# Table of Contents

Table of Contents ........................................................................................................................................... 2
District Strategic Plan ........................................................................................................................................ 3
Athletic Mission Statement, Philosophy and Core Values .................................................................................. 4
Introduction and Staff ...................................................................................................................................... 5
Job Descriptions ............................................................................................................................................ 6
Athletic Affiliations .......................................................................................................................................... 16
Programs Provided .......................................................................................................................................... 17
Eligibility ......................................................................................................................................................... 19
List of Required Forms .................................................................................................................................. 20
IHSA and RPS Transfer Rules ....................................................................................................................... 21
Student Emergency Information Form ........................................................................................................... 23
Sportsmanship Agreement Form .................................................................................................................... 24
Parental Permission Form ............................................................................................................................. 25
Student Code of Conduct .............................................................................................................................. 26
Procedures For Handling Participation Fees ................................................................................................. 29
Athletic Waiver Form ..................................................................................................................................... 30
Athletic Waiver Form – Spanish ..................................................................................................................... 32
Installment Payment Plan ................................................................................................................................ 35
Athletic Business Procedures ........................................................................................................................ 39
Admission Prices .......................................................................................................................................... 40
Link to Gate Reconciliation Form ................................................................................................................ 41
Preparing Purchasing Requisitions ............................................................................................................ 42
Purchasing Procedure Guidelines ................................................................................................................ 43
Equipment Inventory Chart .......................................................................................................................... 48
Summer Coaches Pay ..................................................................................................................................... 50
Stadium Key User Agreement and Receipt Form ........................................................................................... 51
Rental Prices and Link to Request for Building Usage .................................................................................. 53
Special Check Request ................................................................................................................................ 54
Guidelines For Attending IHSA Tournaments ............................................................................................... 55
IHSA Tournament Reconciliation Form and Meal Allotments .................................................................... 57
State Series Meal Allotment ............................................................................................................................ 58
Transportation Guidelines ............................................................................................................................ 59
Request For School Bus Service .................................................................................................................... 60
Request For Coach Bus Rental Payment ....................................................................................................... 61
Transportation Information from Operational Services ............................................................................. 62
Injury Procedures .......................................................................................................................................... 66
Link to IHSA Sports Medicine Page/CPR Instructions ................................................................................ 66
Use of AEDs .................................................................................................................................................... 67
Certified Athletic Trainers ............................................................................................................................ 70
Heat and Humidity Guidelines ..................................................................................................................... 72
Concussion Information and Form ................................................................................................................. 73
Fundraising Forms ....................................................................................................................................... 75
Volunteer Information and Link to Forms ..................................................................................................... 77
Information on Core Course GPA ................................................................................................................ 78
RPS 205 NCAA Approved Core Classes ...................................................................................................... 79
Media Contacts ............................................................................................................................................. 81
Handbook Agreement Form .......................................................................................................................... 82
Collaboratively engage all students in a world-class education.

Be the first choice for all families.

Goals

1. Growth & Achievement
   - Curriculum Alignment
   - Differentiated Instruction

2. Engaging Partnerships
   - Customer Service

3. Optimal Climate
   - Social Emotional Health & Skills
   - Facilities & Technology

4. Quality Staff
   - Internal Trust & Relationships
   - Recruit & Develop
   - Monitor, Track & Report

5. Fiscal & Operational Stewardship
   - Resource Allocation

Values

Achievement • Student Responsibility • Community Partners • Diversity • Safety • Continuous Improvement • Staff • High Expectations • Community Resources • Stewardship
Rockford Public Schools Athletics

Philosophy
Rockford Public Schools believes that a dynamic program of student activities is an integral part of educational and personal development. Participation in sport produces life lessons that will be used beyond the court and beyond high school years. Our philosophy is to use athletics to teach our students a number of lifelong values, including sportsmanship, teamwork, humility, commitment and personal accountability, and the ability to persevere through adversity.

Our belief is that participation on an athletic team is a privilege and not a right. Coaches and district athletic staff will have final say on all team issues including, but not limited to, playing time and roles. Parents and guardians who allow their students to participate agree to defer all team decisions to the coaching staffs.

Rockford Public Schools believes athletics should emphasize participation and development at the elementary and middle school levels. With each advancing level in high school athletics, emphasis will be placed more and more on success, as we strive to offer successful athletic programs for our student-athletes. It is part of our philosophy that in order to reach high levels of success, year-round development, strength training and emphasis on feeder programs is expected of all athletes and coaches.

Mission
Rockford Public Schools provides a variety of extracurricular experiences to enhance the development of our students. We maintain academics as a priority, with athletics serving as a tool to help advance and enhance student athletes in the classroom and prepare them for successful futures. We make every effort to offer our student-athletes the best coaching, facilities and equipment to help make their experiences positive.

Core Values
Sportsmanship: Our behaviors will represent Rockford Public Schools in a positive way, as we demand positive attitudes and high levels of sportsmanship both on and off the playing field.

Commitment: By participating in Rockford Public Schools extracurriculars, all participants, regardless of level or ability, agree to fully commit to the rules and standards of their teams and coaches.

Ongoing: Participants will have an ongoing commitment to Rockford Public Schools athletics, showing school pride and respect off the court and beyond their years of competition.

Respect: All Rockford Public Schools student-athletes will treat one another, coaches, opponents and officials with respect at all times.

