

ATHLETIC
HANDBOOK

Franklin C.U.S.D. #1

Junior High School

2017-2018

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PURPOSE

The purpose of the Franklin Junior-Senior High Athletic Handbook is to provide the athletes, cheerleaders, and their parents and coaches with all the information they will need concerning athletic programs, eligibility, training rules, discipline, practice schedules, etc.

PHILOSOPHY

Franklin's athletic program encourages maximum participation within limits of our staff's ability to administer a program of fundamentals and competitiveness.

Winning is important, but not at the expense of poor sportsmanship or actions outside of the rules of the game! Our staff will teach their athletes to win so that a victory will result in pride because of their effort. We hope that these efforts will result in valuable lessons that will be of benefit throughout the athlete's lifetime.

Participation in Franklin athletics is a privilege extended to all students. This privilege involves certain responsibilities.

RESPONSIBILITIES

An athlete's greatest responsibility is to be a credit to his/her parents, school and community.

Therefore, an athlete at Franklin should:

1. Display outstanding sportsmanship.
2. Display proper respect for teachers, coaches, officials, team members and parents.
3. Display a positive spirit of cooperation.
4. Maintain a neat and clean appearance when representing an athletic team.
5. Use proper language. Profanity will not be tolerated on or off the playing field.
6. Abide by all school rules and regulations that govern the student body.
7. Be responsible for the care and return of all equipment and uniforms.

****During the time that athletes are not competing, they must sit as a team directly behind the bench and respectfully watch the game in progress.**

SPORTS AVAILABLE

The following interscholastic sports are offered to the students of Franklin Junior High at Franklin: Cross Country, Basketball, Volleyball, Softball, and Cheerleading.

Through cooperative agreements with New Berlin and Waverly, our junior high students will also be able to participate in baseball and track. Students participating at New Berlin or Waverly will be governed by their athletic procedures and rules.

REQUIREMENTS FOR PARTICIPATION

Before a student may participate in athletics he/she must:

1. Be in compliance with all rules and regulations contained in the athletic or student handbook.
2. Meet any requirements as set by the IESA.
3. Have a recent physical examination by a doctor. The appropriate form must be

turned into the office. A physical is good for one year from the date on the physical.

4. Pay the participation fee within one week after the first practice.

5. Sign a form stating that they have received and read the Athletic Handbook. Parents must also sign the form. Athletes will turn this form into their coach.

7. Submit a copy of their birth certificate or hospital record to the office.

PARTICIPATION FEE

Junior High

Boys' Basketball -	\$25.00
Cross Country -	\$25.00
Girls' Volleyball -	\$25.00
Girls' Softball -	\$25.00
Cheerleading-	\$25.00
Track	\$25.00

*\$25 per student, per sport, up to two sport maximum pay/year.

Each participant will be required to pay the above amounts to participate in a given sport. The money received will help pay for the total program (uniforms, coach's salary, liability, energy, transportation, etc.).

1. Students from Franklin participating on a New Berlin team will be assessed a participation fee for each sport in which they participate at New Berlin. This fee is separate from Franklin's participation fee policy.

AFFILIATIONS

Franklin Junior High School is a member of the MSM and Morgan County Conference. We are also members of the IESA and follow all of their rules and regulations.

A copy of the IESA eligibility rules is at the back of this handbook.

Club/Youth Sports Leagues

Athletes can participate on other club/youth sports leagues during the same season provided they do not conflict with Franklin Activities with IESA. If there is a conflict, the IESA activities take precedence.

ELIGIBILITY SYSTEM

All students must be academically eligible in order to participate in extra-curricular activities. This includes athletics, drama, and music events, club-sponsored activities, school social events, work passes, and cooperative vocational education training, as well as any other school-sponsored events. Exceptions are made for graduation and related activities, cheerleading tryouts, play auditions, awards banquets, Jr. Sr. Prom, and assemblies/events approved in advance by the principal.

Eligibility Students must be academically eligible in all subjects in order to participate in

athletics. Eligibility is based on academic standing for the semester and a student cannot be ineligible in a class until the class has met a minimum of 4 times. On the first day of the school week, teachers submit names of students whose cumulative grades are below passing as of the previous Friday. Once a student is classified as being ineligible, this classification remains until a new list is submitted. Students are responsible for checking the eligibility each week and repeated ineligibility during the sport season could result in dismissal from the team. Students are responsible for checking eligibility each week.

ATTENDANCE AT SCHOOL

To participate in any athletic contest, the student must be in attendance at school for the entire afternoon (3rd period, 4th period, and Homeroom) on the day of the event, unless special permission is granted by the administration.

