

***PUTNAM COUNTY***  
***CUSD #535***  
***Extracurricular***  
***Handbook***



**2025-26**



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## **I. General Information**

### **INTRODUCTION**

#### **Mission Statement**

The mission of the Putnam County Athletic Department is to provide an athletic program that helps develop the whole person through education and competition; to stimulate a strong attitude of discipline, sportsmanship, integrity, leadership, and social responsibility; to promote pride in our athletic programs; to insure equal opportunity for all student-athletes; and to make our athletic program a sense of pride for our students, alumni, and community.

### **PRE-SEASON ITEMS**

#### **Pre-Season Meetings**

The athletic director will hold an athletic department meeting at 5pm on the Monday of the second week in August prior to the start of the school year for all coaches, players, and parent(s)/guardian(s) to go over important items prior to the start of the athletic calendar.

Coaches and the athletic director and/or building principal, if applicable, will meet prior to the start of the first practice to go over items such as practice schedules, tryouts/cutting procedures, budgets, bus times, emergency contact info, etc. in preparation of the season.

Each team is to have a pre-season “Player/Parent Meeting” where the coach provides his/her team rules and expectations. Also, to be discussed are school policies and expectations, such as attendance, eligibility, contact information, etc. The date of this meeting should be communicated with the athletic director and should take place either one week prior to the start of the season or within the first week of the season. Team rules and expectations are to be turned in to the athletic director for approval a minimum of one week prior to the scheduled “Player/Parent Meeting.”

#### **Communication**

All coaches are expected to create and operate a TeamReach account for their given team. This will be the main method for communicating with players and parent(s)/guardian(s). The entry code for each TeamReach account should be communicated with the AD and/or building principal. Information like schedule changes, bus times, directions, meetings, uniform color, etc. should be communicated to the entire group. Coaches should communicate in a timely manner with parents regarding any discipline concerns/issues as well as any injury related concerns. The TeamReach app allows for messages to be sent to specific people (i.e. a player’s parent(s)/guardian(s)). Coaches & parent(s)/guardian(s) should utilize this feature to discretely communicate concerns/issues with specific individuals instead of the entire group.

#### **Formal Evaluation Meeting Schedules**

All head coaches will schedule and attend a Pre-Season Goal Setting meeting. This meeting should take place after practice has begun and before contests begin. All coaches should schedule and attend a midpoint check-in meeting roughly one-half of the way through their season. The final meeting will be a Post-Season Evaluation meeting. This should take place within a month of your season ending. All meetings are to be scheduled with the athletic director and/or building principal, if applicable.



### **Volunteer Coaches**

All volunteer coaches must be approved by the district office. Coaches wishing to utilize volunteer coaches need to have the volunteer communicate with the district office and turn in any necessary documentation prior to beginning any duties. A volunteer coach must have either a valid teaching certificate or be ASEP certified. The following web address provides information related to the certification of non-faculty coaches: [https://www.ihsa.org/documents/forms/ASEP\\_Non-Faculty\\_Coaching\\_Certification.pdf](https://www.ihsa.org/documents/forms/ASEP_Non-Faculty_Coaching_Certification.pdf)

All costs of the certification are the responsibility of the individual wanting to volunteer. Once the course(s) are completed and after the completion of the season for which he/she is volunteering, the individual can take proof of completion to the district office to seek reimbursement. A state police fingerprint background check is required for all non-certified coaches. The AD can provide further details to anyone interested in being a volunteer coach.

With prior approval of the head coach, a certified volunteer coach may start and/or run practice without the presence of the head or assistant coach.

### **Athletic Homepage**

For the most up-to-date schedules, please visit: <https://schools.snap.app/PutnamCounty>

### **Physicals, Insurance Waivers, and Drug Testing Consent Forms**

In order to try-out or practice for any extracurricular activity, all students must have a current physical (*within the past 395 days*), an insurance waiver, and drug testing consent form turned in the office prior to participation. If a student does not have any of the forms turned in, they are not allowed to participate. If a player gives a coach their physical/waiver/drug testing consent form, coaches are to turn the form(s) into the office the following day.

### **Concussion Testing**

For the safety of all, every student-athlete in Putnam County CUSD #535 is required to have a baseline concussion test completed prior to the first contest. Coaches need to communicate with the athletic director and/or building principal, if applicable, to schedule a time when the test can be administered. For participants in grades 9-12, one test will last for two years. For participants in grades 5-8, the test needs to be taken annually.

### **Try-Out / Cutting Procedures & Team Rosters**

All try-outs shall last a minimum of two days and should be advertised by the coach through morning announcements, flyers, social media, etc. The announcement of the try-outs should be made at least one week prior to the start of the try-out. Coaches of all Fall extracurricular offerings that begin prior to the start of school year need to communicate their try-out information to the athletic director and/or building principal, if applicable, so it can be distributed through district communication system(s).

At the conclusion of try-outs (or the first week of practice), coaches shall turn in their rosters to the office. It is the responsibility of all coaches to notify the athletic director and/or building principal, if applicable, of any changes to the roster throughout the season.

### **Illinois Elementary School Association (IESA) & Illinois High School Association (IHSA)**

The IESA & IHSA posts online ([www.iesa.org](http://www.iesa.org) & [www.ihsa.org](http://www.ihsa.org)) several documents available to coaches. Some of the most important annual documents include: General Reminders, Activity Update, Terms and Conditions, Regional Entry Form Instructions, Instructions for Online Seeding and



Ratings, Activity Limitations, Advisory Committee Minutes, and Exceptions to NFHS Rules. Coaches should read through all IESA and IHSA literature to stay apprised of all changes and points of emphasis.

### **Practices, Open Gyms, Weight Room**

Coaches need to coordinate with each other regarding facility use when developing their practice schedules. Every coach shall turn in their practice schedule to the athletic director. Parents are to be provided a practice schedule that allows sufficient time to arrange transportation.

On regular school days, practices & weight room times may begin 15 minutes after students are dismissed. All coaches who are faculty or staff members employed by the district may begin their team practice(s) & weight room times following the conclusion of any professional development, building/grade level/content area meetings, designated classroom work time, or any other teaching duties/responsibilities assigned by building administration.

On early dismissal days, all coaches who are faculty or staff members employed by the district may begin their team practices & weight room times following the conclusion of any professional development, building/grade level/content area meetings, designated classroom work time, or any other teaching duties/responsibilities assigned by building administration.

Practices, weight room times, and open gyms are not to take place during parent-teacher conferences. (Exceptions can be pre-arranged with the athletic director only if there is a non-faculty coach, employed by the district or a certified volunteer coach that can start and/or take the lead until the head coach completes all of his/her duties as a faculty/staff member per collective bargaining agreement).

There are to be no practices on Sundays. Practices & weight room times on Institute Days may begin upon the conclusion of any professional development, building/grade level/content area meetings, designated classroom work time, or any other teaching duties/responsibilities assigned by building administration. No practices or weight room times should take place on Christmas Eve, Christmas, or New Year's Day.

