

HARLEM ATHLETIC DEPARTMENT PHILOSOPHY

(Board approved 2-27-17)

The Harlem Athletic Department seeks to provide a broad opportunity of interscholastic activities for all who will support the Harlem Athletic philosophy, which is to accentuate the development of the whole student and to achieve a personal level of excellence in the areas of fitness, team commitment, and sportsmanship. Athletics is key to the process of character development, and helps encourage students to lead by example. This includes but is not limited to personal traits, including honor, compassion, sportsmanship, discipline, leadership, and team cooperation are emphasized.

I. INTRODUCTION

Interscholastic athletics and activities are privileged activities available to every student in the Harlem School District. The student is a representative of the Harlem School District on the playing field, in practice, and in the community and no property rights are included.

The acceptance of participation in athletics and activities involves a commitment by the student to the following activities/athletic training code. It is the responsibility of the coach, the advisor, and the Athletic Director to inform the parents or guardians and the students of the Activity/Athletic Code and to enforce the Activity/Athletic Code in an equitable manner. It is the students' responsibility to be aware of the Activity/Athletic Code and to adjust their behavior so that it becomes unnecessary for a coach, advisor, and the Athletic Director to have to enforce the Activity/Athletic Code.

II. ATHLETIC OBJECTIVES

- A. To balance athletics and other extracurricular activities with all other student academic responsibilities and considerations.
- B. To encourage, build, and promote both the individual's moral character and physical development.
- C. To develop in each participant a feeling of pride, a sense of accomplishment, and a desire to excel within the ethics of the sport.
- D. To develop excellent athletic programs of which the participants, school, and community can be proud.
- E. To promote a high regard for hard work and good sportsmanship, and help promote good sportsmanship for both students and spectators *in the* Harlem School District. In accordance with IHSA "Sport A Winning Attitude" Campaign
- F. To promote drug/alcohol/tobacco free activities at all times for all student athletes through the Harlem School District TARGET PROGRAM.

III. ACTIVITY OBJECTIVES

- A. To balance activities with all other student academic responsibilities and considerations.
- B. To encourage, build, and promote both the individual's moral character and mental development.
- C. To develop in each participant a feeling of pride, a sense of accomplishment and a desire to excel.
- D. To develop an excellent activity program of which the participants, school and community can be proud.
- E. To promote drug/alcohol/tobacco free activities at all times for all students through the Harlem School District TARGET Program.

IV. ATHLETIC REQUIREMENTS

Each student athlete must have the following COMPLETED BEFORE he/she can participate in any Harlem School District Athletics:

1. CURRENT PHYSICAL EXAM - Each student athlete must have a current physical exam form or statement from his/her doctor indicating that he/she is physically fit to participate in sports. A copy of this exam or statement must be on file in the Athletic Office (High School) /Athletic Office (Middle School) BEFORE the student may practice or compete in their sport. All physical exams are good for one calendar year from the date the physical was completed.
2. COMPLETE ONLINE REGISTRATION ON 8TO18 WEBSITE-
 - A. ATHLETIC DEPARTMENT PHILOSOPHY
 - B. ATHLETIC INFORMATION SHEET
 - C. PARENT/STUDENT PERMISSION AND PLEDGE SHEET
 - D. IHSA SPORTS MEDICINE ACKNOWLEDGEMENT AND CONSENT FORM
 - E. E. PERMISSON FOR MEDICAL TREATMENT CARD

3. ATHLETIC PARTICIPATION FEES - Each student athlete is to pay an athletic fee before he/she may practice or play in competition.

Harlem High School Fees: First sport - \$125.00; Second Sport - \$75.00; Third Sport - FREE. If you are eligible for the fee waiver program, fees will be waived. If eligible for reduced fees the payments will be First Sport - \$87.50; Second Sport - \$52.50; Third Sport – Free. Payment plans **are** available (see athletic director).

High Middle School Fees: First sport - \$80.00; Second Sport - \$70.00; Third Sport - FREE. If you are eligible for the fee waiver program, fees will be waived. If eligible for reduced fees the payments will be First Sport - \$56.00; Second Sport - \$49.00; Third Sport – Free. Payment plans **are** available (see athletic director).

These fees must be paid at the High School in the Main Office or online in E-Funds.

4. Each student athlete who participates in athletics must have school accident insurance unless the parents/guardians state in writing that the student athlete is covered under a family health insurance plan.

V. COVERAGE

A. This Activity/Athletic Handbook covers:

1. Grades 7-12 (all extracurricular activities)
2. 12 CALENDAR MONTHS/ 365 DAYS A YEAR

B. If a violation occurs in the eighth-grade year (Middle School violation) and results in a suspension that carries over into the ninth grade (High School violation), that suspension will be completed in the ninth grade, but will not count as a violation of the High School Activity Code.

