

# Athletic Handbook

([www.lebanonsports.org](http://www.lebanonsports.org))

## Lebanon Community Unit School District #9

Lebanon High School  
And  
Lebanon Junior High

2020-2021

Adopted By the Board of Education

July 2018

Updated IHSA Standards July 2012

## Philosophy

### We believe

- That interscholastic athletics are an integral part of the school's total curriculum.
- That participation in athletics should be a part of the total educational experience of all the youth who attend our schools.
- That participation in a sound athletic program contributes to the development of health, happiness, physical skills, emotional maturity, social competence, moral value, and self-discipline of the athlete.
- That the spirit of play and the will to win are valuable assets to the overall development of the whole person.
- in the importance of an athlete's ability to accept defeat without whimpering or griping to experience victory without gloating, to discipline one's self-conduct, and to exhibit good sportsmanship, all of which are necessary to the development of our youth.
- The policies set forth in the following pages are a direct extension of the student handbook.
- Athletes will be held to guidelines expressed in both school and athletic handbooks at all times. Examples include fighting during an athletic contest or being under the influence of alcohol, drugs and tobacco

### The Illinois School Associations

Lebanon High School is a member of the Illinois High School Association, which determines the overall pattern for inter-school athletics in Illinois.

Lebanon Junior High is a member of the Southern Illinois Junior High School Athletic Association.

### Conference Affiliations

Lebanon High School is a member of the Cahokia Conference.

Lebanon Junior High is a member of the Clinton County Conference.

No conference affiliation shall be made which would require commitments inconsistent with the athletic policies of Lebanon High School.

## **The Athletic Director**

The athletic director is charged with the responsibility of promoting and supervising the athletic programs for Lebanon C.U.S.D #9, while keeping focused on the aims and purposes of education as set forth by the Superintendent and the Board of Education.

The athletic director is concerned with developing a broad program of varied sports so conducted as to effectively reach a large part of the school population; improving methods of teaching and conducting sports activities; conducting the program so as to make proper use of facilities and equipment; placing proper emphasis upon the various activities; and employing good public relations. The athletic director is concerned with the development of a program from the long-range viewpoint with the opportunity for growth and development from the sixth grade through the twelfth grade.

The athletic director will be responsible for the athletic budget including uniforms, officials, all requests for equipment, and other related expenses. Coaches will make requests for equipment through the athletic director. The athletic director is expected to stay within his/her estimated budget.

The athletic director will be responsible for an evaluation of each coach, assistant coach, and program. This will be completed in conjunction with the building principal.

## **Lebanon Athletic Coaches**

In any school athletic program, the key individuals are the coaches. Organization has one purpose--to assist the coaches to teach more effectively and to positively influence the boys and girls who play.

Coaches of athletics in Lebanon are selected with care based on their known ability to accomplish the aims of the program.

In such matters as scheduling events, requisitioning equipment, and selection of officials, the athletic director will try to give due consideration to the wishes of the coaches.

All athletic schedules are subject to specific schedules of the conference and independent schools. Schedules cannot always be arranged for a particular coach's likes or dislikes.

Coaches are paid stipends in addition to their basic salaries for their coaching assignments according to the salary schedule.

Every effort is made to supply the best equipment, supplies, medicine kits, etc... for each sport. Coaches will make requests for equipment through the athletic director.

At the end of the season, the head coach will turn in inventories and supply requests for the next year to the athletic director. Requisitions and inventories are due after each season ends.

Team Rosters are to be turned in to the Athletic Director after the first practice and again after the team has been selected.

If a student drops a sport--the coach should notify the office and the parent or legal guardian within 24 hours. If a student drops a sport; the athletic fee will not be refunded.

After every practice session and game, the coach should be the last person to leave the building. If a custodian is not on duty when a practice session is scheduled, it is the responsibility of the coach to see that all outside doors are locked before leaving the building and that the building is left in an orderly manner.