Everyone: The expectation is that everyone involved in Rockford Public Schools athletics will follow the core values.
The purpose of this handbook is to provide administrators, athletic directors and coaches with guidelines for the successful operation of the District 205 athletic programs. Development of these policies/procedures was made in order to assure equable opportunities for all students and coaches involved in the District 205 Interscholastic Athletic Program.

It is intended that all policies and procedures be reviewed on a regular basis for the continued improvement of the program. Personnel involved with the athletic program should become acquainted with the guidelines and their responsibilities.

The basis of our support of District 205 athletics is founded on its relationship to the overall educational process of our student body. Our belief is that a sound athletic program will provide important educational and social benefits for students, staff and the community.

Athletic Staff

DISTRICT
Mat Parker – District 205 Director of Athletics, Activities and Program Development

HIGH SCHOOLS
Michael Armato – Assistant Principal of Athletics and Facilities, East High School
Sean Norton – Assistant Principal of Athletics and Facilities, Auburn High School
August Toldo – Assistant Principal of Athletics and Facilities, Guilford High School
Corey Espensen – Assistant Principal of Athletics and Facilities, Jefferson High School

MIDDLE SCHOOLS
Matt Smith – District 205 Director of Middle School Athletics; Marshall Middle School Student Athletic Director
Bill Lavery – Student Athletic Director, RESA
Brittni Westaby – Student Athletic Director, West Middle School
Steve Johnson – Student Athletic Director, Flinn Middle School
Thomas Zambrovitz – Student Athletic Director, Kennedy Middle School
Brad Pickering – Student Athletic Director, Lincoln Middle School
Kelly Ellingson – Student Athletic Director, Eisenhower Middle School
Heather Cyrus – Student Athletic Director, Barbour School
Summary:
The Director of Athletics, Activities and Program Development administers the District Athletic programs and provides leadership with site administrators of athletics, coaches, and programming. He/she provides leadership, guidance, coordination, teaching and supervision of District extra- and co-curricular athletic programs, including articulation between elementary, middle, and high schools. The Director schedules time, facilities, and supervision to promote maximum effectiveness of the school’s and student’s needs in accordance with established policies and procedures. The Director will strive to increase student participation in athletics and activities at the elementary, middle, and high school level. He/she will develop additional programs to increase the community profile of District 205 athletics and activities as well as increased revenue by developing community based sponsorships and fundraisers.

SUPERVISORY RESPONSIBILITIES:
Assists the site principals in the supervision and evaluation of site administrators assigned to athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Assists in planning, supervising, and coordinating effective, comprehensive, and equitable athletic activities for all students in the secondary schools, including extra- and co-curricular athletic programs and forming the District athletic calendar.
2. Assists principals and site administrators assigned to athletics in planning transportation to meet scheduled events, supervision of eligibility requirements, maintenance of athletic financial records, coordination of facilities use and maintenance, employment of officials as required, coordination of high school physicals, and coordination of special programs, tournaments, etc.
3. Responsible for accurate and timely implementation of procedures involving ticket sales, security, contracts, and related activities at school programs, i.e., athletic events, tournaments, etc.
4. Annually measure student participation rates in all athletics at the elementary, middle school, and high school level. Collect and report data.
5. Monitor the academic performance of all student participants in athletics and activities. Collect and report data.
6. Increase programs and student participation rates in athletics and activities at the elementary, middle school, and high school level.
7. Responsible for assuring the site administrators assigned to athletics collect, maintain, and report building athletic data regarding equity compliance, student participation, the collection of intramural and participation fees, and student waivers. This evaluative data will be reported to the site administrators assigned to athletics and site principals on a regular basis.
8. Leads in the area of fund raising by securing monetary support from the public. Actively participates as liaison to community groups. Actively works to generate advertising revenue at
the District’s athletic venues.

9. Participates in public relations and in school publicity matters. Develops communication for
district public releases as appropriate. Contributes to schools’ relationship with the community.
10. Responsible for professional growth activities, including membership in professional
associations, attendance at conventions, participation and teaching in professional workshops,
etc.
11. Participates in meetings as required for District coordination, implementation, and
improvement of the District’s athletic program.
12. Assists in recruiting, interviewing, screening, and recommending qualified person to fill extra-
curricular athletic openings.
13. As a certified coach, leads in preparing, revising, and distributing District and State codes of
conduct for athletes and coaches. Upholds rules and regulation as adopted by the IHSA.
Serves as the District’s liaison to the IHSA.
14. As a certified coach and teacher, exhibits a thorough knowledge of the NCAA Clearing House
requirements for graduating athletes as it relates to college admittance standards.
Furthermore, works closely with the District Director of Counseling to ensure NCAA
requirements are up to date.
15. Works closely with coaches, administrators, site administrators assigned to athletics, etc., to
ascertain athletic needs and to provide for these needs within the constraints of the budget
including review of requisitions for professional supplies, equipment, etc. at the high school
level.
16. Conducts periodic review and evaluation of the athletic programs, including staffing allocations,
making such changes and recommendations for change as appropriate.
17. Attends building, District, and other meetings as required.
18. Supervises, monitors, and audits stadium/facilities account.
19. Assists the middle school coordinators in the development and coordination of the Intra-City
Competitive Sports Program.
20. Secures medical coverage for all major events.
21. Coordinates the Rockford Elementary Basketball Association (REBA) program.
22. Coordinates all major District events in concert with the appropriate District personnel.
23. Assumes any other duties as may from time to time be delegated by the supervisor and the
supervisor may make any adjustment in the scope of responsibilities as outlined above which
will be in the best interest of the school district.
24. All administrative actions must be in concert with the mission statement, beliefs, objectives,
and parameters found in the strategic plan of the Rockford Board of Education.
25. Model, lead and teach coaching sessions with students in grades 1 through 12.
26. Model, lead and teach coaching professional development for coaches grades 1 through 12.
27. Exhibit highly-developed people skills that will facilitate effective communication with
educators.
EDUCATION/TRAINING:
Previous successful experience as a certified coach.
A thorough knowledge of all IHSA rules, policies, and regulations governing IHSA sanctioned athletic programs.
A thorough knowledge of the NCAA Clearing House requirements for graduating athletes as it relates to college admittance standards.
Training or course work in a variety of research-based techniques/programs for athletics.
Training or experience in facilitating groups and working with adult learners.
Certified Teacher training to implement professional development programs for students and coaches.

