



EXTRA-CURRICULAR ACTIVITY HANDBOOK

2019-2020

The purpose of this Extra-Curricular Activity Handbook is to inform parents and students of the expectations and responsibilities associated with a participating in an extra-curricular activity at All Saints Catholic Academy.

MISSION

All Saints Catholic Academy is a Christ-centered community that is dedicated to sharing our Catholic faith with others. It is our mission to guide the mind, body and spirit of the next generation of Catholic leaders to live the Gospel of Jesus Christ as beacons of light to the world. In partnership with parents, we are committed to promoting academic excellence through an integrated global curriculum rooted in Gospel values.

PHILOSOPHY

We believe education is a never ending process of growth and challenge. In educating the whole child, we support the development of our students spiritually, intellectually, emotionally, socially and physically. We believe children learn and succeed in a nurturing environment where they are given the opportunity to develop the knowledge, values, attitudes, and skills essential for the unique challenges of the 21st century and beyond.

Extra-Curricular Activities

The activities offered to students are:

Soccer (co-ed)

Volleyball (co-ed)

Basketball (boys)

Basketball (girls)

Student Council

Clubs --- Drama, Science, Reading, etc

Bowling

Golf

Participation

Any boy or girl who is in grade 5, 6, 7, or 8 is eligible to participate. Fourth graders may sign-up for soccer in the spring preceding their entering fifth grade. Public or home schooled students who participate in extra-curricular activities at our school are expected to meet the same standards as All Saints Catholic Academy students. The student must be enrolled and successfully participating in a supporting parish C.C.D. program. A student must meet academic and behavior expectations.

Additionally, parents must be current in tuition and fees for a child to sign-up. Should a child be eligible to participate and the parents do not meet the expectations stated hereafter in this handbook or be delinquent in tuition payments then their child will become ineligible to participate until all expectations are met. Any student whose family is delinquent in their tuition or fees for CCD more than two months may not participate as a member of the All Saints Catholic Academy athletic teams until the tuition is once again current.

Student Expectations

Act in a Christian way exhibiting good sportsmanship both on and off the court or field. Respect opponents, officials, coaches, teammates, and spectators at all times. Be respectful and courteous to the coaching staff, referees, spectators, other teams and team members. No foul or abusive language will be used on the fields or in the gyms.

A student must pay all fees, have a sports physical, and submit all required forms before he or she can participate.

A student must be in attendance the entire school day. Any student who is absent for any portion of the school day, other than for an appointment verified by a doctor or dentist, funeral or family emergency will not be allowed to participate in an extra-curricular activity that day. A family emergency must be approved by the principal.

A student must meet the eligibility expectations associated with his/her activity and the coach(es)'s expectations.

A student must participate in Physical Education class when in attendance at school in order to participate in an extra-curricular activity that day.

A player must attend and actively participate in practice to be eligible to play in games. If unable to attend, notify the coach in advance.

Remember sport team participation is a privilege, not a right.

Maintain good behavior in school and at school events. Choose to make yourself proud. Remember you represent your school in all you do. Accept responsibility for representing the school and parish community.

Listen and learn from the coach. Work hard to improve skills and help the team.
Follow all the rules and regulations set by the school, coach and sport.

Eligibility

A student must meet two eligibility requirements. One is academic, the other is conduct.

Academic

Maintain grades (classwork, homework, projects, and tests) and effort in schoolwork. Always challenge yourself to work beyond your potential. Academic eligibility is determined each quarter and thereafter on a weekly basis. Students who fail one or more core classes (Religion, Reading, Language, Math, Science or Social Studies, Physical Education) or receive an Unsatisfactory/Needs Improvement mark for a Specials Class (Art, Music, Foreign Language, Life Skills) for the quarter just completed will be ineligible to participate in an extra-curricular activity for a minimum of two weeks into the next quarter. If after two weeks the student is passing all classes, he/she will be allowed to resume participation. Fourth, fifth, sixth, or seventh graders who fail one or more core classes during the fourth quarter of the current school year will be ineligible to participate in extra-curricular activities for the first two weeks of the following year.