TEAM RULES

Each head coach/sponsor is responsible to carry out the rules of the athletic handbook in conjunction with his/her own team rules. The coach must make sure that each team member has a written copy of team rules during the first week of practice. Parents and athletes must sign a form indicating that they have read and understand the Athletic Handbook before a student may practice. These rules may include hair and/or grooming guidelines. These rules must be approved by the athletic director and principal prior to their issuance and must be on file in the high school office.

HEALTHY TRAINING HABITS:

Besides the rules that individual coaches and sponsors will give the students, there are certain training rules that will be expected of all athletes. They will be in effect 7 days/week - year round.

The use or possession of tobacco in any form, the sale, possession, purchase, consumption, or being under the influence of a controlled substance, including, but not limited to, intoxicants, drugs, steroids, narcotics, or alcohol is prohibited at all times. Random drug testing of up to 10% of athletes may be conducted at any time. This includes the sale or possession of so-called "look-a-like" drugs, or any substance presented as being a controlled substance, intoxicant, drug, narcotic, steroids or alcohol. Threats or acts of violence, and any activity involving dishonesty or intentional damage to the property of another are prohibited at all times.

Possession means having the knowledge of, or any control over, an item. Forgetting that an item is under one's control does not constitute lack of knowledge. Also, entering school grounds in a vehicle containing an illegal substance, or being in a dwelling, which the student knows contains an illegal substance, constitutes possession of that item.

BEHAVIORS ALL COACHES WILL RECOGNIZE AS INAPPROPRIATE

First Degree Violations:

1. Tardiness to practice, game, or bus
2. Detention

3. Eligibility
4. Curfew Violation
5. Dress Code Violation
6. Inappropriate language or behavior
7. Unexcused, skipped/missed practice or game.

Penalty: Violations for these acts are up to the coach's discretion. Examples might include time out of games or extra work to be done at practice.

Second Degree Violations:

1. Insubordination in school
2. Insubordination in sports
3. Saturday Detention
4. Out of School suspension
5. Unsportsmanlike conduct at game or practice

Penalty: 1 Game suspension -----3 violations will result in dismissal from the team.

Third Degree Violations:

1. Use or possession of alcohol, tobacco, and drugs
2. Threats or acts of violence, and any activity involving dishonesty or intentional damage to the property of another.
3. Theft - possession of stolen property
4. Destruction of school property

Penalty: 2 week suspension from the sport being played during competition-----2 violations will result in dismissal from participating with that team for the season, or further disciplinary action. Repeated violations within an athletic career may result in further disciplinary action.

JUNIOR HIGH SCHOOL RANDOM DRUG TESTING: All Junior High athletes participating in an extra-curricular activity may be randomly tested throughout the school year. Procedures in the event of a positive result----Whenever a high school student athlete's test result indicates the presence of illegal drugs or banned substances, or the MRO rules a specimen adulterated, the following will occur.

- (1) The Building Principal or Athletic Director, within 24 hours, will notify the parent/guardian/custodian first, then the student and Athletic Director of any positive results. A written notification from the Building Principal, by form letter will be sent to the parent/guardian/custodian by certified mail. The Building Principal may keep all test results for a period of up to four years or until graduation.
- (2) The student will be notified and be required to submit weekly urine specimens, via the vendor, for five weeks at parent/guardian/custodian or student expense.
- (3) If the parent/guardian/custodian or student wish to contest the results, the vendor will arrange for specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from the first notification of positive test results.
- (4) The MRO may use quantitative results to determine if positive results on repeat testing

indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then negative results may be reported.

A. First Positive Result

For the first positive result, the student athlete will be given the option of:

1. Within five days having an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follow the recommendations of the counselor. (If treatment is recommended, it must be with a Certified Chemical Dependency Counselor). The student must also submit to weekly urine testing for five weeks. Parent/guardian/custodian is responsible for all expenses; student athlete will be suspended from competition for two weeks. Student will be required to attend practice or,
2. Denial of participation in interscholastic athletics for the remainder of the current school year and the next school year.

B. Second Positive Result

If a student wishes to continue to participate in the program after a second “positive” test, the student must agree to a suspension for the remainder of the sports season or a suspension of four calendar weeks during competition, whichever is longer, in addition to substance abuse counseling *by a counselor approved by the Board of Education*. The student will still be required to attend practice. Counseling must begin before the student will be allowed to return to competition even if the full suspension has been served. Follow-up weekly testing will be performed for the remainder of the season for that sport at parent/guardian/custodian expense.

C. Third Positive Result

A third “positive” test will result in automatic suspension from participation for the remainder of the student’s time in the District’s high school.