VI. SPORTS OFFERED AT HARLEM MIDDLE SCHOOL/HIGH SCHOOL

| ALL | HIGH SCHOOL | MIDDLE SCHOOL |
|---------------|--------------------|----------------------|
| | Boys Soccer | Cheer |
| | Cheer – Sideline | Cross Country |
| | Cross Country | Dance |
| | Dance-Sideline | Football |
| | Football | Soccer |
| | Girls Swimming | Volleyball |
| | Girls Tennis | |
| | Girls Volleyball | |
| | Golf | |
| WINTER | HIGH SCHOOL | MIDDLE SCHOOL |
| | Basketball | Basketball |
| | Bowling | Cheer-Comp. |
| | Boys Swimming | Dance-Comp. |
| | Cheer-Comp. | Swimming |
| | Dance-Comp. | Wrestling |
| | Wrestling | |
| SPRING | HIGH SCHOOL | MIDDLE SCHOOL |
| | Baseball | Golf |
| | Boys Tennis | Track |

Boys Volleyball
Girls Soccer
Softball
Track

VII. ACTIVITIES (CLUB & ORGANIZATIONS)

HIGH SCHOOL

Academic Teams
African American Student Union
Book Club
Creative Writing Club
Debate Team
International Club
Fall Play
German Club
Key Club
Link Crew
Math Team
Science Olympiad
Spring Musical
Student Council
T.E.A.C.H.
Thespians (Theater Honor Society)
TRI-M (Music Honor Society)
Class Officers
WYSE (World Youth in Science & Engineering)
Student for Action
National Honor Society
Athletic Training

MIDDLE SCHOOL

Environmental Club
Fall Play
Spring Musical
Student Council

ANY CLUB, ORGANIZATION OR ACTIVITY ADDED WITH CONSENT FROM THE ADMINISTRATION

ALL CLASS AND ACTIVITY OFFICERS MUST MEET THE ELIGIBILITY REQUIREMENTS. SENIORS THAT ARE GRADUATING EARLY OR STUDENTS NOT TAKING THREE ACADEMIC CLASSES WILL BE INELIGIBLE.

The following are considered CO-CURRICULAR activities that include music, chorus and other activities for which a student earns a grade, and are not covered under this activity policy:

BPA (Business Professionals of America)
DECA (Distributive Education Clubs of America)
FCCLA (Family, Career and Community Leaders of America)
"Field of Honor" Veteran's Ceremony
Holiday and Spring Concert
Homecoming Choraleers Concert
I.M.E.A. District & State Festival
Jazz Band
Kaleidoscope Concert
Marching Band
Pep Band
"Share the Music" Concert
Solo/Ensemble Juried Recital
Voices of Harlem
Yearbook

VIII. ACTIVITY FEES

All students have the opportunity to purchase an Activity Pass for a \$35.00 fee to participate in activities. Individuals may join as many activities as requested for the \$35.00 fee. (ACTIVITY PASS WILL ALLOW ENTRANCE INTO SCHOOL ACTIVITIES WHERE ADMISSION IS CHARGED. Ex: Plays, Musicals, Home Sporting Events) Does not include I.H.S.A. sponsored events.

IX. ELIGIBILITY

A. Each student must meet the scholastic requirements set by the Illinois High School Association (IHSA) to participate in any extracurricular activity in the Harlem School District. Eligibility will be checked weekly for all students. Any student who is ineligible for a total of THREE WEEKS for the duration of the activity, will be removed from the activity for the remainder of that activity and lose possible awards.

B. WEEKLY REQUIREMENTS

A student of The Harlem School District must be passing at least five (5) classes of high school or middle school work per week. A student, unless entering high school for the first time, shall have credit on the school records for passing five (5) classes of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school or alternative credit program, which has been approved by the Board of Education and for which graduation credit is received. Failure to meet this standard causes the student to forfeit all eligibility

the following week for all extracurricular activities. Eligibility will be done electronically by the faculty each Wednesday by 3:00 pm. Advisors will be notified by Friday of any student who is ineligible for the following week. Ineligible students will be referred to tutoring services for extra help with classes they are failing. The week of ineligibility runs from Sunday through Saturday. The grade in each class must be a cumulative grade from the first day of the semester to the last day of the semester.

C. SEMESTER REQUIREMENTS:

1. HIGH SCHOOL

The student must have passed FIVE ACADEMIC CLASSES (includes P.E.) in the previous term to be eligible for the next semester. If a student does not pass the necessary classes, he/she will be ineligible for the next semester. Seniors that graduate early will not be eligible after graduation.

