ATHLETIC PROCEDURE MANUAL

2023 -24

ADLAI E. STEVENSON HIGH SCHOOL
ONE STEVENSON DRIVE
LINCOLNSHIRE, IL 60069

TABLE OF CONTENTS

The Coach's Responsibility 3
Equipment. 4
Supervision/Facilities 5-6
Participation 6-7
Eligibility Procedure 7
Electronic Communication 7
Requests from Media 7
Budget 8
Staff/Evaluation 8
Tryouts 8-9
Schedules 9-10
Meetings 10-11
Transportation 11-16
Officials/Sportsmanship 17
Coach's Checklist 18
AEDs and Locations 19
Fall SHS Map 20
VHAC Map 21
Emergency Action Plan 22
Appendix A - Athletic Awards 23-24
Appendix B - N.S.C. Constitution 25-31
N.S.C. Medals 32
N.S.C. All-Conference 33
Appendix C - N.S.C. All-Academic 34
N.S.C. Sportsmanship Mission Statement 35-36
N.S.C. Resource Athletic Directors 37
Appendix D - Insurance 38
Appendix E – Extracurricular/Co-curricular Code of Conduct 39-42
Texting Policy 43
Facebook Guidelines 44
Acceptable Use Guidelines 45-52
Appendix F - I.H.S.A. Start Dates 53
Appendix G - Mini-Bus Procedures 54-55
Appendix H - Travel Expense Voucher 56
Appendix I - Season Summary 57
Appendix J - Missing Equipment 58

THE COACH'S RESPONSIBILITY

Coaching is like teaching or any other job. You are expected to be at practice every day, at every contest, on the bus with your athletes, and supervising in the locker room. Conflicts with personal schedules, graduate school, and any changes in practice or game schedule must be cleared in advance. Any absences or cancellations must also be cleared.

COACHING EXPECTATIONS AND RESPONSIBILITIES

a. Coaches' Professional Relationships and Expectations

Rapport

A coach must be able to develop good rapport with numerous individuals and community groups;team personnel, the student body, the professional staff (faculty, administration, maintenance,etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.

Collaboration

The district expects collaboration by all coaches and athletic staff members in the execution of their duties. Coaches must work collaboratively with their athletic director, administration, other staff, team and parents.

Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Public demeanor and decorum should always reflect positively on the school, school district and athletic department. Use appropriate language at all times, no vulgarity or inappropriate comments. Coaches should make every effort to respond to requests from media personnel. At no time should coaches respond to any questions regarding student personal information or school-related actions. If you are unclear as to how to respond to media inquiries, your response should always be, "I cannot comment on the matter."

Discipline

Every athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it's implemented is the coach's responsibility. Individually, the coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, and to lose with poise and a positive attitude should be emphasized. Staff, players and

spectators should be motivated to achieve established goals as a team and as individual players.

Improvement

All coaches are expected to take advantage of opportunities presented for self-improvement. Attendance of rules clinics, special workshops and training opportunities inspecific fields is highly encouraged. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

b. Instructional Techniques

Complete pre-season planning well in advance of starting date.

Use sound and acceptable teaching/coaching practices/techniques.

Facilitate goal-setting with the individuals and members of your team.

Run well-organized practice sessions that include a warm-up/stretching, skills sessions, situational opportunities, and a cool-down/stretching period. Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with student-athlete, athletic trainer, doctor and parents.

Construct a well-organized game plan and communicate this to your student-athletes and staff.

Provide feedback to your student-athletes on their individual and group progress**.**

EQUIPMENT

NO ATHLETE IS TO BE ISSUED EQUIPMENT OR ALLOWED TO PARTICIPATE IN ANY PRACTICES OR TRYOUTS UNLESS HIS OR HER NAME APPEARS ON THE OFFICIAL ROSTER FROM THE ATHLETIC OFFICE OR YOU HAVE BEEN SENT A NOTE CLEARING HIM/HER.

You must obtain a list of athletes who signed up for your sport the morning of tryouts; in addition, in the event an athlete shows up for tryouts who did not indicate that he/she was trying out for your sport. Each head coach will have a list of all athletes cleared for participation.

FINAL ROSTERS MUST BE SUBMITTED TO THE ATHLETIC OFFICE (INDICATING LEVEL, CUTS AND NO-SHOWS ON THE ORIGINAL LIST SUPPLIED BY DEMEKE CARREATHERS OR MINDY FITZGIBBONS) BEFORE ANY EQUIPMENT WILL BE ISSUED.

Please make arrangements with Olivia Canning for the distribution and storage of all equipment, uniforms, and supplies. A complete record of all equipment issued will be kept for each athlete; you must make sure that these records are accurate for equipment retrieval/collection.

It is the coach's responsibility to ensure the prompt and complete return of all equipment and supplies at the end of the season. Coaches are expected to be with their athletes for both the issue and return of uniforms and supplies unless prior arrangements have been made with Tinna Plueger. In addtion,coaches should not collect payment for equipment this must be done through the equipment manager.

Head Coaches are responsible for the inventory of all equipment, supplies, and uniforms at the end of the season.

No equipment is to be issued or award given to any athlete who has not been cleared for a sport in which he/she participated previously. Athletes who drop a sport are to turn in their equipment **immediately**. A missing equipment notice (Appendix K) will be given to all coaches at the end of each season.

Coaches may, on occasion, check out certain items of equipment for out-of season use. Approval must be given by the equipment manager, and a record of items checked out will be placed on file.

SUPERVISION/FACILITIES

- ☐ **Students (including managers) should not be given staff members' school ID or keys to use for any reason.**

- ☐ No athletes are allowed to, or should be encouraged to, practice at any time without the direct supervision of their coaches. No athlete is to be given permission to use any athletic facilities without direct staff supervision.

- ☐ Students and athletes are not to be in offices or coaches' rooms, locker rooms, or Fitness Center unless they are under the direct supervision of a staff member.

- ☐ Each Head Coach is responsible for submitting a facility set up plan for home contests to the Building Manager and for coordinating practice schedules/facility use through Trish Betthauser.

- ☐ Each coach is responsible for the inspection of each facility prior to use to ensure the safety of the athletes.

- ☐ **All coaches are expected to read the Athletic Training Manual which covers all aspects of the Sports Medicine Program and of emergency health and injury policies**.

- ☐ Each coach is also responsible for the actions of the members of his/her team the entire time they are on campus, from the time they report to the locker room for practice until they leave the building after practice. Coaches must be present with their athletes, should stay until the last athlete has left, and ensure that the facility is secured after use.

- ☐ Upon returning from an away contest, the coach in charge should remain until all athletes

have been picked up or begin participation in another school-sponsored activity.

- ☐ Locker room doors should not be propped open. Our goal is security, not convenience.

- ☐ Coaches are expected to ride the bus with their team to and from all away contests.

- ☐ Rules for running in hallways are as follows:

    1. The **only** hallways to be used for conditioning are the 1000/2000 halls (the athletic office/dance/maintenance/Driver Ed. wing) and the 5000 loop by the East P.E. locker rooms/Aquatic Center stairs and balcony). The Aquatic Center and 5000 loop may not be used during athletic contests. Hallways by the Band room, Auditorium, West building, and any classroom sections are **not to be** used. The Link is especially out of the question for indoor training.

    2. **Athletes must be aware that staff, students, and visitors using the hallways have the right-of-way at all times. I can attest personally to this problem since athletes often run in the hall outside my office. The next collision between an athlete and someone in a hallway will be the last.**

    3. Absolutely no practices or conditioning of any kind should take place without the direct supervision of a coach. Athletes should not be permitted or encouraged to train on their own inside the building or on school grounds. If your team is working out, even in the hallway, you must be with your athletes. Do not encourage your athletes to train on their own at school at any time.

    4. Road training in the subdivisions surrounding the campus is **prohibited for all athletes**. The fitness trail/path is a very effective alternative. Athletes should not use the parking lots or Stevenson Drive for training/running.

PARTICIPATION

Coaches are expected to monitor areas such as eligibility, school attendance, academics, and conduct. Because of their close relationship with their athletes and their families, they are the best resource for knowing about potential problems.

Coaches are responsible for submitting accurate rosters. See point #3 under equipment.

Coaches are responsible for ensuring that their athletes are in school on days of contests, that they fulfill all of the requirements for participation, and that they adhere to their responsibilities outlined in the Athletic Code.

When dealing with transfer students, academic eligibility, residence questions, tuition students, and the like, remember: a student athlete may be cleared to tryout and/or practice but not participate in a contest. Do not assume when dealing with an athlete's eligibility or status; check with Trish Betthauser.

Coaches are responsible for printing out daily attendance reports for their athletes from Infinite Campus and ensuring that all students fulfill their academic responsibilities. See the letter on page (11) and the section of the co-curricular code of conduct on participation for important procedural information.

Athletes are required to be in attendance all day to be considered eligible to participate in their sport. Absences for more than one academic period must be cleared by the Athletic Director before the athlete is eligible to participate in practice and/or competition. Please refer to the Athletic Code regarding absence. It is the athlete's responsibility to get clearance from the Athletic Director for their absence prior to practice and/or competition. Please inform your athletes of this policy. Please be sure to advise your athletes that they need to bring their parental note or copy of a doctor/dentist appointment card/invoice to the Athletic Director for approval prior to practice or competition (they can come during lunch, free periods or by 4:00 p.m. when the Athletic Office closes.)

ELIGIBILITY PROCEDURE

- Semester Eligibility: Each student-athlete must pass a minimum of five classes each semester to be eligible for the next semester. Students may use summer school courses for 1st semester eligibility; however, there are no make-up opportunities between 1st and 2nd semester.

- Weekly Eligibility: The eligibility week runs from Tuesday through Monday each week. Each Tuesday morning the Athletic Director's Office will have a list of students who are ineligible. Coaches, athletes and parents will be notified on Tuesday if a student-athlete is ineligible.

ELECTRONIC COMMUNICATION

It is recommended that electronic communication between coach and player be in a group format and does not require a reply. Alternative forms of communication besides direct text are Twitter, Remind101, Group text and Textmark. Please speak with the Athletic Director for information on any of the alternative methods.

All coaches are required to sign District 125 Acceptable Use Guidelines.

REQUESTS FROM MEDIA

Coaches should make every effort to respond to requests from media personnel. At to time, should coaches respond to any questions regarding student personal information or school-related actions. If you are unclear as to how to respond to media inquiries, your response should always be, "I cannot comment on the matter."

BUDGET

All requisitions for payment must be signed by the Athletic Director. Purchase orders must be released in advance of any purchases.

Coaches may not issue purchase orders.

Coaches are not to order equipment and supplies for themselves or their athletes using the school name/tax exempt status. Individual orders must be shipped and invoiced to the individual's home, not Stevenson High School.

Payroll for coaching stipends will be made according to the Board/Faculty Agreement only. Coaches should not attempt to negotiate changes/exceptions with the Business Office.

Head coaches must follow the budget time lines outlined in the annual budget packet. These usually call for Capital Outlay items to be submitted before Winter break, and supply items immediately following Winter break. All special athletic travel requests for the following year must be submitted with your budget requests.

The Stevenson Sports Boosters allocate funds twice a year, in January and August.

STAFF

Please remember that volunteer coaches of **any** kind (parents, former athletes, former coaches, etc.) are strictly prohibited (this also includes practicing with your athletes) unless they have been given written clearance from the Athletic office.

All coaches, paid or volunteer, must have teacher certification or approved coaching certification (i.e. ASEP)., as well as completed the IHSA Performance Enhancing Substance Exam, Concussion Risk Program, Hate Speech, and CPR?AED training requirements.

Head coaches are responsible for ensuring that copies of all team rules and award criteria for all levels are on file in the Athletic Office. A copy of the Stevenson High School Athletic Awards System can be found in Appendix B.

TRYOUTS

Student athletes should be provided the tryout criteria prior to tyrouts. After the completion of tryouts every effort should be made to communicate with the individual on the status of their tryout. Lists should not be posted.

There are a number of ways to deal with cuts. Please see the Athletic Director or one of the Assistants to discuss methods if you are unsure of how to handle them.

Make sure that a student receives more consideration than just seeing his/her name on a cut list. It is very important to let the athlete know what to work on to improve and what other sports/clubs exist in which he/she could participate.

Final rosters are due to Demeke Carreathers or Mindy Fitzgibbons IMMEDIATELY after the conclusion of tryouts. It is also IMPERATIVE that you notify Demeke Carreathers or Mindy Fitzgibbons IMMEDIATELY when an athlete is dropped or quits your team, or when an athlete or manager is added or has his/her level changed.

We are expecting each coach to support the goal of maintaining a complete roster to ensure participation for the maximum number of students.

SCHEDULES

The Head Coach shall be consulted with regard to his/her recommendations for scheduling opponents for his/her sport. The Assistant Athletic Directors shall initiate contracts for athletic contests; no coach shall sign any athletic contract.

All schedules for North Suburban Conference games, meets, and contests are arranged by the Athletic Directors and approved by the Principals.