LENGTH OF WORK: 12 Months

QUALIFICATIONS:

The incumbent must show demonstrated success in providing staff development using best practices for coaching. He/she must also demonstrate success in working with adults and a working knowledge of adult learning theories and familiarity with word processing, Excel, Microsoft Outlook, and PowerPoint. The successful candidate is an individual who must be able to carry out each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

This description is written primarily for position evaluation purposes. It describes duties and responsibilities, which are representative of the nature and level of work assigned to the position. The activities are representative and not necessarily all-inclusive.

___________________________   ___________
Approved                  Date
ROCKFORD BOARD OF EDUCATION

JOB DESCRIPTION

JOB TITLE: Assistant Principal of Athletics and Facilities

JOB CODE: 7050

DEPARTMENT: Administration

SUPERVISOR: Building Principal

DATE: June 16, 2011

SUMMARY:
Assists Building Principal in all facets of the athletic department and programs, including the monitoring of school athletic budgets/expenditures. Assumes responsibility for functions of building principal in his/her absence. Administers student personnel program and counsels students relative to educational and co-curricular activities. Reports directly to the Building Principal.

SUPERVISORY RESPONSIBILITIES
Certified and non-certified staff as designated by principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Under the supervision of the Building Principal manages all extracurricular activities, the Athletic Department, and facilities.
2. Supervises the staff within the building Athletic Department.
3. Coordinates with the IT Department to provide appropriate technology related to the Athletic Department and programs.
4. Monitors and evaluates Athletic Department and programs to insure a safe and healthy school environment.
5. Oversees all deliveries to school related to athletics.
6. Evaluates PE and Health staff members in accordance with District procedures and timelines.
7. Assumes any other duties as may from time to time be delegated by the supervisor and the supervisor may make any adjustment in the scope of responsibilities as outlined above.
8. All actions must be in concert with the mission statement, beliefs, objectives, and parameters found in the strategic plan of the Rockford Board of Education.

EDUCATION/TRAINING
Master’s degree from an accredited college/university and Illinois State Board of Education Type 75 Administrative Certificate
Training or course work in a variety of research-based techniques/programs
Training or experience facilitating groups and working with adult learners
A thorough knowledge of all IHSA rules, regulations
Experience as an athletic coach
Training or course work in the administration and analysis of assessments and the use of data to guide instructional practice and intervention.

KNOWLEDGE, SKILLS AND ABILITIES:
Job requires substantial knowledge and skills relating to the duties and responsibilities identified above, also the ability to work in a diverse client population. Basic knowledge of computers and current technology is needed.

QUALIFICATIONS:
Type 75 Administrative Certificate
Master’s degree; Experience in public school administration; proven record of providing equity in a public agency or school leadership; Management and leadership skills are adaptable to public relations, human relations, equity principles and planning capability.

This description is written primarily for position evaluation purposes. It describes duties and responsibilities, which are representative of the nature and level of the work assigned to the position. The essential duties are representative and not necessarily all-inclusive.

LENGTH OF WORK: 12 months
ROCKFORD BOARD OF EDUCATION
JOB DESCRIPTION
JOB TITLE: Middle School Student Athletic Director

JOB CODE: 7215
DEPARTMENT: Athletic Department
SUPERVISOR: Building Principal/District Student Athletic Director
DATE: January 5, 2004

SUMMARY:
The Athletic Director works directly with the District Athletic Director to plan, develop and administer Athletic Activities and Programs, including spirit squads, cheerleaders and poms. The Athletic Director provides leadership and guidance by coordinating and arranging all athletic programs. The Athletic Director reports directly to the Building Principal.

