

# Pana High School



## Handbook for IHSA-Sanctioned Activities

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Current Edition: 5/8/25 (Amended) & \_\_\_\_/\_\_\_\_/25 (Approved)

**2025-2026 School Year**



### **Handbook Revision History**

adopted 6/17/02  
\*\*\*amended 6/16/03  
\*\*\*amended 5/20/05  
approved 6/20/05  
amended & approved 6/19/06  
amended & approved 6/18/07  
amended & approved 6/16/08  
approved 6/15/09

approved 6/21/10  
amended & approved 6/20/11  
amended & approved 6/18/12  
amended & approved 6/17/13  
amended & approved 6/16/14  
amended & approved 6/22/15  
approved 6/20/16  
amended & approved 6/19/17

approved 6/18/18  
amended & approved 6/17/19

amended 5/18/21  
amended 6/3/2

# PANA HIGH SCHOOL HANDBOOK FOR IHSA-SANCTIONED ACTIVITIES 2025-2026 School Year

Opportunity for participation in Illinois High School-Sanctioned (IHSA-Sanctioned) competition is available to all youth who attend Pana High School. Participation in IHSA Sanctioned activities contributes to health and happiness, physical skill, emotional maturity, social competence, and moral values. Lessons learned through competition include respect for oneself and others, self-discipline and self-sacrifice. The spirit of play

and the will to win are valuable to the development of a healthy mind.

IHSA-Sanctioned competitions are a wholesome equalizer because individuals are judged for what they can do, not on the basis of unfair characterizations, such as the social, ethnic or economic group to which the participants' families belong.

Participation in IHSA-Sanctioned competitions is a *privilege and not a right*. IHSA Sanctioned programs are not part of the regular academic program of the school district. Participants and their parents/guardians' must accept the responsibilities that go with that privilege, as a condition to participation. Among other things, participants are required to maintain high standards of personal conduct both in and out of school. The participant's failure to abide by the requirements of this handbook may result in severe sanctions against the participant, up to and including permanent removal from further participation in all IHSA-Sanctioned activities for the remainder of the participant's career at PHS.

The board of education, the administration, and the coaches/sponsors have adopted this handbook, which is applicable to all program participants. In addition to members of the sports and other competition activities sanctioned by the IHSA, this policy applies to scholastic bowl team members, music/band members, cheerleaders, managers, and statisticians who are included within the meaning of "participant" or "program participant" as used in this handbook.

*This handbook and requirements for program participants may be modified at any time by the Board of Education, or in unusual circumstances, by the athletic director, high school principal or superintendent, in their sound discretion.*

*This handbook is not a contract, and does not establish any rights to participation. All*

*Parent/Student Handbook rules and regulations apply to program participants.*

### **IHSA ATHLETIC HANDBOOK PRESEASON MEETING**

- The purpose of the athletic handbook pre-Season meeting is to promote cooperation and better understanding of the philosophies, rules, goals, and objectives of the IHSA-Sanctioned program. It is highly recommended that a parent/guardian and *mandatory* that the program **participant** attend the Athletic Handbook pre-season meeting. Parental attendance is strongly encouraged, so that parents and participants are fully aware of the requirements of this handbook and can assist and guide participants in complying. However, if a parent/guardian does not attend the pre-season meeting, all the rules, requirements and conditions of this handbook nonetheless apply to the participant and his/her parents/guardians.

Four (4) athletic handbook meetings will be held for participants and parents/guardians. There will be two in June and two in July. Even if the participant is only playing a spring sport, he or she must attend.

The PHS Handbook for IHSA-Sanctioned Activities applies to all years in which a student attends Pana High School. The athletic handbook must be reviewed annually by the parent/guardian and the participant, and acknowledgment of handbook receipt and review must be signed yearly by a parent/guardian and the participant in the presence of a school staff member.

### **IHSA-SANCTIONED ACTIVITY TEAMS**

- Students will be eligible to participate in an IHSA-Sanctioned activity according to participation requirements approved by the IHSA.

### **IHSA-SANCTIONED ACTIVITIES OFFERED AT PHS**

- Pana High School offers the following IHSA-sanctioned activities for boys and girls: Boys football, boys soccer, girls volleyball, boys cross country, girls cross country, boys golf, girls golf, boys basketball, girls basketball, girls bowling, bass fishing, boys baseball, girls softball, girls soccer, boys track, girls track, football cheerleaders, basketball competitive cheerleaders, Scholastic Bowl, and IHSA-Sanctioned music contests/activities. Most of the activities listed participate in full interscholastic schedules, both conference and non-conference. Many are also eligible for competition in the state-sponsored tournaments at the conclusion of the activities' regular season.

