a) The event is conducted between the close of school in the spring and Sunday of Week 5 in the IHSA Standardized Calendar;
- b) The event is open to any high school student and is not restricted to students who have been or expect to be high school athletes; and,
- c) The event provides common instruction and activities for all participants.

3.156 Students may participate in a summer school class taught by a coach or other faculty member from their school and which offers instruction in interscholastic sports, provided the class is not restricted to students who have been certified eligible for participation in interscholastic athletics and the class is approved by the local Board of Education. In addition, credit toward graduation must be granted by the local Board of Education. Summer school courses offering instruction in interscholastic sports, must conclude by Saturday of Week 4 in the IHSA Standardized Calendar.

3.157 Schools may not organize or participate against other schools in a football scrimmage or game with the exception of 7-7 (touch only) passing leagues.

3.160 OPEN GYM LIMITATIONS

3.161 Schools may open their gymnasiums or facilities for recreational activities to students or other persons who reside in or

Outside their district, under the following conditions:

- a) A variety of recreational activities are available during the course of the year.
- b) There is no coaching or instruction in the skills and techniques in any sport at any time.
- c) Participation is voluntary and is not required directly or indirectly for membership on a high school squad.
- d) Comparable opportunities are afforded to all participants.

3.170 CLASSIFICATION

The IHSA Board of Directors has the complete authority to establish and implement policies to determine the number of classes of competition in IHSA sports and activities and to classify schools participating in such sports/activities except as follows:

An enrollment multiplier of 1.65 will be added to all non-boundaries schools.

The definition of a non-boundaries school is: Any private school, charter school, lab school, magnet school, residential school, and any public school in a multi-high school district that does not accept students from a fixed portion of the district. Classifications shall be determined on an annual basis.

ALL COLLEGE INFORMATION & QUESTIONS

Please see Mr. Dan Gin, College Coordinator: located in room 1120 at Niles West High School.
Or email dangin@d219.org, and or 847-626-2682

- How to register on line, who is eligible, amateurism questions, athletic participation
- NCAA I, II, III, information, registration, guidelines etc.
- NAIA information, registrations, guidelines etc.,
- NJCC information, registration, guidelines etc.
- Courses taken in junior high school and high school, core courses needed etc.
- Parent/Guardian college questions and or information.
- Transfer students
- How to monitor eligibility
- National Letter of Intent
- Financial Aid
- Scouting/Recruiting services

http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf

<http://www.ncaa.org/student-athletes/future/want-play-college-sports>

NILES WEST ATHLETIC AWARDS

8 Inch N Given to an athlete who competes on the varsity level. The specific criteria for each sport is published and recorded in the athletic office.

In addition there are incentive awards which are gold inserts and certificates. These are given for additional letters in a season, captaincy, all-conference, and other achievements of merit. The specifics are all recorded and available from each coach.

ATHLETIC AWARD REQUIREMENTS

1. All awards will be made according to the regulation recommended by the CSL and IHSA.
2. It is presumed that all coaches will base their judgment relative to awards on a high plane and that every attempt will be made to confirm the principle that Niles West Athletic Awards are a great honor and privilege for the recipients.
3. A boy or girl shall be **required to participate regularly** in practice sessions. No athlete may be given an award if he/she is dropped from a squad for the remainder of the season because of disciplinary or scholastic problems, or violations of the eligibility rules or violation of the athletic code of conduct, even though he/she may have satisfied the other requirements for the award.
4. No athlete may be given an award if scholastic ineligibility or suspensions prevented them from meeting award requirements.
5. An award certificate is given to each athlete winning a letter.

NILES WEST SCHOLARSHIPS AND HONORS

Niles West High School has a rich tradition of athletic excellence and substantial provision for recognizing deserving athletes after they finish their senior year of participation. Some of these awards and honors carry monetary remuneration. In any event the winners are enshrined upon the Niles West Wall of Fame. It must be understood that these awards carry the responsibility of the winner to remain a “role model” for all athletes throughout their high school careers. If an announced winner behaves in such a manner that negative attention is brought to the award, the selection committee who made the original choice shall meet to consider rescinding the award.

