

ALLEN-OTTER CREEK C.C.S.D. #65



2025-2026

ATHLETIC HANDBOOK

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Athletic Handbook Committee Members

Dr. Lindsey Paul, Mesha Reiman, Heidi Daugherty, and Eastin Paul

Ransom Grade School believes that a dynamic program of student activities is vital to the educational development of the student. Participation in the Ransom athletic program is a privilege and not a property right. Such participation carries with it responsibilities to the school, community, and students themselves.

Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are a part of our athletic program. Athletic team participation can aid the individual student to develop a healthy self-concept, and a healthy body as well as promote school spirit for the participant, the student body and the spectators. Allen- Otter Creek School District guidelines are set following IESA rules.

Activities: Attendance

In the event that a student misses any portion of the school day on the same day of an extra-curricular event, they will not be allowed to participate in or attend the event, which includes athletic practice sessions. An exception will be made when the absence is due to bereavement or with written documentation of a medical appointment or court appearance.

A student's eligibility to play will be determined by the Athletic Coordinator and the Principal/Superintendent on a case-by-case basis when absences occur on a school day preceding an all-day athletic event, including weekend events.

Parents are responsible for contacting the coach if their child cannot attend a practice or game. The school is not responsible for contacting the coach.

Students should be present at all practices and games to support their teammates. If a student misses a significant number of games and practices, he/she may be removed from the team. Attendance will be taken at all practices and games. Removal from the team will be considered by the Athletic Coordinator and the Administration of both schools. All decisions are final.

Activities: Conduct

Participants in extracurricular activities must conduct themselves as good citizens and exemplars of our school at all times, including after school and on days when school is not in session, and whether on or off school property. Failure to do so may result in removal from the activity.

Activities: Eligibility

Academic

The Board of Education for the Allen – Otter Creek School District supports the principle that academics are primary and athletics and extra-curricular activities are secondary by requiring each student to maintain a GPA of 2.0 in all subjects and receive no failing grade (F) in any subject in order to participate in athletics or attend any extra-curricular activities. All subjects will be included in calculating GPA. Students, who are academically ineligible, will be ineligible to play or attend extra-curricular activities for one week, Monday through Sunday. This includes: athletics, cheerleading, dances,

academic team, math contest, or field trips. At the end of the week, a report will be given by the teacher to the Athletic Coordinator regarding the academic status of each student participating in an extra-curricular program.

In the event that an activity needs to be rescheduled, eligibility will be determined at the end of week prior to the rescheduled event. Ineligibility is applicable only on weeks when school is in session.

At the end of each week, a report will be given by the teacher to the athletic coordinator who will inform the Superintendent/Principal regarding the academic status of each student participating in a sports program/extra-curricular activity. If a student is deemed ineligible, the student will be given written notice on the last day of the week, and the student will contact his/her parent on that day by phone. Coaches will be contacted that day or as soon as possible. Students will remain ineligible Monday through Sunday of the following week. If the student is not failing any subject and is maintaining a "C" average, the student will become eligible for sports and extra-curricular activities for the following week. This evaluation process will take place continuously throughout the school year.

Academic detentions include not dressing for P.E., failure to complete homework or other detentions that are not considered discipline detentions.

Behavioral

***Eligibility will be determined for all students, whether or not they are participating in a sport, during the currently running extracurricular sports season. The season begins with the first practice and ends with the final game. ***Example:** The volleyball season starts with the first practice in December and ends with the regionals in March. If a student receives two detentions during the volleyball season, they are ineligible to attend band because band is an extracurricular activity.* This includes: athletics, cheerleading, dances, academic team, math contest, band or field trips.

Students who receive two behavioral detentions during the duration of one extracurricular season will be ineligible for one week. In addition, students who accumulate four detentions during one extracurricular season will be dropped from the team. One suspension will result in a student being dropped from the team and ineligible for any other extracurricular activity. Students who receive a suspension will be ineligible to attend any other extracurricular activities for the week that he/she is ineligible. The student may not attend any extra-curricular activities on the same day of a suspension.

Academic and Behavioral

- A student who is deemed ineligible may be allowed to attend practices to listen, but may not participate. The Athletic Coordinator will decide whether an ineligible student will be allowed to attend home or away games. If allowed to attend games, ineligible students may dress in street clothes and sit on the bench during home games and sit with a parent/guardian during away games.

- On the third week the student is ineligible, he/she will be dropped from the team.
- After a student has been found to be ineligible five times (5) during the school year, they can no longer participate in any sport or extra-curricular activity for the remainder of the year. Participation in the eighth-grade trip, which is funded through concession stand proceeds, will be determined on a case-by-case basis by the superintendent.

