

DANVILLE

Athletic and Activities Handbook

Revision 15

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Eligibility Policy and Rules - Middle School/High School

ACTIVITY ELIGIBILITY (Middle School/High School)

To be eligible for an activity:

- Students must be enrolled or dual-enrolled in school.
- Students must adhere to all academic requirements established by the school district.
- Students in athletics/activities must be under 20 years of age.
- Students in athletics/activities must be enrolled in high school for eight semesters.
- Students in athletics/activities must not have been a member of a college squad nor trained with a college squad, participated in a college contest, or engaged in that sport professionally;
- Students have met all transfer requirements [if the student is a transfer student] or are eligible under state law and regulations if the student is an open enrollment student.

Students may participate in as many activities as they desire, provided they meet the eligibility requirements of the activity and the school.

extracurricular ACTIVITIES AND ORGANIZATIONS

- extracurricular activities are any activities that will require a student to spend time outside the typical school day or involve any public appearances on behalf of the Danville Community Schools.
- All students are encouraged to participate in all extra/co-curricular organizations offered by the District.
- The following activities are available to our students and are covered under the Extra Curricular Eligibility Policies:
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Middle School Sports:

Baseball	Basketball	Cheerleading	Cross Country	Football
Soccer	Softball	Track	Volleyball	Wrestling

High School Sports:

Baseball	Basketball	Cheerleading	Cross Country	Drama
Esports	FCCLA	FFA	GSA	Football
Golf	Lego Robotics	Science Fair	Soccer	Swimming
Softball	Speech	Track	Trap Shooting	Quiz Bowl
Volleyball	Swimming	in		

APPLICABLE ACTIVITY PROGRAMS

The Good Conduct Code applies to all extracurricular activities, including:

- All athletics;
- All activity-sponsored events and clubs are not required for their grade.
- The spans covered are grades 7-8 and 9-12. There is no carryover between the spans

General Notes:

- The period of ineligibility attaches immediately upon a finding of violation if the student is engaged in an extracurricular activity and, if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity, performance, or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- Good Standing: An ineligible student must attend all practices or rehearsals but may not represent the school in performances, contests, or productions. An ineligible student must serve the ineligible period during the time they are participating in the extracurricular activity in which they participate. The athlete must complete the season or time period by meeting all activity requirements.
- Violation of Category I: Items 1, 2, 3, and 4 are combined in terms of the number of offenses; i.e., if a student violates Item I and later violates Item 3, the violation of Item 3 will be considered the second offense for the purposes of penalties. Violations of Category II are specific to each Item and should not be considered a subsequent offense to any other item in either category.
- If a student participates in more than one extracurricular activity at the time of the violation, they will serve the penalty in all activities during this period.
- If Danville is sharing programs with another school, the discipline will be agreed to by the ADs or administration.

ACADEMIC ELIGIBILITY (Middle School/High School)

Middle School:

- Eligibility will be reviewed at the end of each quarter throughout the year.
- If a student fails a class at the end of the quarter, they will be declared ineligible to participate in an extracurricular competition/performance for two academic calendar weeks of that active season or the Athlete's next sport season .
- Special education students or students covered by a Section 504 plan shall not be denied eligibility based on scholarship if the student is making adequate progress, as determined by the (HS Principal) towards the goals and objectives of the student's IEP or accommodation plan.

High School:

- Eligibility will be IAW, the IHSA, and IGHSAA (rules and policies) requiring any student involved in, or going to be involved in, extracurricular activities must pass all classes at the end of a semester.
- A student failing a class at the end of the semester will be declared ineligible to participate in extracurricular competition/performance for 30 consecutive calendar days in the activity because the student is considered a bona fide contestant.
- The 30-day period starts on the first available competition date or the day after grades are released.
- If it is related to Fine Arts, it will result in the first scheduled performance sitting out.
- The student must complete the season in good standing, or the 30 days remain on record until completed and will be carried over to the next activity.
- Special education students or students covered by a Section 504 plan shall not be denied eligibility based on scholarship if the student is making adequate progress as determined by the staffing team.