The award criteria and selection process is listed:

FALL AWARDS

AWARD: **ALL CONFERENCE CENTRAL SUBURBAN LEAGUE**

Criteria:

- Must be varsity players nominated by his/her coach
- Must represent Niles West with dignity, humility and integrity

Selection:

- After nominations at the CSL coaches meeting for that particular sport, a vote will be conducted.
- The number of all conferences athletes varies depending upon the sport. This is a very high honor to be recognized by the league.

AWARD: **SCHOLAR/ATHLETE: CENTRAL SUBURBAN LEAGUE**

Criteria:

- Can be given in every season.
- Must be a senior and a Varsity letter winner.
- A minimum of at least two sports seasons of interscholastic competition.
- A GPA of 3.0 in high school work based on 6 semesters for fall sports and 7 semesters for winter and spring.

Selection:

- Scholar/Athletes will be identified by the Athletic Director and coaches at the end of each season: i.e., fall, winter, spring.
- It is possible to be named a scholar/athlete for each sport in which one participates and meets the above criteria.

AWARD: SCHOLAR/ATHLETE: IHSA SCHOLASTIC ACHIEVEMENT

Criteria:

- Must be a senior and a varsity letter winner
- A 'B+' (3.5) average in all high school work based on 6 semesters for fall sports and 7 semesters for winter and spring.

Selection:

- Scholastic achievement will be identified by the Athletic Director and coaches at the end of each season, i.e., fall, winter and spring.
- It is possible to be named for scholastic achievement for each sport in which one participates and meets the criteria above.

AWARD: THE JIM SWANSON GOOD SPORTSMANSHIP MEMORIAL

Criteria:

- Given to a senior boy and senior girl in each interscholastic sport.
- Can be anyone connected with a team, either player or other capacity.
- Must participate at the varsity level.
- Best exemplifies the qualities held highest by Jim Swanson, i.e., never a quitter, always gives his or her best effort, and always pulls for the team.

Selection:

- By the coach of each sport

Presentation:

- The Niles West Booster Club will fund this award which is honorary only. Each recipient will receive a plaque to be presented at each sports award banquet.

AWARD: THE MIKE BASRAK MEMORIAL

Criteria:

- He shall be a Niles West varsity football player
- He shall be a senior
- His scholarship record must be acceptable. He must have a grade point average no less than 2.00 (C) and/or rank in the upper two-thirds of his class after six semesters
- He must have a fundamentally clean record during his high school years: no serious offenses
- He must be a highly competitive football player, but it is not necessary that he be an outstanding performer.
- He should be a good citizen on and off the field
- He should typify the qualities manifested by Mike Basrak. Among these are enthusiasm, congeniality, perseverance, strength of character and sense of humor. Ability to react well to adversity, and the ability to play both the leadership role and the supporting role with equal felicity
- If no one satisfies for this scholarship, it shall not be awarded.

Selection:

The Athletic Director shall notify the head varsity football coach at least 3 weeks prior to the date of the banquet. The head coach shall:

- Prepare a list of all the possible candidates.
- Verify the eligibility of each candidate with the student services department (counselors)
- With the Athletic Director arrange a meeting of the selection committee.
- Provide the committee with a list of the eligible candidates.
- The selection committee consists of: 1 counselor chosen by the principal, the Athletic Director, the Head Varsity Football Coach and one assistant varsity coach, in addition to one freshmen coach who worked with the current seniors. These are chosen by the Head Coach.

AWARD: **THE FRED ZEEDYK MEMORIAL AWARD**

Criteria:

- Must be a graduating senior.
- Must have participated in sports at the varsity level for two or more year in the same sport.
- Contributes to the team by displaying a high degree of school pride, sportsmanship and un-selflessness.

