

# KELVIN GROVE MIDDLE SCHOOL ATHLETIC HANDBOOK

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## **Kelvin Grove Middle School Mission for Athletics**

The essential elements of character and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.” To promote sportsmanship and foster the development of good character, our goal is to enhance the mental, social and moral development of athletes and teach them positive life skills that will help them become personally successful and socially responsible. Participation in athletic programs is a privilege, not a right. To earn that privilege, athletes must conduct themselves, on and off the field, as positive role models who exemplify good character.

## **Lockport’s Little Seven Philosophy**

Lockport Little Seven Schools include: Fairmont, Kelvin Grove, Laraway, Monge, Richland, Rockdale, Taft, and Union.

With a firm commitment to preparing boys and girls to cope with and succeed in life, and knowing that the most enduring qualities and values are caught and not taught, it is the goal of the Little Seven Conference to provide a “slice of life” in its athletic conference activities.

One goal is that participants will know firsthand the fruits of hard work and commitment. Athletics will learn how to handle victory and accept defeat. Athletes will experience the value of individual effort as well as the benefits for teamwork.

Sports activities are provided for the development and involvement of the participants, not the fans; for the true value is in doing.

It is the goal of participating schools that athletics will promote exemplary behavior, for it is realized that each school will be judged, fairly or unfairly, by the actions of its athletes and coaches.

We know that values and commitments are not acquired through a cognitive process, but are rather acquired through an affective process. Little Seven Conference programs exist, therefore, to help youngsters develop a sound mind and a sound body, to grow through self-discipline, to experience the rewards of teamwork, to gain a sense of self-worth through belonging and contributing to a group effort, and to practice sportsmanship, cooperation and fair play in sports as well as in life.

## Sports Offered and Tentative Start Dates

- Indicates sports where cuts are made
- Indicates sport that does not have cuts

### Fall

- 6<sup>th</sup>-8<sup>th</sup> Girls Softball (August-September)
- 6<sup>th</sup>-8<sup>th</sup> Boys Baseball (August-September)

### Late Fall

- 6<sup>th</sup>-8<sup>th</sup> Girls Basketball (October-December)
- 6<sup>th</sup>-8<sup>th</sup> Boys Basketball (November-January)
- 6<sup>th</sup>-8<sup>th</sup> Girls Cheerleading (Spring try-outs for following year, season ends February/March)

### Winter

- 6<sup>th</sup>-8<sup>th</sup> Girls Volleyball (January-March)
- 6<sup>th</sup>-8<sup>th</sup> Boys Volleyball (February-March)

### Spring

- 6<sup>th</sup>-8<sup>th</sup> Boys Track (April-May)
- 6<sup>th</sup>-8<sup>th</sup> Girls Track (April-May)

## Participation Requirements for Student Athletes

1. Current physical – valid for 395 calendar days (13 months) from date of physical
2. Completed forms: Student Accident Insurance Waiver, Program Waiver and Release of all Claims, Concussion Information, and Kelvin Grove Athletic Information Card
3. Sports fee paid (\$32.00 per activity)
4. Handbook/Code of Conduct sign-off
5. Some sports may also have an additional handbook that student and parent must sign off on.
6. **All items listed above must be completed and handed in to the coach before the first practice!**

## Conferences & IESA Affiliations

Kelvin Grove Middle School competes without conference affiliation for athletic events, except for boys volleyball. The aforementioned sport compete in the Little Seven Conference (Fairmont, Laraway, Monge, Richland, Rockdale, Taft, and Union.) Each team, except boys volleyball, is a participating member of the IESA for the current school year.