HONOR CLAUSE:

A. Any athlete who presents himself/herself to the head coach or the athletic director as having a substance abuse problem will retain full practice and playing privileges as long as the following conditions are met:

1. The admission of the said abuse is initiated by the athlete and is not made as a means of escaping disciplinary action. The athlete will give up playing privileges until the drug test shows natural decay.
2. The athlete and parents are referred and begin to receive counseling at a recommended treatment center within 2 weeks of admission.
3. The athlete and parent/guardian/custodian consent to weekly urine drug testing at the parent/guardian/custodian expense for five weeks.
4. The MRO determines that quantitative levels of the illicit or banned substance do not reflect current use but natural decay.

The provisions are written to allow an athlete the opportunity to seek help. However, this voluntary admission with request for help may not be used to escape normal

disciplinary actions, it may be used to decrease disciplinary actions.

Information discovered by the school of public knowledge of an infraction subsequent to the admission will be taken as an attempt to escape normal disciplinary action and will nullify this option for the athlete.

The coach in each sport shall determine, within the guidelines of this Handbook, whether and athlete in that sport has violated any of the provisions of this Handbook and the appropriate penalty for each violation. If the athlete disagrees with the determination that a violation has occurred or with the punishment imposed, the athlete shall inform the Principal, and request, in writing, review of the decision by the Athletic Disciplinary Committee.

GRIEVANCE PROCEDURE

The Athletic Disciplinary Committee shall consist of the Principal, a teacher who is not a coach, and the Athletic Director, unless the Athletic Director is the coach who imposed the penalty. In such case, the third member of the Committee shall be a coach of another sport selected by the Principal. The Principal shall select the teacher.

The Athletic Disciplinary Committee shall meet the next school day after the request for review is received. The committee shall hear from the coach and the athlete and shall conduct an appropriate investigation before deciding whether to affirm or reverse the decision of the coach to impose a penalty under this Handbook. Due deference shall be given to the decision of the coach.

The athlete may appeal the decision of the Athletic Disciplinary Committee to the School Board. The School Board shall review the evidence on which the Athletic Disciplinary Committee based its decision and hear any further evidence as soon as possible after the decision of the Disciplinary Committee. Any other situation that may arise, not mentioned in the handbook, will be dealt with according to the coach of that sport, athletic director, and administration.

COSTS

Besides the participation fees, physical exams and insurance there are other costs associated with athletics.

Normally the students will provide their own outfits for practice. Athletic shoes are also the responsibility of the athlete. The coaches will quite often order shoes for the participants who must pay for them before receiving them.

Junior High cheerleaders pay for their own socks, shoes, tights, and emblem (uniform and pom-poms are provided by the school). This cost is approximately \$50.

Any camps or clinics attended by athletes or cheerleaders are the financial responsibility of the participants.

UNIFORMS

The school provides uniforms for most athletic teams. These are purchased on a rotating basis.

Athletic uniforms are to be left in a location designated by the coach when leaving the

school after a contest.

PRACTICES

Practices are normally held after school with the ending time determined by the coach. However, practices may be scheduled at other times at the coach's discretion. Coaches are expected to set a normal ending point for practice so that the players and parents can plan accordingly. If on a particular night practice will end at a different than normal time or is scheduled for a different time, the players should be told that fact the day before. When possible, practice schedules will be announced at the beginning of the Month.

If school is dismissed early due to bad weather all athletic practices will be canceled.

Practices on Sunday or on school holidays such as Thanksgiving, Christmas, etc. will not be permitted unless approved in advance by the principal. Any practice on those days will be optional for the students.

Decisions on canceling contests in the case of inclement weather, bad road conditions, etc. will be made by the administration and athletic director.

Normally contests will be canceled on days when no school is held because of bad weather. The administration and athletic director will make the decision.

Coaches must be notified when an individual wishes to attend a practice session. Permission should be acquired from the coach prior to the beginning of practice, any individual attending practice without permission of the coach could be asked to leave the gym.

TRANSPORTATION - AWAY GAMES

The athletic director and director of transportation shall arrange for transportation of all athletic teams and for busses to away contests. Only qualified licensed drivers will be allowed to drive district vehicles to contests.

Athletes and coaches are required to ride district transportation to and from away athletic contests. An exception to this is made for coaches when their team is participating in a tournament and they need to arrive early or leave late from the tournament. No one will be allowed to ride to any away contest with anyone except the team bus unless the administration and coaches give prior approval. Coaches should require a call from a parent and/or written permission from the parent or guardian.

Students may ride home with their parents/guardian from away contest if the parent signs the appropriate form at the contest. These forms are usually in the possession of the sponsor, bus driver, or coach.