Coaches shall not permit anyone who is not a member of the practicing team to practice or be present during a practice session. Coaches can make an exception to this on a case by case basis with input from the Athletic Director.

Both coaches and the Athletic Director must be in agreement for a player to participate in more than 1 sport per season (example: an athlete wishes to participate in cross country and soccer during the same season)

Coaches should attend the athletic recognition program for their sport.

### **Athlete's Responsibilities**

The privilege of participating in our athletic program is extended to all students regardless of gender, race, ethnicity, or religious preference providing they are willing to assume certain responsibilities.

It is required that the athlete:

1. Display high standards of social behavior.
2. Display outstanding sportsmanship.
3. Display proper respect for those in authority (teachers, coaches, and officials) and the opponents.
4. Display a true spirit of cooperation.
5. Dress with care when attending a contest, whether home or away. Be neat, clean, and presentable at all times.
6. Profanity, vulgarity, and obscene gestures will not be tolerated on or off the field of play.
7. Must attend school ½ day of the event or he/she is not permitted to participate that day. Students must be present for 4 class periods to be eligible to participate in that evenings contest. Any exception to the above statement must be approved by the Athletic Director and/or the principal. (See exceptions under Section IV. A.)
8. If a student drops a sport, they should notify the coach in person within 48 hours of the decision. The coach should notify the office and the parent or legal guardian within 24 hours

of being notified by the student. If a student drops a sport, the athletic fee will not be refunded.

9. A student must turn in all assigned equipment within the time frame set by the coach. Failure to do so may result in disciplinary action and financial reimbursement paid to the school for the unaccounted items.

## I Definitions

### A. Student Athlete, Cheerleader, Pom Pom Squad Member

A student athlete, cheerleader, or pom pom squad member refers to a boy or girl in grades 5 through 12 who participates or will participate in any interscholastic sport or cheerleading or pom pom squad activity including all practices.

### B. Suspension

Suspension is the loss of the privilege to participate in athletic contests, Cheerleading or pom pom activities. During suspension, the student athlete, Cheerleader, or pom pom squad member may be expected to practice and Travel with the team at the discretion of the coach, but shall not be permitted to dress in uniform or participate.

### C. Calendar Year

First full day of student attendance and continuing for 12 months.

## II Required Forms

Students participating in athletics, cheerleading, or poms are required to have on file in the school office the following fully-completed forms.

- A. **Physical Examination**--results of a current physical examination indicating that a licensed provider has deemed the student physically able to participate. A student will not be allowed to participate at practice or participate in games without having this on file with the school. Physicals are good for 395 days from the date of issue. Students entering 6<sup>th</sup> grade and 9<sup>th</sup> grade do not need a separate physical to play sports as long as the physician has marked ok for sports on their school physical. All other grades must have an athletic physical in order to participate in sports.
- B. **Hold Harmless Form**--Each athlete must have a valid Hold Harmless Form signed by a parent or legal guardian. No player may practice unless they have the proper insurance coverage.
- C. **Participation Fee**--athletic fee of **\$60/sport per athlete with no cap (high school), \$40/sport per athlete with no cap (junior high)** will be assessed and collected before the athlete, cheerleader or pom pon squad member will be allowed to participate.
- D. **Athletic Handbook Form**--Each athlete must have a valid Athletic Handbook confirmation form signed by the athlete and his/her parent/guardian on file with the school.

- E. Consent to Treat (2) Forms for our Athletic Training Services
- F. Concussion Form

### **III. Equipment**

- A. Participants must return all school property no later than one week after the conclusion of the season.
- B. School Equipment must be returned in the same condition as when provided, except for ordinary wear and tear. An athlete that has lost a uniform, pieces of it or did not return it in the same condition as it was when it was issued (except ordinary wear and tear), will be billed the cost of a replacement uniform. If a replacement cannot be ordered due to no longer being available, they will be charged for the current cost of a similar uniform.
- C. If an athlete, cheerleader, or pom pom squad member quits or is cut from a squad, it's the student's responsibility to return all equipment within one (1) week.