Selection:

- All nominations must be made by coaches of the sport involved.
- This will involve coaches of boys’ soccer in the fall.
- Coaches of boys track & field in the spring
- And all coaches of girls sports.
- The award winner will be boys soccer player in the fall
- A boys track and field athletes in the spring
- A girl from any of the girls’ sports offered.

Presentation:

- The award will be given at the fall soccer banquet
- Spring boys track and field banquet in the spring
- And the appropriate girls banquets in the spring.
- Each recipient will receive a medallion.

AWARD: **THE PATRICK J. SAVAGE AWARD:**

Criteria:

- Given annually to a boys cross country runner who has made a significant contribution to the Niles West Cross Country program at the varsity level. The winner shall have demonstrated excellence in performance, the awareness of where the values of sports belong in relation to the values of life, and a commitment to the philosophy of ‘service above self’.

Selection:

- The winner must be a senior and a member of the varsity boys cross country team. He will be selected by the cross country coaches at the conclusion of the season.

Presentation:

- The honorary award will be presented at the fall awards programs. The winner will receive a medallion.

AWARD: **THE ROBERT W. HEDRICK MEMORIAL AWARD**

Criteria:

- The boy selected will be a member of the varsity football team. He must be a senior starter, who exhibited the qualities attributed to Bob Hedrick’s during his years at Niles West.
- These qualities describe someone who performed to his potential or beyond, demonstrated a burning desire to win, was willing to step forward and lead by example, and put the needs of the team first.

Selection:

- The winner will be chosen by the varsity football staff and a representative of the Hedrick family.

Presentation:

- The winner will receive a monetary award as well as an individual plaque funded by the Hedrick family.

WINTER AWARDS

AWARDS: **ALL CONFERENCE CENTRAL SUBURBAN LEAGUE**

Criteria:

- Must be varsity players nominated by his/her coach
- Must represent Niles West with dignity, humility and integrity

Selection:

- After nominations at the CSL coaches meeting for that particular sport, a vote will be conducted.
- The number of all conferences athletes varies depending upon the sport. This is a very high honor to be recognized by the league.

AWARD: **SCHOLAR/ATHLETE: CENTRAL SUBURBAN LEAGUE**

Criteria:

- Can be given in every season.
- Must be a senior and a varsity letter winner.
- A minimum of at least two sports seasons of interscholastic competition.
- A GPA of 3.0 in high school work based on 6 semesters for fall; sports and 7 semesters for winter and spring.

Selection:

- Scholar/Athletes will be identified by the Athletic Director and coaches at the end of each season: i.e., fall, winter, spring.
- It is possible to be named a scholar/athlete for each sport in which one participates and meets the above criteria.

AWARD: **SCHOLAR/ATHLETE: IHSA SCHOLASTIC ACHIEVEMENT**

Criteria:

- Must be a senior and a varsity letter winner
- A 'B+' (3.5) average in all high school work based on 6 semesters for fall sports and 7 semesters for winter and spring.

Selection:

- Scholastic achievement will be identified by the athletic director and coaches at the end of each season, i.e., fall, winter and spring.
- It is possible to be named for scholastic achievement for each sport in which one participates and meets the criteria above.

AWARD: **THE JIM SWANSON GOOD SPORTSMANSHIP MEMORIAL**

Criteria:

- Given to a senior boy and senior girl in each interscholastic sport.
- Can be anyone connected with a team, either as a player or another capacity.
- Must participate at the varsity level.
- Best exemplifies the qualities held highest by Jim Swanson, i.e., never a quitter, always gives his or her best effort, and always pulls for the team.

Selection:

- By the coach of each sport

Presentation:

- The Niles West Booster Club will fund this award which is honorary only. Each recipient will receive a plaque to be presented at each sports award banquet.

