



***HARVARD JUNIOR HIGH
STUDENT ATHLETIC/ACTIVITIES HANDBOOK***

***HARVARD COMMUNITY UNIT SCHOOL DISTRICT 50
HARVARD, ILLINOIS***

2017-2018

Harvard Community Unit School District 50
Harvard, IL
Harvard High School Student Athletic/Activities Handbook
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I. ELIGIBILITY

A. Required Documentation

The following documentation must be on file with the Athletic Office or activity sponsor before a student may participate in school-sponsored extracurricular activities:

1. Written permission from the student's parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. A certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant within the last 395 days who assures that the student's health status allows for active athletic participation. The certificate of physical fitness is good for seniors in the spring season if it is within the last fifteen months. This requirement applies only to student-athletes.
3. Written authorization from the student's parent(s)/guardian(s) for medical treatment.
4. Proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. Signatures from the student and his/her parent(s)/guardian(s) of knowledge and information pertaining to IHSA Document of Concussion Information Sheet.
6. A Principal's certification of academic eligibility.
7. Proof of payment of the student user's fee(s) as enumerated in Section VIII per sport season, to be paid before the first practice. Board Policy [6:190] requires that fees be paid in full prior to participation in any club, organization and/or a sport. No refunds will be granted unless an athlete is dropped from a team because of a limited number of participants. Paid fees guarantee team membership only.

B. Academic Eligibility

1. Participants should understand that their first responsibility is to meet the requirements of their coursework. Participants should realize that if they are not successful in their courses, they will not be successful in extracurricular activities.

2. Academic eligibility is based upon Illinois High School Association (“IHSA”) rules and requirements:

a. Definitions

- i. "Extracurricular Activities" are all IHSA activities and those activities which are organized and sponsored by Harvard Community Unit School District 50, but do not include graded courses, classes or activities for which academic credit is received. Occasions such as Homecoming, Prom, Class Trips, Band Concerts, Choral Concerts, Variety Shows, and Student Organizations are also not included.
- ii. "Participation" is defined as competing in athletics/activities.
- iii. Attending regularly scheduled or special meetings or events of any extracurricular activity is required.

b. Credit and Grade Point Average Requirements

i. Honors and Regular Grading Scale:

<u>HONORS</u>	<u>REGULAR</u>	<u>PERCENTAGE</u>
A+ 5.34	4.34	98 - 100 %
A 5.00	4.00	94 - 97 %
A- 4.66	3.66	90 - 93 %
B+ 4.34	3.34	87 - 89 %
B 4.00	3.00	83 - 86 %
B- 3.66	2.66	80 - 82 %
C+ 3.34	2.34	77 - 79 %
C 3.00	2.00	73 - 76 %
C- 2.66	1.66	70 - 72 %
D+ 2.34	1.34	67 - 69 %
D 2.00	1.00	63 - 66 %
D- 1.00	0.66	60 - 62 %
F 0.00	0.00	0 - 59 %

- ii. To be eligible to participate in a given semester, a high school student must earn three credits (six classes) for the previous semester. A student who does not meet this requirement shall be ineligible for participation for the following semester. For a student to be eligible to participate in extracurricular activities, he/she shall maintain a semester GPA of 1.66. A student who does not meet this requirement shall be ineligible for participation for the following three weeks.

- iii. The High School Principal or his/her designee will conduct weekly eligibility reviews. Students must pass three credits per week. Students who fail to meet this requirement shall be ineligible for one week, Monday - Sunday. All classes, including Drivers Education, will be included in computing the student's credits for the week. Junior High School students must be passing all classes.
- C. Only those courses in which the student is enrolled for credit and are approved by Harvard High School Guidance Department and/or principal will be considered for determining eligibility to participate in extracurricular activities.
- D. Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless determined by the student's educational team or case manager. The nature of the disability must be stated in the IEP or 504 Plan and will be a determining factor in a student's eligibility. Eligibility limits cannot be made below minimal requirements of the IHSA.
- E. Eligibility for extracurricular participation of students who are in their first year of the Bilingual Education Program and are receiving reasonable accommodations through this program shall be subject to this policy, unless it is determined by a team composed of the bilingual staff, the athletic director and an administrator that their inability to use English is preventing them from meeting this requirement. Eligibility limits cannot be made below minimal requirements of the IHSA.