2. MIDDLE SCHOOL

The student must have passed FIVE ACADEMIC CLASSES (includes P.E.) in the previous semester to be eligible for the next semester. If a student does not pass the necessary classes, he/she will be ineligible for the next semester.

X. ACTIVITY AWARDS

All activity awards will be decided by each sponsor or advisor of each activity with the consent of the Activity Director.

XI. ATHLETIC AWARDS

A. High School (9-12)

1. Varsity Letters

- a. Every student athlete that becomes a member of a varsity team during the season, and finishes the season *(in good standing) will earn a varsity letter.
- b. For the first varsity letter earned the athlete will receive:
One varsity "H" (7") plus a sports pin for that sport
- c. The second and third time a student athlete has earned a varsity letter, the student athlete will receive:
One varsity letter certificate and a sports pin
- d. The fourth time a student athlete has earned a varsity letter in the same sport, the student athlete will receive:
One varsity letter certificate, sports pin, and a sports plaque
- e. Any varsity athlete who earns three varsity letters in the same year will receive a special tri sport athlete letter each year this is achieved.

2. Sophomore (JV) Letter

- a. A student athlete will earn a sophomore (JV) "H" (5") plus pin letter if he/she becomes a member of the sophomore (JV) team during the season and finishes the season *(in good standing).
- b. The second and third sophomore sports award will earn a recognition certificate and a sports pin.

3. Freshman Letters (Numerals)

- a. A student athlete will earn his/her numbers if he/she becomes a member of the freshman team during the season and finishes the season *(in good standing).
- b. One set of numerals can be earned while in high school.
- c. The first freshman letter earned will result in numerals indicating the year the freshman graduates plus a sports pin.
- d. Second and third freshman letters earned in the same year will result in a recognition certificate and a sports pin.

4. Special Three Sport Tri-Athlete Letter Award

- a. The student athlete must earn (3) varsity letters in the same school year.
- b. Three varsity letters can be earned in the three sport seasons (fall-winter- spring), or a student athlete could earn two varsity letters in one sports season and one more in another. An example would be a student athlete could earn varsity letters in soccer and cross-country in the fall and then earn a third varsity letter in track in the spring.
- c. This award will be presented at the Spring Sports Awards Night.

5. *(In Good Standing)

The coach will make the decision on the awards given to each student athlete.

IN GOOD STANDING REFERS TO:

- a. The student athlete finished the season with the team
- b. All equipment and uniforms have been returned or replaced at present day cost. A student athlete will be denied future equipment and the privilege of participation in athletics until the financial charges have been paid.
- c. The student athlete has remained scholastically eligible throughout the season.
- d. The student athlete has attended practice on a regular basis.
- e. The coach may give the athlete his/her awards if injury or illness has prevented him/her from finishing the season with the team.
- f. If a student athlete is suspended from a team during the season and returns to the team before the season ends, they will have finished the season In Good Standing.

6. Special Awards

- a. Decided by the team and/or coach
- b. Awards provided by the Harlem Fans Club

7. Additional Awards

- a. A.W. Anderson Athletic Scholarship
- b. Harlem Fans Club -Ruth Evans Memorial Scholarship (1 male and 1female)
- c. Oscar Huckabee Scholar-Male Student Athlete Award
- d. Female Scholar-Athlete Award
- e. Senior All Around Athletic Award - (1male and 1female)
- f. United States Marine Corp Distinguished Athlete Award
- g. U.S. Army Reserve Scholar/Athlete Award (1male and 1female)

B .Middle School (7 & 8 Grade)

All middle school student athletes who start with the team and finish the sports season. In Good Standing (as stated above) will receive a Letter "H" (4") and a pin for that sport. Any additional letters earned in Middle School will result in a Certificate of Participation and a sports pin for that sport.

XII. ATTENDANCE REQUIREMENTS

A. Students involved in extracurricular activities must attend a minimum of FOUR CLASSES at the high school and at the middle school in order to participate in any activities that day. (Exceptions will be made for special situations such as Dr.'s apt., funerals, etc.)

B. Any student that has accumulated THREE UNEXCUSED ABSENCES from practices/meetings/rehearsals during the course of an activity season will be removed from the activity and forfeit any possible awards.

C. A student who is absent on Friday may participate in an activity on Saturday. The advisor should consider the reason for the absence from school on Friday when deciding the amount of participation on Saturday.

XIII. CONDUCT STANDARDS

All athletes are subject to Student Conduct interventions.