AWARD: **THE GENE EARL AWARD**

Criteria:

- Given to a girls' basketball player who best exemplifies the character of Gene Earl, former Niles West Head Girls Basketball Coach. The honoree has the ability to lead her teammates both on and off the court. She is able to focus on appropriate and realistic goals; demonstrates a sense of concern for others; is proud of her athletic ability and sees the bright and humorous side of life.

Selection:

- The winner, who will be chosen by the girls' basketball coaches, must be senior who has competed in the program for a minimum for two (2) years.

Presentation:

- The honorary award will be presented at the girls' basketball banquet in the winter; the winner will receive a personal medallion.

AWARD: ROBERT E. PORTER AWARD

Criteria:

- Given annually to a senior wrestler who through his participation at the varsity level of competition demonstrates these qualities: self-discipline, sound moral values, dedication, leadership and motivation

Section:

- The winner must be a senior wrestler who has participated at the varsity level.
- He will be selected by the coaching staff.

Presentation:

- The winner will receive a personal medallion at the winter sports program.

AWARD: THE BILLY D. SCHNURR AWARD

Criteria:

- The boys selected will have demonstrated those qualities held in the highest regard by Billy Schnurr former Niles West Head Boys Basketball Coach.
- The qualities include, but are not limited to commitment, self-discipline, sportsmanship, selflessness and desire.

Selection:

- The winner will be chosen by the boys' basketball coaching staff.
- He must be a senior boy having competed at the varsity level.

Presentation:

- The winner will receive a medallion.

SPRING AWARDS

AWARD: ALL CONFERENCE CENTRAL SUBURBAN LEAGUE

Criteria:

- Must be a varsity player nominated by his/her coach
- Must represent Niles West with dignity, humility and integrity

Selection:

- After nominations at the CSL coaches meeting for that particular sport, a vote will be conducted.
- The number of all conferences athletes varies depending upon the sport. This is a very high honor to be recognized by the league.

AWARD: SCHOLAR/ATHLETE: CENTRAL SUBURBAN LEAGUE

Criteria:

- Can be given in every season.
- Must be a senior and a Varsity letter winner.
- A minimum of at least two sports seasons of interscholastic competition.
- A GPA of 3.0 in high school work based on 6 semesters for fall; sports and 7 semesters for winter and spring.

Selection:

- Scholar/Athletes will be identified by the Athletic Director and coaches at the end of each season:

AWARD: SCHOLAR/ATHLETE: IHSA SCHOLASTIC ACHIEVEMENT

Criteria:

- Must be a senior and a varsity letter winner
- A 'B+' (3.5) average in all high school work based on 6 semesters for fall sports and 7 semesters for winter and spring.

Selection:

- Scholastic achievement will be identified by the athletic director and coaches at the end of each season, i.e., fall, winter and spring.
- It is possible to be named for scholastic achievement for each sport in which one participates and meets the criteria above.

AWARD: SCHOLAR/ATHLETE: N.T. MANNOS AWARD

Criteria:

- Given annually to a senior boy and girl who has achieved excellence in both the classroom and the playing field.
- This award serves as a tribute to Dr. Nicholas T. Mannos, Principal, who dedicated himself to academics and interscholastic athletes at Niles West for 25 years.

Selection:

- This award is based upon a normalized formula counting 50% for academic achievement and 50% for athletic achievement based upon the criteria for determining the Outstanding Senior Athlete.
- The winner must rank in the upper half of his/her graduating class with a minimum GPA of a 'B' (3.0).

Presentation:

- The award winners will be announced at the Accolades Award banquet in the spring,
- Each winner will receive a commemorative medallion.
- A permanent plaque will be displayed in the Wall of Fame showcase.

AWARD: THE JIM SWANSON GOOD SPORTSMANSHIP MEMORIAL

Criteria:

- Given to a senior boy and senior girl in each interscholastic sport.
- Can be anyone connected with a team, either as a player or in another capacity.
- Must participate at the varsity level.
- Best exemplifies the qualities held highest by Jim Swanson, i.e., never a quitter, always gives his or her best effort, and always pulls for the team.