II. ABSENCE FROM SCHOOL – PROCEDURE

If a student is too ill to attend school...the student is too ill to participate in athletics.

- A. Any athlete who is absent from school for any part of the day, after the first thirty minutes of the school day for illness, shall not participate in practice sessions or any contests on that day. Athletes attending a funeral or have a doctor's appointment, with a note from the physician, are excused from school and may practice and participate.
- B. Athletes who are unexcused for more than 30 minutes, at the start of the day, for an absence shall not participate in practices or contests that day. Athletes must attend their practice or contests that day; however, they may not dress out.
- C. If an athlete is absent on Friday for illness, that athlete may not compete on Saturday

unless the athlete obtains permission, from the building principal, to compete on Saturday. If an athlete is unexcused for an absence on Friday the athlete may not practice or compete on Saturday unless a high school administrator has given permission to do so through the parent or guardian.

- D. If an athlete has been absent three or more consecutive days for illness the athlete shall not participate in the next contest without written consent from a doctor or a parent.
- E. Alternative to Suspension Program (Saturday Suspension). Students who have been assigned to Alternative to Suspension Program but do not attend, will be ineligible to participate until disciplinary obligation has been fulfilled.
- F. If an athlete is absent for illness on the day prior to a school-recognized non-attendance day, the athlete may not compete on that day and the following day. The athlete may participate the next day with the principal's permission or a doctor's note.

III. CHANGING SPORTS DURING THE SAME SEASON

- A. Varsity athletes shall not be allowed to drop one sport to join another sport during the same sport season unless they have been cut from another sport.
- B. Freshmen and sophomores, if out for the first time, shall be allowed to change sports, but only if the following criteria are met:
 - 1. The athlete is in good standing with their coaches and school;
 - 2. Both head coaches and the athletic director agree with the change; and
 - 3. The request to change is made before the first scheduled contest.
- C. Athletes who are dismissed for a disciplinary reason from a sport shall not be allowed to weight train or practice for a sport in the next sports season until their former team members are also able to start practices for that sport.

IV. ATHLETES PARTICIPATING IN TWO SPORTS IN THE SAME SEASON

- A. The two head coaches of the sports involved must be in agreement at least one month prior to the start of practice. The athletic director must be notified at this time.
- B. The athlete must declare a primary sport and must participate in that sport when there is a scheduling conflict. This is to be done prior to the first day of practice set by

IHSA and is to be given to the athletic director.

- C. The high school principal must approve of this prior to the first day of practice set by the IHSA (or school) for the sport that starts first.
- D. If the athlete quits the primary sport, he/she may not continue in the secondary sport. The athlete may drop the secondary sport and continue in the primary sport.
- E. There will be a 25% fee assessed for the secondary sport.

V. RULES FOR ALL HARVARD HIGH SCHOOL ATHLETES, ACTIVITIES, STATISTICIANS AND MANAGERS

A. Training Hours

1. All athletes will adhere to state curfew hours. It is unlawful for a person less than 17 years of age to be present at or upon any public assembly, building, place, street, or highway at the following times unless accompanied and supervised by a parent, legal guardian or other responsible companion at least 21 years of age approved by a parent or legal guardian, or unless engaged in a business or occupation which the laws of this State authorize a person less than 17 years of age to perform:
 - a. Between 12:01 A.M. Friday and 6:00 A.M. Saturday
 - b. Between 12:01 A.M. Saturday and 6:00 A.M. Sunday
 - c. Between 11:00 P.M. and 6:00 A.M. on the following day on Sunday through Thursday inclusive.
2. Coaches may establish an earlier hour than curfew for athletes to be home by the night before a contest. The coach shall furnish a copy of these hours in written form to the parents and athletic director.
3. Coaches may grant a dispensation to training hours where necessary because of tardiness in getting home from an away contest.
4. The first infraction shall result in a conference with the involved athlete, his/her coach, and the Head Coach of their sport.
5. The Head Coach as a result of the above conference shall issue some degree of punishment.