XIV. PERSONAL CONDUCT OUTSIDE OF SCHOOL

A. The community and the school district support high standards of conduct, and role modeling is expected of our students. Proper behavior is expected ***at all times*** on and off school grounds. Acts of unacceptable conduct include, but are not limited to the following:

- a. Actions detrimental to the health, safety and well-being of others
- b. Disrespect
- c. Insubordination
- d. Taunting and/or inciting
- e. Negative attitude
- f. Cheating

- g. Conduct unbecoming a student
- h. Other conduct as determined by the advisor/coach or administration

B. Criminal Activities

Participation in a criminal activity adversely affects the school and/or athletic program. Due to the varied nature of criminal activities, consequences will vary from incident to incident based upon the severity and level of the offense. Examples of criminal activities are listed but not limited to:

- a. fighting
- b. assault & battery
- c. sexual harassment/contact
- d. possession of a weapon
- e. sale & distribution of illegal drugs
- f. gang related activity
- g. gross misconduct
- h. illegal gambling
- i. hazing
- j. theft
- k. vandalism

Range of Disciplinary Actions

1. A suspension that starts at the end of one school year and ends at the beginning of another school year must be completed before a student can participate in any extracurricular activities.
2. Upon the second occurrence in the student's high school or middle school career, the student will not be permitted to participate in Harlem's activity program for up to one calendar year.

Disciplinary action for improper conduct described in this section is based upon the severity of each case. Examples of discipline for the behavioral infractions in this section are listed but not limited to:

- a. a meeting may be required involving the student, the advisor, school officials and the parents/guardians to resolve the issue;
- b. suspension from all activities;
- c. suspension from activity participation pending resolution with school officials;
- d. withholding of any/all awards
- e. monetary restitution for vandalism and/or destruction or loss of property.
- f. removal from the team

XV. ATHLETES BEHAVIOR DURING PRACTICES AND GAMES

- A. It is the student athlete's responsibility to learn and demonstrate proper behavior.
- B. If improper behavior is observed in practice or game situations, corrective disciplinary action will be taken.
- C. The coach will establish guidelines to determine what corrective disciplinary action will be taken. The action will be explained fully to the athletes before the season starts, and it will be fair and consistent throughout the season.

XVI. TRANSPORTATION POLICY

- A. All students must ride the school bus to and from all away events, unless prior arrangements have been made.
- B. All students must be signed out by their parent/guardian. The Request Form must be signed in the presence of the activity sponsor, and he/she must leave the event site with the parents or legal guardian and no one else. Failure to comply with policy will result in a THREE WEEK SUSPENSION from all activities.
- C. If an emergency arises and the parents are not at the event, the advisor can make an exception to allow the student to leave with someone else.

XVII. BUILDING SECURITY GUIDELINES FOR STUDENTS

- A. Students are to report to their respective activity area after school.
- B. Students should leave the building as soon as the activity is completed. If they are waiting for a ride, they should wait in the Athletic Entrance area.

XVIII. DRESS CODE

- A. Proper dress by our students at home and away events is very important to the image of Harlem High School and Middle School activities.
- B. Each advisor /coach should have a reasonable dress code that stresses proper dress to and from an event. School clothes could be used as a guideline for proper dress.

IX. ALCOHOL/TOBACCO/DRUG POLICY - THE TARGET PROGRAM

A. DEFINITION

Any student who is:

USING, BUYING, SELLING, DELIVERING, OR IN PERSONAL POSSESSION OF and/or postings on social media:

1. illegal drugs
2. legal drugs taken inappropriately
3. tobacco/e-cigarettes/vapor
4. alcohol

- B. SUSPENSIONS for activities or athletics will be served on consecutive calendar days, and if necessary, may carry over from one sport season to another or from one school year to the next.

C. PROCEDURES FOR INVESTIGATING A VIOLATION

1. Information about a potential violation must come from one of the following sources:
 - a. confession or voluntary admission from a student and/or parent/guardian.
 - b. a written or verbal report provided from the police department or requested by a Harlem School District official.
 - c. first hand report from a Harlem School district employee.
 - d. reports found in the newspaper, other publications or in the local media that are generally accessible to the public.

The Activity/Athletic Director from the High School along with an Asst. Principal will investigate if there is information that a violation has occurred by a student who is using, buying, selling, delivering or in personal possession of illegal drugs, alcohol or tobacco.

2 . Procedures and Due Process

Once the Athletic Director and Asst. Principal make a determination that a violation has occurred, the following will take place:

- a. the Athletic Director will inform the student and the parent/guardian of the violation along with the consequence.
- b. if the final determination is that a violation has occurred, the student must follow all procedures listed in this Handbook;
- c. if the student and parent/guardian do not agree with the final decision, they may file an appeal with the Principal.