SUPERVISORY RESPONSIBILITIES:
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Financial Responsibilities:
The Athletic Director will work directly with the school’s financial technician to:
- Maintain Revolving Accounts
- Submit Fees/Funds to District Middle School Athletic Account as established for the school year
- Oversee the Collection of Participation Fees
- Ensure all District/School Financial Procedures are followed
- Oversee the ordering of equipment/uniforms for all sports

Sport Management:
The Athletic Director at each of the middle schools will serve as the Director for one or more sports being offered during the current school year, as equitably assigned by the District Athletic Director. As the director for a sport, the school director will:
A. Hold pre-season meetings for the coaches from all schools that will be participating in the sport
B. Develop and review sport guidelines, as needed, for the sport(s) assigned to his/her school
C. Maintain win/loss records, when applicable, for the sport(s) to which his/her school is assigned as the director
D. Work with the Central Office Athletic Director to make preparations for the All-City Meet/Games when applicable

Contest Management:
Will consult with the Building Principal to determine which athletic contests will need supervision, other than supervision provided by the coach(s)
Will make provisions for alternate supervision in the absence of either the building’s administration or the Athletic Director
Will make all arrangements for personnel and equipment necessary for any contest (Ticket Sales, Scorekeeper/Bench Personnel, Officials, etc.)
Will work with the building engineer to make arrangements for facility usage
Will arrange transportation for athletes

Eligibility:
Will monitor the adherence by all participants to the District’s Academic Eligibility Policy 7.320.

Student Medical Safety:
Will provide Emergency Medical Information Cards to coaches of all sports. (Cards should be ordered through the District Athletic Director).
Will inform coaches to monitor the safe conditions of all practice and contest areas.
Will keep a record of all Athletic Physicals (required) for all students participating in any sport.

**Equipment/Uniform Inventory:**
Will require all coaches to supply an end-of-the-season report for all uniforms issued that are to be collected and will maintain records of all athletic equipment.

**Schedules:**
Will provide copies of the school’s sport schedules to:
A. Building Principal
B. District Athletic Director
C. Coaching Staff (Coaches will provide for students/parents)
D. Booster Club

**Booster Club:**
Will work with the Booster Club Officers to coordinate efforts to generate funds for the financial support of the school’s athletic programs

**Meetings:**
Will attend all meetings as scheduled with the District Athletic Director as scheduling will allow
Will attend meetings as scheduled by High School Athletic Directors as scheduling will allow

**EDUCATION/TRAINING:**
Holds a degree with teacher certification
Has past experience as a coach

**KNOWLEDGE, SKILLS AND ABILITIES:**
Has worked with other Athletic Directors in gaining knowledge of the organization and administration of an athletic program.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.
This description is written primarily for position evaluation purposes. It describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The principal activities are representative and not necessarily all inclusive.

**LENGTH OF WORK YEAR:**
Will serve as the Athletic Director throughout the District’s school calendar.
ROCKFORD BOARD OF EDUCATION
JOB DESCRIPTION

Job Title: Coordinator of Athletics

______________________________________________________________________

JOB CODE: 2210
DEPARTMENT: Administration
SUPERVISOR: Building Principal and Director of Athletics and Program Development
DATE: June 2, 2015

Summary:
The school Coordinator of Athletics administers the secondary athletic program and provides leadership with athletic coaches and programming. He/she provides leadership, guidance, coordination, and supervision of school based extra- and co-curricular athletic programs. The Coordinator schedules time, facilities, and supervision to promote maximum effectiveness of the school's and student's needs in accordance with established policies and procedures.

SUPERVISORY RESPONSIBILITIES:
Assists the site principals in the supervision and evaluation of site administrators assigned to athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, regular attendance is an essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Leads in planning, supervising, and coordinating effective, comprehensive, and equitable school athletic activities for all students, including extra- and co-curricular athletic programs.
2. Assists school based principal and site administrators in planning transportation to meet scheduled events, supervision of eligibility requirements, maintenance of athletic financial records, coordination of facilities use and maintenance, employment of officials as required, coordination of high school physicals, and coordination of special programs, tournaments, etc.
3. Responsible for accurate and timely implementation of procedures involving school ticket sales, security, contracts, and related activities at school programs, i.e., athletic events, tournaments, etc.
4. Annually measure student participation rates in all athletics at the school level. Collect and report data.
5. Monitor the academic performance of student participants in athletics and activities. Collect and report data.
6. Increase programs and student participation rates in athletics and activities at the elementary, middle school, or high school level.
7. Responsible for assuring the site administrators assigned to athletics collect, maintain, and report building athletic data regarding equity compliance, student participation, the collection of intramural and participation fees, and student waivers. This evaluative data will be reported to the site administrators assigned to athletics and site principals on a regular basis.
8. Leads in the area of fund raising by securing monetary support from the public. Actively participates as liaison to community groups. Actively works to generate advertising revenue at the District’s athletic venues.
9. Participates in public relations and in school publicity matters. Develops communication for district public releases as appropriate. Contributes to schools’ relationship with the community.
10. Responsible for professional growth activities, including membership in professional associations, attendance at conventions, participation and teaching in professional workshops, etc.
11. Participates in meetings as required for District coordination, implementation, and improvement of the District’s athletic program.
12. Assists in recruiting, interviewing, screening, and recommending qualified person to fill extra-curricular athletic openings.
13. As a certified coach, leads in preparing, revising, and distributing District and State codes of conduct for athletes and coaches. Upholds rules and regulations as adopted by the IHSA. Serves as the District’s liaison to the IHSA.
14. As a certified coach and teacher, exhibits a thorough knowledge of the NCAA Clearing House requirements for graduating athletes as it relates to college admittance standards. Furthermore, works closely with the District Director of Counseling to ensure NCAA requirements are up to date.
15. Works closely with coaches, administrators, site administrators assigned to athletics, etc., to ascertain athletic needs and to provide for these needs within the constraints of the budget including review of requisitions for professional supplies, equipment, etc. at the high school level.
16. Conducts periodic review and evaluation of the athletic programs and staff, including staffing allocations, making such changes and recommendations for change as appropriate.
17. Attends building, District, and other meetings as required.
18. Supervises, monitors, and audits stadium/facilities account.
19. Assists the middle school coordinators in the development and coordination of the Intra-City Competitive Sports Program.
20. Secures medical coverage for all major events.
21. Coordinates the Rockford Elementary Basketball Association (REBA) program.
22. Coordinates all major District events in concert with the appropriate District personnel.
23. Assumes any other duties as may from time to time be delegated by the supervisor and the supervisor may make any adjustment in the scope of responsibilities as outlined above which will be in the best interest of the school district.
24. All administrative actions must be in concert with the mission statement, beliefs, objectives, and parameters found in the strategic plan of the Rockford Board of Education.
25. Model, lead, and teach coaching sessions with students.
26. Model, lead and teach coaching professional development for coaches.
27. Exhibit highly-developed people skills that will facilitate effective communication with educators.