Final responsibility for the selection of opponents and the completion of schedules rests with the Athletic Director and the Assistant Athletic Directors.

All financial agreements with competing schools, including entry fees, must be approved by the Athletic Director or the Assistant Athletic Director.

All changes in contests or buses, if possible, should go through Trish or Kyle Washburn. Changes in practice schedules should go through the Athletic office (Trish) as well. Anytime there is to be a postponement or cancellation the following procedure should be used:

HOME GAMES OR MEETS - On school days, the Athletic Director or the Assistant Athletic Director should determine if the game or meet will be held through discussions with each Head Coach and opponent. On non-school days, when an Athletic Administrator is not present or can not be reached, it will be the responsibility of the Head Coach to reach a decision to postpone or cancel the game or meet. A decision by a Head Coach to postpone or cancel a game or meet in the absence of an Athletic Administrator will be made only after representatives of the opposing school have been reached and consulted. Rescheduling will be done by the Athletic Director.

AWAY GAMES OR MEETS - Each Head Coach will notify the Athletic Director as soon as possible if away games are canceled/rescheduled. On non-school days it will be the responsibility of the Head Coach to cancel the bus(es). Coaches and teams are expected to participate in all away games or meets unless a contest is postponed or canceled by the opposing team. It is not a coach's decision to cancel another school's contest or his/her right to assume such a decision should be made.

Please make sure the athletic trainers are notified of any changes.

It is extremely important that coaches check the weekly schedules; they reflect the most accurate, current scheduling information and your transportation information.

It is each coach's responsibility to submit any daily announcements for his/her team's accomplishments. All announcements must be approved by the Athletic Director.

MEETINGS

Head coaches must fulfill the I.H.S.A. RULES INTERPRETATION meeting requirement if such a meeting is held in your sport. Failure to fulfill this requirement could result in our school being placed on probation, your team being ineligible for State series competition, and/or a coach receiving a State or school-issued suspension.

Each head coach is responsible for assuring that his/her assistants know the rules of his/her sport, current points of emphasis, and any applicable IHSA, National Federation,and/or North Suburban Conference rules/guidelines. IHSA By-Laws are available at ihsa.org.

The Parent Meeting

All Coaches are expected to hold a parent meeting at the beginning of each season. If you need assistance with room reservations, please contact Demeke Carreathers.

Topics for Consideration for the Parent Meeting

1. Philosophy – share your program philosophy with your parents. Take the time to explain the expectations for the student-athlete and the parent, within your philosophy.
2. Chain of Command (Communication) – Emphasize the importance of the student-athlete communicating with the coach first. If a problem persists, then the parent should speak to the coach. In the event that additional conversations are needed, then the parent should ask for a meeting with the Athletic Director.

3. Enlist the support of your parents – Invite your parents to help out with monitoring their child's nutrition and sleep, concessions, team meals, ordering spirit-wear with the Sports Boosters, etc. Give them some ways that they contribute to the success of the program. Let the coaches coach.
4. Remind parents to keep sports in perspective – Invite parents to have a conversation with their child about their child's goals for the season. Parents need to keep these goals in mind as the season progresses.
5. Explain the Athletic Department academic eligibility and attendance policy.
6. Invite the parents to access the Stevenson Co-Curricular Code of Conduct from the website and review it with their child.
7. Explain any "Special Rules" for your program.
8. Have fun! These four years of high school go very fast and this opportunity in high school athletics is a special time. Enjoy it and have fun.

TRANSPORTATION FOR CONTESTS

Please check with Kyle Washburn throughout the year to make sure that bus schedules are accurate. Changes must go through the Athletic Office.

Whenever possible, coaches should make arrangements to use one or more of our school mini buses. Mini bus requests may be made by contacting or e-mailing Kyle Washburn. All mini bus requests must be pre-approved. Mini Bus procedures can be found in Appendix G.

Please use a current roster to verify that all athletes are on the bus after a contest. There is nothing more frightening\more embarrassing or more serious that leaving an athlete behind.

Travel for Competition: All student-athletes are required to travel with the team and coaches.

Athletic Trips (i.e. State meets): A Request for Travel must be completed **prior** to any travel or requests for reimbursement. The request must include all anticipated costs.. Travel vouchers must be completed/submitted within two weeks of the event.
The head coach should meet with the Athletic Director to receive approval for travel plans. He/she should then hold a group meeting with athletes and parents before departure to discuss general directions/expectations. An itinerary should be distributed to athletes and parents and placed on file in the Athletic Office. The coach should make all arrangements with the hotel for accommodations (including room assignments for athletes) and all meal reservations for athletes and coaches.

Recommendations for state competition travel:

Two coaches per hotel room

Three/four athletes per hotel room

Each competing athlete receives a state tournament t-shirt

Meals Allowance:	Coaches	Athletes
Breakfast	$15.00	$5.00
Lunch	$20.00	$8.00
Dinner	$25.00	$12.00

A Travel expense voucher should be completed upon your return. ***Itemized receipts must be attached to the travel expense voucher***. It should be submitted to the Athletic Director. A Travel Expense Voucher can be found in Appendix I.

All transportation requests should go through Kyle Washburn.

Adlai E. Stevenson High School District 125 Athletics
Special Athletic Travel Request Form

School Year: _____

Special athletic travel is any travel that requires the team to travel and stay overnight during competition.

Special athletic travel is only permitted for the purpose of varsity sports to compete during their official competitive season.

☐ Overnight, in state trip ☐ Overnight, out of state trip

Coaches must submit request for special athletic travel for the following school year with the annual budget requests in December. A coach must include in the request justification for the trip. A new request for travel must be submitted every year that a team wishes to travel.

Today's Date: Staff Member(s) Responsible:

Program: Group of Students participating:

Destination: Dates of Travel:

Description of Special Athletic Travel:

Rationale for Special Athletic Travel:

Number of coaches attending (list names):

The athletic department will provide for expenses equivalent to those incurred through traditional competition scheduling, i.e. bus transportation, officials' fees, equipment, entry fees. In addition, the athletic department will cover the expenses for the varsity head and varsity assistant(s) coaches' travel, according to the Stevenson High School Board Faculty Agreement guidelines. Volunteer coach expenses are not covered.

Cost of trip for each student: District Costs of trip:

Travel arrangements: (List all modes of transportation and carriers, i.e. bus company, airline company, cruise lines) ***NOTE: White District buses can only be used within Illinois and some adjacent states. Please contact District Office for more information.***

Itinerary: (You may attach supporting documents if available)

Criteria used to determine if Special Athletic Travel will be approved:
Does the trip enable an outdoor sports team to play in a warmer weather climate, thus providing an opportunity to compete that may not otherwise exist in the local area?
Does the trip prepare the team for later competition in the current season?

Has the team been invited to attend a local, regional, or national competition with a guarantee or incentive for travel?
Has the team earned the right to participate through a qualifying competition?
Will the student-athletes miss any school?

Adlai E. Stevenson High School District 125 Athletics Special Athletic Travel

1. Special athletic travel is any travel that requires the team to travel and stay overnight during competition.

2. Special Athletic travel is only permitted for the purpose of varsity sports to compete during their official competitive season.

3. Per the I.H.S.A., student-athletes cannot miss more than two school days, including travel to and from competition.

4. The athletic department will provide for expenses equivalent to those incurred through traditional competition scheduling, ie. bus transportation, officials' fees, equipment, entry fees. In addition, the athletic department will cover the expenses for the varsity head and varsity assistant(s) coaches' travel, according to the Stevenson High School Board Faculty Agreement guidelines (see 7.10 of 2013-17 A.E.S.H.S. Board Faculty Agreement). Volunteer coach expenses are not covered.

   Coaches must submit request for special athletic travel for the following school year with the annual budget requests in December. A coach must include in the request justification for the trip. A new request for travel must be submitted every year that a team wishes to travel. Once the travel request has been approved, all travel will be arranged through the District Travel Agency, Foremost Travel, initiated by the completion of the appropriate Schoolstream form.

5. Athletic teams must offer at least one fundraising opportunity to assist families in offsetting the expenses of Special Athletic Travel.

   Fundraising Parameters:
   a. A Fundraising Request form must be completed and approved by the Athletic Director before any fundraising activities begin.
   b. The fundraising capability of a student-athlete will not be taken into consideration when choosing Stevenson High School athletics rosters, ie. Student Pat Riot has not raised x dollars, so he doesn't make the team, or vice versa.
   c. Stevenson student-athletes must be supervised by a Stevenson coach or Administrator at every team fundraising opportunity that occurs off District 125 property.
   d. Stevenson activity accounts will be the only accounts used for fundraising efforts for purpose of Special Athletic Travel. All payments and deposits will be made through the sport's activity account. Parents cannot accept money from other parents. All deposits and payment requests must be made by a Stevenson faculty/staff member.
   e. Off-season fundraising opportunities will be communicated to student-athletes through several communication channels, which include but are not limited to: daily announcements, Facebook, sport website, and flyers or posters. More than one method of communication will be used to ensure every student receives information on the activity.
   f. Fundraising will be done at the program level, ie. individual team members will not have an individual fundraising account. Program members will work together to raise funds to cover the

costs for all members of the team to participate in the special athletic travel opportunity. Coaches will communicate this on several occasions to student-athletes and their parents through written and oral communication. The possibility exists that a student-athlete will participate in fundraising activities before the season begins and then not make the varsity roster.

g. It is highly recommended that 50% of the funds needed for the trip be raised six months in advance of travel.

Adlai E. Stevenson High School District 125 Athletics Special Athletic Travel

Worksheet for Calculating Cost of Trip

The athletic department will provide for expenses equivalent to those incurred through traditional competition scheduling, ie. bus transportation, officials' fees, equipment, entry fees. In addition, the athletic department will cover the expenses for the varsity head and varsity assistant(s) coaches' travel, according to the Stevenson High School Board Faculty Agreement guidelines. Volunteer coaches expenses are not covered.

7.10 Reimbursable Expenses for Approved Professional Travel

7.10.1 Faculty members shall be reimbursed for approved professional travel expenses at the following rates:

7.91a Conference registration -- 100%.

7.91b Transportation or mileage -- 100% up to a $500.00 maximum.

7.91c Meals -- $60.00 per day. $15.00 breakfast, $20.00 lunch, and $25.00 dinner. Fees for luncheons, banquets, etc. paid by the district as part of the registration costs will be deducted from the daily meal allowance.

7.91d Lodging -- lowest reasonable rates up to $200.00 per person per day.

7.91e Miscellaneous expenses (cab, tips, etc.) -- 100%.

Sport:

Contributions by the SHS Athletics include:

Entry Fees for 2023 trip
Ground Transportation:
Officials Fees:

A.E. Stevenson High School District 125 Athletics Fundraising Model

Complete Form

- Complete the Athletic Special Athletic Travel Request Form and submit with annual budget requests

Receive approval

- Receive approval for the Athletic Special Travel Request

Determine $$

- Determine Fundraising amount needed for Special Athletic Request
- Note: The Athletic Department will provide for expenses equivalent to those incurred through traditional competition scheduling, i.e., bus transportation, officials' fees, equipment, entry fees. In addition, head and assistant varsity coaches travel will be covered, according to the SHS Board Faculty Agreement guidelines. Volunteer coaches expenses are not covered.

Brainstorm

- Brainstorm possible fundraisers. Some criteria should be:
  - What can your program do together to make the most money in the least time?
  - Student-athletes should not be asked to sell items door-to-door.
  - No home-baked goods can be sold.
  - No other organization in the school can be doing the same fundraiser.

Submit for Approval

- Once fundraiser is chosen, submit the Fundraiser Approval Form to the Director of Student Activities to ensure the fundraiser is not repeated by another school group

Form Committee

- Form a committee (possible committee members include coaches, parents, volunteers, etc...) and begin planning

Develop Procedures

- Establish a procedure for recording all deposits and transactions for the group and the individual student-athletes

Approval through Athletics

- All purchases, requisitions, and reimbursements must receive approval through the Athletic Office

Make Deposits

- Deposits should be made the same day money is collected
- Parents should not collect cash or handle money for the group

OFFICIALS/SPORTSMANSHIP

Officials for North Suburban Conference competition in all sports will be assigned by the Assignment Chairman and/or Athletic Director.

The number of officials and their fees shall be in accordance with North Suburban Conference regulations and the Northern Illinois School Officials Committee (NISOC) guidelines.

All officials must be registered with the I.H.S.A.

Recognizing that in all sports there is a critical shortage of officials, Stevenson High School has adopted a "zero tolerance" policy in regard to poor sportsmanship among its coaches. Coaches are expected to model behavior for players and spectators that shows respect and professionalism. See also N.S.C. Sportsmanship Mission Statement.

The coach is responsible for the physical and verbal actions of team members. Coaches should restrain their own athletes and not be in a position of "handling" an opponent or making comments to or about an opposing player.

A coach should neither teach nor condone maneuvers designed to deceive officials.
Each coach should inspire and encourage athletes without inciting adverse crowd reaction.