Activities: Participation Requirements

Student participation in school sponsored extracurricular activities is contingent upon the following:

1. Written permission must be given by the parent(s)/ guardian for the student's participation, giving the District full waiver of responsibility of the risks involved prior to the first day of participation/ practice.
2. A physical examination of the student must be conducted by a physician and an accompanying statement assuring that the student's health status allows for active participation must be submitted to the District prior to first day of participation /practice. A physical exam is valid for one school year.
3. The student must show proof of accident insurance coverage either by a policy purchased through the district- approved insurance plan or a copy of a parent/ guardian of the family insurance plan prior to the first day of participation/ practice. The Board of Education shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents secure the coverage, and any contract is between the parent and the company.
4. Before any student athlete can participate in practices or games the parent(s) and student athlete(s) must sign and return the acknowledgement sheet on the back of the Athletic Handbook, indicating that they have read the Athletic Handbook. In addition, Parent(s)/guardian must sign the Chain of Command, Fan Behavior, Student/Parent Consent and Acknowledgement form, concerning information about concussions.
5. A participation fee of \$25 per activity with an activity cap of \$50 per child per school year shall be paid for baseball, softball, volleyball, basketball, soccer, bowling, golf, track, and cheerleading prior to the first day of participation/ practice. With an activity cap of \$100 per family.
6. All athletes participating in basketball, softball, baseball, volleyball, bowling, soccer, golf, track and scholastic bowl will be required to be "dressed up" on game day. Students must enter and leave home and away games in "dress clothes." Athletes are not to wear blue jean pants, short skirts, short shorts, sweatshirts, jogging pants, jeggings, pajama pants, yoga pants, or ripped pants or shirts. Leggings may be worn as long as the top comes to mid-thigh. An example of an acceptable outfit would be khaki pants with a polo shirt. The school dress code will be used as a reference. One day a week the athletic director may allow students to wear

- dress pants and spirit wear to a game. Coaches may require students to wear specific shirts or pants with the pre-approval of the athletic director.
7. Team uniforms should be laundered after every game. Students who wear stained or dirty uniforms may be benched for the entire game.
 8. Team uniforms should only be worn during games. Students who wear team uniforms during school hours must phone home for a change of clothing. During softball, baseball, soccer, track, golf and bowling students may wear their uniforms to and from the games because there may not be dressing rooms available.
 9. For all IESA sports, student athletes may only play on the school team during the season. This excludes students from playing on club sport teams, YMCA teams, AAU teams or any other teams in the same sports season.
 10. Parents should plan on picking up their child promptly at the end of practices/games. Students who are picked-up late repeatedly may be dropped from the team.
 11. In the event that a student wishes to join a team after the practices/games have begun, the student's participation and the requirements of participation will be considered by the Athletic Coordinator and the Administration of both schools. All decisions are final.
 12. Students are responsible for returning their uniforms in a timely manner and in good condition. Parents/guardians will be billed the replacement cost as listed below if the uniform is not returned.

Uniform Cost:

Softball	\$30.00
Baseball	\$30.00
Soccer	\$30.00
Girls Basketball	\$50.00 Shorts \$50.00 Top
Boys Basketball	\$50.00 Shorts \$50.00 Top
Volleyball	\$52.00 Complete Uniform
Track	\$60.00 Complete Uniform

Parent/ Coach/Athletic Coordinator Communication

Coaches will provide the following to participants.

1. List of contact information to be used by parents to contact coach.
2. Copies of practice schedules, game schedules and special event notices.
3. List of team requirements, i.e. Special equipment, fees, physical forms, insurance waiver forms, birth certificates, team expectations, etc.

The Chain of Command for Filing a Complaint

Do not speak to the coach about concerns before, during or immediately after games. Contact the coach the following day to arrange a mutually convenient time to meet with the coach to discuss concerns. The coaches have been instructed by the administration and the athletic coordinator not to address concerns before, during or immediately after games.

Appropriate concerns include:

- Child's effort at practice
- Child's behavior at practice
- Skills that need improvement/practice
- Child's attitude

Inappropriate concerns include:

- Playing time
- Team strategy
- Play calling
- Other student athletes

1. If the parent/guardian is not satisfied following a meeting with the coach, the parent should contact the athletic coordinator, who will arrange a meeting between the coach, the parent, the athletic coordinator, and the administrator.
2. If the issue remains unresolved, the superintendent and the athletic coordinator will determine if the issue should be brought before the Board.
3. The previous steps in the chain of command must be followed in the order presented.