EDUCATION/TRAINING:
Bachelor’s Degree
Previous, successful experience as a certified coach.
A thorough knowledge of all IHSA rules, policies, and regulations governing IHSA sanctioned athletic programs.
A thorough knowledge of the NCAA Clearing House requirements for graduating athletes as it relates to college admittance standards.
Training or course work in a variety of research-based techniques/programs for athletics.
Training or experience in facilitating groups and working with adult learners.
Certified Teacher training to implement professional development programs for students and coaches, preferred.

LENGTH OF WORK: 12 Months
QUALIFICATIONS:

The incumbent must show demonstrated success in providing staff development using best practices for coaching. He/she must also demonstrate success in working with adults and a working knowledge of adult learning theories and familiarity with word processing, Excel, Microsoft Outlook, and PowerPoint. The successful candidate is an individual who must be able to carry out each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

This description is written primarily for position evaluation purposes. It describes duties and responsibilities, which are representative of the nature and level of work assigned to the position. The activities are representative and not necessarily all-inclusive.

WORKING CONDITIONS:

Moderate in-district travel as well as intermittent in-state and out-of-state travel. Intermittent prolonged and irregular hours of work.

OTHER:

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

___________________________  ___________
Approved
Head Coach Job Description
Rockford Public Schools District #205

Title: Head Athletic Coach

Qualifications: Valid Illinois Teachers Certificate and/or Meets IHSA Criteria (Qualification of Coaches – 2.070)
Previous head coaching or high level coaching experience in the specific coaching field is recommended.

Reports to: Building Athletic Director, Building Principal and District Athletic Director

Supervises: Assistant Coaches

Job Goal: Assist and guide participating student athletes achieve a high level of skill, discipline, sportsmanship and citizenship. To oversee and promote the specific sports program in accordance with NFHS, IHSA and RPS #205 Board Policies and athletic handbook.

Performance Responsibilities:
1. Works with Building and District Athletic Director to secure facilities for a safe/secure practice and competitions environment for student athletes.
2. Plans and communicates with assistant coaches regarding practice schedule and competition strategies which ensure the health, physical well-being and sport specific success of student athletes.
3. Develops, communicates and maintains a regular detailed practice schedule.
4. Maintains equipment/uniform inventory annually.
5. Annually recommends equipment purchase to Athletic Director in accordance with Board Policy purchasing procedures.
6. Manages fundraisers, athletic activity account deposits and distributions of funds in accordance with Board Policy.
7. Manages the orderly distribution and collection of uniforms and sport specific inventory.
8. Assures that all student athletes are in compliance with District #205 requirements including athletic physicals, student code of conduct, athletic fees paid, academic eligibility and all other standards included in the district athletic handbook.
9. Models/mentors in instilling values of sportsmanship, citizenship and teamwork.
10. Monitors proper supervision of student athletes at practices, competitions, locker rooms, and when competing away.
11. Leads in selecting assistant and volunteer coaches.
12. Leads in evaluating assistant coaches.
13. Completes the evaluation of the IHSA officials in a timely manner.
14. Conducts a mandatory pre-season parent meeting.
15. Maintains individual and team statistics and records.
16. Plans and implements a seasonal awards recognition program through the building athletic office.
17. Engages in personal / sport specific professional development education.
18. Implements programmatic instruction of sequential fundamentals to their feeder programs and works closely with the strength and conditioning coach.
19. Other duties as assigned by the Building Athletic Director.

Terms of Employment: Renewal annually by Board of Education

Evaluation: Performance of this job will be evaluated by Building Athletic Director in accordance with Board Policy.
Athletic Affiliation

High Schools

Rockford Auburn High School
Rockford East High School
Rockford Guilford High School
Rockford Jefferson High School

All Rockford District 205 High Schools are members of the ILLINOIS HIGH SCHOOL ASSOCIATION (ihsa.org) and the NORTHERN ILLINOIS HIGH SCHOOL CONFERENCE (NIC-10).

Other conference members include:

Belvidere High School
Belvidere North High School
Freeport High School
Machesney Park Harlem High School
Rockford Boylan High School
Rockton Hononegah High School

As member schools of these organizations, it is each school’s responsibility to conduct its athletic programs within its established rules and guidelines.