## **Practices**

Coaches will make sure each player has a practice and game schedule at the start of each season that indicates location and time for each practice and game. Schedules are subject to change due to weather or other unforeseen circumstances that will be communicated by the coaches as soon as possible. Practice should last 1 ½ to 2 hours. Due to various activities at our school and the multitudes of sporting events and teams that need gym time after school, there are times when the only practice time available may be in the morning before school. This may be necessary at times to accommodate our teams with practice time. Parents should plan on having their child picked up at these times, unless told otherwise from their child's coach. If a parent cannot pick their child up at the end of practice, other arrangements should be made for the child to be picked up. If a player is not picked up on time repeatedly, they may be removed from the team. Coaches will let players and parents/guardians know if a problem exists before taking this action. All practices will be closed to parents, unless arrangements are made before hand. Allow coaches to do the coaching. Refrain from any coaching from the sidelines.

## **Weekend /Extra Practices**

Coaches may hold practices longer or have additional practices. If this is going to happen, coaches will inform players and parents well in advance of the change in schedule. Due to school holidays or tournaments, coaches may opt to have a weekend practice.

## **Excused Absences**

Excused absences could include things such as family emergencies, or a player illness. Coaches need to be notified if a player is not coming to practice by the parent or player. If the absence is extensive, there may be a reduction in playing time due to the nature of competitive team sports.

## **Unexcused Absences from Practices**

If a player has an unexcused absence from a practice, they will not be allowed to participate in the next game. An unexcused absence includes not notifying a coach personally that the athlete will miss a practice, or being in school and not showing up at practice. Sending word with someone other than a parent or the player is not acceptable and will be considered unexcused. If a player has three unexcused absences, they shall be removed from the team.

## **Attendance Policy for Games and Practices**

**Students must be in school for the entire day in order to participate in a game or practice after school.** They must also be in attendance for the complete last day of the school week, to participate in games or practices that take place over the weekend. Students are excused for funerals; doctor or dentist appointments during the day, or other emergencies, but parents are encouraged to make appointments on days where there will be no conflicts.

## **Travel for Games**

Students will be transported to and from away games. The bus will depart and return to the middle school. Athletes may go home from an away athletic contest with their parents only after confirming with the coach in person and signing the check out form. Rides with relatives, friends, or other parents are not allowed. If a situation exists that requires alternative transportation, parents must complete the travel release form, located on the district website, and submit it to the principal for approval before students are released for the activity. Otherwise, students will be required to travel with the team on the bus. Travel from home games or practices may be with whomever the player's parent designates with this responsibility.

## **Game Times**

The start time of contests vary between 4:00 pm and 4:30 pm. The District's activity calendar, found on our website, contains the start time of each contest. Some games may be delayed due to transportation situations that arise for other schools. We will notify parents in this case.

## **Eligibility Policy**

A student's first responsibility is to their schoolwork. It is believed that students who do not achieve in accordance with their abilities do not have time to participate in sports. It is further believed that students who display a negative attitude, poor conduct, or less than full effort should not be representing the school in activities. Therefore, participating in sports will be allowed only as long as grade, attitude, conduct, and effort warrant it.

Grades, Attitude, Conduct, and Effort

Ineligibility for participation in games will be determined on a weekly basis as stated in the IESA Handbook section 2:043. The eligibility grade is determined by what a student-athlete is receiving on the day before the final day of the school week at the end of the school day. Grades will be confirmed by the office on the final day of the school

week by 9:00 am and students will be notified at the end of the day with either a letter to be taken home signed by parents/guardians and returned on Monday to your child's coach or by personal contact from the coach. The student will be ineligible to participate in all games the following Monday through Sunday. To maintain eligibility, students must earn grades of a C – or better. In order to give students notice about academic concerns, students will be allowed to receive one week notice in each class per quarter for a cumulative grade of D+, D, or D-. This will allow the student a one week grace/notice period to pull their grade up. If a student receives a second cumulative grade in any one class of a D+, D, or D- they will be ineligible. Students that do not meet the eligibility expectations will be allowed to participate in practices: however ineligible students are able to attend games but cannot wear team uniform or participate.