Each week a student must be passing (a grade of D- or higher) every subject. In addition to passing all subjects a student must maintain at least a 1.7 (or C-) grade point average on a 4.0 scale in the following subjects: Religion, Reading, Math, English, Social Studies, Physical Education, Science and Spelling. Weekly evaluation will take place every Thursday. Students who are not fulfilling the above requirements for extra-curricular eligibility become ineligible. Students will remain ineligible from Friday to Friday. Even if the student's grade changes after the evaluation on Thursday, he/she remains ineligible until the next evaluation. If there is a vacation or holiday period the student remains ineligible

until the next weekly evaluation. Students who are ineligible for THREE consecutive weeks shall be deemed ineligible for the entire season (e.g. soccer season) or event (e.g. school play). Students will be given a new period of eligibility at the beginning of a new sports season or event.

Conduct

A student is expected to conduct himself/herself in a proper Christian manner at all times. Any student who has earned 10 demerits or more is ineligible to participate until the demerits are reduced to 8. Demerits earned in the month of May carry over to athletic participation the following school year. Any student who is suspended, in-school or out-of-school, cannot participate on the day of suspension. Any student issued a detention must serve it the day indicated before participating in an extra-curricular activity the day it is to be served. There is immediate dismissal from the team (After review by the Discipline Committee) for any student involved in:

1. Smoking
2. Alcoholic Drinking
3. Illegal Drug use (on or off the field or court)
4. Weapons of any kind

Soccer

There is a Junior Varsity (JV) and Varsity team. The number of teams at each level depends on the number who sign-up. Teams are co-ed.

Fees The fee is \$40.00. This must be paid at the time of sign-up. Students who meet the sign-up deadline will be guaranteed a place on a team provided all expectation and eligibility requirements are satisfied. Any student who signs-up after the deadline is not guaranteed a place on a team and must pay a fee of \$70.00. Fees are not refundable.

Uniform Each student will be expected to purchase his/her uniform shirt. The purchase will be made through the school only. This shirt will be his/hers to keep. It may be used in subsequent seasons as long as it fits properly and meets league and school requirements. The student is allowed to wear his/her shirt to school on designated days.

Team Parent Each team will have a Team Parent. This person's responsibility is to schedule dates for parents to bring refreshments for half-time.

Basketball --- Boys and Girls

Teams are for each grade level. In the event there are not enough participants at one grade level boys/girls may be moved to another grade level to ensure participation. In some instances there may even be a co-op with another school(s).

Fees The fee is \$65.00. This must be paid at the time of sign-up. Part of this fee is to cover the expense of a uniform. If the uniform is not returned by the designated date the \$35.00 the parent will be expected to pay for replacing the uniform. This will be added onto a family's tuition on FACTS. Students who meet the sign-up deadline will be guaranteed a place on a team provided all expectation and eligibility requirements are satisfied. Any student who signs-up after the deadline is not guaranteed a place on a team and must pay a fee of \$130.00. Fees are not refundable.

Uniform Each student is responsible for properly maintaining his/her uniform. This includes cleaning the uniform for each game. The uniform must be returned by the designated date.

Parent Expectations Parents will be assigned to assist at home games. This assistance involves selling concessions, working the scoreboard or scorebook, or taking tickets. If a parent is unable to work his/her assigned date it is his/her responsibility to find a replacement from other parents on the team. A parent who fails to fulfill this responsibility risks not having their child participate in the next game.

Bowling

There is a Junior Varsity (JV) and Varsity team. The number of teams at each level depends on the number who sign-up. There will be separate boys and girls teams.

Fees The fee is \$80.00. This includes uniform shirt, rental of bowling shoes, and practice times and match cots. This must be paid at the time of sign-up. Students who meet the sign-up deadline will be guaranteed a place on a team provided all expectation and eligibility requirements are satisfied. Any student who signs-up after the deadline is not guaranteed a place on a team and must pay a fee of \$100.00. Fees are not refundable.

Uniform This is included with the fee. This shirt will be his/hers to keep. It may be used in subsequent seasons as long as it fits properly and meets league requirements. The student is allowed to wear his/her shirt to school on designated days.