### **IV. Rules for Participation**

- A. If an athlete, cheerleader or pom member is absent from school for more than ½ of a day on which of an athletic, cheerleading, or pom pom contest or activity is scheduled, he/she is not eligible for that contest or activity with the following exceptions:
  - 1. Absence due to death in family;
  - 2. Absence due to school-sponsored field trip;
  - 3. Absence which has been approved in advance by the Athletic Director and/or the principal.  
(Example: Valid doctor's appointment)
- B. Each athlete, cheerleader, or pom pom squad member is expected to attend every practice session of the sport/activity in which he/she is participating, unless he/she is excused in advance by the coach, or unless he/she is absent from school. If an athlete, cheerleader, or pom pom member is absent from school (not approved according to A 1,2,3 above), he/she will not be allowed to practice.
- C. The student athlete, cheerleader, or pom pom squad member shall comply with all requirements of the Illinois School Athletic Associations and the respective conferences regarding athletic, cheerleading, and pom pom squad eligibility.
- D. If an athlete, cheerleader, or pom pom squad member intends or aspires to participate in sports, cheerleading, or poms in college, he/she should contact his/her guidance counselor regarding courses of study necessary to meet college requirements.
- E. Athletes must have all athletic forms and a current athletic physical turned in prior to being allowed to practice.

- F. If an athlete quits a sport during the season, they cannot go out for another sport during the same season. (Example: Athlete goes out for soccer and quits 2 weeks into the season and wants to run cross country. Both sports are in the Fall Season)

V. **General Rules**

1. The student is responsible for the protection of his/her personal effects. Personal property should be properly secured and locked at all times when the student is not present.
2. Horseplay in dressing and shower rooms will not be tolerated.
3. Athletes, cheerleaders, and pom pom squad members will conform to rules specified by coaches. Coaches may include rules regarding grooming. Coaches have the authority to impose discipline in regard to athletics, cheerleading or poms at their discretion for violation of school rules or those additional rules imposed by them.
4. Stealing of school equipment or personal property will not be tolerated. Athletes, cheerleaders, or pom pom members found stealing will be dismissed from the squad and punished according to handbook rules.
5. Use of tobacco (smokeless or smoking) and vaping will not be tolerated.
6. The coach and athletic director may impose penalties for violations of rules in this section. Oral notification of penalty is sufficient, but students shall be permitted to meet with the coach to discuss the situation prior to the time a penalty is imposed.
7. Fighting during athletic activities will not be tolerated. IHSA rules also apply in this instance. Students/athletes who are involved in physical altercations during athletic contests will be suspended according to the IHSA handbook for extra-curricular activities. Athletes also face disciplinary action by the school administration which may result in an out of school suspension. Suspensions from athletic contests will be administered by the IHSA. Out of school suspension will be given based on the guidelines set forth in the District Discipline Code (See student handbook). If a second altercation occurs within the school year, the student/athlete may be banned from participating in any extra-curricular activities for the remainder of the school calendar. Additional days out of school may be given by school administration.
8. If a student commits a criminal offense at any time during the calendar year (TWELVE-MONTH PERIOD BEGINNING ON THE FIRST DAY OF SCHOOL) in which the sport, cheerleading, poms occurs, the student may be disciplined under this policy in accordance with the school handbooks and district policy.

Conviction of a criminal offense is conclusive evidence that the student committed the offense. Other evidence may also demonstrate that an offense occurred, but mere arrest or charges are insufficient, in and of themselves, to show that the student-athlete, cheerleader, or pom pom squad member committed the offense.