Selection:

- By the coach of each sport

Presentation:

- The Niles West Booster Club will fund this award which is honorary only. Each recipient will receive a plaque to be presented at each sports award banquet.

AWARD: THE NILES WEST BOOSTER CLUB 12 SEASON AWARD

Criteria:

- Given to all senior boys and girls who compete during each of the 12 seasons of their high school careers in IHSA approved interscholastic sports.
- Each winner must have completed each of the 12 seasons in good standing.
- Good standing shall mean that the athlete was the recipient of an athletic award for that season.

Selection:

- The record of the athlete will be kept in the athletic department.
- The winner's names shall be given the booster club.

Presentation:

- These awards will be presented at the Accolades Awards banquet in the spring.

AWARD: **THE JOHN BURKEL AWARD**

Criteria:

- Given to a senior boy gymnast who sets clear goals and pursues them with courage, independent thinking, perseverance, team loyalty and a sense of humor. All of these qualities were displayed by John Burkel former Head Boys Gymnastics Coach.

Selection:

- The winner will be chosen by the boys gymnastic coaches
- He must be a senior having competed at the varsity level.

Presentation:

- The will receive a personal medallion at the boys gymnastic banquet in the spring.

AWARD: **THE BART CONNER AWARD**

Criteria:

- Given annually to a senior male gymnast who best exemplifies the finer character traits of Bart Conner, Niles West class of 1976 and 3 time Olympian.
- Commitment to excellence
- Outstanding citizenship
- Leadership
- Dedication to lofty goals
- Exemplary values

*****If no member of the gymnastics team meets this criteria, the award will not be given.***

Selection:

- The winner will be selected by the boys gymnastic coaches.

Presentation:

- The award recipient will be honored at the boys gymnastics banquet in the spring
- The winner will receive a personal plaque.

AWARD: **THE EDWIN ERNST MEMORIAL AWARD**

Criteria:

- Given to a senior boys tennis player who exemplifies the philosophy of the late Ed Ernst former Boys Tennis Coach
- Exemplifies team above individual needs.
- Must demonstrate leadership, unselfish play and be of high moral character.

Selection:

- The winner will be selected by the boy's tennis coaching staff.

Presentation:

- The award will be given at the tennis banquet in the spring.
- The winner will receive a medallion
- The award is honorary.

AWARD: **THE LOU FRIEDMAN MEMORIAL**

Criteria:

- Must be a senior
- Must be four year team member
- Does not need to have been a starter
- Can be a player, manager or any student connected with the team for four years.
- Grades will NOT be a part of the criteria.

- Should be a student connected with an athletic team and one who best exemplifies the following criteria; never a quitter, always gives his or her best and always pulls for the team.

Selection:

- Selected by the head coaches of both the boys and girls teams and the athletic director.
- Only one nomination per coach.
- Majority of votes will determine the winners
- One boy and one girl
- The award will be given at the appropriate spring banquet.
- If possible Mrs. Louis Friedman will present it
- A \$50.00 award and medallion will be given.

AWARD: THE PAUL GANS MEMORIAL

Criteria:

- Must participate in at least 2 sports for Niles West High School.
- A boy who is considered to be a “clutch” competitor, one who produces when the pressure is the greatest.
- An excellent school and community citizen.

Selection:

- Nominations from any varsity level coach.
- After nominations are received, a selection committee will choose the winner.

Presentation:

- This award will be given at the boy’s spring track banquet.

AWARD: THE IRVING & SYDELLA HOFFENBERG MEMORIAL

Criteria:

- High moral standards
- Strong competitive desires
- Considerate of others
- Give good leadership
- Sportsman on the field and in the classroom
- Athletic superiority not essential
- Makes a good effort in the classroom
- General behavior in school is exemplary

Selection:

- Selected by a committee consisting of representatives of the coaching staff along with the athletic director.

Presentation:

- This award is presented annually to a graduating senior boy or girls.
- He or she receives a medallion.