Open gyms and open weight room times on Sunday's may occur but should be cleared by the athletic director and/or building principal beforehand. Student participation in open gyms and open weight room times is completely voluntary. Open gyms need to be communicated to the entire school.

In all cases, student learning must be prioritized over extracurricular participation during contractual hours.

All coaches are required to post their practice schedules to the shared gym space calendar for the specific building in which they plan to practice. Similarly, coaches are required to post their weight room times on the shared weight room calendar.

### **Strength & Mobility Training**

Coaches at all levels are encouraged to use District facilities (i.e. weight room) for strength & mobility training with their team(s). All coaches want bigger, faster, stronger athletes so it's important to incorporate strength & mobility training into the team's weekly schedules.

If the District is able to staff the weight room for open use, coaches are to encourage their student-athletes to access and attend these times as practical during their offseason to continue their strength and mobility training.



### Activity Fee

Based on the roster coaches submit, students will be required to pay the district's activity fee. This must be paid prior to participating in the first contest of the season. Coaches should communicate with the office prior to the first contest to confirm all fees have been paid. Coaches should work with the office to help remind students to turn in their unpaid activity fee(s).

### Extracurricular Activity Fees

The Putnam County CUSD #535 Board of Education has established a fee structure for student extracurricular activity participation for the 2025-2026 school year.

Category	Junior High	High School
Puma Crew	\$5	N/A
Play/Musical	N/A	\$40
Athletics (per sport)	\$25	\$40
Concussion Test	\$5	\$5

Students will be expected to pay a monthly rental fee for band, unless they own their own instruments.

Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

In order to avoid undue financial hardship, a \$300 family limit exists. The family holds responsibility for keeping track and verifying extracurricular fee payments. Charges for instrumental rentals are not included in the \$300 family limit.

Indigent applications for waiver of the extracurricular fees are available at the time of registration in July/August.

### Team GPA Challenge (grades 9-12)

Understanding the vital link between extracurricular participation and academic success, the athletic director conducts a seasonal Team GPA Challenge. The challenge runs from the opening day of the season (according to IHSA calendar) to the last day of competition for any team within that given season. The winning team will have their team name, year, and team GPA engraved on a plaque.

### Team Pictures

A picture day for each team will be scheduled at the beginning of each year. Picture packets are available in the office and coaches should pass these out prior to their picture day.

### Team Apparel

Teams are encouraged to offer items for purchase to players and families. Apparel sales are a great way to promote your program and instill team and school spirit. The selling of team apparel is not considered the team's fundraiser, just the promotion of your program; therefore, pricing should only cover the costs. If a coach/sponsor chooses to use apparel sales as their fundraiser, the pricing structure will be reflected as such.

Be sure to order team apparel as soon as the season begins so buyers can have items as soon as possible. Coaches should deposit all funds collected into their team's activity account. The office staff will pay invoices for the apparel purchases out of the team's activity account after it has all been received and the coach fills out and turns in to the office the Activity Account Payment Request Form (see appendix).

**Fundraising**

Due to being a unit district in a small community, each extracurricular activity is only allowed to conduct one fundraiser per calendar year in which a good/product(s) are sold. All fundraisers need prior approval by the athletic director and/or building principal, if applicable, before conducting the fundraiser. Pre-approval is necessary so multiple teams are not conducting the same fundraiser. Fundraising approval will be given on a first-come, first-served basis by the athletic director.

**Money Procedures**

All purchases should be submitted through the district's purchase order (PO) process. Coaches should request an activity purchase order from the athletic director when making an order that will be paid with the team's activity account funds. The coach fills out the PO and turns it into the athletic director for approval. After the coach receives the signature of the athletic director, he/she can then proceed with ordering. Once equipment/apparel has been received, coaches should contact the office staff in order to reconcile what was received with the invoice. Each team has an activity account that works like a checkbook and the money "rolls over" from year to year. See the office staff for current account balances.

Any money collected through the participation of a student-athlete(s) in an extracurricular activity should be deposited into that activity account on the day the money is turned in to the coach. If money is turned in on a weekend, money should be deposited on the next school day. Coaches should communicate to all parties that if student/athletes elect to pay by check, all checks should be made out to the school (PCHS or PCJH) and not the individual coach.

**Athletic Boosters**

PC Athletic Booster Club offers the opportunity to provide additional financial support for teams in our District (5<sup>th</sup> grade through 12<sup>th</sup> grade). Coaches can submit funding requests to the Athletic Booster Club by completing the funding request form and submitting it to the Athletic Director. All funding requests need to follow the funding request guidelines developed by the Athletic Booster Club. Both documents can be located in the shared google drive coach's folder.

**FINANCIAL POLICIES****District Compensation**

Please refer to the current collective bargaining Extracurricular Pay Schedules for coaching compensation. All coaching compensation questions should be directed to the district office.

**GAME DAY ITEMS****Emergency Contact Information**

Once rosters are submitted to the office, coaches should compile an emergency contact list that will also include his/her athletes' medical concerns. This list should accompany the coach to all practices and games and is expected to be kept confidential.

If an accident occurs at practice (or game) that is serious in nature (e.g. broken bone, ambulance called), the head coach shall contact the athlete's parent immediately. Also, the head coach must contact the athletic director and turn in an accident report form the following day to the office. If there is ever a question on whether an accident report should be filed the answer will always be yes, it needs to be completed.





### **Equipment and Uniforms**

Coaches shall distribute, collect, and inventory all uniforms and equipment made available to athletes during the season. At the conclusion of each season, the head coach shall be responsible for collecting all district owned uniforms/equipment within one week of the final contest.

Coaches are required to communicate with the office staff following the conclusion of uniform/equipment turn-in time frame so the office staff can start the process of billing for lost, stolen, or damaged items. Uniforms will not be collected by the office. Uniforms should be returned directly to the coach (this includes coaches who are not district employees). Coaches can coordinate with an assistant or a coach of another level to assist with uniform turn in provided it is completed within one week of the final contest. It is the responsibility of the coach to set up uniform/equipment turn-in time(s) & location(s) and communicate those times & location(s) to the players and parents/guardians.

Coaches may encourage players and families to purchase team gear (i.e. team shoe, practice shorts, travel gear, warm-ups, etc.), but it is not required. Under no circumstance may a student-athlete be penalized for not purchasing team gear.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification. Possible examples include, but are not limited to, wearing a hijab, undershirt, or leggings. If a student were to physically modify/alter the school-provided uniform for any of the aforementioned purposes, the student and parent/guardian would be responsible for paying for that uniform.

### **Media Communications & Morning Announcements**

Coaches are expected to communicate game results to the media via email [sports@newstrib.com](mailto:sports@newstrib.com) & [news@starvedrock.media](mailto:news@starvedrock.media). In addition, coaches can also use social media to communicate games scores in a timely manner. Coaches are also encouraged to utilize the morning through the office to communicate information such as game results, try-out times, parent meetings, schedule changes, etc. Coaches need to be mindful regarding the length of announcement so that classroom time is not lost. Coaches may also email any announcement that they would like included in the morning announcements to: [journalism@pcschoools535.org](mailto:journalism@pcschoools535.org).