The coach should set an example for the team through his/her conduct toward opposing coaches and officials. In the event of any, disturbance the coach's first responsibility is to his/her players. When a situation occurs within the game or contest, the coach should prevent additional players and/or coaches from entering the disturbance and calm down those who are involved. A coach should never initiate a negative, post-game critique with the official(s), and coaches are not permitted in or any where near the officials' locker room.

Coaches are expected to take an active part in community activities, especially those PREP programs designed to promote interest and participation in their sports (i.e. Patriot Middle School Conference Championships). Every effort should be made to attend school activities (i.e. Senior Awards Night, sports assemblies). Coaches should be available, if requested, for speaking engagements at area service clubs and organizations, and should cooperate fully with members of the news media.

Each coach will complete an end-of-season report (Appendix J) which includes a season summary, listing of team and individual awards, and participation information.

The coach is responsible for his/her team's leaving the floor in an orderly manner. After the game, the players should be encouraged to shake hands with opponents; however, in the opinion of the coach, circumstances may warrant the team reporting directly to the locker room or bus. In this case, the circumstances will be communicated to the Athletic Director as soon as possible after the contest.

Stevenson High School Coach's Checklist

PRESEASON DUTIES:

_____ 1. Provide information concerning tryouts to the athletic office
_____ 2. Pick up eligibility list from athletic office on the day of tryouts
_____ 3. Check out necessary equipment with equipment manager, Olivia Canning
_____ 4. Obtain medical kits for each level from training room
_____ 5. Provide athletic office with criteria for postseason awards
_____ 6. Complete bus request times
_____ 7. Complete IHSA rules interpretation requirements
_____ 8. Plan and conduct pre-tryout meeting. Make sure AD is notified of time and place of meeting.
_____ 9. Meet with athletic director for preseason meeting.

INSEASON DUTIES:

_____ 1. Submit final roster with jersey numbers, players' position(s), names of managers, etc. Communicate with managers exactly what is expected of them during your season. Remind them that they are held to the same standards as athletes.
_____ 2. Work with Tinna Plueger to issue equipment and uniforms
_____ 3. Plan and conduct parent meeting. Make sure AD is notified of time and place of meeting.
_____ 3. Distribute practice and game schedules to players, parents, and trainers
_____ 4. Distribute information and facilitate team pictures
_____ 5. Monitor eligibility and attendance on a daily basis
_____ 6. Report game scores via rSchool and to the media
_____ 7. Evaluate officials in a timely manner
_____ 8. Complete budget requests at the appropriate time
_____ 9. Notify athletic department for facility changes and requests immediately
_____ 10. Notify Athletic Office immediately when a student is dropped from sport. An athlete should not be at practice unless they are on your roster, or they bring you an Athletic Participation Clearance Form from the Athletic Office.
_____ 11. Alert the AD of any technical foul or red card. Details of this are important to share that the AD is able to respond correctly to the proper officials.
_____ 12. Keep Athletic Trainer and AD informed regarding ANY injuries.
_____ 13. Show the IHSA Concussion video to all levels of the program.
_____ 14. Complete IHSA online seeding, if applicable

POSTSEASON DUTIES:

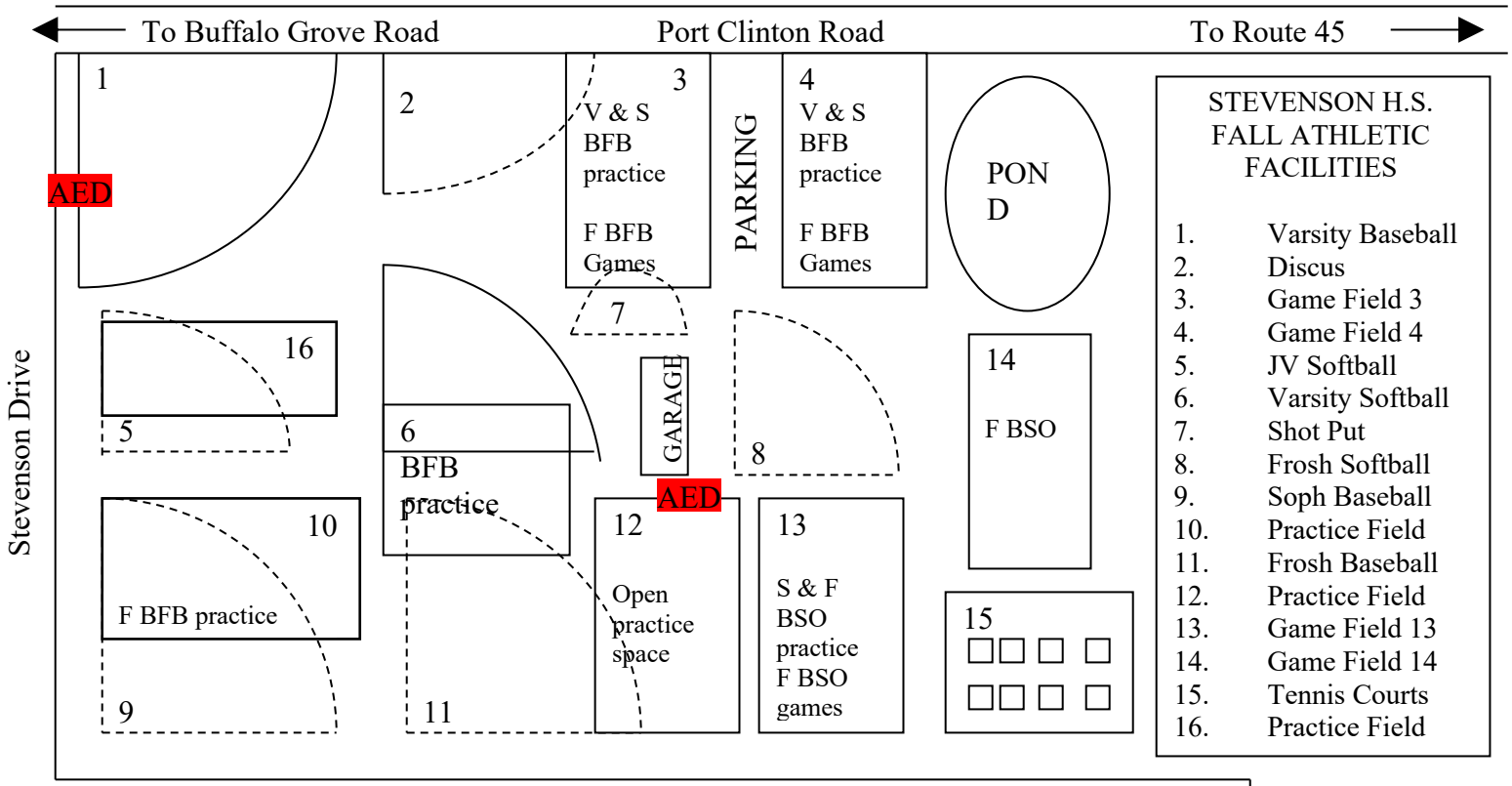
_____ 1. Turn in all equipment, including equipment from training room
_____ 2. Work with Olivia Canningt for uniform check-in
_____ 3. Complete end of season summary report
_____ 4. Complete assistant coaches feedback postseason meetings
_____ 5. Conduct final team meeting and vote for awards
_____ 6. Inform student-athletes of offseason opportunities
_____ 7. Meet with PREP about summer camp opportunities
_____ 8. Plan for awards night or postseason banquet
_____ 9. Communicate with assistant athletic director for next season's competition schedule
_____ 10. Nominate student-athletes for NSC Leadership Workshop
_____ 11. Evaluate officials in a timely manner
_____ 12. Attend conference postseason meeting
_____ 13. Meet with athletic director for postseason meeting