AWARD: THE GREG JAKUBIK MEMORIAL

Criteria:

- Niles West High School senior boy or girl.
- Must have earned a varsity letter in at least two sports
- Must rate in top half of their graduating class.
- Student must be of high moral standard.

Selection:

- Athletic Director
- Names will be submitted by the nominating committee along with a resume of each candidate’s qualifications.
- After each member of nominating committee have been given his/her reason for selection of a candidate, a vote for the scholarship will be conducted in accordance with the established criteria.

Presentation:

- The award will be presented at the appropriate spring banquet.

AWARD: THE JIM PHIPPS AWARD

Criteria:

- Awarded to the baseball player who demonstrates the qualities personified by Jim Phipps, Head Baseball Coach of Niles West for 30 years.
- He must be a senior athlete who competed on the varsity team who demonstrated team play and team attitude.

Selection:

- The will be selected annually by the baseball coaches.

Presentation:

- The award will be given at the baseball awards banquet.
- The winner will receive a medallion.

AWARD: DR. RONALD HENRICI AWARD/OUTSTANDING SENIOR ATHLETE

Criteria:

- Five points for each major letter won.
- Three points for each minor letter. (4 & 6 inch letters are considered minor.
- Four points for each most valuable award won at the varsity level.
- Two points for each captaincy on the varsity level.
- Two points for each “all conference” selection.
- Two points for each season as a “scholar/athlete.”
- Three points for two major awards won in a year.
- Six points for all three major awards won in a year.
- All candidates must have maintained at least a “C” average for all four years of high school academic studies.

Selection:

- These point totals will be kept current by the equipment room manager.
- The boy and girl who accumulate the most points at the end of their senior years will be declared the winners.
- In the event of a tie, the athletic department will select the recipient with the most varied career in terms of skills development for competition.

Presentation:

- This award is honorary.
- The recipient will receive a plaque from the athletic department.
- The award will be presented at an Accolades Awards banquet in the spring.

AWARD: THE JEFFERY W. RICHARDS MEMORIAL AWARD

Criteria:

- Given to a senior boy baseball player who exemplifies the qualities of Jeffery W. Richards , an all-conference 3 year starter and captain whose love for baseball will be remembered as an inspiration to all Niles West athletes as to the uplifting quality of sport.
- Must be a graduating senior
- Member of the boys’ varsity baseball for a minimum of two years.
- Must exhibit leadership on the field, burning desire to achieve excellence, and a true love for the game of baseball.
- Must be enrolled in an institution of higher learning.

Selection:

- The winner will be selected by the baseball coaching staff.

Presentation:

- The award will be given at the baseball awards banquet.
- The winner will receive a medallion

AWARD: THE FRED ZEEDYK MEMORIAL AWARD

Criteria:

- Must be a graduating senior.
- Must have participated in sports at the varsity level for two or more years in the same sport.
- Contributes to the team by displaying a high degree of school pride, sportsmanship and selflessness.

Selection:

- All nominations must be made by coaches of the sport involved.
- This will involve coaches of boys' soccer in the fall.
- Coaches of boys track & field in the spring
- And all coaches of girls sports.
- The award winner will be boys soccer player in the fall
- A boys track and field athlete in the spring
- A girl from any of the girls' sports offered.

Presentation:

- The award will be given at the fall soccer banquet
- Spring boys track and field banquet in the spring
- And the appropriate girls banquets in the spring.
- Each recipient will receive a medallion.
-

AWARD: KENNETH D. ROSEN MEMORIAL SCHOLARSHIP AWARD

Criteria:

- This award will be given annually to a senior boy tennis player who exemplifies the qualities exhibited by the late Kenny Rosen from the 1980's boys tennis team.
- The winner must demonstrate the qualities of 'team first, individual second'. Concern for fellow players, honest and a love for the game of tennis.
- He must have maintained a minimum of a 'C+' (2.5 un-weighted on 4.0 weighted scale) average for a cumulative grade point average during his career.