### **Away Games**

The athletic director will set bus times. The head coach should communicate directly with the athletic director if there are any necessary adjustments. If applicable, it is the responsibility of the coach to find another certified faculty member to cover their class(es) if the coach has to leave early. This should be clearly communicated with the building principal as it does affect the teaching and learning in the building. Athletes should also be instructed to communicate with their teachers with regards to missed assignments prior to missing the class and/or assignment(s).

Coaches may allow players to ride home with their parents after away contests. Each coach should have a sign-out sheet with them for each away contest. The procedure for this is to have the athlete's parent/guardian sign-out their child. Also, an athlete is allowed to ride home with another parent only





if said athlete has a note from his/her parent/guardian indicating permission and the other parent/guardian signs said student out. Coaches may not have their own children ride the bus; special permission may be granted by the athletic director and/or building principal on a case-by-case situation. Coaches are to refrain from transporting students in their personal vehicle.

A coach/sponsor is required to ride the bus to and from the contest/activity. If multiple teams are riding the same bus, coaches/sponsors can coordinate between themselves regarding who will ride the bus and who will meet the team at the contest/activity location. If a coach does not ride the bus to or from the contest/activity, he/she is still responsible for staying with the student-athletes/participants on his/her team upon returning to Putnam County until their individual rides show up. Coaches who opt not to ride the bus when the bus is available for him/her to ride will not be reimbursed mileage.

### **Student Supervision**

In all instances, home or away games, practices, open gyms, etc., there should be at least one coach present from the start until the last student gets picked up. At no point should a student(s) be left unattended or unsupervised.

### **Minibuses & SUV**

If a coach/sponsor is assigned a district minibuses or SUV, he/she is responsible for documenting the date, destination, driver, gas put into vehicle after the trip, and starting and ending mileage. The cleanliness of the bus, making sure windows are all up, and fueling the bus back to full are the responsibility of the coach/sponsor (every time a minibus or SUV is driven, the driver should fill up the tank with gas). The keys are to be turned in to the high school office or designated area upon returning from the contest/activity. There are QR codes in each vehicle that can be scanned to complete the documentation sheets digitally. All digital responses automatically go to the district office for processing.

Drivers are compensated per collective bargaining agreement assuming they complete their responsibilities. It is the responsibility of the coach/sponsor to inform the athletic director in a timely manner of any issues with either minibus or SUV.

## **POST-SEASON ITEMS**

### **Post-Season Meeting and Evaluation of Head Coaches**

Upon conclusion of each season, coaches are to be evaluated (preferably within one month). Prior to the evaluation meeting, inventory should be taken of all team supplies, equipment, and uniforms. The self-evaluation and inventory forms should be brought to the meeting. These forms are included in this handbook and are shared via Google Drive.

### **Assistant Coach Evaluations**

The AD/Principal will conduct all coaching evaluations. Head coaches may be asked to evaluate and/or provide input on assistant coaches.

The head coach is expected to address any issues/problems with the assistant coach(es) if/as they arise throughout the season. Head coaches are required to communicate to the AD/Principal regarding any issues/problems with assistants.

### **Post-Season Hosting**

Coaches are expected to be in attendance throughout any post-season tournament, regardless if his/her



team is competing. Coaches are responsible for the gym/field and making sure it is ready for play and should assist in getting teams into the correct locker room(s), if applicable.

### **End of Season Awards Presentation**

#### ***Grades 9-12***

All end of season awards presentations/ceremonies/get-togethers will be handled individually per sport. The head coach is responsible for setting up their individual event in a timely manner following the last day of their season. Coaches are expected to communicate to the athletic director the recipient of the team's sportsmanship award. Coaches are also encouraged to communicate with local media all award recipients to further publicize individual and team accomplishments.

#### ***Grades 6-8***

Putnam County Junior High will hold an annual end-of-year recognition ceremony for all of their extracurricular participants.

### **Promoting Players and Program**

Coaches are expected to be an advocate for players and their program throughout the season. It is the responsibility of the high school coaches to attend the Tri-County Conference (TCC) All-Conference meeting if applicable to their sport. The athletic director will communicate with the coaches notifying them of the All-Conference meeting date(s), time(s), & location(s).

## **II. Parent/Coach Communication**

Parents and Coaches share an important role in an athlete's life. Both are there to support and help him/her to become the best possible player and person he/she can be, and each of these positions has different roles. In order to greater benefit the players, it is important to establish an understanding of each role. Also, as parents, you have the right to understand what expectations are placed on your child. To do this, we must have clear communication from the coaching staff.

### **COMMUNICATION PARENTS SHOULD EXPECT FROM THE COACHES**

1. Philosophy and expectations of your child as well as the players on the team
2. Locations and times of practices and games
3. Team requirements, i.e., fees, special equipment, off-season conditioning
4. Procedure should your child be injured during participation
5. Discipline that result in the denial of your child's participation
6. Scholastic eligibility issues

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

1. All concerns expressed directly to the coach, first
2. Notification of any schedule conflicts in advance
3. Specific concern in regard to a philosophy and/or expectations

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior
4. Scholastic eligibility concerns



It can be very difficult for a parent/guardian to accept their child's not playing as much as he/she hopes; however, one must keep in mind that the coaches are professionals and make judgment decisions based on what they believe to be best for all students involved.

As seen from the list above, certain issues can be and should be discussed with the child's coach. Others, such as those that follow, will be left to the discretion of the coach.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

1. Playing Time
2. Team Strategy
3. Play Calling
4. Other Student-Athlete's Playing Time

If a problem or concern should arise that requires a conference between the coaches and the parent(s)/guardian(s), there are certain procedures that need to be followed. These procedures will help promote finding a resolution to the concern and give all parties involved a clear understanding of the other's position. If a concern presents itself, players & parent(s)/guardian(s) are expected to follow the chain of communication.

1. Head Coach of the level on which he/she participates (if applicable)
2. Head Coach of the program (if applicable)
3. Athletic Director
4. Building Principal
5. Superintendent
6. Board of Education

### **CONFERENCE PROCEDURE**

If a concern presents itself, student-athletes should first talk to the coach. If there is still a question, parents/guardians should call to set up an appointment with the coach. If, after this meeting there continues to be a question/concern, please contact the athletic director and all parties will meet to discuss the situation. Parents/guardians should not attempt to confront a coach before or after a practice or game. These can be emotional times for both parents and coaches. Meetings of this nature do not promote positive resolutions.



### **III. Activity Code of Conduct**

#### **EXTRACURRICULAR REQUIREMENTS**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness is the IHSA's / IESA's "Pre-Participation Physical Examination Form."
2. Proof the student is covered by medical insurance.
3. IHSA Sports Medicine Acknowledgement & Consent Form (grades 9-12)
4. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy (grades 6-12)
5. A signed agreement by the student and the student's parent/guardian stating the student will fully abide by the School District's Extracurricular Student Code of Conduct.

#### **IESA and IHSA**

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association (IESA) & the Illinois High School Association (IHSA) and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA/IHSA and this Code, the most stringent rule will be enforced.