ELIGIBILITY DATES

Middle School:

- End of 1st Quarter
- End of 2nd Quarter
- End of 3rd Quarter
- End of 4th Quarter

High School:

- End of 1st Semester
- At the end of 2nd Semester

OPEN ENROLLMENT/TRANSFER ELIGIBILITY

- Open enrollment transfer and eligibility only affect students in grades 9-12.
- All students in grades 9-12 open enrolling into the school district, who are otherwise eligible (academics, age, semesters, etc.), shall only be eligible for participation in athletic activities during the first ninety (90) school days of transfer into the school district below the varsity level.
- The student below the varsity level would be eligible for varsity level participation on the 90-day at 4 pm. This rule does not apply to a student entering 9th grade for the first time starting a school year (unless they participated at the varsity level as an eighth grader SB/BB).
- A transferring student must enter in good standing. If the student has not completed a period of ineligibility at the previous school, the transferring student will remain ineligible until it's been served. The HS Principal and/or AD shall determine the facts of the violation in the prior district.

Good Conduct Policy

PHILOSOPHY BEHIND POLICY

- Participating in extracurricular activities at the Danville Community Schools is a privilege and an honor.
- These activities can add a great deal to a student's education by promoting good citizenship and moral character, developing discipline and skills necessary for personal success and well-being, and promoting the image and identity of the school and community.
- Students participating in extracurricular activities must conduct themselves appropriately on school grounds and away from the school.
- The responsibility of good conduct is an extension of the responsibility to represent the school and community appropriately.

STUDENT AGREEMENT

- Before any activity is permitted, all students who wish to participate in extracurricular activities shall receive, read, and sign a copy of the coaches/sponsor rules, indicating that they have read and understand.

PARENT AGREEMENT

- Before participation in any activity is permitted, all parents who wish to have their child participate in an extracurricular activity shall receive, read and sign a copy of the coaches/sponsors' rules indicating that they have read and understood JMC along with the Jr/Sr High School Handbook.

Good Conduct Provision

- To retain eligibility for participation in Danville Community High School extracurricular activities, students must conduct themselves as good citizens, both in and out of school, at all times.
- The Good Conduct Rule may be invoked upon notification by law enforcement, by observation of the infraction by school personnel, student admission of the infraction, or parental report.
- Violation reporters are to notify the activities director immediately of the violation.

Any student violates the Good Conduct Provision if they are found to have:

Category I

- **Item 1.** Possessed, used, or purchased alcoholic beverages (including beer and wine)
- **Item 2.** Possessed, used, or purchased illegal drugs (including steroids), or possessed, used, or purchased prescription drugs without proper authorization
- **Item 3.** Possessed, used, or purchased tobacco products or vaping products, regardless of the student's age
- **Item 4.** Engaged in any illegal act that would be grounds for arrest or citation (excluding minor offenses such as traffic or hunting/fishing violations) in the criminal or juvenile court system, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
- **Items 1-3 also include "look alike" substances.**

Category II

- **Item 5.** Displayed inappropriate, unsportsmanlike, or offensive conduct such as fighting, insubordination, or hazing/harassment of others
- **Item 6.** Engaged in vulgar, profane, demeaning, and/or harassing behavior on blog sites or other public domains that do not represent the Danville Community School district, its staff, or students in a positive manner.

- **Item 7.** If a student is serving a IN-SCHOOL OR OUT OF SCHOOL SUSPENSION they are not eligible to practice or participate in any activity. But if the in school suspension ends before the activity starts that student is eligible to participate.

Due Process and Penalties

- **Due Process:** The student shall be provided a hearing with the activities director and HS Principal. The student will be given an oral or written notice of the hearing. During the hearing, the student shall be confronted with the allegation and the basis of the allegation and allowed to present their side of the story. After reviewing the evidence, the activities director shall determine the student's status.
- **Penalties:** The following is a list of dispositions that may be invoked:
 - A student found not to have violated the Good Conduct Provision will not be subject to disciplinary action.
 - A student who has been found to have violated the Good Conduct Provision shall be penalized according to the penalties listed below.
 - Parents, guardians, relevant teachers, coaches or sponsors, and appropriate administrators will be notified of the disposition at the earliest possibility.