Middle Schools

Traditional Middle Schools
Eisenhower Middle School
Flinn Middle School
Kennedy Middle School
Lincoln Middle School
Rockford Environmental Science Academy (RESA)
West Middle School

Alternative Schools
Barbour Language Academy
Thurgood Marshall

All Rockford District 205 middle schools are members of the ILLINOIS ELEMENTARY SCHOOL ASSOCIATION (IESA) for seventh- and eighth-grade boys and girls cross country, golf and track and field, chess and boys basketball. For more information, visit http://www.iesa.org/.

As middle schools and elementary schools continue to establish athletic programs, and as realignments of school assignments by grade level occur, students in grades six, seven and eight will continue to be provided with athletic programs as are appropriate for the school/facility. Any affiliation with conference alignments will dictate adherence to guidelines as set forth by those affiliates.
**District 205 Athletics**

**High School Athletic Programs Provided**

### FALL

**Sport**
- Football
- Girls Volleyball
- Boys Soccer
- Boys Golf
- Girls Golf
- Girls Swimming & Diving
- Girls Tennis
- Girls Cross Country
- Boys Cross Country
- Sideline Cheer
- Performance Dance

**Levels**
- Frosh/Sophomore/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- JV/Varsity
- JV/Varsity

### WINTER

**Sport**
- Boys Basketball
- Girls Basketball
- Wrestling
- Boys Swimming & Diving
- Boys Bowling
- Girls Bowling
- Competitive Cheer
- Competitive Dance
- Robotics
- E-Sports

**Levels**
- Frosh/Sophomore/Varsity
- Frosh/Sophomore/Varsity
- Frosh/JV/Varsity
- JV/Varsity
- JV/Varsity
- JV/Varsity
- Varsity
- Varsity

### SPRING

**Sport**
- Baseball
- Softball
- Girls Soccer
- Boys Track & Field
- Girls Track & Field
- Boys Tennis
- Boys Volleyball
- Robotics
- E-Sports

**Levels**
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- Frosh/JV/Varsity
- JV/Varsity
- Varsity
- Varsity
District 205 Athletics

Middle School Athletic Programs Provided

**FALL**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football (JV/V)</td>
<td>Marshall/West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Soccer (JV/V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Cross Country (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Cheer and Spirit Squads (JV/V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Girls Basketball (6-7-8)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
</tbody>
</table>

**WINTER**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Basketball (6-7-8)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Wrestling (JV/V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Swimming (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Cheer and Spirit Squads (JV/V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Chess (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
</tbody>
</table>

**SPRING**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Volleyball (6-7-8)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Girls Volleyball (6-7-8)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Track &amp; Field (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Bowling (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Tennis (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Coed Golf (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Baseball (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
<tr>
<td>Softball (V)</td>
<td>Marshall, West, Kennedy, Flinn, Lincoln, Eisenhower, RESA</td>
</tr>
</tbody>
</table>

2015-2016 Middle School Athletic Calendar:  
http://www3.rps205.com/departments/PublishingImages/Pages/Athletics/Middle%20School%20Athletic%20Calendar%202015-16.pdf

**Elementary School Athletic Programs Provided**

Available for every school if there are enough participants to field a team.

**FALL**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Partnership/League</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coed Soccer (4-5)</td>
<td>Rockford Raptors [rockfordraptors.org]</td>
</tr>
<tr>
<td>Coed Bowling (4-5)</td>
<td>Don Carter Lanes [doncarterlanes.com]</td>
</tr>
</tbody>
</table>

**WINTER**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Partnership/League</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Basketball (4-5)</td>
<td>REBA</td>
</tr>
<tr>
<td>Girls Basketball (4-5)</td>
<td>REBA</td>
</tr>
<tr>
<td>Coed Ice Skating (4-5)</td>
<td>Rockford Park District [rockfordparkdistrict.org]</td>
</tr>
<tr>
<td>Coed Swimming (4-5)</td>
<td>Rockford Marlins [rockfordmarlins.com]</td>
</tr>
</tbody>
</table>
Co-curricular Eligibility

Co-curricular activities include all athletic and non-athletic activities sponsored by the Board of Education in the middle schools and high schools. Student participation in these activities is encouraged provided students first meet certain academic requirements.

**Eligibility:**
In order to participate in co-curricular activities, students must meet the following requirements:

1. All students in grades seven (7) through twelve (12) participating in co-curricular activities must have received a passing grade in a minimum of five (5) full credit courses the previous semester.* This does include summer school, night school, vocational classes, Rock Valley classes, and other accredited courses if available. Meaning these additional courses may be used to meet the eligibility requirements. Continued participation will require a student to be passing (5) full credit courses on a weekly basis, with no unexcused classroom absences. Continued participation will require a student carrying one (1) failing grade to attend mandatory tutoring on a weekly basis.

2. All students in grade six (6) must be passing five (5) full credit courses, with no unexcused absences on a weekly basis, in order to maintain eligibility. Continued participation will require a student carrying one (1) failing grade to attend mandatory tutoring on a weekly basis.

3. All students in grade nine (9) are automatically deemed eligible to participate in co-curricular activities the first semester of their 9th grade year. However, once the weekly eligibility program begins, the 9th grade student must pass a minimum of five (5) full credit courses on a weekly basis, with no unexcused classroom absences. Continued participation will require a student carrying one (1) failing grade to attend mandatory tutoring on a weekly basis.

