

UNIVERSAL SCHOOL

DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS

INTERSCHOLASTIC ATHLETICS HANDBOOK FOR

COACHES, PARENTS, AND STUDENTS

2016/2017

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NFHS Bill of Rights for Young Athletes

Right to participate in sports

Right to qualified adult leadership

Right to play as a child and not as an adult

Right to participate at a level commensurate with each child's maturity and ability

Right to participate in safe and healthy environments

Right to proper prepare Preparation in sports

Right of children to share in the leadership and decision-making of their sports participation

Right to an equal opportunity for success Right to be treated with dignity

Right to have fun in sports

Athletes First, Winning Second

Athletic Director Letter
UNIVERSAL SCHOOL

7350 W 93rd St. Bridgeview, IL 60455

Office of the Physical Education and Athletics

Dear Parents and Student Athletes:

The purpose of Universal School Athletic Handbook is to provide an understanding and appreciation of the athletic program, and to enhance communication among the coaches, athletes and parents. This handbook contains most of the practices, policies and regulations that govern extracurricular athletics at Universal School. This handbook defines the regulations and procedures of Universal School as well as Illinois High Schools Association (IHSA) that govern Universal's interscholastic athletic program. These are governing principles intended to ensure the safety and physical as well as emotional well being of all student athletes. They represent the collective experience of coaches, athletic directors, school principals, administrators and parents in Universal and throughout the State of Illinois. Universal is adopting these rules as the governing principles of its program. All of the regulations and procedures in this handbook apply to all Universal athletic programs. While it is the responsibility of the Athletic Director to ensure compliance with these rules, a broad base of community support is necessary to meet their intent. Athletic competition should be an enriching experience that teaches social skills and contributes to the physical and emotional maturity of the student athlete. Attaining this objective will be furthered by all in the athletic community supporting both the spirit and the intent of the regulations set forth in this handbook. I look forward to your participation in our athletic program. If you have any questions, please feel free to call me at 708-599-4100 or email me at aabuhlaleh@universalschool.org at any time.

Sincerely,

Ali Abuhlaleh
Director of Physical Education and Athletics

PART I

PHILOSOPHY OF UNIVERSAL INTERSCHOLASTIC ATHLETIC PROGRAM

Athletics have had a significant influence on American culture and society and enjoy unique status in the American value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. Universal School affirms the right of every student to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of Title IX legislation and do not limit one sex in the enjoyment of any right, privilege, advantage or opportunity.

Since interscholastic athletics are philosophical extensions of the physical education program and classified as co-curricular activities, the goals and objectives of athletics should be supportive of and consistent with the goals and objectives of the total educational program. When conducted properly, athletics can positively contribute to intellectual, physical, social and emotional development. Growth is accomplished when an athletic program, conducted by educationally oriented coaches, provides the means to achieving these ends. Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority. In order to more fully realize the educational value of athletics, the athletic program should:

- promote the physical and emotional well being of all participants,
- be an integral part of the total education program,
- have the same administrative governance as the total education program,
- be conducted by certified coaches with training in First Aid/CPR/AED, and
- be conducted within the letter and spirit of all applicable rules and regulations.

MIDDLE SCHOOL

The Middle School interscholastic athletic program addresses the physical, social, and emotional needs of early adolescence. The approach to athletics is less competitive, with opportunities to participate expanded in recognition of the physical, mental, and social changes

middle school students are experiencing. Participation is not based on athletic ability; students are encouraged to participate in a program that includes:

- 10 to 12 -week seasons to allow for exposure to more athletic activities.
- “No cut” policy except for basketball and volleyball, or unless the number exceeds the IESA guidelines for health and safety.
- Coaches who value playing all team members in each contest.
- Voluntary participation in practices during vacation periods.