6. A second training hour violation may result in an athlete being dropped from the squad. The Head Coach shall inform the Athletic Director when this situation occurs.

B. Practice Attendance

1. Athletes are expected to attend all practices in their sport unless excused by their coach. Excused absences include illness, a death in the family, religious holidays, doctor or dental appointments, and immediate family vacations. Parents must make personal contact with the head coach prior to the vacation. Immediate family is defined as parents or guardians.
2. Students who are absent for part of a day for excused reasons other than illness must attend practice and may participate in practice.
3. Athletes who become ill while in attendance on a day of practice should inform their coach that they would not be at practice.
4. Injured athletes who are attending school are to attend practice sessions even though they cannot physically participate unless excused by their coach.
5. Athletes must register with the athletic office prior to being eligible to practice.
6. The first unexcused absence from practice may disqualify the athlete from participating in the next scheduled contest.
7. Two unexcused absences from practice may result in elimination from the squad.
8. Students who are in school may obtain excuses from practices only from their coach.

C. Athletic/Activity Transportation

1. All extracurricular participants and managers shall travel by school-approved transportation to and from all contests.
2. Participants may return home with their parents/guardians providing the parent makes a personal request to the coach/sponsor in charge. Participants may only return home with their parents/guardians. Any other arrangements must be approved by the administration.

3. Parents are expected to provide participants' transportation home from the High School parking lot. Practice site or competition site (if competition is a "home" competition).

D. Participants' Dress and Appearance

1. Head coaches/sponsors may establish more specific dress and appearance rules than the IHSA, but in accordance with school dress code, for their activity. For example, varsity athletes may be requested to wear special clothing deemed appropriate on a day of a contest.
2. Participants representing Harvard District 50 shall not wear any jewelry during any athletic practices or contests.
3. Habitual violation can lead to dismissal from the activity.

VI. CODE OF CONDUCT FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

A. Expectations of Student Athletes

Student athletes are expected to:

1. Set a good example for other students;
2. Maintain student-teacher relationships of the highest caliber; and
3. Meet their responsibilities as students. For example, detentions must be made up before attending practices/contests.

B. Expectations of All Participants in Extracurricular Activities

All students participating in extracurricular activities are required by Board Policy 7:240 to:

1. Conduct themselves at all times, including after school and on school days when school is not in session and whether on and off school property, as good citizens and exemplars of Harvard High School; and
2. Behave in ways that are consistent with good sportsmanship, leadership and appropriate moral conduct.

Students who fail to abide by Board Policy 7:240 and the Code of Conduct for Extracurricular Activities as detailed below may be removed from the extracurricular activity.

The Code of Conduct for Extracurricular Activities, set forth in Section C below, describes the expectations and goals of all extracurricular and athletic programs and will be enforced every day of the calendar year, 24 hours a day, beginning the day of 8th grade promotion and through the date of 12th grade graduation and/or the culmination of the Illinois High School Association state series, whichever is later. A student may be excluded from activities or competition while the school is conducting an investigation regarding the student's conduct. Students and their parent(s)/guardian(s) are encouraged to seek assistance from the student assistant program regarding alcohol or other drug problems. Family referral or self referral will be taken into consideration in determining consequences for violations of the Code of Conduct for Extracurricular Activities.

C. Code of Conduct for Extracurricular Activities

A student participating in an extracurricular activity or athletic program will be subject to disciplinary action if he or she violates the Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

The student shall not:

1. Violate the District's policies or procedures on student discipline;
2. Use beverages containing alcohol (except for religious purposes);
3. Use, possess, buy, sell, barter or distribute any illegal substances (prescription and non-prescription drugs) or look- a- like substances or paraphernalia;
4. Use tobacco in any form; this includes, but is not limited to: e-cigs, vaporizers, and smoking materials of any kind;
5. Use, possess, buy, sell, barter or distribute any object that is or could be considered a weapon or any item that is a look a-like weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting and skeet;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward any of the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport;
14. Test positive for any drug that is on the IHSA Performance Enhancing Drugs List; and
15. Use social networking tools or other electronic communication methods to violate the Code of Conduct for Extracurricular Activities.