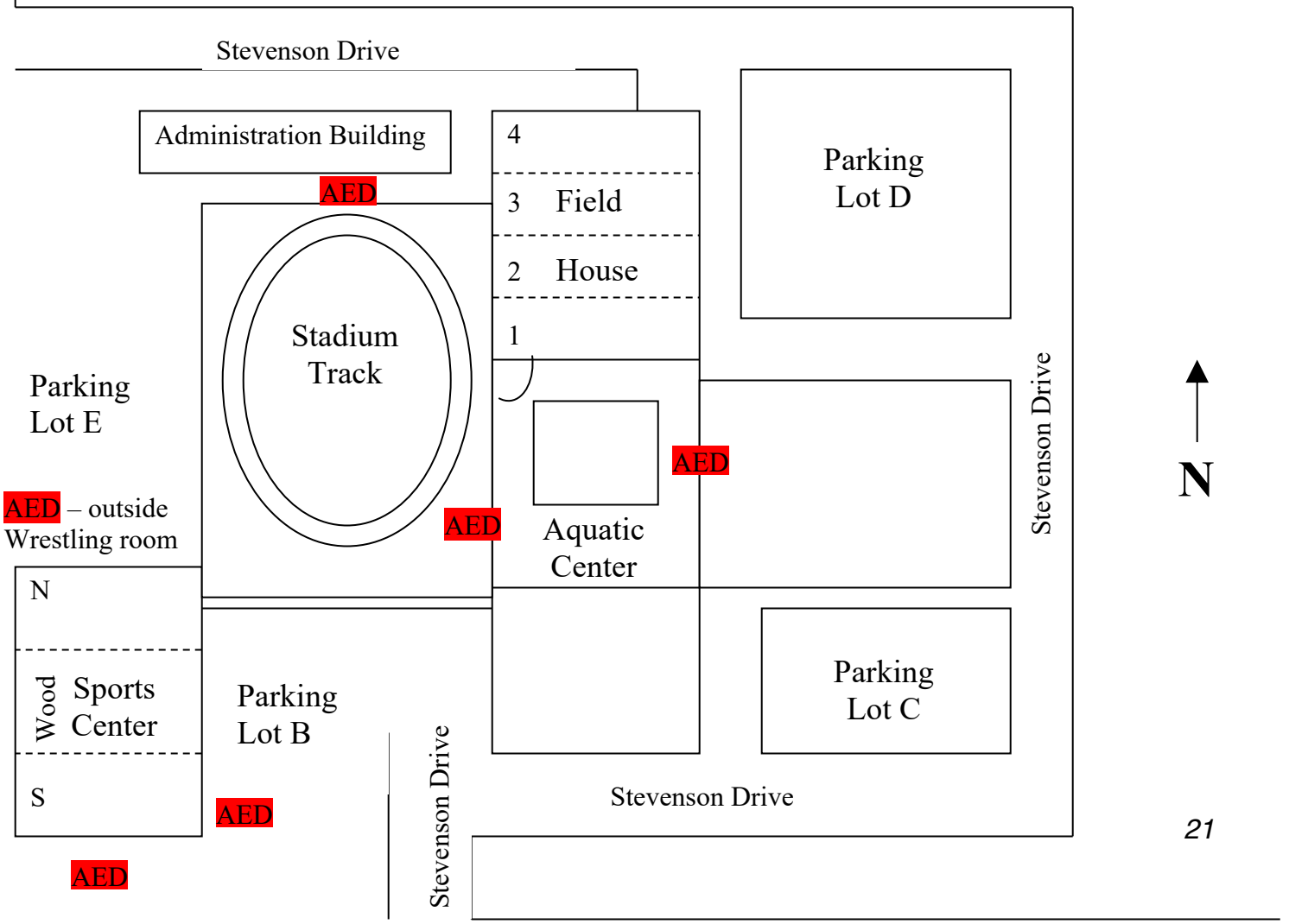
AED LOCATIONS

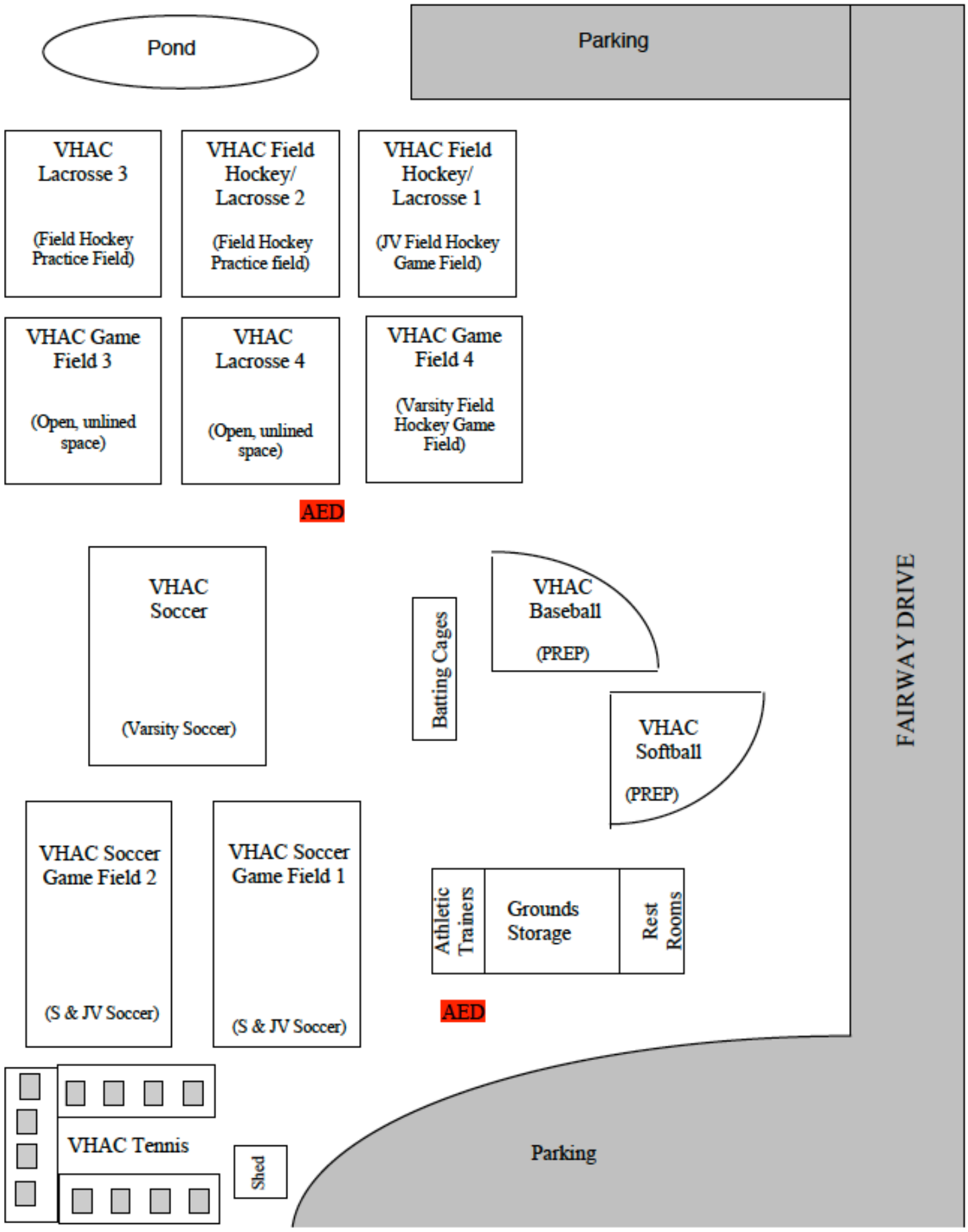
Adlai E. Stevenson High School has added (4) additional AED's to increase our number from 8 to 12 locations.

AED/EPI pen locations within the main school building: (7 total)
*Trainers' Office room 1114,
*Outside West Staff Dining room/Sportscenter Gym (Room 1204)
*West Nurses' Office (Room 2436)
*Outside Pool Office (Room 5012)
*West side of Glass Commons/Cardio Vascular Room (Room 4110),
*East Nurses' Office (Room 6042)
*Outside Aerobics/Wrestling room (Room 2110).

AED locations outside of the main school building: (5 total)
*Barn near Port Clinton Parking Lot-Located near the on-site athletic fields at Stevenson
*Football Field near the Concession Stand
*Varsity Baseball Field concession stand
*Off site athletic facility called Vernon Hills Athletic Complex (Concession stand)
*Vernon Hills Athletic Complex (Mobile trailer)-Facility is located off Fairview Road near Vernon Hills High School


To Buffalo Grove Road
Port Clinton Road
To Route 45
Stevenson Drive
1
AED
2
3
V & S
BFB
practice
F BFB
Games
PARKING
4
V & S
BFB
practice
F BFB
Games
PON
D
7
16
5
6
BFB
practice
GARAGE
8
14
F BSO
AED
10
F BFB practice
12
Open
practice
space
13
S & F
BSO
practice
F BSO
games
15
9
11
STEVENSON H.S.
FALL ATHLETIC
FACILITIES
1. Varsity Baseball
2. Discus
3. Game Field 3
4. Game Field 4
5. JV Softball
6. Varsity Softball
7. Shot Put
8. Frosh Softball
9. Soph Baseball
10. Practice Field
11. Frosh Baseball
12. Practice Field
13. Game Field 13
14. Game Field 14
15. Tennis Courts
16. Practice Field


Stevenson Drive
Administration Building
AED
4
3 Field
2 House
1
Parking
Lot D
Stadium
Track
Parking
Lot E
AED – outside
Wrestling room
AED
AED
Aquatic
Center
Stevenson Drive
N
N
Wood
Sports
Center
S
Parking
Lot B
Parking
Lot C
AED
AED
Stevenson Drive
Stevenson Drive


Pond
Parking
VHAC Lacrosse 3
(Field Hockey Practice Field)
VHAC Field Hockey/ Lacrosse 2
(Field Hockey Practice field)
VHAC Field Hockey/ Lacrosse 1
(JV Field Hockey Game Field)
VHAC Game Field 3
(Open, unlined space)
VHAC Lacrosse 4
(Open, unlined space)
VHAC Game Field 4
(Varsity Field Hockey Game Field)
AED
VHAC Soccer
(Varsity Soccer)
Batting Cages
VHAC Baseball
(PREP)
VHAC Softball
(PREP)
FAIRWAY DRIVE
VHAC Soccer Game Field 2
(S & JV Soccer)
VHAC Soccer Game Field 1
(S & JV Soccer)
Athletic Trainers
Grounds Storage
Rest Rooms
AED
VHAC Tennis
Shed
Parking

Adlai E Stevenson High School Athletics Emergency Action Plan

Athletic Site	Athletic Fields	Bowling Facilities	Cross Country Course	Fieldhouse	Golf Facility	Hockey Facility	Sportscenter	Stadium	Swimming Pool	VHAC
Nearest AED	Grounds Building, Baseball Concession	Check Facility	N/A	Outside Pool Office	Check Facility	Check Facility	Outside West Faculty Dining Room	Outside WFDR, Grounds Building, Pool Office	Outside Pool Office	Athletic Training Room, Portable Scoreboard
In case of lockdown	If applicable, move athletes to a location away from windows and doors. Lock all doors. Contain and monitor group for accountability. Group should remain quiet and calm. Do not use cell phones. All communication should be done via computer, if possible.									
In case of tornado	Take shelter in Baseball concessions, Grounds Building, or Fieldhouse	Follow instructions at site	Take shelter in a low lying area	Take shelter near south wall or in hallway	Take shelter at site facilities	Check Facility	Take shelter in Hallway near Driver's Ed Rooms	Take shelter in Fieldhouse or Sportscenter	Take shelter in Pool locker rooms	Take shelter in a low lying area or Vernon Hills H.S.
In case of lightning/ thunderstorm	Take shelter inside a safe building or vehicle. A safe building is one that is fully enclosed with a roof, walls and floor, and has plumbing or wiring. A safe vehicle is any fully enclosed metal topped vehicle such as a hard topped car, minivan, bus, truck, etc.									
In case of fire	Evacuate location according to local guidelines. Contain and monitor group for accountability.									
Serious Injury – no trainer available	Call 911. Send help to get AED, if necessary. Do not leave athlete unattended. When possible, communicate with athlete's family and follow-up with the Athletic Office and Athletic Trainer the following day.									

STEVENSON HIGH SCHOOL ATHLETIC AWARDS SYSTEM

Any Stevenson High School athlete who finishes the season in good standing as determined by the coach will receive an award for his/her participation. Attendance, effort, achievement and individual sport guidelines are the basic criteria for determining a player's award.

LEVELS OF COMPETITION AND AWARDS

An athlete may receive only one award for each season of participation.

Freshman…….....……Sports Pin and Stevenson Letter
Under level.....……..Sports Pin
Junior Varsity .....……Sports Pin
Varsity .....……Sports Pin and Varsity Pin

A special pin and certificate will be awarded to any Senior who has earned two or more Varsity awards.

SUPER PATRIOT AWARD - Water Bottle + Certificate
Presented by the Sports Booster Club to any athlete who breaks an existing Varsity school record as recognized by the athletic department**.**

3-SPORT ATHLETE AWARD
If an athlete at any level participates in a sport and finishes in good standing for three seasons (one each in the fall, winter, and spring), he/she will be given the 3-Sport Athlete Patch. Managers are not eligible to receive this award. Athletic Training may qualify if pre-approved by the Athletic Director.

Four Year 3-Sport Athlete Award
A senior athlete will receive this award pin after qualifying for a 3-sport award for four consecutive years.

STATE QUALIFIER CERTIFICATE
Presented by the athletic department to individual athletes who qualify for State competition. Team championships in Conference and State series competition (Regional, Sectional, Super sectional, State) are recognized by patches, which are awarded to all Varsity team members.

ALL-CONFERENCE - Certificate
Presented by the North Suburban Conference. Recipients are chosen by the Head Coaches in each respective sport.

BIG GUN AWARD - Trophy + Big Gun Certificate
The BIG GUN AWARD, sponsored by the Stevenson Sports Boosters, is a recognition of achievement for the Most Valuable Varsity Team Member over the entire season based on:
Practice effort, Leadership, Contest performance, Attitude, Positive school representation, Character, General team contribution
This award was established in 1967 and the voting is done by varsity team members.

WALL-OF-FAME RECOGNITION

Conference Champion	Individual Sport
All-Conference Selection	Team Sport
Lake County Champion*	Individual Sport
All-Lake County Selection	Team Sport
IHSA Regional Champion*	Individual Sport
IHSA Sectional Champion	Individual Sport
All-Area Selection	Team & Individual Sport
IHSA State Qualifier	Individual Sport

*Individual Sports where competition occurs in only one event/level (Bowling, Cross Country, Golf) Top 5 Conference, Regional and County Medalists will also qualify.

ALL-STATE WALL

In *individual sports* , an athlete qualifies for the Wall by being a medalist at the IHSA State Finals. In *team sports* an athlete qualifies for the Wall by being selected to an official All-State 1st team by the media or the State Coaches Association of that sport.

STEVENSON SCHOLAR ATHLETE

The Senior male and female Varsity letter winners who have the highest class rank/grade point average (weighted and unweighted) shall receive this award.

NORTH SUBURBAN CONFERENCE ALL-ACADEMIC

Any Junior/Senior Varsity letter winner with a grade point average of 3.5 or greater qualifies for this award.

IHSA SCHOLASTIC ACHIEVEMENT AWARD

Any Junior/Senior athlete with a grade point average of 3.5 or greater qualifies for this award.

CONSTITUTION OF THE NORTH SUBURBAN CONFERENCE

PREAMBLE

PART I PURPOSE

The purpose of this Constitution and By-Laws is to define the governing body of the North Suburban Conference, its mission, and its operational procedures and policies.

PART II THE INTERSCHOLASTIC COCURRICULAR PROGRAM

1. The North Suburban Conference will serve its member schools by providing leadership in and the organization of interscholastic, co-curricular activities and sports which enrich high school experiences and promote educational goals.

2. Co-curricular participation should enhance, not interfere with, the academic programs of member schools and the academic commitments of their students.

3. Co-curricular activities should be conducted according to the principles outlined in the NSC Sportsmanship Mission Statement and the Constitution and By-Laws of the Illinois High School Association.

CONSTITUTION

Article I

This Association shall be known as the North Suburban Conference (NSC).

Article II

This Conference shall be composed of the following schools, with their respective colors, nicknames, and Division alignment:

School	Colors	Nickname
Lake Forest	Royal Blue and Gold	Scouts
Lake Zurich	Blue and White	Bears
Libertyville	Orange and Black	Wildcats
Mundelein	Scarlet and Gray	Mustangs
Stevenson	Forest Green and Gold	Patriots
Warren	Blue and Gold	Blue Devils
Waukegan	Purple, Green & Gold	Bulldogs
Zion-Benton	Maroon and White	Zee-Bees

Section 1 - Conference Membership

Membership in the North Suburban Conference shall be granted, maintained, or revoked by a minimum two-thirds (2/3) majority poll vote of the Superintendents or designees. Each Superintendent or designee must be present to vote and will receive one vote per school. Schools wishing to leave the conference must provided written notice to the President of the Superintendents by September 1st of the school year two athletic cycles prior to the departing year (i.e. declare by Sept. 1, 2050; participate in 2050-51, 2051-52; free of obligations as the 2052-53 school year begins).

Section 2 - Conference Expansion

The Conference does not entertain unsolicited requests for expansion of member schools. The Conference will entertain a request for entry by a non-member school as follows:

(1) When any existing member-school district opens a new school and wishes to add that school to the Conference;
(2) When a member school departs the Conference;
(3) Upon solicitation from the Conference;
As agreed upon by majority vote of the conference membership.

Article III

Section 1 – Administrators

Superintendents:	Responsible for policy changes, financial needs, and Conference membership.
Principals (Board of Control):	Responsible for the management of the Conference.
Athletic Directors:	Responsible for administering the athletic programs.
Assistant Athletic Directors:	Responsible for assisting the Athletic Director in coordinating the athletic programs.
Head Coaches:	Responsible for making recommendations to the Athletic Directors at end-of-season meetings.