HIGH SCHOOL

Athletic participation at the Varsity level is more competitive than the Middle School program, and the junior varsity (JV) program functions as a transition between the two. Varsity competition is based on ability and participation in this program requires a significant commitment of time as well as adherence to more rigorous team and Athletic Department rules. Parents and athletes are advised to take this into consideration when deciding whether or not to participate at the JV or Varsity level. In order to fully appreciate a family’s commitment to JV/Varsity competition and to avoid miscommunication and unrealistic expectations, parents and students must understand that:

- Practices/contests are often scheduled on weekends and during vacation periods. Athletes are required to participate in all practices/contests unless excused by the coach. Excessive unexcused absences will result in disciplinary action, which might include dismissal from the team.
- Squad selection is based on ability and “cuts” are made at the discretion of the coach.
- “Playing time” is based on ability and substitutions are made at the discretion of the coach.
- Athletes who fail to complete a season may not be awarded a letter/certificate or receive credit for the season.

MIDDLE SCHOOL / HIGH SCHOOL ACADEMIC RESPONSIBILITIES

Universal School recognizes that a student’s first priority must be to the academic program. Since participation in the athletic program requires a significant commitment of time, parents are encouraged to monitor their child’s academic progress. When required to do so, student athletes must seek help to make-up classes, or the Middle School study hall prior to practicing or competing with their team.

PART II

POLICIES & PROCEDURES ATHLETIC CODE OF BEHAVIOR

It is expected that all individuals involved with interscholastic athletics will display behavior that reflects the ideals of sportsmanship, ethical conduct, and a sense of fair play at all times. The benefits derived from playing the game fairly should be stressed and any actions, which tend to diminish those values, should be discouraged. Courtesy should be shown toward opponents, officials, supervisors, spectators and administrators. Efforts must be made to achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility, as well as to respect the integrity and the judgment of the sports officials. It is important for all to recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players. **Most of all it is the duty of all concerned with school athletics to remember that each individual athletic contest is only a game and should be kept in that perspective.**

ATHLETES ARE EXPECTED TO:

1. Understand and abide by the rules and regulations of the game and respect the integrity and judgment of the officials.
2. Conduct themselves in a mature fashion at all times.
3. Demonstrate self-control and mutual respect at all times.
4. Avoid the use of profanity, abusive language or gestures in dealing with opponents, officials or spectators.
5. Accept victory with grace and defeat with dignity. Poor winners or losers do a disservice to themselves.
6. Set an example in word and deed, both on and off the playing area. Remember that athletes assume a role of leadership and that younger athletes emulate their behavior.
7. Observe training regulations and requirements of physical fitness for better personal performance and greater contribution to the team effort.
8. Place athletic competition in its proper perspective. It represents only one part of the learning process and should not be pursued to the exclusion of everything else.
9. Remember that participation in athletics is a privilege that should not be abused.

SPECTATORS ARE EXPECTED TO:

1. Conform to accepted standards of good sportsmanship and behavior.
2. Respect officials, coaches and players and extend all courtesies to them.
3. Refrain from feet stomping, disrespectful remarks, and the use of noisemakers.
4. Be quiet when players need total concentration such as a free throw in basketball or a serve in volleyball.
5. Obey the regulations of the school. Those who do not conform will be brought to the attention of the school authorities.
6. Understand that schools are responsible for the conduct of their respective spectators, **whether at home or away.**
7. Refrain from shouting disapproval of calls made by officials.

All Universal student-athletes are expected to behave responsibly while in school and while participating in team practices and contests. During the season, student-athletes must conform to several Athletic Department policies as outlined in the Code of Behavior letter that athletes and parents are asked to sign. Signed copies of the letter are forwarded to the Athletic Director and kept on file.

If a coach feels a student-athlete has violated the code of behavior, a team rule, or has accumulated an excessive number of unexcused absences that would result in a suspension or dismissal from a team, the coach must contact the Athletic Director and submit his/her recommendation for disciplinary action. The Athletic Director, after consultation with the Principal, and after discussing the circumstances with parents, shall render a decision.

Universal School Coaches also have a code of behavior to which they are expected to conform.

Student-Athlete's Code of Behavior

To represent Universal School in the athletic arena entails responsibility and commitment. A student athlete must be a disciplined and committed student as well as athlete. He/she should:

- A. Abide by the principles of Universal School Code of Behavior.
- B. Submit all necessary forms at the start of practice sessions.
- C. Attend all practices and games, unless previously and personally excused by the coach for reasons beyond your control. Notify the coach ASAP if an emergency or illness prevents you from attending.