The entire IESA Handbook can be found at:

<https://www.iesa.org/documents/handbook/IESA-Handbook.pdf>

The entire IHSA Handbook can be found at:

[http://www.ihsa.org/documents/forms/current/IHSA\\_Handbook.pdf](http://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf)

#### **GENERAL PARTICIPATION GUIDELINES**

Guidelines to be followed for extracurricular activities grades (6-12).

The athletic director will attempt to minimize the use of Wednesday evenings for athletic contests.

However, with limited days in a season, some Wednesday events can be expected from time to time throughout the year.

District policy states that a student-athlete shall be released from practice or an event as an excused absence because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of the day. The student's parent/guardian must give written notice to the Coach at least five calendar days before the student-athlete's anticipated absence(s).

School sponsored events and/or activities will not be held or participated in on Sundays, on or off campus for grades 6-8; no activities will be conducted on Sunday for grades 9-12 without permission and approval from the building Principal.



Coaches/sponsors will be informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity. Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is ultimately the coach's responsibility and decision.

See appendix for Guiding Principles of Interscholastic Athletics at PCJH.

### CODE OF CONDUCT

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurriculars or athletic activities while the school conducts an investigation into the student's conduct.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
9. Haze or bully (including cyber-bullying) other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:



1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **DUE PROCESS PROCEDURES**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case

### **DRUG AND ALCOHOL TESTING PROGRAM (GRADES 6-12)**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation. The athletic director and/or building principal reserve the right to test a student-athlete based on reasonable suspicion of drug and/or alcohol use.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing of the student in order to participate in any extracurricular or athletic activity. Failure to agree to the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation. Testing is contracted through a local hospital and/or external testing service. They send a nurse to our district to carry out the testing process and will maintain proper chain of custody for all specimens collected.

If a test is positive, the student may not participate in extracurricular contests for the period of ineligibility as outlined below in this extracurricular handbook. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### **Substance Abuse Testing**

Putnam County High School believes that the use of prohibited substances, alcohol, tobacco, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health and





welfare of students and those who compete or participate with those students. To be eligible to try out for or to participate in any extracurricular activities, students must agree to submit to testing for the use of prohibited substances according to established policy.

Substance abuse testing will be conducted in a random manner throughout the school year for all students in extracurricular organizations that participate in competitions and performances. These include but are not limited to: band and choral ensembles, cheerleading, panteras, scholastic bowl, all sports, theatrical productions, and FFA members who compete in events. The athletic director and/or building principal reserve the right to test a student-athlete based on reasonable suspicion of drug and/or alcohol use.

Students involved in extracurricular activities will be subject to testing for the entire school year. A student may be tested more than once should his/her number be drawn.

Should a student test positively for substance abuse during any part of the school year, that student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations.

In order for students to participate, the student and parent/guardian must sign a substance abuse testing consent form. This is to be done at registration for any and all activities during the entire school year. Should a student or parent/guardian not agree to the form at that time and then the student elects to participate later in the year, the student is ineligible until a test is completed at the student's expense and will become eligible for participation according to the following: when the school receives the results of the test; results must indicate that the student was negative for all prohibited substances. If student tests positive, the student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations.

In addition, any student not involved in extracurricular activities or not enrolled upon registration may be enrolled at the request and expense of the parent/guardian.

### **Off Campus Students**

Students enrolled in the drug testing program who are also taking courses off-campus (such as work-based learning, ACC, or IVCC) are still required to participate in the random drug testing process. If a student's number is selected for testing, the school will notify the student(s) and their parent/guardian on the day of testing.

For ACC students, they will remain at PCHS until they are able to provide a sample. If the testing process extends beyond the ACC bus departure time, the student may drive themselves to ACC, provided the school has received permission from the student's parent/guardian authorizing them to do so. The school will notify the parent/guardian the day of drug testing if their student is driving to ACC.

Students taking part in work-based learning will be contacted by administration or the work-based learning coordinator on the day of testing. Work-based learning students are expected to be present and provide a sample to meet the testing requirement during on-campus testing.

Students off-campus at IVCC will also be contacted on the day of testing. If they are able to return to campus for testing, they must provide a sample to meet the testing requirement.

If an off-campus student is unable to return to campus for drug testing due to extenuating circumstances, an alternative off-campus testing option may be provided. Extenuating circumstances include, but are not limited to, scheduling conflicts such as an IVCC class exam occurring at the same





time as drug testing. However, all reasonable efforts must be made to complete testing on campus. The Principal or designee will review the circumstances and make the final determination regarding off-campus testing eligibility. If off-campus testing is not allowed and the student misses the on-campus testing, their test will be considered "positive." If off-campus testing is allowed and the student misses the required testing timeline, their test will be considered "positive."

If a student is unable to return to campus on the day of testing and the Principal or designee has deemed the reason for missing on-campus testing as valid, they will have 48 hours to complete their drug testing at the OSF Midtown Clinic (located in Peru, IL).

To fulfill the testing requirement at the OSF Midtown Clinic, the student must:

1. Arrive and provide a sample before the clinic's 4 p.m. closing time.
2. Present valid photo identification.
3. If the student is a minor, a parent/guardian must either accompany the student to provide consent or be available by phone to give verbal consent.

Unless specified otherwise, the cost of the drug test will be covered by the District.

### **Substance Use Rules and Regulations**

The use of alcohol, tobacco, and illegal drugs is a harmful habit for young adults, and abstinence from these substances at all times is essential for the wellness of the individual. In the event that a student is found to be using, consuming, transporting, or possessing any form of alcohol, tobacco, or any illegal drugs or paraphernalia other than prescribed by a physician, that student will be found to be in violation of the extracurricular substance abuse rules and regulations and may be subject to a punitive referral.

Should the student seek help and apply for a substance abuse program before the violation occurs, a non-punitive referral will take place. This referral will be made in confidence and will not result in any suspension from activities but will necessitate the student participating in a substance abuse program. Expenses for the program will be the responsibility of the parent/guardian.

The Principal or designee will notify the student and parent/guardian once results are available. On a student's first positive test, the student will be declared ineligible from participation as outlined in violations. After the first offense only, the period of ineligibility will be reduced by half following successful completion of the online educational course that the District assigns to the student. Any second or subsequent positive test will result in the automatic imposition of the consequences described in the Code. Noncompliance with any portion of the testing procedure will be received and treated as a positive test. Noncompliance includes, but is not limited to, a student not providing a sample. If a student fails to provide a sample, the cost of the test is the responsibility of the student and/or parent/guardian. The period of ineligibility for a non-compliant student is similar to those outlined for Category 1 offenses below. There is no opportunity to reduce the length of ineligibility offered to students who are non-compliant. Any student who has an extracurricular substance abuse violation, including possession or noncompliance, will automatically be placed in the next monthly testing cycle. Students who serve the full duration of their extracurricular suspension, as outlined in the violation section below, are eligible to return to competition. The Substance Abuse Policy is in effect the entire calendar year. Students should make every attempt to avoid events where illegal substances are being used or are present. Students are advised to immediately leave the site of any illegal activity. If a student is present where illegal activities are taking place, it is conceivable that the student may be arrested or accused of illegal consumption or possession of illegal substances.