D. FIRST VIOLATION

Use, possession, buying, selling, bartering, attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed or distributing: A suspension of 3 weeks from all extracurricular activities including performances, and/or competitions. Student must complete a mandatory assessment with the district Student Assistance Program (SAP) and follow the recommendation along with 10 hours of community service. The 10 hours of community service must be completed within an agreed upon time frame.

The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school) If the violation occurs out of season the student will begin their suspension on the Monday of the first regularly scheduled contest in his/her next season. The student will receive school letters and/or numerals but will NOT be considered for the school MVP award (or its equivalent) in any sport and any additional end-of-the- season awards such as the AW Anderson Award, Senior All Around Award, Ruth Evans (Harlem Fans Club) Award, U.S. Marine Corp Distinguished Athlete Award and the U.S. Army Scholar Athlete Award

E. SECOND VIOLATION

Use, possession, buying, selling, bartering, attendance at a party or riding in a vehicle where alcoholic beverages, and/or controlled substances are being consumed or distributed: A suspension of 12 weeks or 1 season, including suspension from all extracurricular activities including performances, meetings, and/or competitions during this period. To participate again in any activities, the student must successfully complete a mandatory assessment with the district Student Assistance Program (SAP) follow the recommendation along with 10 hours of community service. The 10 hours of community service must be completed within an agreed upon time frame.

A suspension of 12 weeks or 1 season from all extracurricular activities including performances, meetings, and/or competitions during this period. The student will be required to practice with the group (unless suspended or expelled from school). If the violation occurs out of season the student will begin their suspension on the first Monday of the first regularly scheduled contest in the next season.

The student will receive school letters and/or numerals but will NOT be considered for the school MVP award (or its equivalent) in any sport and any additional end-of-the-season awards such as the AW Anderson Award, Senior All Around Award, Ruth Evans (Harlem Fans Club) Award, U.S. Marine Corp Distinguished Athlete Award and the U.S. Army Scholar Athlete Award.

Suspension will carry over from one activity to another or one school year to another.

F. THIRD VIOLATION

Use, possession, buying, selling, bartering, attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed or distributing: A suspension from extracurricular activities including performances, meetings and/or competitions for the remainder of the student's middle school or high school career.

G. SECOND CHANCE CLAUSE

A violation will be considered a second or third violation if it is committed within 365 days of the previous violation. After a calendar year (365 days) a violation will be dropped.

| VIOLATION | CONSEQUENCES |
|---------------|--|
| 1st Violation | <ul style="list-style-type: none">• Three weeks suspension• Mandatory SAP Counseling• Ten hours community service |
| 2nd Violation | <ul style="list-style-type: none">• Twelve weeks or one season suspension• Mandatory SAP Counseling• Ten hours community service |
| 3rd Violation | <ul style="list-style-type: none">• Remainder of Middle School or High School Career |

H. CLARIFICATIONS/DEFINITIONS

1. For suspensions that carry over to the next sport/activity, the student must complete the "next" season in its entirety.
2. One calendar year is defined as 365 days from the date on the letter notifying the student and parents of the suspension.
3. A suspended student is expected to attend practice.
4. A suspended student is expected to sit with the team, out of uniform, during contests.

J. HOSTING OF A PARTY WITH ILLEGAL ACTIVITY

The hosting of a party where ILLEGAL ACTIVITY (drugs, alcohol, tobacco) is present will result in a Target Violation (see step process). The suspension will include all athletic and extracurricular activities from the date the violation was recorded by the Athletic Director. The parent/guardian of the student who knowingly hosts a party with illegal activity will be suspended from attending any extracurricular events at Harlem High School and/or Middle School for 12 months (365 days) from the date the violation was recorded by the Athletic Director.

XX. PARTICIPATION IN CONCURRENT SPORTS AND/OR ACTIVITIES

Students will be allowed to participate in two concurrent school sponsored activities when it is determined to be acceptable by the advisors and coaches. It is the responsibility of the advisors and coaches to work out an acceptable schedule for the student's participation.

If a student athlete does not attend a practice or game because he/she is attending another sport activity not in season, he or she will be suspended using the following guidelines:

1. First incident during a sport season - Will count as one of the three unexcused absences, and a 1 game suspension for each game missed to be served at the start of the next scheduled game.
2. Second incident during a sport season - Will count as the second unexcused absence, and a 2 game suspension for each game missed to be served at the start of the next scheduled games.
3. Third incident during a sport season - removal from the team/activity and loss of all awards.