D. Enforcement of Athletic/Activities Rules and Regulations

1. Use of Alcohol, Illegal Substances or Tobacco:

The Board of Education believes that the use of alcohol and other drugs by students who participate in interscholastic athletics or Harvard District 50 activities presents a particular hazard to the health, safety, and welfare to the students and to those who compete with the students in all activities. The board encourages students to participate in interscholastic athletics and school sponsored activities, but believes the opportunity to participate in a school-sponsored interscholastic athletics or a school-sponsored activity is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis.

Staff and law enforcement agencies are authorized to report infractions. This will include all violations during the student athletic high school career starting the day of promotion from the 8th grade, and through the date of 12th grade graduation

and/or the culmination of the Illinois High School Association state series, whichever is later.

The zero tolerance policy against alcohol, illegal drugs, and tobacco, in any form, will be enforced every day of the calendar year and 24 hours a day.

Verification of any violation of this policy may be made by police officials, school officials, School District 50 staff members, parents or guardians of the student accused and the student. Students have the opportunity to self-report.

VII. WEIGHT ROOM ELIGIBILITY

- A. Any student that is not participating in a sport will be able to start weight training and/or use the fitness room if under adult, school board-approved supervision.
- B. Athletes who are dismissed from a sport shall not be allowed to weight train, practice, or use the fitness room for a sport in the next sports season until their former team members are also able to start practices for that sport. If an athlete is injured and will not be able to participate for the remainder of that season, the athlete may weight lift with a program prepared by our athletic trainer.
- C. Supervision will only be conducted by an employee/ coach/ volunteer approved by the Harvard Board of Education.
- D. The student must have a current insurance waiver and a current physical on file.

Requirements and Expectations	Consequences For Not Meeting Requirements and Expectations
A. Use or possession of alcohol, tobacco, e-cigs, vaporizers, and/or smoking materials of any kind, controlled substances, or misuse of prescription and/or non-prescription drugs, will be considered a violation of the Athletic Code.	Any student in violation of Code A will be given one of the following dispositions:
	First offense: Upon verification, parents will be contacted; the student will be suspended from participation in athletics for 50 % of the scheduled competitions.
	The suspension may be reduced to 30% of the athletic/activity season if the student and his/her parent(s)/guardians agree to make an appointment within 48 hours of notice of suspension to submit to a drug/alcohol assessment conducted by a certified substance abuse agency and follow the recommendations of that assessment including drug testing during the 30% of the athletic/activity season, failure to follow through will result in full suspension. (Any cost of the assessment, counseling, and drug testing are the responsibility of the student/parents. Any testing sample that has been tampered with or diluted will count as a positive sample.) The student will continue to practice with the team during this time. If at the end of the 30% of the athletic/activity season the student tests negative for illegal substances, he/she will be eligible to compete. If at the end of the 30% of the athletic/activity season, the student still tests positive for illegal substances, it will be considered a second offense. The athletic director's office must receive a letter on letter head in writing of the assessment and the drug testing completed procedures before the student/athlete can compete in his/her sport/activity. If a new sports/ activity season has begun by the end of the 30% of the athletic/activity season, the student will be eligible for the entire new sports/activity season. If a new sports/activity season has begun before the end of the 30% or 50% suspension period, the student will be ineligible for the remainder of the percentage. The student/athlete must end the sport/activity in good standing.
	A student may self report within two school business days of the violation and agree to completing the above assessment program may reduce the suspension to 30 % of the athletic season.
	Second Offense: Upon verification of the offense, parents will be contacted. The student will be suspended from participation in athletics or activities for one calendar year.
	Third Offense: Upon verification of the offense, parents will be contacted. The student will be ineligible to participate in

	athletics or activities for the remainder of his or her high school career.
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VIII. DUE PROCESS