C. Reduction in Penalty Option: Admission/Self-Reporting and Behavior Agreement:

- If a student comes forward to a coach, administrator, or activity sponsor to self-report (admit) violations# 1 - #4 of the Good Conduct Provision within 24 hours (excluding Saturday and Sunday, in which the report must occur to school administration before 8:15 on Monday following the incident regardless if school is in session), and opts to enter into and complete a Behavior Agreement, the penalty may be reduced.
- The Behavior Agreement shall be written and shall include, but not be limited to, an oral apology for the student's behavior to the affected parties and restitution where appropriate.

For Category I, Items 1, 2, 3, and 4: Alcohol, Drugs, Tobacco, and Serious Misdemeanors

First Offense:

Penalty: Loss of eligibility for 33% of the contest/performance dates scheduled for that activity for the year. Calculation: $\frac{1}{\text{the total dates scheduled for that sport}} \times 100 = \text{A number that each contest date is worth for that season, or use the same formula for the next activity if it does not satisfy the 33\% requirement.}$ So if you have nine dates, $\frac{1}{9} = .11 \times 100 = 11.1$, $\frac{33}{11.1} = 2.97$ or 3 games

Penalty reduction option: Admission/Self-Reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty may be reduced to 20% (or at least one) of the contest/performance dates scheduled for that activity for the year

Second Offense

Penalty: Loss of eligibility for 67% of the contest/performance dates scheduled for that activity for the school year.

Penalty reduction option: Admission/Self-Reporting and Behavior Agreement:

- If a student meets the requirements of this option, the penalty will be reduced to 33% of the contest/performance dates scheduled for that activity for the year.
- If the violation is for Items 1, 2, or 3, the student must also elect to seek an evaluation from a recognized substance abuse facility at the student's or their parent/guardian's expense.
- The student must complete the evaluation and waive confidentiality to allow the facility to report back to the superintendent or designee regarding treatment or follow-up care recommendations.

- If treatment is recommended and the student elects to enter into a treatment program at their or the parent/guardian's expense, the hours of treatment may be counted.

Third Offense:

Penalty: Up to one calendar year of ineligibility

Penalty reduction option: none

Drama and All Other Activities:

First Offense:

Penalty: If involved in a production at the time of the violation, the student will be ineligible for the first performance in that production.

Penalty reduction option: Admission/Self-Reporting and Behavior Agreement:

If a student meets the requirements of this option, the penalty allows the student to participate only behind the scenes (not on stage) in that activity.

Second Offense:

Penalty: If involved in a production at the time of the violation, the student will be ineligible for participation in the current and subsequent production.

Penalty reduction option: Admission/Self-Reporting and Behavior Agreement:

- If a student meets the requirements of this option and is ineligible for the current production, they can only participate behind the scenes (not on stage) for the next production.
- If the violation is for Items 1 or 2, the student must also elect to seek an evaluation from a recognized substance abuse facility at the student's or their parent/guardian's expense.
- The student must complete the evaluation and waive confidentiality to allow the facility to report to the Superintendent or designee regarding recommendations for treatment or follow-up care.
- If treatment is recommended and the student elects to enter into a treatment program at their or the parent/guardian's expense, the hours of treatment may be counted.

Third Offense: The student will be ineligible for one calendar year.

Penalty: The student will be ineligible for participation for one calendar year.

Penalty reduction option: none

For Items 5 and 6: Inappropriate, Unsportsmanlike, or Offensive Conduct

- It will be the prerogative of the building-level administrator to assess contest or performance suspensions based on the breadth, depth, vulgarity, and severity of such acts.
- If the violation results in disqualification from a contest assessed by the game officials, the student will be suspended for the next contest date at the same competition level for the first violation; for the next two contest dates at the same competition level for the second violation; and for a third such violation, the student will be removed from the activity for the rest of the same season.

D. Appeals

- **Step 1:** The student or the parent(s)/guardian(s) may appeal within five days of the determination of the activities director by making a written notice of appeal to the building principal. The hearing shall be within seven calendar days of the receipt of the notice of appeal. The building principal shall make a written decision within 72 hours of the hearing.
- **Step 2:** If the student or parent(s)/guardian(s) are still dissatisfied, the student or the parent(s)/guardian(s) may appeal to the Superintendent within five days of the determination of the building principal by making a written notice of appeal to the Superintendent. The hearing shall be within seven

calendar days of the receipt of the notice of appeal. The Superintendent shall make a written decision within 72 hours of the hearing.