### **IHSA BY-LAW 3.020 SCHOLASTIC STANDING**

- Students must have fewer than 2 F's to be considered eligible for the week. If a student ends with 2 F's for the semester, he or she will be ineligible for the next semester of play.
  - Example: A girl playing basketball ends the first semester with two semester averages of F, the athlete will not be eligible to participate in any sports, including basketball, for the second semester due to her grades.

### **ACADEMIC ELIGIBILITY REQUIREMENTS**

- All program participants must fulfill the scholastic standing requirements as stated in the Pana

High School Parent/Student Handbook (Extra-Curricular Activities, pages 57-59). Students receiving two or more F's for a semester average each week will be deemed ineligible to participate in contests.

- An eligibility report is compiled weekly and is a cumulative semester grade. *Any student with a grade of "F" in a class for two (2) consecutive weeks must attend tutoring on Tuesday's and Thursday's using the designated options below until the grade has been brought up.*
  - Any student who is academically ineligible for three (3) weeks, in total, may be removed from the team by the coach, athletic director, and/or principal.
- **Tutoring Options**
  - The high school day begins at 8:00 AM for all freshmen and those students who are designated as When In Need (WIN) students. If a student does not have to attend school until 8:25 AM, he or she is able to attend tutoring during this time.
    - If a student is required to be in WIN time or is a freshman, he or she **does not** have an option to attend tutoring in the morning.
  - WIN time (8:00-8:25 AM) tutoring can be done all five days of the week; the ATHLETE must report to tutoring, Mrs. Patton, in order to receive credit for attending tutoring.
  - After school tutoring will be done on Tuesdays and Thursdays ONLY from 3:30-4:00.
    - students who are required to attend tutoring and are freshmen or WIN students must utilize this time or it will be considered skipping tutoring.
    - any student who could come in the morning, but did not attend morning tutoring must attend afternoon tutoring on Tuesdays and Thursdays.
  - Irregular Instances
    - If a student is not eligible for tutoring during WIN time and is still able to participate in contests, only 1 F for the week, has a contest on Tuesday and/or Thursday and cannot attend tutoring, he or she will still owe a tutoring date (or tutoring dates) that is rolled over to the next week.
      - If the athlete is required to attend tutoring the following week due to having one or more F's, the missed tutoring events from the previous week do not cancel out, they are rolled to the next week until the student has served all tutoring sessions required due to his or her grades.
- **Skipping Tutoring**
  - Any athlete who fails to serve their assigned tutoring and is classified as skipping tutoring, shall receive:
    - a one game/match suspension to be served at the next contest after the violation is found and must sit out of all practices during the week the suspension occurs in.
- The reasoning behind the more severe approach to tutoring is to put the student first in "student-athlete". Academics should be a priority for all of our students.

### **DUAL SPORT ATHLETE REQUIREMENTS**

- Any athlete who wishes to play multiple sports during the same season must have signed consent from both coaches involved. (Example: Football – Boys Soccer, Baseball/Softball – Track, etc).
- It must be agreed on by both coaches and will be a case by case basis.
- If the athlete is allowed to be a dual sport athlete, they must declare which sport is their primary in the event that both sports have a competition on the same date. Competitions take precedent over practices no matter what sport is primary/secondary.
- Forms for consent can be picked up from and returned to the athletic director.