Selection:

- The winner will be selected by the boys tennis coaches

Presentation:

- The award will be given at the boys tennis awards banquet in the spring.
- The winner will receive a medallion.

District 219 ensures equal opportunities regardless of race, sex, color, national origin, religion, age or handicap.

For sports updates, game schedules, a listing of our coaches, please visit our sports website at:
<http://www.niles-hs.k12.il.us/west/athletics>

The Athletic and Coaches Niles West High School Handbook
Revised: 7/13/2014

THREATENING WEATHER

The *Central Suburban League* has a policy for dealing with severe weather.

Severe Weather Policy

It is the responsibility of every coach or staff member to insure the safety of all athletes and other students under their supervision. At the first sign of lightning, or the onset of severe weather, all personnel are to move to safe structures or shelters. A safe structure is defined as any fully enclosed building frequently used by people. In the absence of a building, athletes and spectators should go to any vehicle with a hard metal roof.

Once lightning has been recognized (including detection by a commercial lightning system), or the onset of severe weather, all activity is to be interrupted immediately. Contests or practices will not resume until the area has been “lightning free” for at least 30 minutes or until an “all clear signal” from a commercial lightning device has occurred, and there are no other indicators of imminent danger. Generally speaking, it is felt that anytime lightning can be seen, or thunder heard, risk is already present. Once that occurs, the “Flash to Bang” method should be utilized.

If the local management does not have commercial warning equipment at the site or an efficient method of making accurate, timely decisions on location, the “Flash to Bang” method is recommended by the National Severe Storms Laboratory (NSSL). The easiest and most convenient way to estimate how far away lightning is occurring is to use the “Flash to Bang” method. Simply count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide the number by 5 to obtain how far away in miles the lightning is occurring. For example, if the lightning is seen and then 15 seconds later the bang of thunder is heard, the lightning is 3 miles away. It is important that the local manager monitors not only how far away the lightning is but also how fast it is approaching. The NSSL recommends that by the time the “Flash to Bang” count reaches 30 seconds, all individuals should have left the site and reached a safe structure.

At Niles West, this policy shall **be enforced for all practices as well as competitions.** A "Thorgard" lightning detection unit has been installed at the school. When the alarm goes off (flashing light and one long horn blast) all activities are to cease and all participants are to seek shelter inside the school building. It is clear to return when the flashing light stops and the alarm sounds three brief horn blasts. This policy will help to ensure the safety and well-being of our student athletes who must always remain the focal point of our activities.

Central Suburban League Severe Weather Policy:

The Central Suburban League Severe Weather Policy will reflect the IHSA Severe Weather Safety Guidelines as published under the *IHSA Sports Medicine Advisory Committee Special Topics*. Contests or practices will not resume until the area has been “lightning free” for at least 30 minutes or until an all-clear signal from a commercial lightning device has occurred and there are no other indicators of imminent danger.

“THE WEST WAY”

I will have the courage of my convictions, supporting that which I believe to be right, and at the same time respecting differing views and ideas.

I will put forth my best effort in all that I do.

I will cultivate a spirit of fairness, honesty, and sincerity in all my actions.

I will take full responsibility for my actions and speech at all times, striving always to attain high

standards of personal conduct.

I will consider the rights of others, treating them as I would desire to be treated.

I will continually strive for knowledge, always recognizing its value.

I will show respect and honor for our American heritage and will exercise the privileges and obligations granted to me under the constitution and our democratic way of life.

I will encourage an attitude of good sportsmanship by being modest in victory and gracious in defeat, not only in classroom activities and athletics, but in all aspects of my life.

I will develop and appreciate an understanding of other peoples and their cultures.

I will be loyal to my school, taking pride in its endeavors and accomplishments.



Niles West High School Athletics Department

Niles West High School • 5701 W. Oakton Street • Skokie, IL 60077

847-626-2803 Athletic Office / 847-626-3840 Athletic Fax