Parent Expectations Parents will need to provide transportation to practices and matches. Parents are also needed for coaching this sport.

Volleyball

There is a Junior Varsity (JV) and Varsity team. The number of teams at each level depends on the number who sign-up. Teams are co-ed.

Fees The fee is \$40.00. This must be paid at the time of sign-up. Students who meet the sign-up deadline will be guaranteed a place on a team provided all expectation and eligibility requirements are satisfied. Any student who signs-up after the deadline is not guaranteed a place on a team and must pay a fee of \$80.00. Fees are not refundable.

Uniform Each student will be expected to purchase his/her uniform shirt. The purchase will be made through the school only. This shirt will be his/hers to keep. It may be used in subsequent seasons as long as it fits properly and meets league requirements. The student is allowed to wear his/her shirt to school on designated days.

Parent Expectations Parents will be assigned to assist at home games. This assistance involves selling concessions, working the scoreboard or scorebook, or taking tickets. If a parent is unable to work his/her assigned date it is his/her responsibility to find a replacement from other parents on the team. A parent who fails to fulfill this responsibility risks not having their child participate in the next game.

Cheerleading

Fees The fee is \$65.00. Part of this fee is to cover the expense of a uniform. If the uniform is returned by the designated date then \$30.00 will be returned to the parents. If the uniform is not returned by the designated date the \$30.00 will not be returned and the parent will be expected to pay for replacing the uniform. This must be paid at the time of sign-up. Students who meet the sign-up deadline will be

guaranteed a place on a team provided all expectation and eligibility requirements are satisfied. Any student who signs-up after the deadline is not guaranteed a place on a team and must pay a fee of \$130.00. Fees are not refundable.

Uniform Each girl will be expected to purchase/her uniform shirt and undergarment. These will be hers to keep. The school will provide the vest and skirt.

Team Parent There will be a Team Parent. This person's responsibility is to schedule dates for practices.

Clubs

Each club will vary in its activities and expectations. The staff member who coordinated each club will provide students and parents with information and guidelines which will include meeting dates, times, and need for parental involvement.

Sports Physical

Each student participating in soccer, basketball, cheerleading, and/or volleyball MUST have a sports physical before he/she is allowed to participate in a practice or game. This sports physical must have been completed within a 365 day period prior to the end of that sport's season.

Should a student have to miss a practice or game due to an injury then a doctor must indicate that the student is able to return to participating in practice and games.

Concerns and Complaints

Any matter involving practice or game situations should be addressed by the parent to the coach of that team. If after speaking with the coach the matter has not been resolved then the parent should speak with the Athletic Director. After speaking with the Athletic Director and the matter is not resolved then the parent should speak with the Principal.

Any issue involving eligibility for academic or conduct reasons is to be addressed with the principal. Coaches will be notified of any student who cannot participate because of academic or conduct reasons. The Athletic Director or coach cannot change an eligibility decision.

Parent Information And Expectations

All Saints Catholic Academy and any of the supporting eighth parishes or the Rockford Diocese does not provide insurance coverage for athletics. Parents need to ensure they have insurance coverage for their child.

Model Christian behavior at all times. Encourage good sportsmanship, effort, and teamwork from your child. Respect other students, opponents, coaches, officials, and spectators. Respect the judgments of the officials and efforts and strategies of the coaches. Keep in mind you are a fan for your child, not a fanatic. Remember you represent your school and your child in our school and parish community.

Be prompt when dropping off and picking up your child.

Remember the athletic experiences are learning opportunities for the players. Its intent is for it to be fun for the student. Encourage, but don't pressure participation in sports. Make sports part of your child's life, not everything in his/her life. Keep winning in perspective; help your child do the same.

Help your child meet the responsibilities to the team and coach.

Place academics at first priority...schoolwork is still the primary task of elementary students.
Let the coach guide and instruct your child during competitions and practices.

Parents are required at each sport registration to submit an e-mail address to be used for communication purposes by the school, Athletic Director, and coach(es).

Cheer for your team. Acknowledge the efforts and successes of the opponents.