**Violations**

Punitive violations by participants in interscholastic activities will result in the penalties outlined below. For any possession violation, the student-athlete will be placed into the next round of monthly testing. Two violations\*, including one from Category I and another from Category II, will result in a calendar year suspension. Three violations from one category or a combination of three violations from both categories will be grounds for loss of eligibility for the remainder of the student's time at the school attended.

\*If both violations are for possession of Category I AND both follow-up tests come back negative, the student-athlete will be allowed the opportunity to complete a drug and alcohol prevention course offered through the Regional Office of Education (ROE) #35. The cost of the course is the responsibility of the student and/or parent/guardian. Information on this course can be found at the High School office. After the student-athlete completes the course and provided course completion certification to the athletic director or building principal if applicable, s/he will have their 365-day period of ineligibility reduced to 180 days. If for some reason the ROE discontinues this course, this option ceases to exist unless a comparable program can be found.

**Category I – Smoking/Vaping/Chewing Tobacco**

- a. First Violation: After confirmation of the first violation, the participant shall lose eligibility for  $\frac{1}{4}$  of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.
- b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 365 days starting at the date of the second offense.
- c. Third Violation: A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.
- d. In activities that have no specific length, a confirmation of a first offense consequences shall be decision of the Principal, athletic director, and sponsor to closely follow the intent and philosophy of this code.

**Category II – Drugs and Alcohol**

- a. First Violation: After confirmation of the first violation, the student shall lose eligibility for  $\frac{1}{2}$  of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.
- b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 365 days starting at the date of the second.
- c. Third Violation: A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.
- d. In activities that have no specific length, a confirmation of the first offense consequences shall be decided by the Principal, athletic director, and sponsor to closely follow the intent and philosophy of this code.

Should a violation occur after school has let out for summer vacation or occur when a student is not an active participant in an activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved. Eligibility loss may extend into the next season or the next school year. The continuing ineligibility will be pro-rated.



### **Criminal Acts**

Because participants in extracurricular activities are held in high esteem by our student body, they are expected to be good examples of citizenship and conduct. They should avoid actions which discredit themselves, their team, and their school. Because of the wide range of possible actions and charges, any codification becomes impractical. Therefore, once there has been believable evidence presented that an offense has been committed, a meeting between the athletic director, the head coach or sponsor of the activity, and a neutral coach or sponsor selected by the Principal will be held to determine disciplinary action appropriate to the seriousness of the violation.

### **Repeated Violations**

After confirmation of a second offense of any item listed above, the participant will be declared ineligible for 365 days starting at the date of the second offense. After a confirmation of a third offense of any item listed above, the student will be declared ineligible for the remainder of his/her high school career.

## **ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **Scholastic Eligibility**

The eligibility report is completed on the last day of the week at approximately 12pm. It is the responsibility of the coach to communicate ineligibility with his/her athletes. Ineligible players are expected to practice and attend contest(s) during the period of ineligibility. Ineligible players are not allowed to be in uniform at contests. The AD and/or building principal may decide to restrict the attendance of ineligible players at contests (i.e. if a student is failing the last two class periods and the team bus is scheduled to leave school early for an away game. The AD and/or building principal may decide that it is in the best interest of the ineligible student to stay in class instead of traveling with the team that evening).

### **Scholastic Eligibility for Grades 9-12**

Grades will be checked every week during the season. To be eligible to participate in athletics and extracurricular activities, including theatre productions, a **student must be doing passing work in 5 of 6, or 6 of 7 academic subjects**. Student athletes are required to pass 25 credit hours per week. Passing 25 credit hours per week is determined by measuring a student's performance on a cumulative basis from the beginning of a semester through the date on which the check is made. Students must be eligible the previous semester to be eligible at all during the ensuing semester. Any student failing to meet these academic criteria shall be suspended from the activity for seven (7) days or until the specific academic criteria are met, whichever is longer.

In order to be eligible to participate in any school-sponsored or athletic activity, a student must satisfy Putnam County High School's scholastic standing requirements and may not be failing more than one academic class.

If a student receives a second failing grade, the student will then become academically ineligible.

Academic ineligibility guidelines are as follows:

- a. During the first ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- b. During the second ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- c. During the third ineligibility period, the student athlete may be dismissed from the team.

**Scholastic Eligibility for Grades 5-8**

To be eligible to participate in athletics and extracurricular activities, a **student must be doing passing work in all subjects.**

Students must be eligible the previous semester to be eligible at all during the ensuing semester. Any student failing to meet these academic criteria shall be suspended from the activity for seven (7) days or until the specific academic criteria are met, whichever is longer.

In order to be eligible to participate in any school-sponsored or athletic activity, a student must satisfy Putnam County Junior High School's scholastic standing requirements and may not be failing any subject.

If a student receives a failing grade, the student will then become academically ineligible.

Academic ineligibility guidelines are as follows:

- a. During the first ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- b. During the second ineligibility period, students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- c. During the third ineligibility period, the student-athlete may be dismissed from the team.

Any student dismissed from a team will not be recognized at the athletic awards ceremony.

**Eligibility Examples followed by both PCHS & PCJH**

*Example 1: A student does poorly on an assignment/quiz/exam/etc. that causes him/her to be deemed ineligible when grades are taken on Fridays for the eligibility report. The individual teacher offers the opportunity to re-take the assignment/quiz/exam/etc. On the re-take, the student-athlete earned a higher score that would have kept him/her off of the failing list.*

**Q:** How does this affect the eligibility?

**A (part one):** If the re-take was conducted during the same time period for which the original eligibility report was taken, the athletic director will re-run the report using the updated and improved score to determine the student-athlete eligibility status.

**A (part two):** However, if the re-take is conducted after the dismissal of school on the last day of the time period affecting the original eligibility report, the re-take score will have no impact on the original eligibility report. The re-take score would be considered in the next eligibility report. The student-athlete would remain ineligible from Monday through Sunday in the week following the time period of the original eligibility report.

*Example 2: A student has been deemed ineligible, he/she notifies the AD that they have turned in some missing work and their grade is now passing.*

**Q:** How does this affect the eligibility?

**A (part one):** If the missing work was turned in during the same time period for which the original eligibility report was taken, the athletic director will re-run the report to determine the student-athlete eligibility status once the teacher grades the missing work.



A (part two): However, if the missing work was turned in after the dismissal of school on the last day of the time period affecting the original eligibility report, the grades for the missing work that was turned in will have no impact on the original eligibility report. These grades would be considered in the next eligibility report. The student-athlete would remain ineligible from Monday through Sunday in the week following the time period of the original eligibility report.

### **Attendance**

In order to participate in an activity, practice or rehearsal, performance, or contest, students must be in attendance at the start of second period and remain at school until the end of the day.