Athlete Conduct

Spectator Conduct

Young students and children are present during extra-curricular activities; therefore, spectators are held to a higher level of personal conduct. Disrespectful or rude comments from spectators in the stands to coaches' players or other fans disrupt the chain of command. If a spectator's conduct is deemed inappropriate, he/she may be asked to leave the building by the administration. If a spectator is asked to leave the building on more than one occasion, he/she will be referred to the Cooperative Athletic Board for further action.

Spectators, parents/guardians are not allowed to enter the locker room before, during, or after a game.

Awards: Athletes will be given the following:

- 1st year: A Ransom R

2nd year: A pin of the sport/ sports in which the student participated
3rd & 4th year: A bar for each sport in which they participated.
8th grade athletes receive a trophy listing all of the sports in which the eighth grader participated.
Special Awards:
Softball and Baseball: Highest batting average.
Boys and girls Basketball: Highest Free Throw Percentage.
Volleyball: Most points scored.
Bowling: Highest bowling average
Soccer: Most goals scored.
Track: Receive ribbons they earned during season

Concussion Management Plan

Concussion Background

The Center for Disease Control website describes a concussion as a type of traumatic injury. This type of injury can be caused by a sudden movement of the head and brain. The rapid movement of the head can cause the brain to bounce or twist. This movement damages the brain cells and creates chemical changes in the brain. The CDC also reports that nearly 1.6 million to 3.8 million concussions occur each year. Nearly 47% of all athletes who have suffered a concussive blow to the head report no symptoms of a concussion. With the adoption of the Illinois High School Association and The Illinois Elementary School Association concussion mandates, Ransom Grade School # 63 and St. Michael School have adopted a comprehensive concussion management plan.

Senate Bill 7

On August 3, 2015 Illinois Governor Bruce Rauner signed the Youth Sports Concussion Safety Act. The act set important guidelines for schools to follow. One important guideline is the creation of a Concussion Oversight Team. The team will be responsible for creating Return-To-Learn and Return-To-Play protocols.

Concussion Oversight Team

Ransom Grade School and St. Michael School Concussion Oversight Team was created in February 2016. The team consisted of Ransom School Superintendent Dr. Lindsey Paul, St. Michael Principal Emily Blumenshine, Athletic Director Samantha Riss, St. Michael Athletic Board President Jim Isermann, Teacher/Coach Brad Coughlin, parent/coaches Jason Schultz.

Education

All coaches will be required to be trained in Concussion Management every two years. Ransom/St. Michael will ensure all coaches and athletes meet the requirements set forth by the IESA and IHSA regarding Concussion Education. The Concussion Oversight Team will also be trained following the same procedures set forth by the IESA and IHSA.

Preseason

Ransom/St. Michael requires all coaches to be trained about Concussion Awareness. Ransom/St. Michael will continue to work with the IHSA and IESA to make sure education requirements are met before the coach's perspective season will start. All athletes will be presented with a Concussion Awareness sign off sheet before being allowed to participate in any sport at Ransom/St. Michael. The athlete and their parent will only be required to sign the paperwork once each year.

Diagnosis and Care of a Concussed Athlete

1. If an athlete shows signs or symptoms of a concussion per IHSA Protocol for NFHS Concussion Playing Rule, that athlete is to be removed immediately from their activity and not to return until evaluated by a licensed healthcare professional.

***IHSA mandated licensed healthcare professional per Illinois State Law HB200: Medical Doctor (MD) or Certified Athletic Trainer working under the direction of an MD

2. A comprehensive plan of care by the licensed healthcare professional needs to be explained and implemented for the concussed athlete and parents/guardian.
3. The athlete must have a signed document by the medical doctor or certified trainer stating a release of medical care and a plan for return-to-sport activity. This must be presented to the school before an athlete can return to activities pertaining to their sport.

Return to Learn

Students with a concussion may need adjustments academically to help minimize symptoms and increase recovery time. These adjustments will be individualized to the student-athlete and the symptoms that they are experiencing from the concussion. A team approach will be utilized that includes the doctor or certified athletic trainer (under the supervision of a medical doctor) managing the concussion, the school team (teachers and principal/superintendent), and the family. The return to learn and return to sport monitoring and assessment will occur concurrently. Education of all individuals involved with the student who sustains a concussion is crucial for providing the appropriate accommodations, rest, and classroom adjustments. The managing medical doctor or certified trainer (working under the supervision of a medical doctor) will provide the appropriate accommodations for the student-athlete and will be only person to fully clear the student-athlete.

After a concussion is diagnosed the first step is physical and cognitive rest. Those impacted by a concussion may participate in normal activities of daily life. The key detail is that those activities should not result in an increased heart rate. Student-Athletes who suffer a concussion may need to be excused from school to allow for full cognitive rest. Upon returning to school modified assignments and assessments may be needed until the student-athlete is fully cleared by the medical professional managing the concussion. A

meeting with parents and staff is required to review accommodations before the student will be allowed to return to classes. In an extreme case a 504 may be considered.