- D. Arrive punctually for games, practice sessions and bus departures.
- E. Appropriate behavior on the bus and in the locker rooms is expected of all team members.
- F. Establish a cordial relationship with peers, teachers, players on opposing teams, and coaches from Universal School and other schools.
- G. Respect the integrity and judgment of the sports officials.
- H. Refrain from resorting to verbal and physical abuse.
- I. Achieve a thorough understanding and acceptance of the rules of the game and standards of fairness.
- J. Understand the concept of teamwork and make the most of your abilities for the benefit of the team. Be ready to sacrifice personal goals for team goals.
- K. Demonstrate humility and appreciation for opponents' skills and efforts, and be gracious in victory and in defeat.
- L. Understand that you cannot win every time but always try your best.
- M. Seek improvement and progress and be open to constructive criticism
- N. Demonstrate pride in your school, your team and yourself.
- O. Take proper care of the uniform and sports equipment.
- P. Refrain from wearing cleats/spikes in the school building, locker rooms and buses.
- Q. Take care of your body; smoking, alcohol and drugs have no place in an athlete's life.

Code of Behavior of the Bus

- Universal School student -Athlete's Code of behavior applies to all athletes on the bus.
- Appropriate behavior on the bus is expected of all team members.
- No athlete is to stand in the aisle of the bus while the bus is driving to and from the game or practice. Students are to remain seated at all times.
- Cleats/spikes are to be taken off before entering the bus.
- Students are to keep all their belongings and their person on the inside of the bus at all times.

- Students will keep their conversation, singing and noise level to a low level.
- All Equipment for the team (balls, nets, bats. etc) are to be placed in a secure area and students should not be playing with or handling them.

Consequences for Athletic Participation Code Violation

a. 1st Offense

Suspension from co-curricular participation for the number of regularly scheduled contests

Carry Over: If the season for a co-curricular activity does not allow the participant to successfully complete the suspension, the suspension will carry over to the next season in which participation occurs. No awards for such participant will be given until the suspension is completed. The participant may be required to practice with his/her team during this period of suspension.

Self Admission: Self-admission of any behavior that could be construed as a violation of the Code without the knowledge of civil or school authorities may result in the consequences for a 1st Offense being waived. The purpose of this option is to provide a mechanism in which the participant can receive assistance.

Consequence: An assessment will be required of all 1st offense violations. The assessment program must be approved by the school's principal and the results of the assessment will be released to the school's principal. Failure to obtain an assessment will result in continued suspension from the activity for up to one calendar year.

b. 2nd Offense

Suspension from co-curricular participation for one month, and its carry over for next season

Before regaining eligibility from a 2nd offense violation, participants must arrange for and hold a meeting involving the participant, parent(s) and the administrator overseeing the program. The purpose of this meeting will be to discuss efforts undertaken by the student and family to correct problems. Failure to hold such a meeting will result in continued suspension from the activity for up to one calendar year.

If less than half of the regular season remains, this will result in dismissal from the team or activity. Participant may not compete or practice and will receive no school award. The participant will remain suspended from interscholastic competition or activity season

for the balance of the suspension remaining from the season during which the violation occurred.

c. **3rd and Subsequent Offenses**

Participant is suspended from co-curricular participation for one calendar year.

Process of Parental Notification and Review

Once administrators have determined that a violation has occurred, the parents of the student involved will be notified orally or in writing. The parents have a right to have the decision reviewed by the high school principal, whose determination is final.

ADMINISTRATORS' RESPONSIBILITIES

1. The building Principal may delegate certain responsibilities and authority to the Athletic Director, but ultimate responsibility rests with the Principal and the School Board.
2. The Athletic Director is responsible for the conduct of coaches, players, spectators and other employees of the school.
3. The Athletic Director assumes responsibility for informing these groups of the code of behavior expected during participation in all the athletic events.

ELIGIBILITY RULES

In order to participate on an interscholastic athletic team, a student *must* satisfy the following eligibility rules. See the Illinois High School Association (IHSA) rules.