**VI USE OF ALCOHOL AND/OR DRUGS AND OR TOBACCO AND or VAPING**

A. Use, possession, distribution, or sale of alcohol, illegal drugs, tobacco, vaping or any look-alike substances at any time during the school day and at any school related activity will not be tolerated. Students involved with use, possession, distribution, or sale of alcohol, illegal drugs, tobacco, vaping or look-alike substances will be subject to school discipline by the principal in accordance with school handbooks and district policy.

B. Use, possession, distribution, or sale of alcohol, illegal drugs, tobacco and or vaping products. **AT ANY TIME DURING THE TWELVE-MONTH PERIOD BEGINNING ON THE FIRST DAY OF SCHOOL** will not be tolerated of student athletes, cheerleaders, or pom pom squad members.

1. **FIRST VIOLATION.** For any infraction involving alcohol, tobacco, vaping and/or illegal drugs,

A meeting shall be held with the student, a parent or legal guardian, Principal and the Athletic Director. This meeting shall be held as soon as possible. If it is determined that the student is guilty of an activity involving alcohol, illegal drugs, tobacco or vaping, the student will be suspended from participation the percentage of dates or contests specified in the schedule below.

2. **SECOND VIOLATION.** If a student commits a second infraction involving

Alcohol, tobacco, vaping and/or illegal drugs at any time during his/her junior high and/or high school career, the following procedure shall apply:

A meeting shall be held with the student, a parent or guardian Principal and the Athletic Director. The student may not attend any practice or game until the conference is held. This meeting shall be held as soon as possible. If it is determined at the meeting that the student committed an infraction involving alcohol, tobacco, vaping and/or illegal drugs, the student will be suspended from participation for the percentage of dates or contests provided in the attached schedule.

If the athlete has violated the drug or alcohol portion of the policy, they must also show evidence that he/she has completed or is receiving counseling or treatment from a drug counselor, psychiatrists, social worker, or other professional person or agency regarding use and/or abuse of alcohol or illegal drugs. The student will be eligible to return to athletics, cheerleading, or the pom pom squad upon proof, in writing, of admittance to and successful completion of the prescribed treatment and serving the game suspension on the following schedule. Any cost incurred as a result of such counseling or treatment



shall be the sole responsibility of the student. The student or parent shall be notified in writing of the penalty imposed.

3. **Third Violation:** If a student commits a third infraction involving alcohol, tobacco, vaping and/or illegal drugs at any time during his/her junior high and/or her high school career, a meeting will be held with the student, a parent or guardian, Principal and the Athletic Director. The student may not attend any practices or events until after the conference has been held. If it is determined that the student has committed a third infraction involving alcohol or drugs, the student will be prohibited from participation in any athletic program, cheerleading, or on the pom pom squad for the remainder of his/her high school career. The principal shall notify the parents of the student involved in writing.

#### **Schedule of Suspension for First or Second Violation Drugs-Alcohol-Tobacco Vaping-Criminal Offenses**

- First Offense, the athlete will miss the equivalent of 25% of the season's games
- 2<sup>nd</sup> Offense, the athlete will miss the equivalent of 50% of the season's games
  
- In the event that a student's current season will end prior to a drug/alcohol/tobacco/vaping suspension ends, that suspension will carry over into that athlete's next season

#### **VI. Further Procedures**

- A. The procedures and rules of conduct for athletes, cheerleaders, and pom pom squad members set forth above shall apply irrespective of whether at the time of the infraction the student was participating in athletics, cheerleading or poms. For example, if a student commits an act which would be an infraction under this athletic code in the fall semester but participates for the first time in athletics, cheerleading, or poms in the spring semester, the procedures and penalties for a first violation shall apply immediately as of the time the student first begins to participate in practices or activities under this athletic/cheerleading/pom pom code.
- B. Appeals: Any athlete, cheerleader, or pom pom squad member shall have the right to appeal any action taken pursuant to this policy by contacting the Athletic Director in writing within three (3) days of receiving notice regarding the imposition on any sanctions or penalty. The student's case will be reviewed by a six-member athletic advisory council consisting of the principal, athletic director, head coach or sponsor of the sport, cheerleading, pom poms or their designee. The decision shall be final, unless the Board of Education elects to review the case, in which event, the decision of the Board of Education shall be final.