- **Step 3:** If the student or parent(s)/guardian(s) are still dissatisfied, a written appeal may be filed with the board secretary within five days of the determination by the Superintendent. The review by the board will be in closed session unless the student's parent(s) or guardian(s) (or if the student is 18 years old) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Provision, the student was given inadequate due process in the investigation and determination, or the penalty violates the Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.
- The school board shall make a written decision within 72 hours of the session.
- If the administrator's decision is reversed at any higher level, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

E. Decision-Making Guidelines

- The decision maker(s) will be vested with the discretion to impose a lesser sanction or penalty, including a reduction of the offense level if the decision maker(s) determine mitigating circumstances exist and the decision maker(s) sets the mitigating circumstances in writing.
- In this context, the decision maker means the building-level administrator, the Superintendent, and the school board.

SCHOOL ATTENDANCE

- Students participating in school activities must be in school by 12:30 pm on the day of the event to participate in the school activity (including practice).
- Medical and dental appointments are excusable if the HS principal and/or AD deems it.
- The principal and/or AD has the sole discretion in determining whether an absence will be excused.
- If the building principal and/or AD is gone, the acting principal and/or Superintendent will make the decision.

TRANSPORTATION TO SCHOOL-SPONSORED COMPETITIONS/PERFORMANCES/PRACTICES

- Coaches, athletes or activity participants must ride and use school transportation to all school-sponsored events. All exceptions must be cleared with the HS Principal and/or AD.
- Students may ride home with their parents, guardian or related family member if that person is 21 and over of age with the coach's permission and after being personally signed out with the coach at the event.
- If a student's parents/guardian has completed the pre-arranged transportation form and/or the HS Principal and/or AD has given pre-approval, the student may arrange different transportation TO/FROM an event. This must be an emergency related reason.

SUSPENSION

- If a student is suspended, the student will not be allowed to participate for a period of time (determined by the HS Principal and/or AD) in any extracurricular activity or competitions/performances.
- Transportation to these activities or competitions will not be available for the student.

STATE QUALIFICATION POLICY:

TEAM ONLY QUALIFYING SPORTS

BASEBALL	BOYS' BASKETBALL	BOYS' SOCCER	CHEER
FOOTBALL	GIRLS' BASKETBALL	SOFTBALL	VOLLEYBALL

- Only individuals that are on district/substate rosters will be financially supported and supervised by the school.
- Non-qualifiers may go as school participants (fans) and may use a school sponsored pep bus (if provided) or their own transportation.
- The school or boosters will not pay for non-qualifiers for hotel, food, admission, etc.

TEAM AND INDIVIDUAL QUALIFYING SPORTS

BOYS' CROSS COUNTRY	BOYS' GOLF	GIRLS' CROSS COUNTRY	GIRLS' GOLF	WRESTLING
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- Any individual state qualifier will be financially supported and supervised by the school. Also, suppose a team qualifies for state. In that case, any individual that competes in the state qualifying event (district, regional final, or substate) or a recognized alternate by state rules will be financially supported and supervised by the school as a school activity.
- Non-qualifiers may go as school participants (fans) and use a school-sponsored pep bus (if provided) or their transportation.
- The school or boosters will not pay for non-qualifiers for hotel, food, admission, etc.

INDIVIDUAL ONLY QUALIFYING SPORTS

BOYS' TRACK	GIRLS' TRACK	WRESTLING
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- Only individuals or relay teams with a recognized alternate by state rules will be financially supported and supervised by the school.
- Non-qualifiers may go as school participants (fans) and use a school-sponsored pep bus (if provided) or their own transportation.
- The school or boosters will not pay for non-qualifiers for hotel, food, admission, etc.

The Danville School District does not support fundraising for non-qualifiers to be financially supported to attend the state meet. The concern is an oversaturation of community fundraising and prioritizing the needs against the wants of school-sponsored programs.

PHYSICAL EXAMINATION AND CONSENT TO PARTICIPATE

- Annually each school year, students participating in athletics must provide the school district with a physical examination signed by the student's examiner and parent before participating in any sport.
- Failure to provide this signed form makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the Athletic Director.
- Coaches will monitor physical dates during the season.