Each team and club will be asked to have a Team/Club Parent. The responsibility of this person is to organize other parents to do the work described.

When a parent is scheduled to work at a specific event or activity, he/she should arrive 10 minutes prior to their scheduled time. In the event a parent who has been scheduled to work a specific day and time is unable to do so, it is his/her responsibility to find another parent to serve as a substitute. **Should the scheduled parent not find a substitute, then his/her child will not be allowed to participate in the next game or activity.** It is important to note that games do not mean practices, rehearsals, etc.

Should our school host a tournament, all parents of students on that team will be expected to work at that tournament, even if our school is not playing in a game. Tournaments are important to our athletic program because of the amount of funds they raise. Hosting tournaments helps keep our fees reasonable.

Athletic Director

The Athletic Director is responsible for overseeing the day-to-day operations of the athletic program. The Director assures that the program follows regulations and standards established by the Rockford Diocese and Rockford Deanery along with the guidelines of All Saints Catholic Academy. The Athletic Director recruits and recommends coaches, handles concerns, and complaints regarding practices and games, handles all administrative duties required by the Diocesan policy and recommends an operating budget for all sports programs to the Principal. The Athletic Director also recommends expenditures and purchases for the sports program.

Operational Procedures

Athletics at All Saints Catholic Academy is self-supporting. All participants in these programs will pay a registration fee. This fee will be set by the Education Commission with input from the Athletic Director and Principal. Registration fees, concession revenue, and ticket sales will be used for the maintenance of the program.

Equipment and uniform purchases will require Athletic Director and Principal approval.

Diocese of Rockford, Rockford Deanery, and Cathedral of St. Peter School rules are binding throughout the season unless changed with approval by the Athletic Director and Principal or Diocese.

If school is cancelled, then games and practices are automatically cancelled. If weather becomes inclement during a school day, the host school Principal with the Athletic Director will contact the

visiting team principal or Athletic Director for a joint decision on cancellation. If the weather on the weekend is inclement the same procedure will be followed.

Coaches are encouraged to form a telephone "network" so that last minute cancellations can be made quickly when necessary.

Teams are limited to four practices and/or contests per week --- Sunday through Saturday. Practice times shall be limited to no more than 90 minutes per session. Any contests or practices on Sundays shall begin at 1:00pm or later. All practices will be scheduled through the Athletic Director. the Athletic Director should be notified of any schedule changes to check gym availability.

Additional Rockford Diocesan Athletic Policy states:

1. A candidate for an athletic team may not practice or play in a game until he/she has filed with the parish, a certificate of physical fitness issued by a licensed medical doctor for the current school year.
2. Student athletes may not practice or play if there is any question about their health on a given day. After an injury, a written release from a physician is required.
3. Since good health practices require that adolescents get a good night's sleep, it is the policy of the board that athletic teams should not take trips on the evening preceding a school day when such trips would interfere with a student's proper rest.
4. No student may participate (practice or play) in more than one school sport simultaneously. Exception: Dual participation in cheerleading and one other sport.
5. If a student is absent from school due to any reason (except funerals), that student is ineligible for practices or games scheduled for that day.

All participants in any sport must have the following on file:

1. A certificate of physical fitness issued by a medical doctor for the current school year.
2. Medical information and insurance form signed by the parents.
3. Birth certificate copy

The coaches and/or Athletic Director shall have copies of the following:

1. Medical Information Form
2. Waiver of Liability/Disclaimer (Release to treat in an emergency)
3. Accident and Injury Report Forms
4. Insurance verification
5. Doctor's Statement indicating a return to practice or playing, if a student-athlete cannot participate due to injury.

ROCKFORD DIOCESE
HEAD INJURY AND CONCUSSION POLICY
THE MANAGEMENT OF CONCUSSION AND HEAD INJURY IN YOUTH SPORTS

The State of Illinois enacted a law effective July 1, 2011, requiring IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA. The School and its coaches shall continue to adhere to the IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions and the IHSA Return to Play Policy, as they are now and may hereafter be amended. This Diocesan Policy applies to elementary schools and high schools. Definition:

A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. The risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles. Concussions occur with or without loss of consciousness, but the vast majority of concussions occur without loss of consciousness.