### **GENERAL RULES & REGULATIONS**

1. All IHSA Athletic program participants must be covered by school insurance, or the parent/guardian must sign an insurance waiver verifying that the student is covered by insurance which will cover accident, illness or injury resulting from participation in programs covered by this handbook.
2. All IHSA Athletic program participants must have a physical as required by the IHSA.
3. Each program participant and his or her parent/guardian must sign an acknowledgment of receipt of this handbook, and that the participant and parent/guardian are bound by its terms yearly before participation will be allowed.
4. Any program participant who is absent from school the last three (3) clock hours of the day will not be permitted to practice or participate in the IHSA-Sanctioned contest that same day, and will not be allowed to make the trip to an "away" event on the bus. EXCEPTION: Dentist or doctor appointment, funeral or other excuse, if approved by the principal and/ or athletic director.
  - a. Mental Health Days are ABSENCES, athletes **may not** use a Mental Health Day and then come to practice or contests that day.
5. Any program participant who is absent from school without parental consent will not be allowed to participate in the next IHSA-Sanctioned contest.
6. Program participants serving a full-day of AES or out-of-school suspension during the season will not be allowed to participate during the AES or suspension. If a contest does not occur during that time, the participant will not be permitted to participate in the next contest.
7. Any program participant who does not dress out/participate in physical education or physical enhancement class on the day of a contest will not be allowed to participate in that contest.
8. Program participants needing to miss a practice are required to consult with the coach/sponsor prior to the absence unless it is an emergency.
9. All program participants are to wear school-issued equipment. The school-issued equipment may not be worn outside the IHSA-Sanctioned activity without the permission of the coach/sponsor.
10. Program participants are responsible for equipment and must pay the replacement cost of the equipment assigned or provided to that participant which becomes lost or damaged.
  - **All uniforms and equipment must be turned on or before the awards banquet or you will not receive your awards and failure to do so will result in a monetary fine being assessed.**
11. When en route to and from a scheduled IHSA-Sanctioned contest, and in the presence of the public, program participants not attired in team uniforms should dress to the standards set by the respective coaches/sponsors.
12. The coach's/sponsor's offices and training rooms are "off limits" to students unless they have been given permission by the coach/sponsor to enter.
13. Program participants may lift weights only if a staff supervisor or coach/sponsor is present in the weight room **and this includes activities in the gym.**
14. Locker rooms should be left in an orderly fashion.
15. When school is closed or dismissed early due to inclement weather, any IHSA Sanctioned practice will be cancelled (this includes open gyms). It shall be the determination of the administration and the school in which the contest involves if a game/match will be held on such days. ~~shall be held only with the consent of the athletic director or principal. The coach/sponsor may instead hold a voluntary practice (varsity only) with administrative approval.~~
16. Program participants who are not eligible to participate may **not** be dismissed early for any IHSA-Sanctioned activity.
17. Program participants quitting a squad for non-medical reasons after the first IHSA Sanctioned competition may not participate in open gym or start a new IHSA-Sanctioned activity until the



season of the activity the student quit is completed.

18. All program participants are expected to ride the school-provided transportation to and from the IHSA-Sanctioned activity. EXCEPTION: A coach/sponsor may allow a participant to ride to or from the contest with his or her parent/guardian.
  - A note signed by the parent/guardian, stating the participant wished to ride with his/her parent/guardian must be given to the coach/sponsor in advance.
  - The coach may require the participant to ride with the team despite the note.
  - Grandparents may sign their grandchildren out IF a note from the parent stating such permission to the grandparents has been given for the athlete to ride home with them. This note must be signed by the parent/guardian and must be kept by the coach.
19. Program participants are required to follow any additional rules and regulations established by the coach/sponsor or the athletic director in that IHSA-Sanctioned activity.
20. Athletes must attend the end-of-season banquet to receive awards (unless previously discussed and approved by the coach).
21. Athletes **will not be allowed to join** any team after the 5th day of practice (when IHSA participation survey is required) unless the participant's current sport is in IHSA State Series Playoffs.
- **Program participants who violate any of the General Rules & Regulations may receive consequences that range from a verbal warning up to removal from the program. Additional consequences can be found in the PHS Parent/Student Handbook.**

## **INJURIES**

1. In the case of injury the coach/sponsor may require the program participant to attend practice, but participation is at the discretion of the coach/sponsor.
2. Any injury or illness shall be immediately reported by the participant to the coach/sponsor. The school nurse and principal shall be notified as soon as possible.
3. If an individual has any special medical conditions and/or treatments that might impact the program participant's ability to compete and/or practice, relevant information must be provided by the parent/guardian in writing and placed on file with the school nurse. Relevant information includes any requirements for medication, limitations or restrictions, and, if relevant, signs or symptoms coaches should be aware of to alert the coach/sponsor to the participant's distress or needs.
4. It is the responsibility of the program participant to bring to the office a written release from the doctor allowing the participant to return to competition/practice if that participant has had an injury or illness precluding or limiting participation. The office will keep such a release on file.