Students will be released to persons other than their parents/guardian only if prior approval is received from the Principal. This will require personal or telephone contact with the principal and written permission from the parents/guardian. The principal will then notify the coach and/or bus driver that permission has been obtained.

A student who does not follow the rules on the bus may be suspended from riding the bus and/or suspended from participation.

EARLY DISMISSAL FOR CONTESTS

At various times, athletes may need to be excused from school early to go to an athletic contest. The coach of the team is to notify the teachers in advance of the time of dismissal and the names of participants.

Athletes leaving early are expected to turn in their assignments and get the next day's assignments before they leave. If they are to take a test, they will either take it earlier in the day or the next school day (this is up to teachers).

INJURIES

If an athlete injures himself at practice or during an athletic contest, the athlete should immediately make the coach aware of his injury. The coach must fill out an accident report and notify the parents as soon as possible.

If an athlete has an injury requiring a doctor's care he will not be allowed to participate until the student is released to participate by the doctor. This should be in written form.

If a student has a medical excuse from PE, he/she will not be allowed to participate in athletics until released by the doctor.

Any athlete receiving an injury can obtain proper medical care and sports rehabilitation from any of the following sports care centers: Sports Care of Illinois, Regional Orthopedic and Sports Medicine Center.

REQUIREMENTS FOR LETTERING IN ATHLETICS

To letter in athletics in Franklin Junior High School a student must:

1. Be a member of the squad the entire season while in attendance at Community Unit #1.
2. Attend all games except when excused by the coach.
3. Attend all practice sessions except when excused by the coach or ineligible.
4. Upon recommendation by the coach for outstanding service and loyalty.
5. Participation in the following:
 - A. Basketball - One-half of the team's quarters.
 - B. Cheerleading - Cheer at 80% of total games.
 - C. Cross Country - Consistently finish in top 7 runners throughout the season or contributed to teams success in invitational meets.
 - D. Volleyball - One-half of team's games.
 - E. Softball- One-half of team's games.

In the above, when it says quarters or games, this means the quarters or games an athlete were dressed for so that the injury or illness of a student will not count against him/her. However, quarters and games played while the student was ineligible will count against the student.

AWARDS

Award programs for fall sports are held in November and for winter sports in March; awards for spring sports are usually presented after school is out at a team party or get-together arranged by the coach.

All participants in athletics receive a certificate. Those meeting the lettering requirements for the first time at the 7th grade or 8th grade level receive a letter. The students will receive a pin for each sport lettered in at that level.

Awards will be given at the appropriate banquet.

DUTIES OF ATHLETIC DIRECTOR

It shall be the duty of the athletic director to administer the athletic program for the junior high school. These duties shall include:

1. Organizes and administers the overall program of extra-curricular athletics for the district.
2. Provides input in the selection, assignment, and evaluation of athletic coaches when asked.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Hires officials, as required, and makes sure the bookkeeper issues checks for dates needed.
6. Arranges transportation for athletic contest participants.
7. Requisitions program supplies and equipment following building procedures.
8. Arranges all the details and needs for visiting teams.
9. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
10. Plans and supervises recognition programs for school athletes.
11. Shows an active interest in all athletic events offered by the school.
12. Makes sure that all eligibility rules of all governing agencies are enforced.
13. Makes sure all equipment and supplies are inventoried and it is approved and ordered.
14. Sees that playing fields, floor or other necessary facilities are ready for contests.
15. Works with the booster club by providing leadership and guidance for their participation in the educational process.
16. Sees that all awards are ordered and helps the coaching staff in administering these awards.
17. Schedules district facilities in a fair and equitable fashion for all athletic programs.
18. Assists the office in maintaining a file of all accidents and/or injuries.
19. Works with the nurse in keeping an account of all physical forms.
20. Sees that eligibility lists are exchanged as required.

21. Calls meetings of the coaching staff when necessary.
22. Works with the administration on the postponement or cancellation of any athletic contest during inclement weather.
23. Prepares and distributes all schedules.
24. Works with the coaches on the coordination of programs through all grade levels and between sports.
25. Assists the principal in resolving conflicts that may arise in athletics.
26. Makes sure that Wednesday nights (after 6:00 p.m., Sundays, or holidays) are not used for practice or contest unless absolutely necessary and approved by the administration.
27. Performs other duties as may be required by the administration and/or Board of Education.