It is the responsibility of the student and/or parent/guardian to be aware of the district calendar and know when early dismissals are scheduled as they will impact the time at which a student must be present at school in order to participate. On shortened or special schedule days, a student must still be in attendance at the start of 2<sup>nd</sup> period and remain at school until the end of the day. For PCES, a student must be in attendance by 9:00am. An unexcused absent on Friday will result in the student-athlete being ineligible to participate in any contest/activity that takes place on the following Saturday.

*Example 1: A student is called off sick to start the day, but then arrives at school later in the day with a doctor's note saying he/she was seen that day for an appointment.*

Q: Is the student eligible to participate in events that evening?

A: No, because the student was called off sick and not in attendance by the start of second period he/she is not eligible to participate that evening.

*Example 2: A parent/guardian calls the attendance line saying that the student has an appointment in the morning and will be late to school.*

Q: If the student shows up after the start of second period due to a pre-arranged absence (e.g. doctor's appointment), can he/she still participate that evening?

A: Yes, as long as the student brings in the doctor's note stating he/she was at the appointment that morning.

*Example 3: A student who is at school to start the day gets picked up for a doctor's appointment during the day.*

Q: Can he/she still participate that evening?

A: Yes, as long as the student brings in the doctor's note stating he/she was at an appointment.

### **Unexcused Absences**

A student who is absent and unexcused from school may not participate in that day's scheduled practice or contest. Playing time for students who are absent and excused will be the coach's decision. It is recommended that all coaches should have this in his/her team rules/expectations. All students must be in attendance by the start of second period in order to play or participate in practice/contest that evening. For PCES, a student must be in attendance by 9:00am. The only exceptions will be for the following excused absence(s): doctor appointment – must have doctors note, pre-arranged college visit – must have letter from the institution visited on their letterhead stating that the student-athlete was visiting on the given date, funeral and/or visitation. Prearranged vacation(s) do not count as an excused absence pertaining to the student-athlete's eligibility to participate (for example, John Smith has been out for five school days on a prearranged vacation with his family. He returns at 4pm on



Thursday and therefore is not in school on Thursday. He would not be eligible to participate Thursday evening.)

### **Quitting**

A student who quits during the season will not be permitted to participate in that activity for the remainder of the season or duration of the activity.

- a. A student who quits an activity will not be permitted to participate in any other activity during that season unless prior approval is obtained from the Principal.
- b. Prior to the first event, a freshman trying out for one sport may quit to participate in another sport. This regulation pertains only to athletics.

If a student chooses to quit at any point following the first week of the season, including practice, the student-athlete and his/her parent(s)/guardian(s) forfeit the right to recoup any fees paid to participate in that specific sport. If money has already been paid for non-district owned team apparel and/or equipment, the student-athlete will still receive the item(s).

The district considers the start of season to be once try-outs are completed and the team's roster is set. If try-outs are not held, the start of the season will be considered the first day of organized team practice.

### **Equipment**

Each student is responsible for equipment and uniforms issued to him/her. If borrowed articles are lost or damaged, the participant and his/her parent(s)/guardian(s) may be required to pay the current replacement cost after parent/guardian notification has been made. If items are said to be stolen, a police report should be filed with local law enforcement.

### **Transportation**

If a student is assigned a bus suspension due to inappropriate behavior(s) exhibited on an AM/PM bus route, fieldtrip, or any other trip chartered by the bus company, he/she will also be prohibited from riding the team bus (bus company charter, PC minibus, PC SUV) for all extracurricular trips that occur during the length of the bus suspension. A parent/guardian may still transport a student who is suspended from the bus to an extracurricular activity. Participation in the extracurricular event is not restricted due to a bus suspension unless otherwise stated in the team rules given out by the coach/sponsor of each specific sport/activity.

### **Suspension**

If a student is assigned an out-of-school suspension (OSS), he/she is prohibited from being present at any extracurricular event(s) that take place during the date(s) of the out-of-school suspension. (i.e. If on Friday, a student is notified of an OSS that starts on the following Monday, s/he would still be eligible to participate in Friday's event(s) as well as Saturday's event(s). Monday's event(s) would be prohibited because it occurs on the date of the OSS.)

### **General**

**Curfew** - A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.

**Rights** - In the event of a suspension from participation, parents who have a concern regarding the application of the extracurricular code may schedule a formal meeting with the Principal, athletic director, and head coach/sponsor of the activity.

**Deadlines for Participation** - Students who wish to participate in an activity once the season has begun





may do so only with the permission of the head coach, athletic director, and Principal. Transfer students must meet IESA/IHSA guidelines in order to be eligible for participation.

### **TEAM RULES/EXPECTATIONS**

Coaches or sponsors should have their own team rules/expectations above and beyond the Activity Code (provided these rules are deemed appropriate by the athletic director and/or building principal). A copy of these rules along with consequences shall be given to each participant at the beginning of the activity. The coach's or sponsor's rules will be enforced only during the season that the student participates in that activity.

Participation in extracurricular activities is a privilege, not a constitutionally protected liberty or property right. Coaches and sponsors may have additional rules and expectations, which are specific to their extracurricular activity. As previously mentioned, if there is ever the case of a conflict between IESA/IHSA Handbook, this Code of Conduct, or the individual coaches' rules/expectations, the most stringent rule will be enforced.

### **TEAM CAMPS**

Each extracurricular activity is allowed and encouraged to hold a team/individual skills camp. All coaches/sponsors are to schedule the camp directly with the athletic director and/or building principal, if applicable. The camp is for the betterment of our student-athletes and the overall program. Any camp fees that are charged are to be deposited in the activity account of that sport/activity. Coaches who conduct camps may elect to use camp fees to compensate camp workers, including themselves. After all camp expenses have been paid, coaches may use up to, but no more than, 50% of all the money collected from the camp participation fees.

### **MULTI-SPORT & DUAL SPORT PARTICIPATION**

It is the district's belief that through education-based athletics, students have the ability to build relationships and develop positive character traits. Studies show that multi-sport athletes have better grades, higher attendance rates, fewer discipline problems, decreased injury rates, and develop into a more well-rounded student. Athletes and coaches work extremely hard to give their team the best possible chance to succeed. The administration and athletic staff will continue to encourage and support multi-sport student athletes to build well-rounded young adults and successful athletic programs. At no time should a coach encourage a student athlete to specialize in one or more specific programs. All coaches will support the multiple-sport concept.

Putnam County High School prides itself on providing student-athletes the opportunity and support to participate in multiple sports and activities. When possible, the coaches of the Putnam County Athletic Department will permit students to have dual participation in more than one sport/activity during the same season. Please note that, although coaches will make every reasonable accommodation, they reserve the right to make playing time decisions based on a student's on-going participation in practices and games in that sport. Each situation will be handled individually and based on its unique characteristics.

The athlete must designate a primary sport. If there is a conflict the primary sport will prevail. Game





contest will take precedence over practice. If the athlete decides he/she can no longer continue participating in two sports, the athlete may only leave the team of the secondary sport. The coach of the primary and secondary sport must agree to the athlete participating in dual sports. The athlete and parent(s)/guardian(s) must sign and submit a dual sport form (see appendix) to the athletic director for final approval.