Grade Point Average:

A student athlete must maintain a Grade Point Average (G.P.A.) of at least 2.0 on a 4.0 scale for the semester immediately preceding and during the season. No more than two grades may be below the level of "C" in that semester.

Attendance:

A student must attend all classes a minimum of 90% during the semester immediately preceding the season and during the season. A waiver to this provision can be granted only by the principal upon presentation of documentation of serious illness, injury or other extraordinary reasons. This documentation must include, in the event of illness or injury, a statement from a physician describing the nature of the medical condition that prevented the student athlete from attending classes and a certification of the student athlete's ability to participate in the requested sport.

Credits Earned:

A student athlete must earn a minimum of seven (7) credits in the academic year immediately preceding the year in which they are to compete. Credits earned by attending summer school

may count toward this requirement. This provision applies only to students in their second or later year of high school.

SEASON AND SPORTS

The season is defined as the period between the dates officially designated by the IHSA or IESA as the beginning of the season for that sport and the close of the post season IHSA tournaments. Thus, Universal School offers three seasons:

1. Fall season starts on second week of August unless the IHSA regulations indicate something else and ends on the first week of November. Fall sports are boys HS soccer, girls HS volleyball, boys JH baseball, and girls JH basketball.
2. Winter season starts on the first week of November and ends the last week of March. Winter sports are: boys HS basketball, boys HS and JH wrestling, girls HS basketball, girls JH volleyball, boys and girls HS and JH chess.
3. Spring season starts on the first week of March and ends the first week of June. Spring sports are: girls HS soccer, girls HS softball, boys HS volleyball, boys HS baseball, and boys JH soccer.

SCHEDULING PRACTICES, SCRIMMAGES AND GAMES

1. Each coach shall be responsible for planning and conducting practices on a regularly scheduled basis. Practices should be limited to a reasonable amount of time each day (generally 1½ to 2 hours at the varsity and JV level and 1 to 1 ½ hours at the middle school level. Athletes must be excused from practice with no penalty for religious reasons or for "extra help" sessions with classroom teachers. Coaches have the discretion on whether or not to excuse athletes from practices/games for all other reasons. **Coaches should review the absentee list emailed by the athletic director.**
2. The Athletic Director will be responsible for the scheduling of all interscholastic athletic contests.
3. All contests rescheduled for weather or other reasons will be done by the Athletic Director after consultation with the coach.
4. Whenever regularly scheduled contests conflict with school or community activities (e.g. class trips, testing dates, religious education, etc.), the Athletic Director will attempt to resolve these conflicts by changing the contest date. Since changes in the schedule affect other schools, officials, and transportation, requests to change a scheduled contest cannot always be fulfilled.

5. The number of required practices and contests in any given sport shall be within the limits established by IHSA regulation

TRYOUT AND TEAM SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at Universal School, we encourage coaches to select as many students as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, athletic ability and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedure in this regard, coaches should strive to maximize the opportunities for student athletes without diluting the quality of the programs.

Choosing the members of athletic teams is the sole responsibility of the coach must take into consideration the policies established by the head coach in each particular program when selecting team members.

Prior to trying out, the coach shall provide the following information to all candidates for the team:

- a) Extent of the tryout period.
- b) Criteria used to select the team.
- c) Number of students to be selected.
- d) Practice commitment for those who make the team.
- e) Game commitments.

Each candidate shall have a minimum of three practice sessions. Illness and injury to a student athlete during a tryout period must not be held against the student athlete, but the coach must make a fair judgment about time restrictions for tryouts.

ATHLETIC AWARDS POLICIES

It is important that student-athletes be recognized for their hard work and efforts when participating in the Universal School athletic programs. At the conclusion of the school year, Universal School will conduct an Annual Athletic Banquet for the purpose of recognizing these student-athletes in the presence of their teammates, families, and friends. The athletic department has established awards that are distributed to qualifying athletes. The purpose of this event is to recognize as many athletes as possible, with the highest accolades that can be given to them.

The award winners will be selected by the Athletic Award Committee which is formed by head coaches at a meeting arranged by the Athletic Director one month before the Athletic Annual Banquet.

Universal School has enacted the following award selection process for all sports and coaches to follow, for fairness and consistency. The following guidelines and nomination form are to be delivered to coaches at the end of each sports season.