- A. Pursuant to Board Policy 7:240-AP1, students who are accused of violating the Code of Conduct for Extracurricular Activities are entitled to the following due process:
1. The student should be advised of the disciplinary infraction with which he or she is being charged.
 2. The student shall be entitled to a hearing before an appropriate administrator(s).
 3. The student will be able to respond to any charges leveled against him or her.
 4. The student may provide any additional information he or she wishes for the administrator(s) to consider.
 5. The administrator(s), with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
 6. If the administrator(s) find(s), after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student as set forth in Section D(1), above.
 7. The administrator(s) will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal. The student's appeal must be in writing and must be filed with the Building Principal within two school days after receipt of the administrator's written decision.
 8. Within ten school days after receipt of the student's written appeal, the Building Principal will convene an appeal committee which will be named the Athletic/Activities Discipline Committee (AADC). This committee will be made up of a minimum of three members and may contain the following members: Building Principal, Off Season Coach, Assistant Principal, Dean of Students, Teachers, and Athletic Trainer.
 9. The AADC will make a written report of the appeal decision and rationale within three school days after the hearing. The student may appeal the decision of the AADC to the Superintendent. The student's appeal must be in writing and must be filed with the Superintendent within two school days after receipt of the AADC's written decision.
 10. The District 50 Superintendent will review the record on appeal to the AADC and render a written decision within ten school days after receipt of the student's

written appeal.

11. The District 50 Superintendent will make a written report of his or her decision and rationale. The student may appeal the decision of the Superintendent to the Board of Education. The student's appeal must be in writing and must be filed with the Board Secretary within two school days after receipt of the Superintendent's decision.
12. The Board of Education will review the student's appeal during the closed session of its next regularly scheduled Board meeting following the student's appeal. The decision of the Board of Education will be final.

IX. DEFINITION OF EXTRACURRICULAR ACTIVITIES

Extra-curricular activities are all IHSA athletics and activities which are organized and sponsored by Harvard CUSD 50, but do not include graded courses, classes, or activities for which academic credit is received.

The following yearly fees apply to the enumerated activity:

ACTIVITY/ CLUB	YEARLY FEE
BASEBALL	\$125.00
BOYS OR GIRLS BASKETBALL	\$125.00
BASKETBALL CHEERLEADING	\$125.00
BOYS OR GIRLS CROSS COUNTRY	\$125.00
FOOTBALL	\$125.00
FOOTBALL CHEERLEADING	\$125.00
BOYS OR GIRLS GOLF	\$125.00
BOYS OR GIRLS SOCCER	\$125.00
SOFTBALL	\$125.00
BOYS OR GIRLS TRACK	\$125.00
VOLLEYBALL	\$125.00
WRESTLING	\$125.00
MUSICAL/ PLAY PERFORMERS	\$125.00
FFA, NATIONAL HONOR SOCIETY, INTERACT, CHESS, SCHOLASTIC BOWL, STUDENT COUNCIL, TRI-M	\$40.00
AFS, ART CLUB, DRAMA CLUB, GSA CLUB, HISTORY CLUB, LINK CREW, OPERATION CLICK, SPANISH CLUB, OPERATION CLICK, MATH TEAM	NO FEE

Junior High Sports Fees

The yearly sports fees for junior high school students are:

- 1st sport - \$60.00
- 2nd sport - \$60.00

3rd sport (same year)-Free

High School Sports Fees

The yearly sports fees for high school students who are not part of the direct certification program:

1st sport-\$125.00

2nd sport-\$125.00

3rd sport or spring musical (same year) - Free

High School Sports Fees for Direct Certification

The yearly sports fees for high school students who are part of direct certification:

1st sport - \$80.00

2nd sport - \$80.00

3rd sport or spring musical (same year)-Free

If you are part of the direct certification program, you will have to type “DC,” (all capital letters, no quotation marks or comma) in the payment code section on 8 to 18. You will then come to the office to pay via the method of your choice.

Direct certification is based on need as defined by the State of Illinois. Please note that not all low-income households qualify for direct certification. If your student qualifies for direct certification, you will receive a separate letter from the Athletic Department. You can also look under the “Fees” tab of your student’s TeacherEase profile, or call the athletic office at 815-943-6461 Ext. 2281, to see if your student is part of the direct certification program.

X. MISCONDUCT

A. Profane or Vulgar Language

1. The use of profane or vulgar language by participants shall not be tolerated.
2. The first infraction shall result in a conference with an administrator(s), the involved participant, the involved participant’s parents, his or her coach/sponsor, and the head coach/sponsor of the activity.