Removal from Practice and Game if Suspected Injury:

When a student exhibits signs, symptoms, or behaviors consistent with a concussion or other head injury, such as a loss of consciousness, headache, dizziness, confusion, or balance problems, or when a coach otherwise suspects a student has suffered a concussion or other head injury, the student shall be removed at that time from participation in a practice or game or other competition.

No Return to the Practice or Game without Physician Clearance:

A student who has been removed from an interscholastic contest for a possible concussion or head injury shall not be permitted to return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student shall not be permitted to return to play or practice until the student has provided the School with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Application of this Policy:

This policy and the attached appendices are to be made a part of the any agreement, contract, code, or other written instrument the School requires a student and his or her parents or guardian to sign before participating in practice or interscholastic competition.

Procedure:

The School shall educate its coaches in recognizing the signs and symptoms of and properly managing head injuries. The School shall distribute to every coach a copy of the attached, three-page "A Fact Sheet for Coaches," which can be found at http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf; and

the CDC Guide for Coaches which can be found at http://www.cdc.gov/concussion/pdf/Coach_Guide-a.pdf.

The School shall distribute to every parent whose student is in a youth sport the Fact Sheet for Athletes, found at http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf (English) and http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet_Spanish-a.pdf (Spanish); and the Fact Sheet for Parents, found at http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf (English) and http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet_Spanish-a.pdf (Spanish); and the attached 2-page Concussion Information and Release Form which must be signed and returned to the School by the parents or guardian and the student. The Fact sheets will be posted on the school website under the Handbooks/Documents tab.

Every locker room in the School shall display the two attached posters, which can be found at http://www.cdc.gov/concussion/pdf/Signs_Symptoms_Poster-a.pdf and http://www.cdc.gov/concussion/pdf/Main_Message_Poster-a.pdf.

Effective: 1 October 2011

Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

Headaches	Amnesia
“Pressure in the head”	“Don’t feel right”
Nausea or vomiting	Fatigue or low energy
Neck pain	Sadness
Balance problems or dizziness	Nervousness or anxiety
Blurred, double, or fuzzy vision	Irritability
Sensitivity to light or noise	More emotional
Feeling sluggish or slowed down	Confusion
Feeling foggy or groggy	Concentration or memory problems (forgetting game plays)
Drowsiness	Repeating the same question/comment
Change in sleep patterns	

Signs observed by teammates, parents and coaches include:

Appears dazed	Any change in typical behavior or personality
Confused about assignment	Vacant facial expression
Moves clumsily or displays incoordination	Forgets plays
Slurred speech	Is unsure of game, score, or opponent
Can't recall events prior to hit	Answers questions slowly
Can't recall events after hit	Shows behavior or personality changes
Seizures or convulsions	Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety. If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

**ROCKFORD DIOCESE
HEAD INJURY AND CONCUSSION POLICY
SIGNATURE FORM
AND
EXTRA-CURRICULAR ACTIVITY
ACKNOWLEDGEMENT FORM**

Parents and athletes are required to sign this form. By signing this form we, the undersigned, acknowledge we have read this handbook, the Rockford Diocese and Rockford Deanery policies, and the concussion policy. Furthermore, we will read and/or view the information that is presented on different websites, and will adhere to the conditions of this policy should there be a head injury or concussion. Our signatures indicate we understand the contents of all materials and agree to abide by them.

No student-athlete will be allowed to participate in a practice or game until this form is completed. If more than one child in the family is participating in extra-curricular activities then they may all complete this form.

This form needs to be completed once during the school year.

_____	_____
1. Student-Athlete Name (print)	Grade Level for 2019-20
_____	_____
Student-Athlete Signature	Date
_____	_____
2. Student-Athlete Name (print)	Grade Level for 2019-20
_____	_____
Student-Athlete Signature	Date
_____	_____
3. Student-Athlete Name (print)	Grade Level for 2019-20
_____	_____
Student-Athlete Signature	Date
_____	_____
Parent or Legal Guardian (print)	
_____	_____
Parent or Legal Guardian Signature	Date