1. A student athlete is ineligible for one FULL week (from Monday to Sunday), and may resume participating in games the following Monday if they raise their grades to eligibility status by the end of the next Thursday. Eligibility would resume the following Monday.
2. A student athlete may still participate in practices during their ineligibility. If they are ineligible for more than one week, a player, parent and coach may determine it is in the student-athlete's best interest to miss practice in order to improve the student-athlete's grades and become eligible.
3. If the ineligibility becomes chronic, more than three times, a student athlete will be removed from the team to focus on academics.
4. Special circumstances may be appealed to the principal.

#### Other Participation Guidelines

1. Students who do not maintain passing grades are required to attend Homework Help.
2. Any student who exhibits inappropriate school behavior is subject to removal from the team.
3. Students will not be excused from detentions to participate in extra-curricular activities.

### **Nonpublic School Students and Athletic Eligibility**

Nonpublic school students that attend Kelvin Grove Middle School for any portion of the day are not eligible to participate in IESA affiliated activities in accordance with BoE policy 7:40. Nonpublic school students that attend on a part-time basis are allowed to participate in established before and after school extracurricular and co-curricular activities not affiliated with the IESA and are responsible for any rules or fees associated with said clubs or activities.

### **Concussion Protocols**

District 91 is committed to upholding the safety and promoting the well-being of all students. In accordance with Illinois state law, Senate Bill 219, District 91 has adopted

guidelines and developed forms in compliance with IESA, IHSA, and the CDC for students returning to the classroom and/ or physical activity after sustaining a concussion. Knowledge of a concussion's potential effects on a student, and appropriate management of the Return-to-Learn and Return-to-Play protocols is critical for helping students recover from a concussion.

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. After a student has been diagnosed with a concussion by a licensed health care professional, a combined effort between the treating healthcare professional, home and school is important to ensure your student's successful return to the classroom and interscholastic athletics.

The following is District 91's policy on returning to learn:

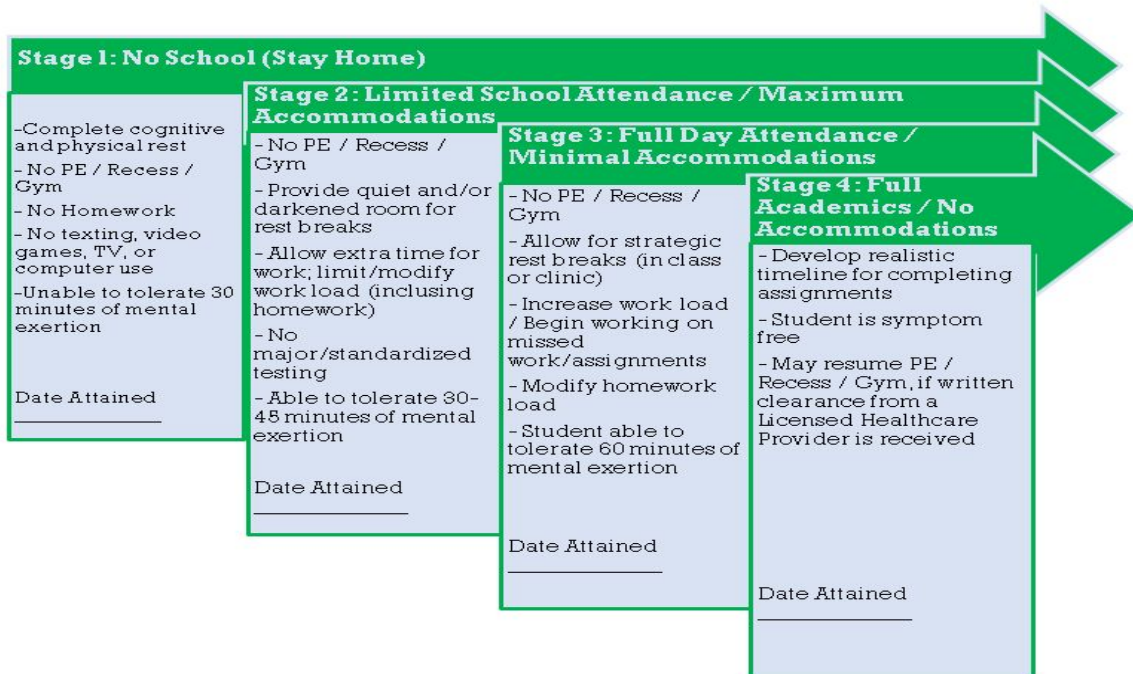
*The treating physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to learn; and the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student: have acknowledged that the student has completed the requirements of the return-to-learn protocol.*