Section 2 - Meetings

The Superintendents and Principals will establish meeting dates and times for their respective groups, the Athletic Directors/Assistant Athletic Directors will generally meet the first Wednesday of each month, and the Head Coaches will meet at the conclusion of their sports seasons.

Article IV

The North Suburban Conference firmly adheres to and believes in the Illinois Sex Equity Rules and the Affirmative Action Policies and guidelines of the Illinois High School Association.

Those guidelines, as applied to Conference sports and competitions, are as follows:

1. If a Conference school offers both a boys' team and a girls' team in a sport, that school may allow a girl to participate on the girls' team only, even though the girls' and boys' teams may participate in different seasons.

2. If a Conference school offers a boys' team, but not a girls' team, in any sport, that school may allow a girl to participate on the boys' team only if it receives written verification of compliance with the Illinois Sex Equity Rules from the Illinois State Board of Education. Approval for participation in a State tournament series must be obtained from the Illinois High School Association.

3. Conference schools will not allow a boy to participate on a girls' team in any sport.

A copy of the State policies and guidelines, and their respective rationales, may be obtained from any of the Athletic Directors of member schools.

Article V

Section 1 – North Suburban Conference Sports

Any sport in which half or more than half of the schools in the North Suburban Conference participate and the IHSA sponsors a state series.

Fall	Winter	Spring
Cross Country (B/G)	Basketball (B/G)	Baseball
Football	Bowling (B/G)	Badminton (G)
Golf (B/G)	Competitive Cheerleading	Lacrosse (B/G)
Soccer (B)	Competitive Dance	Soccer (G)
Swimming & Diving (G)	Gymnastics (G)	Softball
Tennis (G)	Swimming & Diving (B)	Tennis (B)
Volleyball (G)	Wrestling	Track (B/G)
		Volleyball (B)
		Water Polo (B/G)

The Resource Athletic Director for each respective Varsity sport shall be responsible for compiling and distributing Conference Varsity standings and scores on a weekly basis. Each school shall be responsible for reporting Varsity scores to the Resource Athletic Director each week.

Section 2 – Championships

Each sport shall maintain a set of guidelines to govern the organization of play, scheduling procedures, meetings, and championship criteria in that sport. These guidelines shall be reviewed annually by the Head Coaches at their end-of-season meetings, unless more frequent changes are dictated by the IHSA By-Laws or Terms and Conditions, the National Federation, or legal precedents. Recommendations for changes shall be brought to the Athletic Directors/Assistant Athletic Directors by the Resource Athletic Director for each sport.

For sports that host a conference tournament, the champion will be determined by a formula that weighs the conference meet and the dual meet season results equally, unless otherwise mentioned in specific sports guidelines. The North Suburban Conference only recognizes championships at the Varsity level.

Section 3 - Adding Sports

A member school adding a sport must declare its official intention at or before the NSC scheduling meeting (September of each year) to be added to the official Conference schedule for the following school year. If member schools add sports after this time, Conference schools will add the new team(s) as their schedules may allow. Individual participants from these schools will be allowed to compete at Conference tournaments for individual awards whenever possible.

Article VI

Section 1 – Conference Trophies, All-Conference Medals and Athletes

Teams earning conference titles shall be awarded a trophy by the NSC. Duplicate trophies shall be awarded in the event of a tie for a team championship. Medals shall be awarded according to the procedures outlined in the individual sport guidelines and Appendix A of this Constitution.

All-Conference medals shall be awarded by the NSC in sports that conduct a conference tournament utilizing criteria in Appendix A.

All-Conference athletes shall be awarded by the NSC in team sports utilizing the following criteria: (number of Athletes outlined in Appendix B)

- 40% of the number of potential starting athletes in the conference shall earn All-Conference or Honorable Mention honors.

Article VII

Section 1 - Admission

Admission charges for North Suburban Conference contests shall be established by each respective school or Board of Education. Faculty and Staff shall be admitted with a North Suburban Conference pass. Admission charges for IHSA state tournament series contests (Regional, Sectional, Super Sectional, State Final) shall be as established by the Illinois High School Association. North Suburban Conference passes are not valid at IHSA state series contests.

Section 2 – Conference Tournament Expenses

The following expenses for any conference tournament shall be pro-rated among all participating schools.

- Workers (including timers and timing services)
- Officials
- Hospitality (maximum two meals)
- Other expenses as approved by the NSC Athletic Directors prior to the event.

If admission is charged, the admission collected will be used to offset the overall cost of the tournament. Income from concessions will be retained by the host school.

Section 3 - Annual Conference Membership Assessment

The yearly Conference membership assessment to cover the cost of awards, assignment chairmen, and other expenses, shall be approved and set by the Board of Control.

Article VIII

Assignment Chairpersons

The duty of assigning all officials shall be vested in the assignment chairpersons. Each assignment chair shall be selected by the Athletic Directors and approved by the Board of Control. The salary and duties of each assignment chairman shall be stated in a Contract (Appendix D) and Job Description (Appendix E) which shall be developed by the athletic directors, approved by the Board of Control, issued by the Resource Athletic Director, and forwarded to the Conference Treasurer.

Article IX

Eligibility

A player may participate at only one recognized level of competition on any given playing date or round of play against a Conference opponent. In sports where there is a Conference tournament at the Varsity level, if a Conference school also hosts a Lower-level Invitational in that sport, an athlete is prohibited from competing at more than one level. Only freshmen may compete at the freshman level in any sport or contest. Member schools are required to field teams in recognized levels from the top down. Any exception to this requirement must receive advance approval by majority vote of the NSC Athletic Directors.

If a foreign exchange student who is a Direct Placement by a foreign exchange program is approved for competition by the IHSA, but not approved for the IHSA State Series, that athlete will not be allowed to compete in NSC competitions at the varsity level.

Article X

School Facilities and Equipment

The schools of the North Suburban Conference agree to act as both gracious hosts and visitors, respecting the property, facilities, and staff of each school and accepting responsibility for the conduct of its participants and fans. It is agreed by all member schools that the use of video equipment for the purpose of scouting is allowed unless prohibited by individual NSC Sport Guidelines, IHSA or NFHS rules.

Article XI

Banners, Signs and Noisemakers

Use of banners, signs, and noisemakers by both home and visiting teams shall be according to the Terms and Conditions of the IHSA set for each individual sport. Any sign may be removed at the request of either school's administrator on duty. The use of air-horns, whistles, and fan megaphones are strictly prohibited. Artificial noisemakers which interfere with play or are used in an inappropriate manner can be banned at the discretion of the home event staff.

Article XII

Officers

The officers of the Conference, selected from the members of the Board of Control, shall be a President, a Vice-President, a Secretary, and a Treasurer. The officers for the Athletic Directors shall be: President, Secretary, Treasurer, and Board of Control Representative. The Board of Control Representative and President of the Conference Board of Control shall represent the same school.

All officers shall have terms of office of one year, with the exception of Treasurer. Should there be a vacancy in any officer positions, the position shall be elected pro-tem for the remainder of the term.

Article XIII

Supervision

An administrator representing each participating school shall be present at all home and away Football games, Boys' Basketball games, and all other sports as needed. The visiting administrator(s) on duty must report to the scorer's table, press box, and/or home administration for identification.

For all outdoor sports, the North Suburban Conference has adopted the IHSA Severe Weather Safety Guidelines. Administrators, coaches, and school officials should familiarize themselves with these guidelines and be prepared to give a copy of them to game officials if weather conditions warrant their potential application.

Article XIV

Protest Policy

A member school may officially protest the result of a North Suburban Conference Varsity event (i.e. ineligible player utilized player participating in two events, etc.) with specific evidence through the following guidelines:

Section 1 The Protest Committee will consist of three (3) Principals from the Board of Control and two (2) Athletic Directors.

A. None of the committee members shall be affiliated with a school involved in a protest.

B. The chairperson of the committee will be the highest ranking officer from the Board of Control (President, Vice President, Secretary, Treasurer).

C. The remaining members of the committee will be drawn at random by the committee chairperson.

Section 2 Procedure for Filing and Conducting Protests

A. Protests may be filed by the Principal or Athletic Director of any member school under the following conditions:

1. The basis for the protest shall be an alleged violation of the North Suburban Conference Constitution/Guidelines for a Varsity contest. The protest is to be specific and supported by evidence.

2. The protesting school must verbally file its intent to protest immediately with the officials and/or the administrator on duty involved unless circumstances preclude immediate knowledge of the infraction. The Principal or Athletic Director must be notified.

3. The protesting school must verbally notify the Athletic Director of the school involved within 48 hours of the alleged violation, excluding Saturdays, Sundays and school holidays.

4. A written protest must be filed with the Athletic Director of the school involved and the President of the Athletic Directors within 72 hours of the alleged violation, excluding Saturdays, Sundays and school holidays.

5. The President of the Athletic Directors will conduct an electronic poll or call an emergency meeting to discuss the protest. A majority vote of all the Athletic Directors is required for the protest to move on to the protest committee.

6. Following a majority vote of athletic directors, the president of the Athletic Directors will forward the protest to the president of the Board of Control or the next ranking official not involved in the incident.

7. If an alleged violation is reported after the 48-hour time limit as stated in step three, the incident will be reviewed at the next Athletic Directors meeting. If, by majority vote, the athletic directors feel there is sufficient evidence for reporting the incident, the president of the Athletic Directors will forward the information to the Board of Control. The Board of Control can write an official letter of reprimand to the offending school if they deem necessary by majority vote.

B. After notification from the Athletic Directors, the Protest Committee shall meet within five (5) days of notification or sooner if directed by the committee chairperson.

1. Schools involved in the protest should be represented, as appropriate, by:
    a. Coaches of each team of each school
    b. Athletic Director of each school
    c. Principal or other selected designee.

2. School initiating protest shall state and explain grounds for protest.

3. School charged in protest shall respond.

4. Members of the protest committee shall make inquiries.

5. Protest committee will meet in private to reach its decision.

Section 3 Disposition of Protest

A. If by majority vote the protest is upheld, the protest committee has the following authority:

1. Censure the offending school and/or coaches.

2. Order one or more contest forfeited.

3. Suspend the school from eligibility for Conference Championship or Conference Awards in one or more sports.

4. Take any other action deemed appropriate within the constitution of the North Suburban Conference.

B. If by majority vote the protest is denied, the protest is dismissed. C. If a majority cannot be reached, the protest is dismissed.

Section 4 Decisions by the Protest Committee are final and are communicated to the schools by the Chairperson of the Committee.

Article XV

Sportsmanship

The North Suburban Conference holds high expectations for sportsmanship among conference schools, coaches, officials, participants, spectators and spirit leaders (Appendix H). Questions of contest related unsportsmanlike behavior will be addressed between the participating schools respectively. Further review may be requested at the Conference Board of Control.

North Suburban Conference Banned Spectator Policy

Per Article XV of the NSC Constitution, when a spectator has been banned from attending athletic and/or extracurricular events at an NSC school, the NSC school that has banned the spectator will communicate this information to all NSC schools. This communication will include the contests or events that the banned spectator is likely to attend.

Any spectator who has been prohibited from attending an athletic and/or extracurricular event by any school of the NSC, as provided by the Illinois School Code, 105 ILCS 5/24-24, shall similarly be prohibited from attending any NSC event where the prohibiting school is involved in competition. Such prohibition is subject to the protest policy of Article XIV. Any member school of the NSC shall enforce such prohibition immediately upon receipt of written notice from the prohibiting member school.

REVISED 10/16/15

UPDATED APPENDIX A & B

NSC ALL-CONFERENCE

The maximum number of All-Conference and Honorable Mention honors will be determined by the formula: 40% x (# of starters x # of teams).

Sport	# of Starters	NSC Teams	All Conference	Honorable Mention	# of Total
Baseball	**10**	**8**	**20**	**12**	**32**
Boys Basketball	**5**	**8**	**10**	**6**	**16**
Football	**17**	**8**	**35**	**19**	**54**
Boys Lacrosse	**10**	**6**	**20**	**4**	**24**
Boys Soccer	**11**	**8**	**22**	**13**	**35**
Boys Volleyball	**7**	**8**	**14**	**8**	**22**
Wrestling	**14**	**8**	**28**	**17**	**45**
Girls Basketball	**5**	**8**	**10**	**6**	**16**
Girls Lacrosse	**12**	**6**	**24**	**5**	**29**
Softball	**10**	**8**	**20**	**12**	**32**
Girls Soccer	**11**	**8**	**22**	**13**	**35**
Girls Volleyball	**7**	**8**	**14**	**8**	**22**
Boys Water Polo	**7**	**6**	**14**	**3**	**17**
Girls Water Polo	**7**	**6**	**14**	**3**	**17**
Cheerleading	**12**	**8**	**24**	**14**	**38**
Dance	**12**	**7**	**22**	**12**	**34**
Boys Golf	**6**	**8**	**12**	**7**	**19**
Girls Golf	**6**	**7**	**12**	**5**	**17**
Boys Cross Country	**7**	**8**	**14**	**8**	**22**

Girls Cross Country	**7**	**8**	**14**	**8**	**22**
Boys Tennis	**11**	**7**	**22**	**9**	**31**
Girls Tennis	**11**	**8**	**22**	**13**	**35**
Girls Badminton	**12**	**6**	**24**	**6**	**30**
Girls Bowling	**5**	**7**	**10**	**4**	**14**
Boys Bowling	**5**	**7**	**10**	**4**	**14**
Girls Swimming & Diving	**15**	**7**	**30**	**12**	**42**
Boys Swimming & Diving	**15**	**7**	**30**	**12**	**42**
Girls Track & Field	**44**	**8**	**88**	**52**	**140**
Boys Track & Field	**44**	**8**	**88**	**52**	**140**
Girls Gymnastics	**10**	**6**	**20**	**5**	**25**

The number of All-Conference members is determined by twice the number of starters/team, provided that each sport has a minimum of three Honorable Mention honors. The remaining awards will be Honorable Mention.