3. As a result of the above conference, the administrator(s) shall determine the degree of punishment.
4. A second violation shall result in suspension from one event or contest. The head coach/sponsor shall inform the Athletic Director or relevant administrator and the student's parent/guardian if such a situation occurs.
5. A third violation may result in the participant being dropped from the activity. The head coach/sponsor shall inform the Athletic Director or relevant administrator and the student's parent/guardian if such a situation occurs.

XI. GROSS MISCONDUCT

- A. Gross misconduct is defined as any conduct, behavior or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities, or the rights of other students, school personnel or other persons. State law provides that students may be subject to disciplinary consequences up to and including suspension or expulsion for gross disobedience or misconduct. Action may be taken, regardless of the location as long as there is reasonable relationship between the conduct of the student and school. Use of social networking through electronic devices is prohibited to commit any and all gross misconduct. See Board Policy 7:190-AP6.
 1. Gross misconduct includes, but is not limited to, the following:
 - a. Conviction of a felony
 - b. Fighting
 - c. Vandalism
 - d. Attending a party or riding in a vehicle where alcohol/drugs are present.
 - e. Assault
 - f. Theft
 - g. Proven gang affiliation
 - h. Sexual harassment
 - i. Hazing/intimidation/bullying
 - j. Falsifying information
 2. Any gross misconduct or behavior by a participant who is representing Harvard Community High School shall cause the AADC to review their individual case.
 3. The AADC will discuss the degree of severity of any participant's misconduct and recommend a course of disposition to the High School Principal.

4. The punishment may be a suspension up to thirty calendar days. A second offense within one calendar year will result in a suspension between 30 and 60 calendar days.
5. The conviction of a felony may have a punishment of the remainder of the participant's high school career.
6. A coach's/sponsor's decision will be made with regard to misconduct (language, etc...) not gross misconduct. If the participant commits multiple offenses, he or she may be suspended for up to one calendar year.

XII. ATHLETIC AWARDS

Varsity Letter Award Philosophy

It is a privilege to be a member of a Harvard athletic team. It is the philosophy of the District 50 coaching staff that earning a varsity letter is a distinct honor and something that we believe all athletes should aspire to achieve. Athletes are required to meet the standards as stated below to earn a varsity letter.

A. Conditions affecting awards.

1. All awards for athletes will be purchased and awarded by the athletic department.
2. All awards will be handed out at the conclusion of each sport season.
3. In case of injury incurred during a sport season, an athlete may be eligible for an award upon recommendation of the coach and athletic director.

B. Requirements for earning a varsity letter:

1. Finish the season in good standing
 - a. Be in regular attendance
 - b. Display good sportsmanship
 - c. Comply with end of season requirements
2. Participation
 - a. Football -- 25% of quarters
 - b. Basketball -- 25% of quarters
 - c. Wrestling -- 25% of all wrestling

- d. Track – participated in at least 25% of meets at the varsity level.
 - e. Golf -- 25% of all matches
 - f. Baseball and Softball -- 25% of innings, except pitchers
 - g. Cross Country – participated in 25% of all scheduled meets held at the varsity level.
 - h. Soccer -- 25% of all periods
 - i. Volleyball -- 25% of the playing time
 - j. Cheerleading
 - k. Managers -- upon recommendation of coaches, will receive a letter that recognizes this accomplishment.
 - l. Statisticians -- upon recommendation of coaches, will receive a letter that recognizes this accomplishment.
 - m. Scholastic Bowl-25% of matches
 - n. Chess-25% of matches
3. The coaches will use good standing and participation for determining the awarding of a varsity letter. Note: Coaches may exercise an option in special cases when specific requirements are not met, but an award is merited. Seniors do not automatically qualify; however, those who complete three seasons of a sport in good standing will be awarded a varsity letter.

C. Nature of awards

- 1. Varsity 7" 3D Letter
- 2. Freshmen/Sophomore 4" Letter

D. Team Patches/Plaques

- 1. Team patches or plaques may be awarded for special occasions: football playoff qualifier, conference, regional, sectional, or super-sectional championship, or state qualifier.
- 2. Individual patches or plaques may be awarded for qualifying for the state contest.