DUTIES OF COACHES- The duties and responsibilities of the coaches shall include:

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice when in season.
3. Works closely with the athletic director in scheduling interscholastic contests.
4. Recommends purchase of equipment, supplies, and uniforms as appropriate.
5. Maintains necessary attendance forms, insurance records, accident reports and similar paperwork.
6. Oversees the safety condition of the facility or area where the assigned sport is conducted at all times that students are present.
7. Enforces discipline and sportsmanlike behavior at all times, establishes and oversees penalties for infractions of standards by individual students.
8. Conducts himself/herself in a professional and positive manner at all times.
9. Keeps an up-to-date and accurate inventory of all equipment, supplies, and uniforms.
10. Fills out accident reports when a student is injured and turns same into the office. Notifies parents of the situation.
11. Contacts the Jacksonville, Springfield and Franklin news media with all contest results as soon as possible following a contest.
12. Submit a list of award winners to the athletic director and office at least one week prior to the awards night for their season.
13. Makes sure all equipment necessary to successfully complete a contest is ready by one half hour before contest time.
14. Is responsible for informing players, and parents of practice times, departure times, and the estimated time of return (if possible).
15. Provide the athletic director, principal, and team members with all team rules and regulations in writing. (All rules must be approved by the athletic director and principal). These rules should also be sent home to parents for their signature and be filed for future reference.
16. Is the last to leave the facility at home contests, after returning from away contests and practices (except custodians). See that the lights are off, the facility secured, and the area is

returned to normal. No student should be allowed to wait in the building without coaching supervision. (Coaches should not have to wait more than 20 minutes after a contest, as all students should be picked up in that amount of time).

17. Clear the practice facility in time for the facility to be prepared for a home contest.

18. Keeps an up-to-date eligibility list and exchanges same as necessary.

19. Rides team bus to and from the athletic contest unless excused by the principal. The coach shall take whatever reasonable steps are necessary to maintain student control on the bus.

20. Distributes a list of players and times they are to be dismissed early from school for a contest.

21. Gives all students an ample opportunity to participate in contests.

22. Performs other duties as may be requested by the administration and/or Board of Education.

SCOUTING BY COACHES, ATTENDANCE AT CLINIC, ETC.

All coaches are encouraged to view the online rules interpretation meetings held by the IESA.

When attending meetings or scouting, etc. coaches are to fill out a request for the use of a school vehicle. Coaches will not be reimbursed for the use of their automobiles unless the school vehicles are unavailable or the principal grants permission.

VOLUNTEER AND NON-TEACHING COACHES

All volunteer and non-teaching coaches must attend a registered ASEP clinic for coaching and first aid prior to or shortly thereafter the start of the sport that they are intending to assist. This may be done on-line as well.



Athletes



YOU ARE ELIGIBLE FOR 2017-2018 ATHLETICS:

1. If you are representing a school where you are in attendance in grades five through eight or have been approved for a cooperative team activity.
2. If your birthday is on or after:

September 17, 2001 for Boys and Girls Golf	March 11, 2002 for Boys Wrestling
September 24, 2001 for Girls Softball	March 11, 2003 for 7 th Grade Girls Volleyball
October 1, 2001 for Boys Baseball	March 18, 2002 for 8 th Grade Girls Volleyball
October 15, 2001 for Boys and Girls Cross-Country	April 15, 2002 for Boys and Girls Bowling
December 8, 2002 for 7 th Grade Girls Basketball	May 13, 2003 for 7A Boys and 7A Girls Track and Field
December 15, 2001 for 8 th Grade Girls Basketball	May 13, 2002 for 8A Boys and 8A Girls Track and Field
January 21, 2002 for Cheerleading Competition	May 20, 2003 for 7AA Boys and 7AA Girls Track and Field
February 9, 2003 for 7 th Grade Boys Basketball	May 20, 2002 for 8AA Boys and 8AA Girls Track and Field
February 16, 2002 for 8 th Grade Boys Basketball	
3. If you try out only for those activities for which you are eligible by age.
4. If you have provided your principal with a birth certificate or hospital record. A baptismal record is not acceptable.
5. If you have a licensed physician's certificate of physical fitness to participate issued within 395 days preceding your current participation.
6. If you are doing passing work in all of your school subjects.
7. If you have not competed in the same academic grade during a previous school year in the same sport. This is true whether or not you attended a member or non-member school.
8. If you transfer, you become eligible on the 11th day of attendance at your new school provided you have met all other eligibility requirements and your new school will allow you to participate after the season has started.
9. Please contact your school principal to determine your eligibility to participate on a non-school team in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

NOTE: IESA By Laws are published in the official handbook. Your principal should be contacted to check with the Executive Director on any questions you may have concerning your eligibility. There are minor exceptions to the above regulations, which may need further clarification.

(PLEASE POST ON BULLETIN BOARD)