Updated: March 1, 2023 (Updated Girls Gymnastics and Boys Bowling)

APPENDIX C

N.S.C. ALL-ACADEMIC

ELIGIBILITY:

1. JUNIOR OR SENIOR ONLY

2. MUST BE RECEIVING A VARSITY AWARD.

3. MUST HAVE A 3.5 (ON 4.0 SCALE) OR BETTER CUMULATIVE AVERAGE (FALL: SENIORS - 6TH SEMESTER GRADES; JUNIORS - 4TH SEMESTER GRADES// WINTER AND SPRING: SENIORS - 7TH SEMESTER GRADES; JUNIORS - 5TH SEMESTER GRADES). A SCHOOL MAY USE A WEIGHTED OR UN-WEIGHTED AVERAGE, WHICHEVER IS TO THE STUDENT'S ADVANTAGE.

4. ANY SPORT IN WHICH A MEMBER SCHOOL PARTICIPATES IS ELIGIBLE (I.E. ICE HOCKEY, FIELD HOCKEY, LACROSSE, BADMINTON, FENCING, BOYS' GYMNASTICS, CHEERLEADING, POM POMS).

REVISED 8/04

NORTH SUBURBAN CONFERENCE

LAKE FOREST
LAKE ZURICH
LIBERTYVILLE
MUNDELEIN
STEVENSON
WARREN
WAUKEGAN
ZION-BENTON

Sportsmanship Mission Statement

Good Sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the North Suburban Conference as well as for the individuals who participate in these programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

One of the goals of the North Suburban Conference for interscholastic competition is to teach important values while enriching the educational experiences of young men and women. Good sportsmanship is one of those values.

Sportsmanship Behavior Expectations

The Coach:

- Inspires in his/her athletes a love for the game and the desire to win.
- Teaches that it is better to lose fairly than to win unfairly.
- Leads players and spectators to respect officials by setting a good example.
- Is the type of person he/she wants his/her athletes to be.

The Official:

- Knows the rules.
- Is fair and firm in all decisions. Calls them as he/she sees them.
- Treats players and coaches courteously and demands the same treatment.
- Knows the game is for the athletes and lets them have the spotlight.

Participant Expectations:

- Accept and understand the seriousness of your responsibility and the privilege of representing your school and your community.

- Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students.
- Treat opponents the way you would like to be treated. Taunting will not be accepted.
- Wish opponents good luck before the game and congratulate them in victory or defeat.
- Respect the integrity and judgment of the game officials.
- Obey the rules and regulations set forth when a guest of any N.S.C. host school.

Spectator Expectations:

- High school athletics are learning experiences for students, and sometimes mistakes are made. Praise student athletes in their attempt to improve themselves as students, athletes, and individuals.
- A ticket is a privilege to observe the contest, not a license to verbally assault others.
- Learn the rules of the game.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of the game officials.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances before and during contests.
- Use only those cheers that support and uplift the teams involved.
- Obey the rules and regulations set forth when a guest of any N.S.C. host school.

Spirit Leader Expectations:

- Understand the seriousness of your responsibility and the privilege of representing your school and your community.
- Learn the rules of the game.
- Wish opponents good luck before the game and congratulate them in victory or defeat.
- Treat opposing cheerleaders the way you would want to be treated.
- Establish standards of desirable behavior.
- Select positive cheers which support your team without antagonizing the opponent.
- Use discretion in selecting times to cheer.
- Give encouragement to all players and recognition to outstanding performances.
- Respect the integrity and judgment of the game officials.
- Encourage a positive alternative when booing or an inappropriate chant begins.
- Obey the rules and regulations set forth when a guest of any N.S.C. host school.

North Suburban Conference
Resource Athletic Directors

ATHLETIC DIRECTOR	SCHOOL	SPORTS
Tim Burkhalter	Lake Forest	Boys'/Girls' Tennis, Boys'/Girls' Swimming
Dan Dolney	Lake Zurich	Conference Awards, Boys'/Girls' Volleyball
John Woods	Libertyville	Boys'/Girls' Lacrosse, Boys'/Girls' Golf
Troy Parola	Mundelein	Boys'/Girls' Basketball, Boys'/Girls' Water Polo
Trish Betthauser	Stevenson	Boys' Football, Cheerleading, Competitive Dance, Girls' Badminton, Baseball Girls'
Aimee Lonigro	Warren	Gymnastics, Girls' Softball
Jack Niemi	Zion-Benton	Boys'/Girls' Cross Country

ADLAI E. STEVENSON HIGH SCHOOL

INSURANCE

Stevenson High School requires each student athlete be covered by accident insurance. Your signature on the athletic participation form indicates that, along with your permission for your son or daughter to participate, you accept the responsibility of maintaining an insurance program to cover him or her in the event of injury.

WARNING OF PHYSICAL RISK

We, acknowledge that our son/daughter may sustain injury while participating in athletics and under the supervision of Stevenson High School and its staff even though proper and safe coaching techniques are implemented or utilized.

We understand the term "injury" includes a scope of mild, moderate, severe, and/or catastrophic physical ailments, harms, wounds, or consequences that may result from normal and natural participation in athletics.

We realize that it is necessary for our son/daughter to report promptly to the faculty sponsor any signs or symptoms of any physical distress, as well as to act in a responsible manner at all times, in order to minimize the risk of receiving any injury while participating in the athletic program.

ACADEMIC WARNING

The National Collegiate Athletic Association (NCAA) has established certain guidelines by which athletes may be rendered eligible or ineligible for athletic participation at the collegiate level. These include a set curriculum of core courses which must be completed during high school; a minimum grade point average to be achieved in these core courses; a minimum proficiency level on national college board examinations (ACT/SAT); and submission of a student release form to the NCAA Initial Eligibility Clearinghouse. Parents and athletes are encouraged to obtain and review a copy of a Guidebook For The College-Bound Patriot Athlete. Copies are available in the College Resource Center.

You should select your high school classes in consultation with your high school counselor, who has a list of Stevenson courses which are approved by the NCAA.

ALL Division I and II prospective athletes must register with the NCAA Initial Eligibility Clearinghouse. This registration must be completed prior to any recruitment by colleges or universities. It is highly recommended that athletes register with the Clearinghouse at the end of their Junior year, when ACT and/or SAT scores are available. Information packets and registration forms are available in the Registrar's Office.

* PLEASE NOTE: The required registration applies to ALL collegiate athletes. Students who decide to "walk on" when they arrive at school often wait well into the start of the Fall season before obtaining eligibility clearance. As a participant in athletics, it is YOUR responsibility to ensure that your academic schedule in high school prepares you to meet these guidelines.

Certain courses, such as Basic or Modified level classes, may not count towards the required core curriculum. If you have any questions regarding your schedule, please contact your counselor, coach, the Athletic Director, or the College Resource Center.

Adlai E. Stevenson High School
Extracurricular/Co-curricular Code of Conduct

Philosophy:

Adlai E. Stevenson High School views participation in athletic teams, fine arts performance groups, student activities clubs, and other extracurricular/co-curricular activities as a privilege, not a right. Students who choose to participate in extracurricular/co-curricular activities accept additional responsibilities as representatives of Stevenson High School. The Board of Education, Administration, staff, and coaches of Adlai E. Stevenson High School believe that our students represent our highest standards, including our core principles: responsibility/accountability, integrity, acceptance, and empathy. Participation in extracurricular/co-curricular activities provides exceptional life-learning opportunities. This Code of Conduct specifically establishes high expectations and standards for all extracurricular/co-curricular participants. These expectations embody a total lifestyle approach with an emphasis on respect for self, others and property; loyalty to self, classmates, staff, coaches, sponsors, and school; ideals of true sportsmanship; and maturity to fully accept choices made and their consequences. The implementation and effectiveness of this Code of Conduct is dependent on a collective commitment from students, parents, and school personnel, along with a proactive approach to prevention and assistance.

Period and Scope:

The Code applies to all students who participate in voluntary, school-sponsored activities that are not part of an academic course. The Code requirements must be followed by these students on and off campus, 24 hours a day, seven days a week, 365 days per year. A student's Code record and consequences are cumulative, regardless of category, beginning with the student's and parent's/guardian's initial written/electronic acknowledgement of this Code during the registration process and continuing throughout the student's entire high school career. Students who violate the Code when their extracurricular/co-curricular activity(ies) is out of activity/season may have consequences applied during the student's next activity/season. This may also include consequences carried over and applied during the student's next school year.

The Code provides a minimum guidance when addressing certain conduct of students participating in extracurricular/co-curricular activities. It does not enumerate every situation or conduct for which discipline may be imposed on a student. A violation of the Code, and any disciplinary consequences imposed for a violation, will be determined on a case-by-case basis, considering the particular facts and circumstances and egregious nature, if any, of the violation.

Supervisors/coaches will be provided with information about any disciplinary consequences imposed on a student participating in their particular extracurricular/co-curricular activity. Each supervisor/coach may establish additional rules for the particular extracurricular/co-curricular activity regarding curfew, traveling, attendance at meetings/practices/rehearsals and performances/competitions, personal conduct, and personal appearance.

Rule enforcement will be consistent for all students who participate in extracurricular/co-curricular activities.

Extracurricular/Co-Curricular Tiers:

Adlai E. Stevenson High School recognizes the diversity and uniqueness between the numerous athletic teams, clubs, and performance groups that fall under the Code. Therefore, a tiered system has been established to differentiate consequences for expectation and rule infractions.

Tier A:	Zero-Tolerance Clubs & Honor Societies	Best Buddies, NHS*, FMP, Operation Snowball, Peer Helpers, S.P.T. TriM, Thespians. *All NHS By-laws also apply.
Tier B:	Competitive Teams & Clubs	Athletics, Archery, Boys Badminton, Bass Fishing, Biology Olympiad, Business Professionals of America, Chess, Color (Winter) Guard, Debate, eSports, Economics, Ethics Bowl, Family, Career, and Community Leaders of America, Future Business Leaders of America, History Bowl/Bee, History Fair, Math, Model UN, Scholastic Bowl, Science Olympiad, Science REACH, Speech and Drama, Table Tennis Team, TEAMS, VEX, Robotics, Youth and Government.
Tier C:	Non-Competitive Clubs and Intramurals	Refer to the Student Co-Curricular Handbook for a complete list of activities.
Tier D:	Performance Groups	Fall Play, Musical, Freshmen/Sophomore Play, Winter Play, Spring Play, Mélange Dance Company, Repertory Dance Company, Jazz Band, Jazz Lab, Lady Jazz, Just the Guys, Baroque Ensemble, Pit Orchestra, Improv Club, Fine Arts Festivals, Auditions & Competitions, StageCrafters, Madrigals, Jazz Etc.
Tier E:	Attendees of school-sponsored dances	Homecoming, Winter Fest, Prom

Rules, Expectations & Disciplinary Consequences:

Attendance

Participation on Days of Absence: Tier B & Tier D

In order to ensure "Success for Every Student," Stevenson High School establishes high academic expectations. To assist in accomplishing this goal, students are expected to be in attendance during the school day in order to participate in an after-school competitive event or performance activity the same day. For any student absence of more than one academic period, the student must receive clearance from the Athletic or Student Activities Office before the end of that school day to participate in the competition/performance.

Out-of-School Suspension, & Alternative Day Assignment, & Saturday School Assignment:
All Tiers

If a student receives an Out-Of-School Suspension (OSS), he/she may not be on the school campus or attend any school function for any reason, including attendance at a school dance or participation in any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of and/or during an OSS.

If a student receives an Alternative Day Assignment (ADA), he/she may attend, but may not participate in, any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of an ADA.

A student who receives a Saturday School assignment must fulfill the obligation as scheduled. A student may participate in an extracurricular/co-curricular activity on a Saturday once all Saturday School obligations have been fulfilled.