CONSENT FORM (Authorization Consent for Medical Treatment and Concussion)

- Each school year, students participating in athletics must provide a school district with a completed and signed form by the student's parent/guardian before the student participates in any sport.
- Failure to provide this form makes the student ineligible.
- Coaches/sponsors must have each student's signed form in their possession during the entire season.

CONCUSSION AND BRAIN INJURY FORM (HEADS UP)

- Each school year, the IHSAA and IGHSAA require an informational sheet on every student filled out and signed by the student and parent/guardian as proof that they have received information on concussions before participation.
- Coaches will monitor concussion RETURN TO PLAY dates during the season if needed.

ABSENCES FOR SPECIAL EVENTS

- If a team and/or group of students are planning a trip for a special event during school hours, it is the responsibility of that coach/sponsor to hand out and collect the blue sheets.
- The coach will be responsible for turning them into the office before the trip.

EARLY DISMISSAL DUE TO WEATHER (Middle School/High School)

- When students are dismissed early due to inclement weather and bad roads, all practices for the day and evening will be canceled.
- If a competition/performance is scheduled for that evening, it is **TBD by the Superintendent, AD, and Coach/Sponsor.**

ALL-DAY WEATHER CANCELLATION

Middle School

All practices and competitions/performances are canceled for the day and evening.

High School

Practices, Competitions,/Performances are **TBD by the Superintendent, AD, and Coach/Sponsor**

LETTERING PROCEDURES

The criteria for lettering in your sport or activity are determined by the coach or sponsor of that activity.

- **HS Level:**
 - First-time letter winners will receive a “D” letter (only once), a pin of that sport, a bar, and an award certificate.
 - After that, letter winners receive a bar and an award certificate.
 - Non-letter winners receive a participation certificate.
- **MS Level:**
 - Participation certificate

COACHES INFORMATION

VOLUNTEER COACHES: Approved by the school board

Volunteer coaches are encouraged to help give additional instruction and general help to the programs. We commend any adult who gives of their time to our youth. A volunteer coach can hold practice with no other coaches present as long as their board Approved and has a current coaching endorsement.

To be a volunteer coach, the following conditions must be met:

- Must have valid coaching endorsement on file at the administration building.
- board approved
- Must be a positive role model around our youth.
- Must have the skills and expertise needed by the coach.
- The head coach must provide a written list of responsibilities that each staff member will be responsible for to the AD.

ABSENCES

Excused Absences (no consequences)

Requires Prior approval from the coach if possible.

- Physical Therapy- with a medical note
- Dental/Ortho appointment - with a medical note
- Counseling appointment - with a medical note

- Medical Reason- with a medical note
- Teacher time/ academic responsibilities - with notification from the teacher or principal
- Wedding
- Funeral or Death in the family
- Illness when absent/ dismissed from school
- Family Graduation
- School Activities

Unexcused Absences

Requires prior conversation with the coach.

- Family Vacation
- Church Event
- Mission Trip
- Job
- Anything not listed as excused

Consequences for Unexcused Absences:

- 1st offense:
 - Coaches decision
- 2nd offense:
 - One contest
- 3rd offense:
 - Two contests
- 4+ offenses:
 - Two contests for each unexcused offense

Unexcused absences are by consecutive days missed.

Examples:

- Family vacation pre-approved with the coach for Monday- Friday equals 1st offense.
- The person who decides to stay an extra day and misses Saturday practice equals 2nd offense.
- If a player misses Monday because of XXXXX, then also misses Tuesday practice for no reason would equal two separate offenses.

The Iowa High School Sports Association has issued a non-contact period between the coaches and sponsored athletes during the last week of July. This is an excellent opportunity for vacations or travel.

Cell Phone usage:

- Coaches should contact students and their parents through the school district's technology or phone system if possible, unless in the case of an emergency or with the prior consent of the principal.
- Coaches should not release their cell phone numbers, personal email address, etc., to students or their parents.
- Coaches or sponsors of activities may create a text list of students and parents to communicate more effectively as long as the texts go to ALL students and the AD is included in the text address list.