The following is District 91's policy on returning to play:

*Any athlete even suspected of suffering a concussion will be removed from the game or practice immediately. No athlete may return to activity after an apparent injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. A student athlete may not return to play, practice, or school until the athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.*

As stated in District 91's policy, the student and the student's parent or guardian must complete the Return-to-Learn and Return-to-Play Consent Form when beginning the student's transition back to school and when appropriate the Return to Athletic Participation Consent Form for the student's full participation in interscholastic activities.

Rest is very important after a concussion because it helps the brain to heal. Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. When symptoms have reduced significantly, in consultation with a licensed healthcare professional, daily activities such as, school may be gradually returned to. Please review the following District 91 Concussion protocols for Return-to-Learn and Return-to-Play.



## Chain of Command

The Kelvin Grove Middle School Athletic Department has established a Chain of Command that will be strictly enforced with regard to communication between concerned parents, fans, and Athletic Department personnel. It is possible that parents may have complaints concerning a coach's decisions regarding their son/daughter's playing time or disciplinary action that a coach may take involving their child. The following procedure will be followed so that all parties involved will be treated responsibly and equitably. The Chain of Command is as follows:

### Step 1 Parent/Athlete/Coach/Head Coach

If a parent has a complaint, they will discuss the particular complaint with the coach. The son/daughter of the parent will be present at this meeting. All meetings between parent or fans and coaches will be by appointment only. Appointments will be arranged through the coach/principal's office. Under no circumstances will a coach meet with a disgruntled parent or fan before, during or after the game or match. At no time should a player/parent/spectator visit the home or call the coach at home. This behavior will result in a suspension of the parent, student and/or spectator for one or more games. It is wise to use a 24 hour



cool down period. Under no circumstances will a complaint go beyond this step if the issues have not been discussed between the complainants and the coach.

**Step 2 Parent/Athlete/Coach/Head Coach/Principal**

If the complaint has not been resolved in STEP 1, the complainant will contact the principal and schedule a conference with the principal, parent and the coach. Under no circumstances will a complaint go beyond this step if the issues have not been discussed with the complainants, coaches, and Principal.

**Step 3 Parent/Coach/Superintendent**

If the complaint has not been resolved in step one and step two above, the complainant will contact the superintendent and schedule a conference with the coach, principal, and superintendent. Under no circumstance will a complaint go beyond this step if the issues have not been discussed with the complainant, coaches, principal and Superintendent.

These procedures are designed to insure that all complaints are processed fairly and equitably. The Board of Education will not be involved in any athletic grievance until all three steps are followed.

**Drug/Alcohol Policy**

- I. All athletic participants will refrain from the use or possession of drugs/alcohol, look-alike drugs, or tobacco or the use, possession, buying, or selling or any illegal drugs, look-alike drugs, or illegal drug paraphernalia at any time during their Kelvin Grove career. Any athletic participant using drugs prescribed by his/her physician as medication is operating within the guidelines of this policy.
- II. In each instance, any athletic participant who has been suspended by the provisions of District 91 disciplinary policy must submit in writing, to the principal and coach a request for reinstatement in the activity program. This request should state the athletic participant's justification for reinstatement.
- III. Athletic participants on internal suspension may not practice with the team and must sit, out of uniform, with the team during all activities involved during the suspension period. Students on Social Suspension may not practice or play in a game while suspended. Students serving out-of-school suspensions will not be permitted to practice, play or be present on school grounds or at any school function.