Academic Eligibility

Violations	Consequences
As a member of the Illinois High School Association (IHSA), Stevenson adheres to and enforces the IHSA policy on academic eligibility. The IHSA policy requires a student involved in competitive events &/or performance activities to be passing a minimum of five classes (where the classes are 0.5 credit courses). In addition, a student must pass a minimum of five classes (where the classes are 0.5 credit courses) each semester to be eligible for participation in competitive events &/or performance activities in the next semester. Details regarding the IHSA academic eligibility policy are reviewed with participating students each season by the supervisor/coach and also available in the Athletic and Student Activities Offices.	**Tier A, C, E:** Consequences will be applied according to the rules of that extracurricular/co-curricular activity. **Tier B, D:** The student may not compete/participate for 7 calendar days or until the academic criteria are met, whichever is longer.

Transportation

Tier B: All students must travel to and from off-campus competitions by school-sponsored transportation, except that a student may leave the competition with his or her parent(s)/ guardian(s) if the student submits written parental permission to the particular supervisor/coach. Written parental permission must be submitted to the supervisor/coach prior to the competition. Extenuating circumstances will be handled by the Director of Athletics or Student Activities. Parents/guardians should contact the applicable Director well in advance of the competition if there are any questions.

Dress Standards

All Tiers: The school general dress standards apply to all extracurricular/co-curricular activities, except for uniforms and costumes approved by the Athletic Director or Director of Student Activities.

Equipment & Uniforms

All Tiers: Any student may receive disciplinary consequences, including but not limited to a loss of privileges, and/or fees if in possession of Stevenson High School equipment, uniforms, and/or costumes not issued to him/her or who does not return equipment, uniforms, and/or costumes issued to him/her in the designated time period after the conclusion of his/her activity.

Overnight Travel & Field Trip Experiences
All Tiers: Extracurricular/co-curricular activities may involve group overnight travel experiences and field trips. Participation in these experiences is a privilege, based on, but not limited to, factors such as academic status and school attendance. Previous violations of the Co-Curricular Code of Conduct may result in loss of participation in one or more group overnight travel experiences, depending on the nature and severity of the student's violations. Any student who violates the Co-Curricular Code of Conduct during a group overnight travel experience may be removed from the overnight travel experience immediately. If removed, the student's parent/guardian will be contacted and be responsible for arranging the student's immediate return home. The student's parent/guardian will be responsible for paying any and all additional travel expenses related to the immediate return. In addition, the student's parent/guardian will not be reimbursed for any expenses paid for the student's participation in the activity or the original travel arrangements.

Behavior/Citizenship	
Category 1 – First & Second Violation Consequences	
Violations	**Consequences**
Category 1 addresses offenses of dishonesty and insubordinate and disrespectful behaviors. Examples include, but are not limited to, lying to school officials; cheating/plagiarism; and false identification. **Note: Any image or content, including those posted online, that depicts behavior described above may be considered in assessing a Code violation.**	**Tier A, B, C, D:** Suspension up to 15% of club/activity/competition/performance and loss of leadership position. During the period of suspension from the extracurricular/co-curricular activity, the student is expected to attend and participate in all required practices, rehearsals, and meetings. **Tier E:** Loss of privileges, including but not limited to denial of admittance or removal from activity. Contact parent(s)/guardian(s), depending on the nature and severity of the incident.

Behavior/Citizenship	
Category 2 - First Violation Consequences	
Violations	**Consequences**
Category 2 addresses aggressive behaviors. Examples include, but are not limited to, theft; fighting; bullying; harassment; hazing; fraternities, sororities, and secret societies; gang-related activities, Inappropriate Use of Personal Electronic Communication Device, Violation of Acceptable Use Guidelines. Note: Students who participate in extracurricular/co-curricular activities commit to supporting, encouraging, and mentoring each other in their efforts to achieve individual and group goals within the vision and mission of District 125. Engaging in or encouraging hazing is strictly prohibited. This includes students who witness but do not report acts of hazing. **Note: Any image or content, including those posted online, that depicts behavior described above may be considered in assessing a Code violation.**	Tier A, C: Suspension for 20-40% of activity and loss of leadership position. Tier B, D: Suspension for 20-40% of competitions/performances and loss of leadership position. During the period of suspension from the activity, the student is expected to attend and participate in all required practices and meetings. Tier E: Loss of privileges, including but not limited to denial of admittance or removal from activity. Contact parent(s)/guardian(s), depending on the nature and severity of the incident. All Tiers: Student may be suspended from participation in the activity for a period up to one calendar year, depending on the nature and severity of the incident. Suspension from the activity may be reduced if the student successfully completes an appropriate corrective/education program.

Behavior/Citizenship	
Category 3 - First Violation Consequences	
Violations	**Consequences**
Category 3 addresses the use or possession of a weapon; possession, use, distribution, purchase, or sale of prohibited substances or related paraphernalia; and other criminal activity. Examples of prohibited substances include, but are not limited to vaping fluids, nicotine, alcoholic beverages, illegal drugs, controlled substances, an other impairing and/or intoxicating substance, and performance-enhancing substances banned by the IHSA. This prohibition also includes participation in a plan to sell, purchase, possess, use, and/or distribute, prohibited substances or related paraphernalia. **Note: Any image or content, including those posted online, that depicts behavior described above may be considered in assessing a Code violation.**	**All Tiers:** Referral to Assistant Principal or Dean. Suspension for 20-100% of activity and loss of leadership position. Suspension from the activity may be reduced if the student successfully completes a community-based substance abuse or other corrective/education program. The student may be suspended from all extracurricular/co-curricular activities for a period up to one calendar year, depending on the nature and severity of the incident.

Behavior/Citizenship
Categories 1 & 2 - Second Violation Consequences
Tier A, C: Suspension up to 50% of activity and loss of leadership position. **Tier B, D:** Suspension up to 100% of competitions/performances and loss of leadership position. During the period of suspension from the activity, the student is expected to attend and participate in all required practices and meetings. **Tier E:** Removal from activity. Contact parent(s)/guardian(s). **All Tiers:** Student may be suspended from participation in the activity for a period up to one calendar year, depending on the nature and severity of the incident. Suspension from the activity may be reduced if the student successfully completes an appropriate corrective/education program.

Behavior/Citizenship
Category 3 – Second Violation Consequences
All Tiers: Suspension from all extracurricular/co-curricular activities for a period of up to one calendar year. Suspension from all activities may be reduced if the student successfully completes an appropriate corrective/education program.

Behavior/Citizenship
Third Violation Consequences (for all Categories)
All Tiers: The student may be excluded from all extracurricular/co-curricular activities for the remainder of his/her high school career. The student may submit a petition, in writing, to the respective Director for reinstatement in an extracurricular/co-curricular activity, provided that at least one calendar year of exclusion has been completed from the date of the third infraction. Any reinstated student will be considered at the second-violation level.

Self-Reporting:

Students who voluntarily self-report their first violation of Categories 1, 2, or 3 to the Athletic, Student Activities, or Fine Arts Directors may have their consequences reduced depending on the nature and severity of the violation and/or whether the violation interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline and/or operation, or reasonably leads school officials to anticipate such interference, disruption, or adverse effect, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinge on the rights of other students. A student will not receive reduced disciplinary consequences for self-reporting if the school reasonably suspects or has already become aware of the violation by other means; the student has been arrested or cited by law enforcement for the violation; or the student does not comply with the reduced consequences to address the violation.

Due Process:

A. A student will be advised by the Dean of Students or particular Athletic/Student Activities/Fine Arts/Dean's Office of the charges against him or her. The student will be provided with the date and time of a meeting to discuss the charges if the meeting is not held immediately.

B. A pre-disciplinary meeting is not required and the student may be immediately suspended when the student's presence interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably leads school officials to anticipate such interference, disruption, or adverse effect, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students. In such cases, the notice and conference shall follow as soon as practicable.

C. During the scheduled meeting, the student will be given the opportunity to respond to the charges.

D. The student and his or her parent(s)/guardian(s) will be advised in writing by the Dean or Director of any disciplinary action imposed on the student for the violation, including the Board policy, school rule, and/or Code provision that was violated, and the opportunity to appeal the disciplinary consequence.

E. The student and his or her parent(s)/guardian(s) may appeal the disciplinary action to the Principal or designee. During the appeal process, the imposed discipline remains in effect. The Principal or designee will take any action he or she deems appropriate. The Principal's/designee's decision on appeal is final.

TEXTING POLICY

Text Messaging Consent Form

Text messaging is being used by a large number of our students and is their preferred way of communication at this time as well as some parents. We do not plan to spam your phone; we will use this as added ways to communicate, not replace our more lengthy forms of communication such as emails or letters

All communication conducted electronically between an authorized Stevenson High School employee and a student shall be for the purpose of official business of the school. Stevenson High School employees may only initiate texts to students with the permission of the parent/guardian.

Your signature below gives permission to authorized Stevenson High School employees to text your student at the number provided. Further, your signature acknowledges any charges incurred in the receipt from or replies to these texts are not the responsibility of District 125.

The duration of the agreement is for one year beginning July 1 (or athletic season).

☐ I give my son/daughter permission to receive text messages to his/her cell phone about important Stevenson High School information related to their co-curricular activity.

Name: _____
ID: _____

His/her cell phone number is (_____)_____.

☐ I, as the parent/guardian, would also like to receive a copy of text messages to my cell phone. My cell phone number is (_____)_____.

Denial of Consent
☐ I do not wish for my son/daughter to receive any text messages from Stevenson High School employees.

_____ _____
SIGNATURE OF PARENT/GUARDIAN DATE

Facebook Guidelines

Official School Organizations

All communication is required to follow TAP guidelines located in the District 125 Adlai E. Stevenson High School Acceptable Use Guidelines. Facebook guidelines are outlined below, as it is currently the most commonly used form of social media. However, these guidelines should be followed when using any form of social media.

Facebook Fan Pages and Facebook Groups can be utilized as an appropriate supplemental method of communicating electronically with members of your student groups if set up correctly.

Facebook Pages are visible to everyone on the internet by default. You, and every person on Facebook, can connect with these Pages by becoming a fan and then receive their updates in your News Feed and interact with them. Only the official representatives of your group should create a Facebook Page.

While Pages were designed to be the official profiles for your organization, Facebook Groups are the place for small group communication and for people to share their common interests and express their opinion. Groups allow people to come together around a common cause, issue or activity to organize, express objectives, discuss issues and share related content.

When you create a group, you can decide whether to make it publicly available for anyone to join, require administrator approval for members to join or keep it private and by invitation only. Like with Pages, new posts by a group are included in the News Feeds of its members and members can interact and share with one another from the group.

Both Facebook Pages and Groups must be owned and frequently monitored by a District 125 employee that has received district approval. Please speak with your Director for necessary approval. You must use your @d125.org email address to register as the contact for the page so that any communications on the page are sent to the district, not to any personal email addresses. As a member of a group, your profile picture will be visible to all members of the group. You may want to consider creating a @d125.org Facebook alias for school business.

If you decide to establish a fan or group page, be sure to notify the parents of your students that you will using the site to communicate information for your group in addition to your other methods and that these pages may contain commercial advertising that is not endorsed by District 125. You must make content that is posted to your page available to students that do not have access to Facebook content.

District 125
Adlai E. Stevenson High School

Acceptable Use Guidelines:
Regarding Access and Use of
District Information Services Systems

Introduction

The District Information Services Systems were established to support the school Curriculum, facilitate appropriate communication between the school and community, and enhance the operational responsibilities of the District.

The expectations outlined in Acceptable Use Guidelines are designed to:

1. Raise awareness of acceptable ways to use electronic communication tools when communicating with students and staff.

2. Raise awareness of potential outcomes that may result when using electronic communication tools with students and staff.

3. Protect District 125 information systems users from inappropriate use of electronic communication systems.

Using electronic communication appropriately can help develop academic as well as social emotional skills. However, if technology, including the use of social media, is not used properly, it may not meet our public and professional standards or the Vision and Values that we set for ourselves at District 125.

Definition

Per District 125 Board of Education policy ( ), the term "District Information Services Systems" or "Systems" shall include all computer hardware and software owned or operated by the District, District electronic mail, District web sites, District on-line services and bulletin board systems, and electronic information systems. "Use" of the District Information Services Systems shall include use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District.

District Authority

The District reserves and retains the right to regulate the content of and links to the District Information Services Systems. The District Information Services Systems do not constitute a public forum. The District has the right, to and does, monitor the use of the Information Services Systems. Except as provided by federal and state statutes protecting

the confidentiality of students' records, no user of the District Information Services Systems has an expectation of privacy in connection with such use.

The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. District 125 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Use of the Internet is a privilege. Inappropriate, unauthorized, and illegal use may result in the cancellation of those privileges and appropriate disciplinary action. The building Superintendent, or his/her designate, shall have the authority to determine the criteria for inappropriate use and his/her decision is final.

Responsibility

The use of network facilities shall be consistent with Board of Education policy, the Acceptable Use Guidelines, the Curriculum, and the Vision and Values adopted by District 125 as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

In order to protect the transparency of non-exempt District 125 public records, and to protect employees and students personal communication tools from Freedom of Information Acts (FOIA) requests, all communication regarding District 125 matters must be facilitated on District 125 information systems.

Students and District employees have the responsibility to respect and protect the right of every other user in the District and on the Internet.