Team Rules

- At the beginning of the extracurricular activity, the teacher, coach, or sponsor may provide each student with additional team rules (activity-specific), but this will not supersede the Activity Handbook.
- The teacher, coach, or sponsor should explain the rules to the student and parent guardian(s) at the mandatory parent meeting and have the student and parent sign them, saying they understand and agree with them.

ATHLETE ACCOUNTABILITY: If a student quits a particular activity or sport during the season that Student will be required to have a meeting with the parents/AD/Head coach prior to ever returning to play that sport again and will be on a last chance agreement with that coach.

PRACTICE ATTIRE:

Females:

- Approved by the Head Coach

Males:

- Approved by the Head Coach

GAME/EVENT ATTIRE

- Uniforms will be handed out to the ATHLETE and only be worn by the athlete (uniforms are school property).
- It will be the Athletes responsibility to return the uniforms promptly and in the same condition as received.
- The uniforms or warm ups worn on the floor or field will be approved by the administration team prior to purchasing.

SCHOOL-SPONSORED CAMP REGULATIONS

- Summer sports camps are encouraged but not mandatory. Holding a sports camp is at the discretion of the head coach.
- Money raised for the camp must either go through the school's accounting system, or the sponsor will need to have insurance and rent the gyms. Money raised may also go directly into booster team camp accounts.
- Schedule the camp dates and times through the AD.
- Coaches must turn in the camp information to the Athletic Director.
- Students from other districts may attend Danville Sports Camps.
- The goal of the sports camps is to increase and develop the skills of the individual students.
- The maximum time of the camp is five (5) days, and each day can be no longer than four (4) hours in length unless the AD grants special permission.
- The coaching staff at the camp must be pre-approved by the AD.

RECREATIONAL GYM

- The coach shall not engage in any coaching or participation during the supervision of the recreational Gym.
- Attendance at a recreational gym is voluntary.
- Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students before the legal practice period for that coach's sport.
- A recreational gym shall be posted on the general student information bulletin board and shall be signed or initialized by the AD.
- Participation by students who are already involved in an in-season sport shall be at the discretion of the coach of the in-season sport. Proper ethics and communication are expected between the coaches/sponsors involved.
- Recreational Gym during the summer months will follow the guidelines determined by the IHSAA and District policy.
- If a coach intends to run recreational gyms, that coach needs to know the guidelines for that gender and sport.

COMMUNICATION WITH STUDENTS AND PARENTS/GUARDIAN

- Good communication with students and parents is vital to a strong activity or sports program.
- It is the expectation that a preseason mandatory parent/student meeting occurs so that students and parents understand your organization, rules, and expectations and have an opportunity to ask questions.
- Coaches and/or sponsors may communicate with the students and/or parents by text.
- Coaches are expected to keep the AD informed of all activity.
- If an athlete is about to get dismissed from a team, the coach/sponsor must reach out and let the athlete and Parent know they are on their last chance before it happens.

SHARED ATHLETE

Sharing an Athlete in multiple sports is acceptable as long as both coaches agree and develop a written plan (addressing practice and event participation) that will need approval by the athletic director before the first event.

PRACTICES

- Coaches are expected to hold regularly scheduled quality practices. Have well-thought-out practices that are organized and meant to improve participants' skills.
- In cooperation with local churches, NO ACTIVITIES will be held after 6:00 PM on Wednesday evenings during the school year unless the Superintendent and/or the AD have granted. Sunday practices are allowed after 1pm .
- See the **"Poor Weather Athletic Policy"** when school is canceled or dismissed early in this handbook.
- Following practice time/games, all coaches and sponsors are responsible for ensuring that all their students have rides and have left the building. Under no circumstances shall any student be left waiting for a ride home without proper supervision or the building left unsecured.
- Individual Coaches and Sponsors may establish additional policies. All additional policies must be clearly stated in writing, approved by the AD, and distributed to students and their parents before the rule is enforced but will not override the athletic handbook.
- Coaches are expected to be the first person at practice and the last to leave.

SENIOR NIGHT

- Seniors will be recognized at the last regular season game/event held at home. The following three items will be read: Name of participant- parent/guardian -Plans after high school.
- Students will receive a questionnaire to provide the necessary information.
- It is the student's responsibility to return the form on time.