All sports, baseball, Basketball, soccer, volleyball, softball, and wrestling can nominate athletes for the following five (6) awards. These awards are presented to equally one (1) male and one (1) female athlete if it applies.

1. Participation Award
2. Athlete of the year
3. Most Valuable Player (each sport)
4. Sportsmanship
5. Leadership
6. Best Achievement (optional)

Participation Award

An award of participation will be awarded to each athlete who finishes an athletic sport season and is on the final athletic award roster.

Sportsmanship and Leadership Awards

The award of Sportsmanship and Leadership shall be awarded by Universal School upon the recommendation of the coach who will consider the following award criteria:

- Attend practice and games on a consistent basis
- Display a cooperative spirit with the coach, teammates and opponents
- Display respect for others on and off the field
- Observe all rules and regulations as outlined in this handbook

Most Valuable Player criteria

- No restriction on years or seasons played
- Individual athlete who has the most impact on a team considerations are: leading scorer or stopper/defender, and player who lead in assists, rebounding, etc.
- Shows strong leadership on court or field

Athletic of the Year Criteria

The purpose of the Athletic of the Year Award is to encourage our student-athletes to participate in multi-sport programs. The award also should provide all our student-athletes with

an opportunity to learn the importance of ethical behavior, good sportsmanship, positive values and a realization of their self-worth.

- The name of the award shall be “Athlete of the Year Award.”
- Two awards would be given annually to one male and one female who best exemplify the term “student-athlete” by achieving excellence in academics and athletics.
- Selection is made by the Awards and Recognition Committee: The Principal, Athletic Director, and three head coaches.

Award criteria:

1. The winner **MUST** have participated in two seasons/sports (fall, winter, spring).
2. To be eligible all nominees must have earned at least a 3.0 cumulative GPA out of 4.0.
3. To be eligible all nominees must have demonstrated superior athletic achievement and brought significant recognition to Universal School.
4. To be eligible all nominees must participated in two Athletic Banquets before the senior year, unless the student enrolled in Universal School in the junior year.
5. Contributed significantly to the team’s season (starter or other significant role)
6. Exhibited some/all of the following positive qualities on and off the court/field: teamwork, pride, loyalty, character, attitude, ethics, dedication, leadership, sportsmanship, enthusiasm, perseverance, integrity, sacrifice, desire, and honesty.
7. After review of all nominations the Awards and Recognition Committee will select the award winners.

USE AND ISSUE ATHLETIC EQUIPMENTS

It is important to emphasize to all student athletes their responsibility as team members to take good care of school equipment and report any abuses to their coach or Athletic Director. Replacing or repairing equipment can be expensive.

- A check in the amount of \$150.00 “registration fees” for the first sport, \$100.00 for the second, and \$100.00 for the third sport is required from the HS and JH student athlete before equipment and uniforms are issued. At the conclusion of the season all uniforms and equipment must be collect.
- When equipment or uniform is **LOST, STOLEN, or DAMAGED** the student will pay all replacement or repair costs.

- Athletic Department-issued equipment to be worn only during practice and interscholastic contests, or with the permission of the coach. At no time are student athletes to wear school-issued equipment or uniforms for:
 - a) Physical education classes.
 - b) Work or job.
 - c) Social events.
- An athletic team member may wear his/her entire uniform, uniform top, or game jersey on game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
- If student athletes personally purchase a portion of their practice or game uniform, they may wear these items at their own discretion.
- Elementary sport clubs (Wrestling, Soccer baseball and Tennis) will pay a registration fees to cover the cost of the uniform and equipments not more than \$ 200.00.
- Each head coach is directly responsible for the care and control of all equipment used in his/her program and they are responsible for the missing equipments.
- Coaches should establish a system to distribute and collect athletic equipment.
- Coaches should carefully select student managers and thoroughly explain their duties. These individuals are a key to good equipment control and maintenance.
- The head coach, although he/she may delegate the issuing of equipment to assistant coaches, is ultimately responsible for the issuing of equipment to all team personnel. Each coach should have the knowledge to ensure properly fitting equipment-do not leaves this to the student manager.
- Coaches must instruct players in the proper use, care (cleaning), and maintenance of their equipment at the time of issue.
- Coaches must periodically inspect and review the equipment issued to the student athletes to ensure safety. Helmets, bats, nets, supporting poles, etc., may break or deteriorate and become unsafe during the year. Inform the Athletic Director of unsafe or defective equipment. Facility hazards should be reported to the Athletic Director immediately.