Electronic Communication

Electronic communication should always be **T**ransparent, **A**ccessible and **P**rofessional (**TAP**) as defined below:

1. **The communication is Transparent**: All electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regards to all communications.

2. **The communication is Accessible**: All electronic communication between staff and students, should be considered a matter of record, part of the District archives, and/or may be accessible by others.

3. **The communication is Professional:** All electronic communication from staff to student should be written as a professional representing District 125. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a D125 professional. Always choose words that are courteous, conscientious, and businesslike in manner.

Communication Methods

1. Acceptable Methods

   - School Website – (www.d125.org) including school sponsored websites.
   - District 125 Email & collaboration tools
   - Infinite Campus Student/Parent Portal
   - One-way Messaging – Internet service sending text to registered individuals to receive notifications.
   - Two-way Messaging - Not encouraged. If two-way texting is necessary, the D125 personnel must follow TAP guidelines, and he/she must have parental permission prior to using two-way texting (please see Student Activities and Athletic Department guidelines and procedures).

2. Unacceptable Methods

   - Non-District Email Accounts – District 125 employees should never use personal email accounts to communicate with students about school matters. Coaches not employed by District 125 during the school day must also follow this expectation.

   - Online Games and Related Activities – While many people enjoy a variety of gaming systems (Wii, Xbox, etc,) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for staff members to engage in with students.

Official School Organization

All communication is required to follow TAP guidelines. Facebook guidelines are outlined below, as it is currently the most commonly used form of social media. However, these guidelines should be followed when using any form of social media.

Using Facebook

Setting up a Facebook Fan Page for my student groups:

A Facebook Fan Page, not a Facebook Group, can be appropriate as a supplemental method of communicating electronically with student groups if it is set up correctly. Unlike Facebook Groups, Fan Pages are public and visible to unregistered students and parents. District 125 guidelines must be followed when publishing content to any

website. Photos of students should not be posted in conjunction with their names or other personally identifiable information. Use your "@d125.org" email address to register as contact for the page so that any feedback or comments on the page are sent to the district, not to any personal email addresses.

Setting up a Facebook Group Page:

While not the preferred method, a Facebook group can be appropriate in certain situations. A Facebook group must be owned and monitored by a District 125 employee that has received district approval. Unlike Facebook Fan Page, Group pages are not visible to unregistered students and parents and thus not searchable. Due to the nature of two-way messaging within a group, frequent monitoring by the District 125 employee must occur. Be sure to follow the same District 125 guidelines for publishing content to any website, in that photos of students are not posted in conjunction with their names or other personally identifiable information. Use your "@d125.org" email address to register as contact for the page so that any feedback or comments on the page are sent to the district, not to any personal email addresses.

If you decide to establish a fan or a group page, be sure to notify the parents of your students that you will be using this site to communicate information for your group in addition to your other methods (websites, email, formal letters, etc.), and that these pages may contain commercial advertising that is not endorsed by District 125. Since not every student has a Facebook page or even access to Facebook, you must consider this when posting to your page. District 125 cannot require students to have Facebook accounts, as this should be a family decision. Therefore, you must make any information posted on Facebook accessible to non-Facebook users by alternate means.

Social Media Websites for Personal Purposes

Important Reminders for Employees who use Facebook, Twitter, Linkedin, Blogs, or other social media websites.

General Guidelines

1. Staff members who are presently using Facebook to communicate with friends, family, and their personal networks should ensure that their privacy settings are set to "Only Friends." If the "Friends of Friends" or "Networks and Friends" settings are used, staff members open their content to a much larger group of people, including students and parents. Staff members should never "friend" students who are currently enrolled in District 125, nor should you accept their "friend requests." If you happen to already be "friends' with a currently enrolled District 125 student, you should "defriend" that student immediately. The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.

2. Any content staff members publish, pictures they post, or dialogue they maintain,

whether in social media, a blog, a discussion thread or other website, should never compromise the professionalism, integrity and ethics in their role as a District 125 professional. A good question to ask oneself is, does this communication fall within the TAP guidelines?

3. District 125 employees are responsible for making sure that their online activities do not interfere with fulfilling their job requirements or their commitments to the students and community of District 125.

4. District 125 employees should be responsible for their online content:

   - Use good judgment and common sense
   - Post accurate information
   - Do not post defamatory, libelous, vulgar, obscene, abusive, profane, threatening or otherwise offensive or illegal information or material.
   - Respect copyright laws
   - Do not violate the privacy of another staff member
   - Accept responsibility

5. Employees who are not authorized to speak on behalf of District 125 in an official capacity should precede any opinions or comments about District 125 and related programs with a disclaimer clearly acknowledging that their personal opinions do not reflect the opinions of the school district.

   For example: "The postings on this site are my own and do not necessarily represent those of my employer," or "My online postings/opinions are my own not those of District 125."

6. Employees should know and abide by existing district policies/rules and conduct standards: - Harassment - Anti-bullying (including cyberbullying) - Student/Staff relations

7. Employees must maintain confidentiality of privileged information, i.e., student record information, personnel information, and other confidential district information.

Prohibitions

District students, employees, contractors, and guests are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law.

***Specifically, the following uses are prohibited**:*

1. Use of the network to facilitate illegal activity.

2. Use of the network for product advertisement or political lobbying.

3. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.

4. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

5. Use of the network to access obscene or pornographic material.

6. Use of the network for commercial or for-profit purposes.

7. Use of inappropriate language or profanity.

8. Use of the network to transmit material likely to be offensive or objectionable to recipients.

9. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.

10. Impersonation of another user, anonymity and pseudonyms.

11. Use of network facilities for fraudulent copying, communications, or modification, of materials in violation of copyright laws.

12. Loading or use of unauthorized games, programs, files, or other electronic media.

13. Use of the network to disrupt the work of other users.

14. Destruction, modification, or abuse of network hardware and software.

15. Quoting personal communications in a public forum without the original author's prior consent.

16. The illegal use of copyrighted software by students and District employees is prohibited. Any software uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

To protect the integrity of the system, the following guidelines shall be followed:

1. The District has the right to and does monitor the use of the Information Services Systems.

2. Employees and students shall not reveal their passwords to another individual.

3. Users are not to use a computer that has been logged onto using another students' or teacher's name. Users are to use only computers to which they are permitted access.

4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network users shall not publish or reveal personal information about themselves or others on the network.

Student network users shall not engage in instant messaging, nor participate in chat rooms or videoconferences, without expressed permission while on school property.

Consequences for Inappropriate Use

Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet in addition to the stipulations of the District policy and these Acceptable Use Guidelines. Loss of access and/or other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is further defined as any malicious attempt to damage equipment, or make equipment or networks unusable.

Copyright

The illegal use of copyrighted material by students and district employees is prohibited. Any copyrighted material uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

Violation of Acceptable Use Guidelines

Violation of acceptable use guidelines shall be subject to consequences including, but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities and/or other legal action in appropriate cases.

Acceptance Signoff

Please check the appropriate category, then sign and print your name.

Student: ☐ Enter Student ID _____

Employee: ☐

Contractor: ☐ Company Name _____

Signature: _____ Date: _____

Print Name: _____

All students are required to have a parent signature *

Parent Signature: _____ Date: _____

Print Name: _____

FALL SPORTS	2023-24
Cheerleading	7-Aug-2023
Patriettes	7-Aug-2023
Boys' Cross Country	7-Aug-2023
Boys' Football	7-Aug-2023
Boys' Golf	7-Aug-2023
Boys' Soccer	7-Aug-2023
Girls' Cross Country	7-Aug-2023
Girls' Field Hockey	7-Aug-2023
Girls' Golf	7-Aug-2023
Girls' Swimming	7-Aug-2023
Girls' Tennis	7-Aug-2023
Girls' Volleyball	7-Aug-2023
Student Training	7-Aug-2023
Allied Bowling	12-Sept-2023
WINTER SPORTS	**2023-24**
Cheerleading	23-Oct-2023
Patriettes	23-Oct-2023
Boys' Basketball	6-Nov-2023
Boys' Bowling	23-Oct-2023
Boys' Swimming	20-Nov-2023
Boys' Wrestling	6-Nov-2023
Boys' Hockey	August 2023
Girls' Basketball	30-Oct-2023
Girls' Bowling	13-Nov-2023
Girls' Gymnastics	6-Nov-2023
Boys'/Girls' Fencing	23-Octg-2023
Student Training	23-Oct-2023
Allied Spirit	14-Nov-2023
SPRING SPORTS	**2023-24**
Boys' Baseball	26-Feb-2024
Boys' Gymnastics	12-Feb-2024
Boys' Lacrosse	26-Feb-2024
Boys' Tennis	26-Feb-2024
Boys' Track	12-Feb-2024
Boys' Volleyball	4-Mar-2024
Boys' Water Polo	26-Feb-2024
Girls' Badminton	26-Feb-2024
Girls' Lacrosse	26-Feb-2024
Girls' Soccer	26-Feb-2024
Girls' Softball	26-Feb-2024
Girls' Track	12-Feb-2024
Girls' Water Polo	26-Feb-2024
Student Training	12-Feb-2024
Allied Soccer	1-Apr-2024

Students will be advised of try out and practice information prior to the start of the season

Mini Bus Procedures
(Athletic Mini buses #1-6)

Mini buses are scheduled through Kyle Washburn ext. 4220 or
e-mail: kwashburn@d125.org

Keys need to be picked up in room 5116 Monday thru Friday between the hours of 7:30 am - 4:00 pm unless other arrangements have been made.

A mini bus checklist should be filled out for every trip. It includes departure information as well as returning information. Please report any problems with the mini bus on this form.

A gas card is available for anyone making a very distant trip.

All windows should be closed and checked that they are closed all the way to the top.

The back emergency door is to be used only in an emergency situation and not used for loading or unloading equipment or athletes.

Any and all items left behind, along with trash should be removed upon your return.

Keys and checklist should be returned to room 5116 upon your return.

Repeated failure to follow the procedures could result in refusal of mini bus usage.

If you have bus problems during non-school hours call the Stevenson Non-school hours security phone 847-415-4047 or the Stevenson Emergency Cell phone 847-276-5293.

Mini-Bus Checklist

Mini-Bus # _____ Date checked out : _____ Time:_____am / pm

Destination:_____ Sport:_____

Driver: _____

Odometer reading:_____ Beginning Gas: F 3/4 1/2 1/4 E (circle one)

Inside bus condition (dirty, anything broken,etc.):_____

_____

Outside bus condition (any body damage, etc.) _____

_____

Upon Your Return

Odometer reading:_____ Ending Gas: F 3/4 1/2 1/4 E (circle one)

_____ Inside of Bus Checked and Cleaned (trash and anything left behind removed)

Describe item(s) left behind:_____

Describe any damage found: _____

_____ Checked Windows - **ALL WINDOWS CLOSED**

_____ Outside of Bus Checked for Damage

Describe any damage found: _____

_____

Additional Comments/Suggestions:_____

_____

Driver Signature: _____Date:_____

(Please drop off this sheet in the Athletic Office with the keys when you return)

STEVENSON PATRIOTS

Adlai E. Stevenson High School

Travel Expense Voucher

STEVENSON PATRIOTS

Name: _____ Dept: _____

Reason for Travel (give details): _____

_____

Destination: _____

Date & Hour of Departure	Date & Hour of Return

Date							Totals
Lodging							
Breakfast							
Lunch							
Dinner							
Taxi, Parking, Tolls							
Other							

Subtotal above (a) _____

Travel Expenses (Air/Train/Bus) _____ (b) _____

Auto Expense _____ miles @ _____ per mile (c) _____

Subtotal (a+b+c) _____

My signature below certifies that these are true & correct travel expenses I incurred while conducting school business.

Less Advance _____

Total Request _____

_____

Signature Date

Approval

_____ _____

Director Date Business Manager Date

Charge to ASN: _____

ATHLETIC AWARDS & SEASON SUMMARY

DATE_____

YEAR_____SPORT_____LEVEL_____COACH_____

ASST. COACHES:_____

WON/LOSS: CONFERENCE_____FINAL PLACE_____COMPOSITE_____

NUMBER OF ATHLETES ON SQUAD_____

SEASON SCHEDULE (LIST SCORES)

	Opponent	Score	W/L		Opponent	Score	W/L
1.				16.			
2.				17.			
3.				18.			
4.				19.			
5.				20.			
6.				21.			
7.				22.			
8.				23.			
9.				24.			
10.				25.			
11.				26.			
12.				27.			
13.				28.			
14.				29.			
15.				30.			

INDIVIDUAL RECOGNITION: List All Conference, All Area, All State, etc.

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10._____

TO COACH: _____
CC: TRISH BETTHAUSER

FROM: OLIVIA CANNING - EQUIPMENT MANAGER

DATE:_____

RE: MISSING EQUIPMENT

THE FOLLOWING ATHLETES HAVE NOT TURNED IN THEIR UNIFORMS.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

THEIR AWARDS WILL BE HELD BY ME UNTIL THEY ARE CLEAR.

CC: TRISH BETTHAUSER