## VIII. Awards

In order to receive an athletic award, an athlete must meet the criteria set forth by the coach. Attendance at the awards program is expected (unless excused by the coach).

### **High School Scholastic Standing**

Student-athletes, cheerleaders, and pom pom squad members shall not have graduated from any four-year high school or equivalent.

Passing work shall be defined as work of such a grade, that if, on any given date, a student should 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 transferred.

Work taken in a 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 Board of Education.

The Board of Education adheres to the Illinois School Code's standards for student participation in athletic and non-athletic activities. It is, therefore, the policy of this district that students shall meet the following standards beginning with the 2020-21 school year.

### **Eligibility for Participation in Athletics**

#### **High School Scholastic Standing**

To be eligible to participate in athletics, a student must earn 25 hours a week of passing grades. This policy is the same standards set by the IHSA. For example: If a student is taking 6 classes in which he/she earns a credit, they must be passing 5 of those classes per week to be able to participate in games and practices. If a student fails to pass 25 hours during a given week, then they are ruled ineligible and not allowed to participate in their sport for the next week (Sunday through Saturday). Students remain ineligible until they are earning 25 hours a week.

Semester Athletic Eligibility--To be eligible to participate in athletics, a student must have earned a minimum of two and a half (2 1/2) credits during the previous semester. Incoming freshman are exempt from this requirement during their first semester of high school attendance. Failure to maintain this standard shall cause a student to be ineligible for athletic participation for the entire succeeding semester. A student may count pre-approval (allowed under district policy) course credits towards credits earned for the previous semester.

## **Elementary and Jr. High Scholastic Standing**

**To be eligible to participate in athletics, a student must be passing 5 subjects each week. This is a cumulative grade earned from the beginning of the semester.**

In addition, a student who has accumulated 15 discipline points may no longer participate in any extra curricular activities for the remainder of the school year. (See student handbook) On Friday, the office will print all grades that have been posted by 3:30 pm 12:00 pm that day. Any student who is not passing 5 subjects will normally be informed on Friday (or Monday if absent) as well as the athletes' coaches. The student will have a probation period for one week where he/she is allowed to continue to practice and participate in games. At the end of the week, eligibility will again be assessed. If the student is not passing 5 subjects, the student becomes ineligible to participate in any games for the second week. If a student is not passing 5 subjects by the end of the second week, he/she will remain ineligible until they are passing 5 subjects.

## **Athletic Injuries**

For any injury, the coach will turn in an accident report immediately to the Main Office.

Lebanon CUSD#9 has contracted an athletic trainer through Memorial Hospital who will attend all practices and games during the school year. The trainer will also be at any summer camps that are offered by the district. The trainer will be available by 2:30 each day and the athletic training room is located in the gym next to the boy's locker room. The athletic trainer will assess any injury and provide treatment for the injury. The trainer will communicate with the coach and the parents about the injury evaluation and recommendations for future evaluation/treatment.

The procedure of reporting accidents in the interscholastic program should be as follows: Accidents which occur in the interscholastic program shall be reported on a Student Accident Report using the same criteria for reporting any other reportable accident. The coach must fill out the Student Accident Report and send it to the Main Office. This should be done immediately after an accident that requires a physician or hospital care. A copy of this student accident report with also be given to the Nurse and Athletic trainer for them to follow up with the student.

If the student requires release from P.E. or release from the sport, due to injury, a statement from the physician must be presented to the Main Office who will also share it with the Teacher, Coach, Nurse and Athletic Trainer.

No coach or athletic trainer will make appointments with doctors or chiropractors for players. This is the responsibility of the parents of the player.