RE-ADMITTANCE TO ATHLETIC ACTIVITY FOLLOWING AN INJURY OR ILLNESS

1. In the event an athlete sustains an injury (sprain, concussion, laceration, bruise), serious enough to require a physician's examination and treatment, the athlete must obtain written permission from a physician and his/her parent/guardian before being allowed to resume practice/competition. **All such injuries must be reported to the Athletic Director or coach as soon after the injury as possible.**
2. All doctors' notes regarding an athlete's fitness to resume athletic competition must be submitted to the Athletic Department to be noted and kept on file on the student's record.
3. In cases where an athlete is absent from school for more than five consecutive days due to illness, the fitness of the athlete to resume athletic activity must be established. Written permission from the physician or written permission from the parent/guardian must be obtained before the athlete is allowed to return to athletic competition.
4. In the event an athlete sustains a broken bone or an injury which requires the application of a cast or splint, the athlete will be automatically excluded from participation in athletic competition as well as in the physical education program.

CANCELLATIONS

1. All cancellations due to weather or any other unforeseen circumstances will be made by the Athletic Director after consultation with the coach.
2. After consultation with the coach, the Athletic Director will reschedule all canceled contests.
3. The coach will be responsible for notifying athletes of any changes in the schedule.
4. Cancellation of contests is usually made by the home team when activities are outdoors and involve the conditions of the playing field. Cancellations made for hazardous road conditions are usually made by the visiting team.
5. Cancellations on school days for whatever reason will be made between 1:00 and 2:00 p.m. There may be exceptions to this timeframe especially during playoffs.
6. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be canceled.

CONFLICTS WITH EXTRACURRICULAR ACTIVITIES

Universal High School and Middle School each provide numerous opportunities for its students to participate in extracurricular activities. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to

take advantage of these opportunities; however, students should not be allowed to sacrifice the quality of their academic program to participate in athletics.

The Athletic Department recognizes that students should have the opportunity to engage in a broad range of learning experiences. However, a student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of conflicting responsibilities. Students are cautioned not to overextend themselves. Participation on athletic teams requires a demanding commitment of time to a rigorous schedule of practice and competition that in addition to weekdays includes, at the JV and varsity levels, weekend, holiday, and vacation days. Generally, middle school practices and contests are limited to weekdays when school is in session.

Parents and student-athletes have a responsibility to notify a coach immediately whenever a conflict arises, and they should attempt to resolve the conflict. If it becomes apparent that conflicts will continue on a regular basis and a student cannot fulfill his/her obligation, he/she should withdraw from one of those activities.

TRANSPORTATION

- Universal School will provide the appropriate transportation for players to and from all athletic events not played at Universal School. At least one coach will always accompany players on the bus.
- If a student athlete misses the school provided transportation to a contest or practice and arrives at the site by other means, that individual cannot participate in that practice or contest unless written permission has been granted by the principal, athletic director or coach. This individual is not considered part of the team for this contest.
- Under certain circumstances or in exceptional situations where it creates an inconvenience for the family, student athletes may be excused from riding to or from an athletic event in school-authorized transportation. This privilege is to be kept to a minimum since our philosophy is that a student athlete is a part of a team in all phases of team activity.
 - a) A permission slip is available to all student athletes on the athletic department office.
 - b) The parent(s) of student athletes must make arrangements with the coach in advance of the trip by having the approved permission slip at the contest.

- c) The coach will release the student athlete to the parent(s) or designated adult upon presentation of the approved permission slip or a letter approved by the athletic office.
- d) Should a parent approach a coach at an away contest and request that his/her student athlete ride home with him/her, the coach may agree.
- e) A student athlete will not be allowed to ride home with another student.
- f) Coaches are not allowed to transport student athletes in their private vehicle.
- g) Food and beverages are permitted, but leftovers and empty containers must be discarded and the bus cleaned.