SUPERVISION OF TRANSPORTATION

- Coaches and Sponsors must ride and supervise the students to and from the events unless cleared with the HS Principal and/or AD in advance.
- Coaches and Sponsors are responsible for ensuring that the vehicle is clean after returning from the trip.
- Coaches and Sponsors are responsible for ensuring that all students adhere to proper transportation rules.

LOCKER ROOM

- Lockers will be provided for athletes while the season is in session.
- Advise athletes to padlock their lockers whenever they are not there. The school and coaches are not responsible for lost items due to unlocked and unattended lockers.
- Students are responsible for providing their own locks for their athletic lockers. The padlock may be a key lock or a combination lock.
- The school reserves the right to cut padlocks off lockers if deemed necessary. In such cases, the school will secure the student's equipment and clothing in the locker.
- Coaches/Sponsors are responsible for daily inspections of the locker rooms after all practices/events.
- The coach should always do an end-of-practice/game walk through to verify all is good.

USE OF MEDIA

- Varsity Coaches and Activity Sponsors are responsible for seeing that recognition is given to their teams, athletes, or participants by use of the media.

INJURIES

- Coaches must complete an "Accident Report Form."
- Coaches must Communicate with the parents of an injured player and continue to communicate throughout the healing process until the student returns to play utilizing voice phone.

UNIFORMS AND EQUIPMENT

- Coaches will maintain proper equipment and uniform inventories. The coach shall take a preseason inventory and a postseason inventory. A record of the uniforms and equipment issued to students shall be maintained. Equipment and uniforms shall be numbered or labeled to be appropriately identified. Coaches are responsible for getting equipment out and putting it away.
- The Coach shall notify the student's parent(s) if their equipment/uniform is lost.
- Students who do not turn in school-issued equipment or uniforms in one activity will not be issued equipment or uniforms in their next activity nor allowed to participate until that equipment/uniform is returned to the school or the student pays for the replacement cost.
- All warm-up and game attire worn on the floor or field will be approved by the administrative team prior to purchasing.
- It is the coach's responsibility to collect all the uniforms handed out at the end of the season and put back in storage.

ORDERING/PURCHASING

- All ordering for the school-sponsored activities must be done with a purchase order and must have a purchase order number/pre-approved by AD.
- All school orders (uniforms and equipment) must go through the following PO process:
 - Fill out Purchase Order Form ***before ORDERING***
- Any item purchased without an approved and numbered purchase order will be at the expense of the coach/sponsor.

SCHOOL SPONSORED FUNDRAISING

Fundraising, unfortunately, has become a necessary part of supporting sports and activities. Gate receipts do not cover the total expenses of school sports and activities. Some sports and activities bring in trim or no gate at all. Expect to do some fundraising for specific items; however, the administration will regulate the number of fundraisers.

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- Before committing to the fundraising activity, all fundraisers must be cleared with the H.S. Principal/School board.
 - All monies earned from the fundraiser must be turned over to the school or put into the booster account for that sport. (Accusations of fraud are avoided by doing so.)
 - Each sport is allowed to raise twice per year.
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CONCESSIONS

The booster club will manage it, and parents are encouraged to work.

RULES, RESPONSIBILITIES, AND ROSTER

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- Coaches/Sponsors must provide the A.D. with a copy of their team roster and additional rules before the season.
 - This Athletic Handbook will supersede all rules.
 - The A.D. will give the Coach a document that reflects who has current physicals/consent and concussion forms after the coach has a chance to gather the information.

- The coach will be required to request and collect the missing documents from the athlete before they can participate.

DURING OR AT THE END OF THE SEASON EXPECTATIONS

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- Complete Quick Stats and schedules/rosters IAW IHSA requirements during the season
 - At the end of the season, complete the officials' recommendations
 - Provide an "End of Season Report" at the end of your season. These statistics help with the information needed.
 - At the end of the season, secure all equipment and provide an inventory sheet.
 - Schedule an end-of-the-year interview with the A.D.
 - The coach will notify the A.D. of the level of award needed for the athlete and any school records broken.
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The Danville Community School District is an equal opportunity/affirmative action employer. Notice of Non-discrimination: It is the policy of the Danville Community School not to discriminate based on race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed in its educational programs, activities or employment policies in compliance with Title VI and VII of the 1964 Civil Rights act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

This district's policy is that the curriculum content and instructional materials reflect the cultural and racial diversity in the United States and the variety of careers, roles, and lifestyles open to women and men in our society. One of the objectives of the comprehensive curriculum and teaching strategies is to reduce stereotyping and eliminate bias based on sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of each individual's rights, duties, and responsibilities as a member of a multicultural, nonsexist society.