## Fundamentals of Sportsmanship Guidelines

Kelvin Grove Middle School recognizes the importance of emphasizing GOOD SPORTSMANSHIP in all aspects of school related activities. Following our school's Character Counts program, we urge our student athletes and their parents/guardians to adhere to the following:

1. Gain an understanding and appreciation for the rules of the environment.
2. Exercise positive representative behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for the opponents and officials at all times.
5. Openly display pride in your actions at every opportunity.

Unacceptable behavior shall include, but not be limited to the following types of conduct and such conduct will result in removal from the activity.

1. Insubordination to referees, coaches, or other school personnel supervising the activity.
2. Fighting, intimidation of, or attempt to intimidate, or taunting of referees, coaches, players, participants, or spectators.
3. Throwing debris or littering the playing field or facility.
4. Verbal abuse or use of profane/obscene words or gestures during a game or activity.
5. Disruptive behavior/conduct.

We will not tolerate any violations of the above. Good Sportsmanship is expected from everyone before, during, or after any interscholastic contest or other school related activity in our school or any other place our students are competing/participating. Any concerns regarding any part of an athletic or activity program must follow the complaint procedures of that particular school. **During or immediately after an event is NOT the proper time to raise questions or concerns about a program.**

Lockport School District # 91 is a smoke free facility. Illinois School Code (105 ILCS 5/10-20.5b) prohibits the use of tobacco or cigarettes on school property. Any person found using any form of tobacco products on District 91 property at school sponsored events or interscholastic athletic contests will be asked to leave the area immediately and not permitted re-entry for that event or contest. Repeat offenders will be subjected to further consequences.

Violations of any of the above "FUNDAMENTALS OF GOOD SPORTSMANSHIP GUIDELINES" will result in the following consequences:

1. Immediate removal from the contest or activity.
2. Upon investigation by the administration of the schools involved, violator(s) may be suspended or banned from activities depending upon the severity of the infraction and

- previous violations.
3. In a “worst case scenario” a player may be removed from a team due to an extreme violation of the sportsmanship guidelines.

## **KELVIN GROVE MIDDLE SCHOOL ATHLETIC CODE OF CONDUCT**

Participation in athletics is both a privilege and a responsibility. It is a privilege to develop your specific athletic skills with classmates in an organized setting. It is a responsibility to represent your school and community with your best sportsmanship and appearance.

Students must conduct themselves at all times, including after school and on days when school is not in session, as good citizens and exemplars of their school; they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity. Any student that does not follow the athletic code of conduct is subject to disciplinary consequences, including suspension or removal from the team.

The following rules are required from each athlete participating in games and in general for Kelvin Grove Middle School.

1. I will follow the Fundamentals of Good Sportsmanship Guidelines (Page 8).
2. I will be a positive representative of my school at all games.
3. I will show that I accept winning or losing a game in a gracious manner.
4. I will not use vulgar or objectionable language in school, at practice or at any athletic event.
5. I will not criticize game officials at any time under any circumstances; I will not communicate with game officials except to answer a question.
6. I will follow the pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship.

The student athlete must not:

1. Violate the District’s policies or procedures on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
5. Use, possess, buy, 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 sports, 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. Vandalize or steal;
  9. Haze other students;
  10. Violate the written rules for the activity or sport;
  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 sponsor or team's coaching staff;
  13. Falsify any information contained on any permit or permission form required by the activity or sport.

**Please sign and return this page.**

I have read and understand the KG athletic handbook, and agree to abide by the guidelines outlined by this document. Should I not follow the handbook, I realize I may be subject to suspension and/or dismissal from the team and any other athletic activity for the remainder of the school year.

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Student Signature

Date

I (we) have read the above rules as well as the KG athletic handbook, and agree to abide by the guidelines outlined by these documents. I understand that any of my guests or family will also abide by these guidelines. Should I (we) not follow the handbook, I (we) realize I (we) may not be allowed to attend extra-curricular events sponsored by Milne-Kelvin Grove School District 91. I (we) will help our athlete in abiding by them, as well.

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Parent/Guardian Signature

Date