PARENT PARTICIPATION

It will be the responsibility of each coach to maintain positive relations with parents, community, organizations and the media. When representing Universal School, coaches should use good judgment, refrain from using profanity or abusive language, and should not lose their temper. Parents are entitled to answers to legitimate questions, regarding their child's performance or status; however, coaches should not be subjected to verbal abuse. In the event that hostile feelings or arguments ensue, the meeting should be immediately terminated and another meeting scheduled with the Athletic Director.

CONCUSSION POLICY

SUBJECT: CONCUSSION MANAGEMENT

Universal School recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, Universal School adopts the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While Universal School Athletic Department personnel will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an

appropriate health care professional. Head coach, PE teacher, or other supervising adult will notify the student's parents or guardians and recommend medical evaluation.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, Universal School expects the parent/guardian to report the condition to the school's main office so that the school can support the appropriate management of the condition.

The student shall not return to athletic activity until he/she is symptom free for at least 24 hours, has been evaluated by and provides written authorization from an appropriate health care professional. The student's private physician will make the final decision on return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

Any parental consent forms required for participation in athletics will include information on head injuries.

The Principal, in consultation with the athletic director will develop regulations and protocols to guide the return to activity. The school shall periodically review this policy to ensure its continued compliance with state regulations and guidance.

Hazing Policy

Purpose - The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members, Hazing activities of any type are inconsistent with the educational goals of Universal School and are prohibited at all times.

General Statement of Policy

No student, coaches, volunteers, administrator or other school employee, shall plan, direct, encourage, aid or engage in hazing.

No student, coaches, volunteers, administrator or other school employee shall permit, condone or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

The school principal will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, coach, volunteer, teacher, administrator or other school employee who is found to have violated this policy.

Definitions

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of Universal School policies or regulations.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official designated by this policy.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the school principal. Coaches, teachers, administrators, other school employees, and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

School Action

Upon receipt of a complaint or report of hazing, the school principal shall undertake or authorize an investigation by school officials or a third party designated by the school. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School action taken for violation of this policy will be consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

Reprisal: The school principal will take appropriate action against any student, coach, teacher, administrator or other employee of the school who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Dissemination of Policy: This policy shall appear in the Student Athletic Handbook and in Student Handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

Universal School Positive Sportsmanship Policy

Universal School seeks to promote the core values of civility and respect for opponents, fairness in competition, and honesty and responsibility in individual conduct. By adhering to these values, Universal School hopes to sustain an environment that is competitive but not hostile or offensive.

Sportsmanship is about demonstrating respect for opposing teams, coaches, and fans, as well as officials.

To encourage these values, Universal School asks students to remember the slogan “Be Loud, Be Proud, Be Positive.” Students are encouraged to cheer for their team, rather than against the opponent.

They should avoid singling out individuals by name or number, or in any way making disparaging remarks about players, coaches, or officials. Fans are also asked to remain at an appropriate distance from the playing area, and away from team benches. Universal School does not allow profanity, vulgarity or racist or sexist comments.

- Be Loud, Be Proud, Be Positive
- Cheer *for* your team, not against the visitors
- Don’t get personal in your comments about players, coaches or officials

- No profanity, vulgarity, racist or sexist comments
- Fans are asked to remain at an appropriate distance from the playing area
- Alcohol is not tolerated at any athletic contest
- **“No Booing”**

PART III

FORMS

The following pages include sample copies of:

1. Acknowledgement Form that must be signed by the student-athlete and his/her parent/guardian and returned to the coach. This form is a declaration that all concerned have read the handbook and understand the rules and regulations governing the Athletic Program. Student-athletes who participate on one of our athletic teams will not be allowed to participate in a game until the signed form has been returned to the coach prior to each sport season they participate in. Once the coach has collected all of his/her forms, the coach will submit them to the Athletic Department to be kept on file.
2. Code of Behavior Letter to be signed and submitted by each athlete, prior to each sports season
3. Health History Update to be signed and submitted by a parent/guardian, prior to each sports season
4. Transportation Permission Form to be signed and submitted by a parent/guardian to obtain permission for students to travel to / from games via personal transportation, instead of traveling on busses provided by the school district