## **PROHIBITED CONDUCT**

- Violations of rules of this handbook are prohibited. Sanctions for violations of prohibited conduct are cumulative during the entire course of the participant's high school career. Violations by junior high school students of rules applicable to them will not carry over to high school participation, unless, in the opinion of the athletic director, principal and superintendent, the misconduct was gross or extreme. For purposes of this athletic handbook and its provisions, an eighth grade student will assume high school status the day after completion of junior high school.
- The rules of prohibited conduct apply *at all times and in all places* following completion of junior high school, including during school holidays and vacations, and no matter where the violation occurs.

1. **Possession** or consumption of tobacco, **vaping**, alcohol, or controlled substances. Controlled substances include those not legally obtainable, those legally obtainable but not legally obtained, those being used in a manner other than prescribed (such as a prescription drug being possessed or consumed by a participant when not prescribed for the participant). Possession or use of any other item or substance which is contrary to law.
2. Being present when minors are in possession of or are consuming any alcohol, drug or substance prohibited in rule 1 above.
3. Engaging in conduct which violates the law.
4. Engaging in conduct which is grossly unsportsmanlike, in the opinion of the coach/sponsor and athletic director.
5. Engaging in conduct which brings disrepute to the participant, the team or Pana Community Unit School District No. 8 in the opinion of a coach/sponsor and the athletic director.
6. Violation of any additional rules established by the coach/sponsor in respect to participation in a particular activity.
7. ~~Violations of the rules of conduct applicable to students of Pana High School as stated in the Parent/Student Handbook.~~ **School referrals that are categorized as "major" in Lumen.**

- *In addition to any other penalty, a coach/sponsor may suspend a participant from a team, which, in the opinion of the coach/sponsor is justified by the student's conduct, and is in the interest of the participant or the team. Suspension from the team involves removal from the actual IHSA-Sanctioned competition. The coach/sponsor may require a participant to practice during a period of suspension from the team.*

The following guidelines shall apply for violations of **PROHIBITED CONDUCT 1-7** above. However, the penalties for violations of the rules may be modified at any time by the Board of Education, or in unusual circumstances, by the athletic director, high school principal or superintendent, in their sound discretion. In all other cases, the penalty is left to the sound discretion of the coach/sponsor and athletic director. It should be noted that an athlete must be academically eligible to serve a suspension.

1. The first (1<sup>st</sup>) offense shall result in a 1/3 suspension of the regularly scheduled competitive season (this includes all in-season tournaments). Example: If the first violation occurred during football and nine (9) games were scheduled, the participant would be suspended for three (3) games. If the first violation occurred
  - a. Example) During track and eighteen (18) meets were scheduled, the participant would be suspended for six (6) meets. Any suspension not completed will carry over to the next competitive season for that participant. The suspension will be based upon the higher level at which the participant practices and participates, and will encompass all IHSA-Sanctioned contests in-between. Suspensions may carry over into post-season play.
  - b. FIRST OFFENSE HONESTY POLICY - Any student who admits a violation in which he/she participated to the head coach, athletic director, principal, or assistant principal may have his/her suspension lessened to 1/6. The honesty policy is in place for the first offense only, and shall not apply if in the opinion of the coach/sponsor and athletic director, the misconduct was extreme, particularly dangerous or particularly offensive.
2. The second (2<sup>nd</sup>) offense shall result in a 2/3 suspension of the regularly scheduled



- a. competitive season (*this includes all in-season tournaments*). Example: If the first violation occurred during football and nine (9) games were scheduled, the participant would be suspended for six (6) games. If the first violation occurred during track and eighteen (18) meets were scheduled, the participant would be suspended for twelve (12) meets. Any suspension not completed will carry over to the next competitive season for that participant. The suspension will be based upon the higher level at which the participant practices and participates in and will encompass all IHSA-Sanctioned contests in-between. Suspensions may carry over into post-season play.
- ***Any participant serving a 1<sup>st</sup> or 2<sup>nd</sup> offense suspension must continue to attend all practices (unless otherwise directed by the coach). The participant may not wear his/her uniform to school or any game, and is expected to attend all games (unless otherwise directed by the coach).***
  - ***Exception: The participant will not attend games that involve leaving school early. The participant must ride the bus to and from out of town games during the suspension. The participant must attend tutoring if he/she is failing a class.***
3. A third (3<sup>rd</sup>) offense will result in termination of all the participant's IHSA Sanctioned activities for the balance of the participant's career at Pana High School.