GUIDELINES FOR GYM USE

Teams or groups wanting to use the elementary gym shall apply with the JH/ HS Office, Athletic Director (JH/HS), or Alice McLeland (Elem gym/ commons) by emailing or calling for approval. **You must provide insurance and rent the facility for \$20/hour or \$100/ day if not a school team/club.**

1. The team will be notified within one day of approval or disapproval.
2. If approved, teams or groups must request gym times/days by email to kirk.soukup@danvillecsd.org
3. Steps to view the Danville Gym Calendar: Go to www.danvillecsd.org.
Menu - Athletics - Scroll to the bottom of the page - click on "Click here to Access the Gym Checkout Calendar."

School-sponsored events/activities will always take precedence. Please review the event calendars on the Danville website DAILY as they will supersede gym schedules.

The gym is available as follows:

6 PM - 9 PM Monday, Tuesday, Thursday, & Friday.

Saturday 10 AM-4 PM, Sunday 1 PM-7 PM (unless there is a home event.)

Open gym or practice **priority** for the JH/HS/Elem. Gyms will be as follows:

1st Priority: Danville JH/HS teams/Fine Arts with sports/activities in season

2nd Priority: Danville sponsored YMCA, Rec Assoc. or Club teams with sports in season

May reserve gym **ONLY** twice per week & **ONLY** 1 hour/ day

3rd Priority: Danville JH/HS sponsored sports/Fine Arts out of season.

During school: 2 times per week + weekends for 2 hours max.

Summer: 3 times per week + weekends for 2 hours max.

4th Priority: Danville sponsored YMCA, Rec Asso., or club teams with sports out of season.

May reserve gym **ONLY** twice per week & **ONLY** 1 hour/ day

A Danville adult or Danville coach **MUST** be present to supervise the teams or groups and will be the last to leave. **Students can not be left without adult supervision and MUST stay in the gym!**

Priorities 1-3 will reserve the gyms under the direction of the Athletic Director or Alice McLeland

Anything not falling under priorities 1-3 must be scheduled and approved by the Athletic Director. It will require proof of insurance and gym rental at \$20/hour or \$100/ day.

NO team, group, or person will be allowed to use school equipment.

Gym Assignments (Basketball)

K-6th grades MAY be approved to reserve the Elementary Gym.

7th- 8th grades MAY be approved to reserve the J.H. or Elementary gyms.

9th-12th grades MAY be approved to reserve the H.S., J.H., or elementary gyms

If the team or group has multiple ages, a gym will be assigned whatever best fits the average age.

Off-Season Workouts:

JH/HS softball, JH/HS baseball, H.S. golf, JH/HS Soccer, and JH/HS football will be held in the Elementary Gym. It can be Sat & Sun for 1 hour.

H.S. Basketball, JH/HS Track & H.S. volleyball will be held in the H.S. or J.H. Gym.

J.H. basketball & Club volleyball will be held in the J.H. gym.

Teams or groups must dry mop and pick up the gyms and/or restrooms at the end of practice.

These guidelines will be following the Board Policy Code no 906.1

Acknowledgment of Receipt

I acknowledge that I have received or can access a copy of the ATHLETIC HANDBOOK available at www.danvillecsd.org.

I understand the Handbook contains essential information about the district and my role, responsibilities, and duties as an employee. I acknowledge that I am expected to be familiar with the contents. I also understand that I should consult Kirk Soukup, Athletic Director, with any questions I have about the contents of the Handbook or any questions that I feel were not addressed. Furthermore, I understand that the Handbook is a general source of information and may not include every possible situation. Finally, I acknowledge that the Handbook is not intended and does not constitute a contract between the Danville Community School District and its employees. The Athletic Handbook supersedes all other team rules if there is a discrepancy between the two.

COACH'S Signature

Date

COACH'S Name (Printed)