4. For students receiving services under the IDEA or Section 504 of the Rehabilitation Act of 1973, their IEP or 504 plans will be reviewed for proper implementation prior to determining ineligibility.

**Ineligibility Period:**
In accordance with I.H.S.A. policy, the ineligibility period for failing to pass five (5) weekly classes will begin the following calendar week, Sunday – Saturday. For example, the grade report shows a student is not passing five (5) courses on Thursday, this student is ineligible to compete the following Sunday-Saturday. The student may continue to compete for the remainder of the week they become ineligible. While ineligible, students may continue to practice with their team but may not dress for any co-curricular activity, scrimmage, exhibition match, etc.

**Mandatory Lunch Tutorial for Ineligible Students:**
Ineligible students in grades nine (9) through twelve (12) must attend four (4) tutoring sessions during the week of ineligibility. If a student fails to attend four (4) tutoring sessions during the week of ineligibility, that student remains ineligible the following week even if the student may be passing five (5) classes.

Ineligible students in grades six (6) through eight (8) must attend three (3) tutoring sessions during the week of ineligibility. If a student fails to attend three (3) tutoring sessions during the week of ineligibility, that student remains ineligible the following week even if the student may be passing five (5) classes.

**Mandatory Lunch Tutorial for Eligible Students with one (1) F:**
Students in grades nine (9) through twelve (12) who are passing five (5) classes and carrying a failing grade in a sixth (6th) class must attend four (4) tutoring sessions during the following week. If a student carrying one (1) F fails to attend four (4) tutoring sessions during the required week of tutoring, that student becomes ineligible the following week even if the student may be passing five (5) classes.

Students in grades six (6) through eight (8) who are passing five (5) classes and carrying a failing grade in a sixth (6th) class must attend three (3) tutoring sessions during the following week. If a student carrying one (1) F fails to attend three (3) tutoring sessions during the required week of tutoring, that student becomes ineligible the following week even if the student may be passing five (5) classes.
Practice:
Ineligible students may continue to practice with their team throughout the week they are ineligible.
Eligible students carrying one (1) F may continue to practice with their team throughout the week they are in tutoring.

LEGAL REF.: 105ILCS 5/10-20.30
CROSS REF.: 4.170, 6.190, 7.30

Adopted: August 28, 2001
Revised: May 14, 2002
June 27, 2006
July 19, 2011

*A full credit course is defined as a course for which a student receives 1.0 credits.

Required Forms for Athletic Participation

Prior to a student’s participation in organized practice or competition, the following forms must be on file with all required signatures. Additional forms may be required by the individual schools.

1. Parental Permission Form
2. Student Code of Conduct Form
3. Current Sports Physical
4. Student Emergency Information Form
5. IHSA Concussion Form
6. IHSA Sportsmanship Form
7. Athletic Waiver of School Sports Fees (if applying for waiver)
8. IHSA Concurrence Transfer Form (if transferring)

Participation fees, as required, must be paid in full prior to the first competition of a sport season. (An installment payment plan is available for emergency situations, and should be used at the discretion of the building athletic director).
Illinois High School Association
ELIGIBILITY RULINGS FOR TRANSFERRING STUDENTS
(as stated in the IHSA Handbook)

http://ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx

3.040 TRANSFER
The eligibility of a student who transfers attendance from one high school to another high school is subject to the following Sections 3.041-3.047 and their sub-sections. Such student must additionally be in compliance with the applicable residency provisions of By-laws 3.031-3.034 and their respective sub-sections after the transfer. Except as provided in Section 6.010 of these by-laws, a student who does not comply with the applicable provisions of Sections 3.041-3.047 of these by-laws and their sub-sections shall be ineligible for a period not to exceed 365 days.

3.041 In all transfer cases, both the principal of the school from which the student transfers and the school to which the student transfers must approve of the transfer and execute a form provided by the IHSA Office. This form is to be initiated and signed by the principal of the school to which the student transfers and provided to the principal of the school from which the student transfers for signature by that principal. The concurrence of the principals accepting a transfer shall not be determinative of eligibility or binding on the Executive Director and/or the Board of Directors who shall have the discretion to investigate the accuracy of such conclusion and to override the acceptance of a transfer if evidence of violation or avoidance of non compliance with any by-law, or recruiting in connection with the transfer is found. A student is not eligible to participate in an interscholastic contest until the transfer form, fully executed by both principals, is on file in the offices of the school to which the student transfers.

3.042 Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which he/she participated or was participating in a practice or interscholastic contest in the current school year at the school from which the transfer occurs; or

Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which he/she was not participating or had not participated during the current school year at the school from which the student transferred.