***Passage of time, such as the end of one school year and the beginning of the next school year, has no effect on a participant's prior violations. Each violation carries forward through the participant's entire high school career.***

- Example: A participant commits a violation in her freshman year. The participant commits a second violation during her senior year. The second violation is treated as the second offense.
- Any participant who has served, or will serve a suspension, is not eligible for All Conference nomination, Booster Club Awards, GPA Awards or for an MVP award during the season in which the suspension occurs. Additionally, if the participant is a captain of the team, he/she will lose the title of captain for that season. This includes any suspension which carries over from one activity to another.
  - Example: A participant commits a violation during volleyball season in the fall semester. The suspension is longer than the remaining contests in volleyball. The next activity in which the participant participates is track in the spring semester. The participant is ineligible for any all-conference, MVP award or captain status in volleyball, and, because the suspension was not completed in volleyball, it carries forward into the track season, and she is ineligible for those awards in that track season also.
- The athletic director may preclude a program participant's participation in an activity when it appears that the participant has no real interest in the activity, but has signed up for the activity as a manipulation to avoid suspension or other sanction in an activity in which the student does have actual interest. Participation in the bass fishing season does **NOT** fulfill the obligation of an athletic suspension. ***If the participant is allowed to participate in another IHSA activity they must attend all practices, games, and remain in good standing in order for the suspension to count for the handbook violation.***
- If a parent/guardian or a participant has knowledge of rule violations, each has an obligation to report it to the coach/sponsor. Failure of a participant to report is in itself a violation of these rules and may result in sanctions to be imposed by the coach, including suspension from the team. Failure of a parent/guardian to report the violation to the

coach/sponsor may result in removal of the parent/guardian from attendance at contests, in accordance with school board policy.

- A suspension may be adjusted by the administration whenever contests that occur during a student's suspension are cancelled or postponed, so that the student is not penalized excessively.

### **Procedures for Violations Which Result in Suspension**

When a violation has occurred, which will or may result in a suspension of participation in the IHSA-Sanctioned event, the athletic director or his designee will endeavor to schedule a meeting (but not necessarily hold the meeting) within five (5) calendar days of the misconduct, or the athletic director's knowledge of the misconduct, whichever is later.

- At the meeting the athletic director, principal, program participant, and parent(s)/ guardian(s) of the participant will discuss the nature and circumstances of the violation, and the present and future consequences of the violation.
- The meeting shall be informal. No other persons may be present, except that at the parent's request, the head coach/sponsor may be invited to this meeting. The absence of a person from the meeting does not render any decision invalid.
- The athletic director will render a decision consistent with this handbook and any other applicable policies of the board of education.

**\*\*District administration reserves the right to question any student-athlete without a parent present as part of any investigation of a possible handbook violation.**

- If the parent/guardian or participant objects to the athletic director's decision, it may be appealed to the Pana Junior High School principal, who must receive the appeal in writing within five (5) days of the athletic director's decision.
- The appeal must set out all the reasons for objection to the athletic director's decision.
  - The Pana Junior High School principal will consider the report of the athletic director and the parent/guardian's or students' written appeal, and will render a decision consistent with these rules and any other applicable policies of the board of education.
  - The Pana Junior High School principal's decision shall be final, and there shall be no further appeal.

### **Pana Community Unit School District # 8** **Sportsmanship Code of Conduct**

#### **What is Sportsmanship – (SOURCE: IESA.ORG)**

- Sportsmanship is playing fair, taking a loss or defeat without complaint, not gloating when winning, and generally treating opponents and officials with courtesy, generosity and fairness.

#### **Sportsmanship is:**

- Citizenship
- Integrity and Ethics
- Respect for Opponents and Officials
- Moral Character
- Fair Play

- Acceptance of Results
- Appreciation for all Performances

**All of these items fall into the definition of sportsmanship. These ideals represent the role of interscholastic activities included in your school. When these concepts are followed, then interscholastic activities are shown as a positive and productive part of the total educational system.**

## **IHSA Handbook 13-14**

### **2.040 SPORTSMANSHIP OF SCHOOL REPRESENTATIVES**

- 2.041 Students, school staff, boards of education, spectators and all other persons connected directly or indirectly with a member school shall practice and promote the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships. The Executive Director shall have authority to investigate allegations and incidents of unsportsmanlike conduct or conduct which adversely affects the ethics of competition in connection with interscholastic contests. The Executive Director shall also have full authority to invoke penalties, in the context of the provisions of Division 6.000 of these By-laws, against a member school and/or individuals whose conduct in connection with an interscholastic contest violates these principles or ethics.
- 2.042 Member schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics for all interscholastic activities. The Executive Director shall have authority to investigate reported incidents of unsportsmanlike conduct or conduct which adversely affects the ethics of competition in connection with interscholastic contests and shall have full authority to invoke penalties, in the context of Division 6.000 of these By-laws, against a member school which fails to fulfill its obligations as provided in this section.