E. Special athletic plaques: These will be awarded at the conclusion of the student's senior year. Criteria: an athlete must earn five (5) varsity letters during his/her high school career.

F. An athlete who completes an athletic season will receive an academic pin if the student is recognized as being an honor roll student. The athlete will receive one per year. We will use the following procedure:

1. Fall Season: 1st nine weeks
 2. Winter Season: 2nd nine weeks/first semester
 3. Spring Season: 4th nine weeks
- G. During his/her career, an athlete may receive one freshman/sophomore letter and one varsity letter per sport. The athlete will receive a subsequent symbol the first time he/she earns a letter in that sport at either the freshman/sophomore or varsity level. They will receive a certificate in each sport. When an athlete meets the requirements of a second letter in that sport, he/she will receive a bar to be placed on the letter.
- H. The Wall of Fame was created to honor senior athletes that have competed at an elite level and have been a positive reflection of Harvard High School via athletics.

Criteria: Each head coach, with suggestions from his/her assistant coaches, will nominate those seniors he/she feels are outstanding athletes that meet the following criteria:

1. Has participated in the sport he/she was nominated in for at least three seasons and has earned at least one varsity letter in that sport.
2. Has been recognized outside of our school system: All-Conference, All-Area, State Qualifier, All-State.
3. The athlete has consistently demonstrated a positive attitude towards our school and our athletic programs. The athlete has demonstrated good citizenship throughout his/her career. Any athletic code violations resulting in suspension will be taken into consideration during the process.
4. Athlete(s) whose careers contain extenuating circumstances may be chosen to the Wall of Fame at the discretion of the voting body.

Nominating/Voting Procedure:

1. Each head coach will submit his/her nominees to the athletic department. Coaches may nominate up to six athletes per head coaching season. A coach who is a head coach in two sports will be able to nominate two groups of six. Coaches are to cast a 1st place vote (6 points) for, in their opinion, the best athlete. They are to cast a 6th place vote (1 point) for, in their opinion, the sixth best athlete.
2. The athletic department will create a complete list of nominees, which will be brought to the voting meeting.
3. At the voting meeting, head coaches, and the athletic director, will vote for athletes from the list of nominees. Coaches may vote for their own nominees. Coaches may only vote for six nominees, using one for their first choice and six

for their sixth choice. A coach who is a head coach in two sports will be able to vote for a total of twelve athletes, but will cast separate ballots for each sport they coach.

4. Athletes will receive points for their ranking as follows:

1st place vote=6 points

2nd place vote=5 points

3rd place vote=4 points

4th place vote=3 points

5th place vote=2 points

6th place vote=1 point

5. An athlete must receive 25 points to be added to the Wall of Fame.
6. In the case that no athlete receives 25 points, the athlete with the largest number of total coach's votes will be added to the Wall of Fame.
7. The athlete with the highest number of points under 25 will be added to the Wall of Fame.
8. There is no limit to the number of athletes that can be selected each year.
9. All head coaches are expected to attend the voting meeting. If a head coach absolutely cannot attend the voting, he/she may designate someone to vote in his/her place, or communicate his/her votes to the athletic director as soon as possible.
10. The recipients will be announced during the Senior Tribute Assembly. After the assembly, the Wall of Fame athletes will have their pictures taken, and pictures will be displayed in the hallway near the South Gym.

XIII. CODE OF ETHICS AND GUIDELINES

- A. All Hornet fans and supporters are expected to display good sportsmanship.
- B. All rules governing participant and coach/sponsor deportment during contests must be observed.
- C. All representatives of District 50 should show respect for the rights of others.
- D. Game officials will be supported by the administration in assessing penalties against

participants and coaches/sponsors for rules violations.

- E. All regulations set by opponents while engaged in activities at their site will be respected.
- F. No intentional evasion of, or circumventing of, a rule will be permitted.
- G. All communications will follow the chain of command.
- H. All cases, events, or circumstances not covered specifically by the foregoing policies and procedures shall be decided by the Athletic Director, Principal and/or the District 50 Superintendent.