### **HOME SCHOOL PARTICIPATION**

A nonpublic school student is eligible to participate in interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the District maintains a membership. The requirements for a student to participate are as follows:

1. Student must be enrolled within the school. Enrollment means the student's parent/guardian has completed the enrollment process and provided all necessary information to the District, including but not limited to, verification of residency, fees, and general information forms.
2. Student must be taking and passing a minimum of 25 credit hours (i.e., five 0.5 credit courses) that align with the school's Program of Studies. The student must continuously enroll in and be in attendance for at least one class at PCJH or PCHS beginning their first year of participation in an extracurricular activity. For example, a student participating in a Fall sport must be enrolled in a course at the school for the entire school year, including the Spring semester. Failure to maintain enrollment will prohibit that student from participating in extracurricular activities in future school years.
3. Syllabuses for each course must be submitted for comprehensive review and approval by the building Principal prior to the start of participation. These courses must align with the school's Program of Studies. Any course found to not align with the Program of Studies will not count toward the minimum 25 credit hours.
4. The student must be in compliance with all eligibility requirements of IHSA or IESA by-laws. A grade report must be submitted to the Athletic Director and/or building Principal by Friday at 10:00 AM during the season. Grades must meet the requirements established by IHSA or IESA and the District.
5. The student must pay all applicable costs that would be paid by a student enrolled full-time at the school.

Per IHSA, the following will satisfy this requirement if applicable in the host school at which the home school student is enrolled: virtual classes, dual credit classes, Area Career Center classes.



## COACHES CODE OF ETHICAL CONDUCT

- Set a good example for their team members, students, school, and the community
- Show respect for players, parents, other coaches and staff
- Establish player safety and welfare as the highest priority
- Coaches should strive to promote positive team morale and spirit
- Act in a sportsman-like manner at all times
- Conduct themselves in a manner that will earn the respect and confidence of all
- Consistently require all players to adhere to the established rules and standards of the game
- Provide proper supervision of student-athletes while under the coach's direction
- Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community
- Provide and exemplify leadership and discipline
- Maintain open communications with athletes, parents, school personnel, media, and administration
- Understand the purpose of interscholastic athletics is to promote the physical, mental, moral and social well-being of students
- Not use tobacco, alcohol, or profane language while supervising student-athletes
- Not detract, interfere, or discourage students from participation in other school sponsored sports or activities
- Support and consistently enforce the board approved policies set forth in the student handbook & extracurricular handbook

Any coach that fails to meet the expected standards of conduct listed above, acts in a manner that is inconsistent with the mission of Putnam County Athletics and/or neglects the health and safety of student-athletes, may be subject to discipline. Each incident will be handled on a case by case basis with discipline ranging from verbal warnings up to and including dismissal. All coaching discipline will be given by the athletic director and/or building principal if applicable.



## **Extracurricular Communication Expectations**

### **Required Communication**

- Try-out / audition announcement
  - Schedule
- Cut procedures
  - Schedule / method
- Pre-Season parent meeting
  - Philosophy and expectations
  - Locations and times of practices
  - Team requirements
  - Discipline concerns
  - Injury procedures
- TeamReach
  - Practice/game changes
  - Other information
- End-of-season awards night (with parent(s)/guardian(s))
- Game schedule, online/hard copy
- Transportation (sign out sheet)
- Game/Event information & results sent to local news outlets

### **Recommended Communication**

- Individual pre-season player meetings
- Regular parent communications - TeamReach
- Team social media account(s)



# Guiding Principles for Interscholastic Athletics at Putnam County Junior High School

## Philosophy

The athletic program at Putnam County Junior High is guided by the philosophy that student activities are an important part of the overall educational experience. A successful sports program at PCJH fosters a sense of school pride for the student-athletes, student body, faculty and staff, District, and community. Programs and teams strive to teach both valuable life skills and athletic skills. Participation on a team will promote students to develop a competitive spirit, self-control, camaraderie, and self-worth. As a student-athlete, they will also develop leadership, loyalty, and self-discipline. Most of all, student-athletes should grow, learn, and enjoy the experiences, meaning participation supports the primary purpose of education at PCJH.

## Roster Sizes & Playing Above Grade-Level

The following are roster size maximums according to IESA:

- Softball –18
- Baseball –18
- 7<sup>th</sup>/8<sup>th</sup> Girls Basketball –15
- 7<sup>th</sup>/8<sup>th</sup> Boys Basketball –15
- 7<sup>th</sup>/8<sup>th</sup> Volleyball –15
- Track & Field – No Limits

Due to enrollment or student participation, there may be years in which playing a student-athlete(s) above their academic grade-level needs to be considered to field an adequate team. The following are established minimum roster sizes at which time a coach may consider rostering students from the lower grade-level(s):

- Softball – 15
- Baseball – 15
- 7<sup>th</sup>/8<sup>th</sup> Girls Basketball – 8
- 7<sup>th</sup>/8<sup>th</sup> Boys Basketball – 8
- 7<sup>th</sup>/8<sup>th</sup> Volleyball – 10
- Track & Field – Not Applicable

The following are guidelines for determining which student-athletes would play above their grade-level and establishes expectations for said rostering:

- After two days of practice within the IESA calendar season, the coach will discuss the number of players on the team with the principal.
- If a team does not have the minimum roster size, the coach may be able to roster student-athletes from the lower-grade level if it would not reduce the ability for the lower grade to field



a team. (For example, a principal may not allow the coach to bring up a 7<sup>th</sup>-grade player if there are enough 8<sup>th</sup>-grade students to meet an acceptable roster and bringing up the player would consequently limit the roster of the 7<sup>th</sup>-grade team.)

- To select student-athletes from a lower grade-level for a roster, the coach will attend at least one practice of the lower grade-level and assess all student-athletes of that level. The coach will then determine who will be added to the roster.
- Any student-athlete who plays at a higher-grade level will remain on the roster of said team for the remainder of the season. For example, a 7<sup>th</sup>-grade basketball player who was rostered for the 8<sup>th</sup>-grade team will only play in the 8<sup>th</sup>-grade games. They are no longer eligible to play in the 7<sup>th</sup>-grade games.
  - In unique, non-recurring circumstances, the principal may provide approval to a coach to play a student from a lower grade-level for one game. The coach must discuss this need and obtain prior approval from the principal.
- Roster minimums may be revisited by the coach and principal throughout the season due to injuries, ineligibilities, or other unforeseen circumstances.
- A coach has discretion to maintain a roster under the established minimum.

### **Playing Time Expectations**

In alignment with the Philosophy, student athletics is focused on the development, participation, and growing enjoyment of sports. Based on this focus, all student-athletes can expect playing time on a weekly basis. However, it must be understood that playing time is not guaranteed and not provided on an equal basis. Several factors determine playing time, including individual student-athlete factors such as skill level, position, and attitude and team factors such as game situations and type of game (e.g., exhibition, conference, tournament).

Parents/guardians who have questions or concerns regarding their child's playing time must schedule a meeting with the coach. Further information regarding appropriate communications can be found in the Putnam County CUSD #535 Extracurricular Handbook.