### **Sportsmanship of Spectators/Parents:**

- Pana CUSD#8 has a duty to protect not only the students, but also staff and officials as well. At no time will a student, teacher, coach, administrator, official, or any other member of the staff be verbally harassed, cursed, threatened in any way, physically touched, pushed, grabbed, punched or “accidentally” have any of these things occur. Persons doing so will be ordered off school grounds immediately.
- Spectators at any athletic or extracurricular event on Pana CUSD #8 grounds or any (away) venue must always act in a positive manner. You should never berate a coach, player or officials from either team. Spectators need to remain positive and supportive of all our athletic teams and student athletes. Spectators always need to show good sportsmanship towards everyone. If any spectator is found to be acting in a negative way (as mentioned earlier), he/she will be ordered to leave the school grounds immediately.
- FAILURE TO LEAVE THE GROUNDS IMMEDIATELY WHEN ASKED OR ORDERED TO DO SO BY THE SCHOOL OFFICIAL IN CHARGE WILL RESULT IN INTERFERENCE WITH THE EDUCATIONAL PROCESS. THE LOCAL AUTHORITIES WILL BE CONTACTED IF NECESSARY.
- ANY PERSON FOUND VIOLATING THE ABOVE POLICIES MAY BE PROHIBITED FROM ATTENDING ANY SCHOOL FUNCTION IN THE PANA CUSD #8 FOR A DEFINED PERIOD OF TIME. (LISTED BELOW)

### Consequences/Penalties:

~~Level 1 – Spectators who take part in unsportsmanlike behaviors will be issued a warning (1<sup>st</sup> offense) and asked to stop the behavior.~~

1. Level ~~2~~<sup>1</sup> – Spectators being asked or told to leave the school grounds or a school function by a game official or school official because of improper behavior will be suspended a minimum of one (1) game, and required to attend a meeting with the principal and athletic director, issued a letter of warning about future behavior, and placed on a 365 day probationary period from the date of occurrence.
2. Level ~~3~~<sup>2</sup> – Spectators, who are already on probation, being asked or told to leave the school grounds or a school function by a game official or school official because of improper behavior, may be suspended from attending ANY school function for a period of one (1) co-curricular season with the potential of the suspension extending a full calendar year from the date of occurrence. Any extended suspensions would be subject to a presentation of the facts surrounding the inappropriate spectator behavior and a Board of Education hearing.

**\*Any person suspended for one (1) school year (or 365 days) must have the building principal's permission prior to entering school grounds at any time.**

### **Acknowledgement of Receipt of Handbook and Acceptance of Responsibility**

We, the Pana High School IHSA-Sanctioned participant whose name appears below, and the participant's parent or guardian each acknowledge receipt of the PANA HIGH SCHOOL HANDBOOK FOR IHSA-SANCTIONED ACTIVITIES. Each of us understands that the contents of the handbook are binding upon the participant, and that compliance with the contents of the handbook is a requirement of participation in IHSA Sanctioned activities at Pana High School. The participant and parent/guardian acknowledge that participation in IHSA-Sanctioned activities at Pana High School is a privilege, not a right, that participation in those activities subjects the participant to additional rules and requirements of this handbook and of the coach/sponsor of the activity or athletic director, beyond those applicable to students who are not participants in such activities, and that the participant may be removed from participation in IHSA Sanctioned activities temporarily or permanently for violations of those rules and requirements.

\_\_\_\_\_ (signatures)

PARTICIPANT

PARENT/GUARDIAN

\_\_\_\_\_

Print name

\_\_\_\_\_

Print name

This Acknowledgement of Receipt of Handbook and Acceptance of Responsibility was signed in my presence by the participant and parent/guardian, whose names appear above, and that each of the participant and the parent/guardian received or acknowledged receipt of the PANA HIGH SCHOOL HANDBOOK FOR IHSA-SANCTIONED ACTIVITIES.

\_\_\_\_\_

Pana H.S. Staff Member

\_\_\_\_\_

Date