### **Transportation to Extracurricular Activities**

All students who participate in extracurricular activities shall ride to and from the event on transportation provided by Lebanon Community Unit District #9 unless their parents/guardians sign them out with their coach. **Parents/Guardians may sign their own kids out after consultation with that sport's coach prior to transporting them home. Parents/Guardians need to sign them out in front of school personnel and are only allowed to take their own children home. Grandparents and friends are not allowed to legally take them home unless they have court appointed custody or pre-approval by the Principal.**

Any violation of this rule will result in the student not participating in the next event, or other disciplinary action will be taken.

### **Transfer Students**

Students that transfer to Lebanon Community School Dist. #9 must meet eligibility requirements established by the IHSA. Any student that transfers from another school district, and is under suspension or expulsion based on that district's athletic handbook policy, must complete the entire term of suspension or expulsion before being allowed to participate in any extra-curricular activity at Lebanon CUSD #9.

Any other issue that is not addressed in this handbook will be addressed on an individual basis by the Athletic Director, Administration and Board of Education.

**Important information for Athletes wanting to pursue athletics at the collegiate level:**

## NCAA Athletic Eligibility Course Requirements

### Division I:

Complete these 16 CORE courses

4 years of English

3 Years of Math (algebra I or higher)

2 years of natural/physical science (1 year of lab science if offered)

1 additional year of English, math, or natural/physical science

2 years of social science

4 years of additional core courses (from any category above, or foreign language, non doctrinal religion or philosophy

- You must also earn:
- A minimum required GPA in your core courses (based on a sliding scale)
- A combined ACT or SAT score that matches your core course GPA and test score sliding scale ( a listing is available online at [ncaastudent.org](http://ncaastudent.org))

**Division II:** A minimum 2.0 GPA and combined ACT score of 68 or SAT of 820

Complete (14 core courses) After August 2013, the requirements go up to 16 core courses (1 extra year of math, English, natural/physical science plus 1 extra core course)

3 years of English

2 years of math (algebra I or higher)

2 years of natural/physical science (one year of lab science if offered)

2 additional years of English, math or natural/physical science

2 years of social science

3 years of additional core courses (from any category above or foreign language)

### Division III:

These schools cannot offer Athletic Scholarships. Therefore they do not fall under the NCAA Eligibility Center. Contact the school or university for information regarding policies about admission and athletic eligibility.

## **Year-By-Year guide to be academically set for college:**

### **Grades 9 and 10:**

Take classes that match our core course listings. Develop strong classroom and study habits to set the tone for your academic future. Seek academic assistance for classes you may be struggling with or use summer school to catch up if you fall behind.

**Grade 11:** Register with NCAA Eligibility Center ([eligibilitycenter.org](http://eligibilitycenter.org)). Make sure your classes match the list of approved core courses. Register for the ACT or SAT and send results directly from the testing agency to the eligibility center (use Code 9999 as the score recipient) scores aren't accepted if reported on your high school transcript. Ask the guidance counselor to send your transcript to the eligibility center. Consult with guidance counselor to determine the number of core courses you need to graduate.

**Grade 12:** Take the ACT or SAT again if necessary. The best scores from each section are used to determine your best cumulative score, so retesting is beneficial. Make sure your core classes match the schools list of approved core courses. Complete the Amateurism Questionnaire; review responses and request final amateurism certification on or after April 1 if enrolling in the fall or October 1 if enrolling in the spring. Take Advanced Placement courses if you excel in the classroom. After graduation, ask your counselor to send your final transcript, including proof of graduation to the eligibility center.

## **Lebanon District #9 School District Athletic Handbook Sign-Off Sheet**

**I HAVE READ AND UNDERSTAND ALL RULES SET FORTH IN THE ATHLETIC HANDBOOK. BY SIGNING THIS DOCUMENT, I AGREE TO ABIDE BY AND FOLLOW THE POLICIES SET FORTH BY THIS DOCUMENT.**

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**STUDENT SIGNATURE**

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**PARENT/GUARDIAN SIGNATURE**

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**DATE**