******See Appendix A for Return to Learn Chart**

Return to Play

Returning to play following a concussion involves multiple steps. A student-athlete should not be allowed to begin any activities until advised by a medical doctor or a certified athletic trainer. When returning to sports it is important to remember that there are risks returning too quickly including an enhanced risk of a second concussion. Once a student athlete has been symptom free for twenty-four hours and has been cleared by a medical doctor or certified athletic trainer (working under the supervision of a medical doctor), the student-athlete may begin the process for returning to play. It is recommended that each step last a minimum of one day. A typical Return-to-Play protocol should last one week. Any recurrence of symptoms at any stage would result in the athlete going back to the previous stage completed without any symptoms recurring. A medical doctor or a certified athletic trainer (working under the supervision of a medical doctor) will issue the final okay for any student-athlete to return to full activities without restrictions.

******See Appendix B for Return to Play Chart**

Tips for Parents

Parents play a critical role in being able to maximize a child's recovery from a concussion. If a student-athlete has been suspected of suffering a concussion, parents should take them to a healthcare professional immediately. Once a diagnosis has been confirmed the parents should work with the school to provide as much information as possible about the diagnosis and care plans recommended by the healthcare professional. After a concussion diagnosis parents must enforce physical and cognitive rest. Following a concussion the student-athlete may need to refrain from such activities as watching television, playing video games, working or playing on a computer, texting, driving, using a cell phone, or playing a musical instrument. It is the parent's responsibility to monitor their student-athletes progress and relay any questions or concerns to the Concussion Management Team or their healthcare provider.

Final Comments

It is our goal at Ransom/St. Michael to continue to be proactive in keeping your student-athlete safe. It is important to remember that concussions may happen at anytime, in any sport. Be proactive as parents and as student athletes and continue to learn, communicate and collaborate with the school. With a strong partnership we can continue to keep our student-athletes safe.

Resources

Information used in this plan was found on the Center for Disease Control's website. A special thank you to Dee-Mack Schools for use of their Concussion Management Plan to be used as a guideline for other schools. Information regarding concussions and concussion management can be found on the IHSA's website at

<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManageent.sspX>

AED/CPR Plan

Plan Coordinator: Samantha Riss, Athletic Director for Ransom and St. Michael's School

The Principal/Superintendent of Ransom Grade School will be notified by the Plan Coordinator if the AED becomes inoperable, must be replaced or repaired. The AED will be maintained and tested according to the manufacturer's instructions.

Duties of Coordinator/ Office Personnel

- Call 911
- Coordinate with local emergency communications or vehicle dispatch
- Provide information requested
- Provide location and which entrance to use to enter the building
- Wait at the door to guide emergency responders to medical emergency scene
- When paramedics arrive, contact parent/guardian or relative

If the AED is used, a report of use will be prepared for emergency responders who will complete the Data Collection and Submission Report. In case of a medical emergency, the office secretary, the superintendent and the Principal should all be made aware if possible.

- Cristyn Kostal Secretary
- Lindsey Paul Principal

The following individuals are trained in AED and CPR and are available during normal business hours and after hours:

Training Date (8/17/23)

Dr. Lindsey Paul, Superintendent	Desi Eden, Teacher
Brad Coughlin, Teacher	Katie Hamilton, Teacher
Anita Dally, Teacher	Cathy Starner, Paraprofessional
Mindy Stevens, Teacher	Erin Marconi, Teacher
Katie Hamilton, Teacher	Tina Gagnon, Special Education Teacher
Paul Durdan, Teacher	Shaina Ludkowski, Teacher
Mesa Reiman, Teacher	Mary Janssen, Teacher
Kyla Yedinak, Paraprofessional	Katelyn Flanigan, Special Education Teacher
Megan Shinkey, Paraprofessional	

The following coaches are trained:

John Bourell, Kevin Chalkey, Brad Coughlin, John Thorp, Kent Graff, Melissa Zavada, Nick Daugherty, Greg Zavada, and Amber Zavada

Procedure

Teacher or Person in Charge

- Call 911

- If unable to call 911, radio or send another person to the office to call 911
- Locate the AED in the hall or mobile AED in the Teacher's Lounge or onsite
- Tap or shout to the individual
- Look for no breathing or only gasping
- Start CPR Push hard and fast; give 30 compressions
- Give 2 breaths
- When the AED arrives; turn it on and follow the prompts
- When paramedics arrive, they assume care of the victim
- If the adult refuses treatment, the emergency responder documents the refusal and if possible, asks the adult to sign a statement stating that he/she refused treatment.

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