## Try-Out Report

**Grade / Sport:** \_\_\_\_\_ **Coach:** \_\_\_\_\_

**Directions:** Turn this in to the AD/building principal at the conclusion of try-outs.

**Were try-outs communicated to all eligible parties for a minimum of one week?** YES NO

**Try-Out Dates:** \_\_\_\_\_

<u># of Players at Try-Outs</u>	<u># of Players Cut</u>	<u># of Players Kept</u>

**Try-Out Procedures:**

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**Cut Procedure:**

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**Notes:**

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**Pre-Season Goal Setting**

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

**Directions:** Please list / describe two-three goals that you have set for yourself this season. These should be focused on what you, yourself plan to do to improve your program. These are to be “process-oriented” and not “product-based”. In other words, these should be ideas and / or plans explaining how better to prepare your players and / or improve the quality of the overall program. Goals such as “advancing to state” and have a “winning season” are understood and can be omitted.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date Received by Athletic Director/Building Principal: \_\_\_\_\_





## Midpoint Check-in

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

(Coach) *Progress towards goal(s):*

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(Coach) *Concerns/Issues with Supplies/Equipment/Transportation/Gym Space/Officials/Eligibility:*

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(Coach) *Concerns from coach:*

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(Coach) *Additional comments from coach:*

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(AD/Building Principal) *Coaching concerns/issues:*

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(AD/Building Principal) *Areas to improve:*

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(AD/Building Principal) *Remediation plan and/or resources offered:*

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(AD/Building Principal) *Additional comments from athletic director / building principal:*

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\_\_\_\_\_  
**Coach's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Athletic Director/Building Principal Signature**

\_\_\_\_\_  
**Date**



## Coach's Evaluation

**Name:** \_\_\_\_\_ **Sport:** \_\_\_\_\_ **Level:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>I. Administrative Responsibilities</b>	<b>Meets Expectations (1)</b>	<b>Does Not Meet Expectations (0)</b>	<b>N/A</b>
1. Completes team rules/expectations and submits them to the AD/building principal one week prior to player/parent mtg.			
2. Creates TeamReach account and shares that code with the AD/building principal.			
3. Completes "pre-season goal setting" form and turns it in to the AD/building principal prior to the start of contests.			
4. Creates a monthly practice schedules and shares them with players/parents/AD/building principal in a timely manner.			
5. Uses the gym space calendar(s) to schedule practices.			
6. Sends roster to AD/building principal			
7. Emergency Contact forms are completed for each student-athlete and kept with the coach at all practices and games.			
8. Supervises the issuance of uniforms and/or equipment, keeps accurate inventory; coordinates turn-in within one week of final contest.			
9. Follows up on lost or missing equipment and communicates with AD/building principal in timely manner			
10. Supervision and care of practice & locker room facilities; includes putting balls and equipment away, turning lights off, and properly securing facilities when done using them.			
11. Publicizes team & individual achievement to the media/school/social media.			
12. Demonstrates loyalty & support to the entire athletic program by attending other sports and/or activities.			
13. Communicates & enforces athletic policies			
14. Completes all teaching duties prior to coaching duties (if applicable)			
15. District vehicles are filled up with gas and keys are returned to their designated location after use.			
<b>II. Coaching Performance</b>	<b>(1)</b>	<b>(0)</b>	<b>N/A</b>
16. Execution of the team reflects enthusiasm, proper fundamentals, & sportsmanship			
17. Conduct of coach during practice & contests			
18. Publicly rewards effort & performance with praise			
19. Criticizes constructively			
20. Adheres to the Coaches Code of Ethical Conduct			
21. Consistently implements and aligns with the sport specific vertical articulation for player development.			
<b>III. Self-Improvement</b>	<b>(1)</b>	<b>(0)</b>	<b>N/A</b>
22. Reads current coaching literature, attends coaching clinic(s), PD, membership in state coaching association, etc.			
23. Conducts midpoint review & self-evaluation			
24. Cooperates with performance evaluation			
25. Attends seasonal coaches & AD meeting.			



<b>IV. Relationships with Administration, Peers, Parents, &amp; Athletes</b>	<b>(1)</b>	<b>(0)</b>	<b>N/A</b>
26. Demonstrates enthusiasm for working with athletes			
27. Dresses appropriately: school, practices, contests			
28. Does not discourage participation in other school activities			
29. Athletes and parents are made aware of their responsibilities & obligations			
30. Communicates effectively with the athletic office			
31. Uses TeamReach to communicate effectively & timely with parents and team members.			
32. Shows concern for all team members			
33. Develops positive team morale & rapport			
34. Is punctual and expects the team to be the same			
35. Establishes and maintains good rapport with the faculty, administration, & coaching staff			
36. Discipline is firm, fair, & consistent			
37. Planned and/or completed appropriate recruiting activities to maximize student involvement			
38. Plans and/or attends end-of-year awards night/get together.			
39. Effectively utilizes summer contact days.			
40. Organizes/Attends/Promotes open gym & weight room opportunities.			
<b>COMMENTS</b>			

Total Point Value Earned \_\_\_\_\_ out of \_\_\_\_\_ possible points = \_\_\_\_\_ Final Average Rating

Meets Expectations: 1.00 – .90

Partially Meets Expectations: .89 – .75

Does Not Meet Expectations: ≤ .74

**Coach's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AD / Building Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The coach's signature does not mean agreement with the evaluation's content, only receipt of evaluation. Coach may attach comments on a separate piece of paper.

Appointments are on a year-to-year basis. Appointments in any one year do not assure reappointments in any subsequent year.



## Coach Self-Evaluation

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Assess the team's performance this season.

Assess your performance this season.

What are your goals for team next season?

What are your personal goals as coach next season?

What suggestions or recommendations do you have for the athletic department that could help you achieve your team and personal goals?

\_\_\_\_\_  
**Coach's Signature**

\_\_\_\_\_  
**Date**

**Date Received by Athletic Director/Building Principal:** \_\_\_\_\_



## **Activity Account Payment Request**

DATE:

CLUB/ACTIVITY NAME:

FOR WHAT:

TO WHOM (include address if needed to mail):

AMOUNT:

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Coach

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Club Representative/Sponsor

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Athletic Director / Principal (if applicable)



## Putnam County High School

### Dual Sport Guideline Form

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An athlete may participate in two (2) sports that run concurrently but must follow certain guidelines:

1. Athlete must designate a primary sport. If there is a conflict, the primary sport will prevail.
2. Game contest will take precedence over practices
3. If the athlete decides he/she can no longer continue participating in two sports, the athlete may only leave the team of the secondary sport
4. The coach of the primary and secondary sport must agree to the athlete participating in dual sports.

**All policies and procedures listed in our Extracurricular Handbook will apply to both sports equally.**

*(i.e. responsible for two activity fees. if there's a consequence it will be served on both sports, etc.)*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Sport: \_\_\_\_\_ Coach's Signature: \_\_\_\_\_

Secondary Sport: \_\_\_\_\_ Coach's Signature: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_