Universal School

Department of Physical Education and Athletic

ACKNOWLEDGMENT FORM

It is the responsibility of the parents and students to read **Universal Parent Student Interscholastic Athletic Handbook** prior to participating in our interscholastic athletic program. The information contained in this handbook outlines the Policies, Rules and Regulations that govern our program. The school requires that you and your student-athlete sign this Acknowledgment Form and return it to your son/daughter's coach. Please return the form as soon as possible. No student-athlete will be allowed to participate in a game until this form is returned. **Student Athletic Handbook** is available on the school website www.universalschool.org or hard copy from the Athletic Director.

I/we have read Universal Parent-Student Interscholastic Athletic Handbook and understand the Policies, Rules and Regulations that govern the program.

Student-Athlete Signature: -----

Date: -----

Parent/Guardian Signature: -----

Date: -----

Universal School

Department of Athletic and Physical Education

7350 W 93rd St Bridgeview IL 60455 Phone: (708) 5994100 Fax: (708) 599-1588

CODE OF BEHAVIOR LETTER

Dear: Parent/Guardian

I am pleased that your son/daughter has express his/her desire to participate in Universal School athletic program. By becoming a member of an athletic team, you and your child have responsibility to fulfill a significant and important commitment to Universal School Athletics. Please sign and return this page to your coach.

As a participant of Universal School Athletic Team, I hereby agree to abide by the rules and regulations stated in the Athletic Code and the Athletic Code of Conduct located in the Parent/Student Handbook.

I agree to assume full responsibility for all equipment issued to me, and to pay for any and all equipment that I may loose, misplace, or damage through carelessness or intent.

Athlete's Signature: _____ Date: _____

I, as parent, have read the policies and rules set forth for athletic participation at Universal School, and give my son/daughter permission to participate under those conditions. I also understand medical insurance is not provided by the school for students participating in

Universal School

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PARENT OR LEGAL GUARDIAN PERMISSION

Student _____ Grade _____ Sports:

By its nature, participation in interscholastic athletics includes risk of injury which may range in severity from minor to disabling to even death. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury; players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

By signing this Permission Form, we acknowledge that we have read the above information, PARENTS OR STUDENTS WHO DO NOT WISH TO ACCEPT THE RISKS DESCRIBED IN-THIS WARNING SHOULD NOT SIGN THIS PERMISSION FORM.

Student's signature _____ Date _____

Parent's or Legal Guardian's signature _____ Date _____

I HEREBY GIVE MY CONSENT FOR THE ABOVE NAMED STUDENT:

To represent Universal School in approved athletic activities.

To accompany any school team of which he/she is a member on its local or out-of-town trips.

To receive emergency medical care, which may become reasonably necessary in the course of such athletic activities or travel?

I further agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the proper course of such athletic activities or travel.

I have read this form and will abide by the principles and regulations contained in this permission form.

Parent's or Legal Guardian's signature _____ Date _____

Universal School

Department of Athletic and Physical Education

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Annual Health Update (to be completed by all student athletes)

Name _____ Sport _____ Date _____ DOB _____
 Local Phone # _____

Do you carry medical insurance Yes No

Please list your medical insurance information below:

Company _____
 Police Holder Name _____
 Policy Number _____
 HMO/PPO (circle if appropriate)

Since the end of your last sport season, have you had any of the following symptoms?

- | | Yes | No |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Dizziness, lightheadedness, or passed out during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Chest pain while exercising? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Irregular heartbeat or palpitations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Shortness of breath, cough or trouble breathing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Head injury or concussion? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Muscle, bone or joint injury? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you had any surgeries over the summer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you developed any new medical problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you have any existing medical problems? | <input type="checkbox"/> | <input type="checkbox"/> |

(i.e., asthma, diabetes, allergies) If you checked yes to any of the above, please not the number and provide a brief explanation.

10. Please list any prescription and/or over-the-counter medications you are currently taking.

Student Athlete's Parent Signature _____

Date _____