

# **Pana Junior High School**



## **Handbook for IESA-Sanctioned Activities**

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# 2025-2026 School Year



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## **PANA JUNIOR HIGH SCHOOL HANDBOOK FOR IESA-SANCTIONED ACTIVITIES 2025-2026 School Year**

Opportunity for participation in Illinois Elementary and Junior High (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>) grade School-Sanctioned (IESA-Sanctioned) competition is available to all youth who attend Pana Junior High School. Participation in IESA-Sanctioned activity 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.

IESA-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 IESA-Sanctioned competitions is a *privilege and not a right*. IESA-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 IESA-Sanctioned activities for the remainder of the participant's PJHS career.

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 IESA this policy applies to music/band members, cheerleaders, managers, and statisticians who are included within the meaning of "participant" or "program participant" as used in this handbook. Also included are Student Council members who will have this handbook mailed home to have signed and brought back to the school.

*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.*

### **IESA ATHLETIC HANDBOOK PRE-SEASON 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 **PJHS Handbook for IESA-Sanctioned Activities** applies to all years in which a student attends **Pana Junior 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.

### **IESA-SANCTIONED ACTIVITY TEAMS**

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

### **IESA-SANCTIONED ACTIVITIES OFFERED AT PJHS**

Pana Junior High School offers the following IESA-Sanctioned activities for boys and girls: boys basketball, girls basketball, girls volleyball, boys track, girls track, cheerleading, softball, baseball, and **IESA-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.

### **IESA BY-LAW 2.040 SCHOLASTIC STANDING**

Students shall be passing work in **ALL SUBJECTS** of junior high school work per week.

### **ACADEMIC ELIGIBILITY REQUIREMENTS**

All program participants must fulfill the scholastic standing requirements as stated in the Pana Unit #8 School Board Policy Manual. ***Any student with a grade of "F" in a class must attend advisory when offered (or during study hall time instead of attending their elective class) until the grade has been brought up.*** Any student who is academically ineligible for three (3) weeks may be removed from the team by the coach and/or athletic director. (\*note: this applies to total weeks and does not have to occur consecutively)

- Example
  - A track athlete is ineligible for week 3, eligible for week 4, and then ineligible weeks 5 and 6, he/she may be removed from the team due to 3 TOTAL week of ineligibility
- A grade report will be generated that is a semester average will be generated each week.
  - A student receiving one or more F's will be designated as ineligible for the NEXT week (Sunday to Sunday).
  - Even if a student brings his or her grade up during the time of ineligibility, he or she remains ineligible for the remainder of the time.
    - Exception: if there is a grade input error by a teacher that negatively affects the student's grade.

### **GENERAL RULES AND REGULATIONS**

1. All IESA 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 IESA Athletic program participants must have a physical as required by the IESA.
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 IESA-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.
  - 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 IESA-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 IESA-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 in within one (1) week of the end of the season.**
11. When en route to and from a scheduled IESA-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. 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.**
13. Locker rooms should be left in an orderly fashion.
14. **No staying after school to wait for games and practices unless approved by the administration.**
15. When school is closed or dismissed due to inclement weather, all IESA-Sanctioned events and all PJHS practices/open gyms will be canceled **with administrative approval.**
  - a. **IESA contest decisions will be made with administrative approval.**
16. Program participants who are not eligible to participate may **not** be dismissed early for any IESA-Sanctioned activity.

17. Program participants quitting a squad for non-medical reasons after the first IESA-Sanctioned competition may not participate in open gym or start a new IESA-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 IESA-Sanctioned activity. EXCEPTION: A parent transports privately funded sports. 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 that 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.
  - a. 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 IESA-Sanctioned activity.
20. Athletes are not allowed to join a team after that sport's specific sign-up date start date has lapsed.
21. 8th Grade Nights will consist of the 8th grade players and their parents/guardians being recognized via the PA system and that is the extent of it.
  - a. This is not a senior night and will not be treated as such.
  - b. There should be no elaborate decoration of the gymnasium.

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 PJHS 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 junior 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* during junior high school, including during school holidays and vacations, and no matter where the violation occurs. The rules below and the rules in the PJHS student handbook apply.

1. Possession or consumption of tobacco, alcohol, vaping devices, 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. Any violation that would be considered a "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, this 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 IESA-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 rules 1-1. 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, junior 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.** (Student handbook pg. 29)

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 track and nine (9) meets were scheduled, the participant would be suspended for three (3) meets. If the first violation occurred during basketball and eighteen (18) games were scheduled, the participant would be suspended for six (6) games. 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 IESA-Sanctioned contests in-between. Suspensions may carry over into post-season play.

FIRST OFFENSE HONESTY POLICY - Any student who admits a violation in which he/she participated prior to being confronted or when confronted by 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 competitive season (this includes all in-season tournaments). Example: If the first violation occurred during track and nine (9) meets were scheduled, the participant would be suspended for six (6) meets. If the first violation occurred during basketball and eighteen (18) games were scheduled, the participant would be suspended for twelve (12) games. 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 IESA-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: Participant will not attend games that involve leaving school early. Participant must ride the bus to and from out of town games during the suspension. The participant must attend **tutoring advisory** if he/she is failing a class.*

3. A third (3<sup>rd</sup>) offense will result in termination of all the participant's IESA-Sanctioned activities for the balance of the participant's career at PJHS. 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 Pana Junior High School career.

Example: A participant commits a violation in her seventh grade year. The participant commits a second violation during her eighth grade year. The second violation is treated as the second offense.

The athletic director may preclude a program participant's participation in an activity when it appears to the athletic director that the participant has no real interest in the activity **or has never participated 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.

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 IESA-Sanctioned event, the athletic director or his/her 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.

If the parent/guardian or participant objects to the athletic director's decision, it may be appealed to the Pana 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 High School principal will consider the report of the athletic director and the parent/guardian 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 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 – 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**

### **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.~~

Level **1** – 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) **home** game, and required **to have a discussion** 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.

Level **2**– 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 Junior High School IESA-Sanctioned participant whose name appears below, and the participant's parent or guardian each acknowledges receipt of the PANA JUNIOR HIGH SCHOOL HANDBOOK FOR IESA-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 IESA-Sanctioned activities at Pana Junior High School. The participant and parent/guardian acknowledge that participation in IESA-Sanctioned activities at Pana Junior 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 IESA-Sanctioned activities temporarily or permanently for violations of those rules and requirements.

\_\_\_\_\_  
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 JUNIOR HIGH SCHOOL HANDBOOK FOR IESA-SANCTIONED ACTIVITIES.

\_\_\_\_\_  
Pana JHS Staff Member

\_\_\_\_\_  
Date