3.043 In addition, a student who transfers attendance from one high school to another high school pursuant to these by-laws, shall be ineligible unless:

3.043.1 The student transfers attendance in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent (in the case of a student with one deceased parent), or guardian from one public high school district to a different public high school district; or

3.043.2 The student transfers attendance from one public high school in a school district which supports two (2) or more public high schools to another public high school in that school district, and the transfer is in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent, or guardian to a residence within the boundaries established by the governing board of the school district for the high school to which the student transfers; or

3.043.3 The student changes attendance from a private school or a public school with no boundaries to a public high school located in the school district in which the student resides full time with his or her parents, custodial parent, surviving parent, or guardian; the student is enrolling for the first time in a public member high school with boundaries; and the principals of both of the high schools involved accept the transfer, concurring that there is no evidence of a) any violation or avoidance of, or noncompliance with, any by-law, b) any recruiting in connection with the transfer; or

3.043.4 The student transfers attendance from one private school to a different private school which is located within a 30 mile radius of his or her residence; the student resides full time with his or her parents, custodial parent, surviving parent, or guardian; the student is changing high school attendance for the first time; and the principals of both private high schools involved accept the transfer, concurring that there is no evidence of a) any violation of, or noncompliance with, any by-law, or b) any recruiting in connection with the transfer; or

3.043.5 The student, who is a child of divorced or legally separated parents, transfers attendance from one high school to another in conjunction with a change in legal custody between the parents by action of a judge of a court of proper jurisdiction, and a change in the student's residence from the former custodial parent to the parent to whom custody has been awarded by the court, provided that a copy of the petition and the court order so changing custody is on file with the principal of the high school to which the student transfers.

3.044 The student, who (a) is an orphan; (b) is a child of divorced, legally separated, or unmarried parents with respect to whom there has not been a change in custody ordered by a court of proper jurisdiction; or (c) is a ward of the state who transfers attendance from one high school to another high school, shall be subject to the eligibility provisions of Sections 3.043.1-3.043.4 as if the student resided with his/her parent(s), provided that following the transfer, the student continues to reside with the same family, foster family, group home or other unit or entity after the transfer as prior to and at the time of the transfer.

3.045 In the case of a student who transfers attendance from one high school to another in conjunction with the adoption of the student after the student has entered high school for the first time, or a change in guardianship of the student by order of a court of proper jurisdiction, the student shall be ineligible pending a ruling by the Executive Director. In such cases, the Executive Director may grant eligibility only if it is determined, after investigation, that the circumstances giving rise
to the change of guardianship or adoption and the transfer were completely beyond the control of all of the following:
(1) the student
(2) the student’s parent(s)/guardian(s)
(3) the schools to and from which the student transferred.
Any action, inaction, or voluntary or self-initiated decision of the student, parent/guardian or the school to or from which
the student transfers, or any one or more of them, which results in, affects, causes or pertains to the transfer shall not be
considered to be “circumstances completely beyond the control.” The student may practice, but shall not participate in
an interscholastic athletic contest until a ruling on the student’s eligibility has been made by the Executive Director.

3.046 In all other circumstances involving a transfer, the student shall be ineligible pending a ruling by the Executive Director.
In such cases, the Executive Director may grant eligibility if it is determined after investigation that the circumstances
giving rise to the transfer were completely beyond the control of all of the following:
(1) the student
(2) the student’s parent(s)/guardian(s)
(3) the schools to and from which the student transferred.
Any action, inaction, or decision of the student, parent/guardian or the school to or from which the student transfers, or
any one or more of them, which results in, affects, causes or pertains to the transfer shall not be considered to be “circumstances
completely beyond the control.” The student may practice, but shall not participate in an interscholastic athletic
contest until a ruling on the student’s eligibility has been made by the Executive Director.

3.047 The member school to which a student transfers shall enforce any period of ineligible imposed or that would have been
imposed upon the student by the school from which the student is transferring, even if the student is otherwise eligible
under these by-laws. The period of ineligibility at the school to which the student transfers shall be the remaining duration
of the period of ineligibility imposed or that would have been imposed had the student not transferred, but not longer
than 365 days after the date of the transfer, whichever is less.

Within District 205 Transfer Procedure

- A parent/guardian wishing to request a transfer for his/her son/daughter from one District 205 school to another District
  205 school must complete all necessary district and IHSA forms.
- In the event the sending principal does not concur with the requested transfer, a District 205 Administrator can further
  evaluate and may grant the transfer.
- If the transfer involves a request for co-curricular participation, and the sending principal did not approve the transfer,
  the District Administrator approving the transfer must, prior to granting co-curricular participation, contact the sending
  principal to discuss the details of the reason for the request for transfer.
- Following said discussion, if the District Administrator granting the transfer deems the transfer was necessitated for the
  safety of the student or another reason, all paper work for a ruling by the IHSA would need to be submitted. Most often
  the IHSA requires a court order for the protection of a student before they will rule a student eligible for co-curricular
  participation at the receiving school. There are other times when the IHSA may rule a participation at the receiving
  school. There are other times when the IHSA may rule a transfer student eligible, but those instances are rare. The
  receiving school would be responsible for initiating such communication to the IHSA office.
- Until an IHSA Principals’ Transfer Concurrence Form was on file and a written ruling had been received from the
  IHSA, a student would remain ineligible for co-curricular participation. The student may practice, but may not be in a
  team uniform or participate in a contest.

Download the 2014-2015 IHSA Transfer Eligibility Form here:

Beyond the Concurrence Form, the district athletic director may overrule athletic transfers. It’s important for all
coaches and athletic directors to be well-educated with transfer rules. All questions regarding transfers should
be directed to the district athletic director.
Student Emergency Information Form
Rockford Public Schools – Rockford, IL

Must have required signatures to be valid. Authorization for immediate medical attention must be marked **YES** or a student may NOT participate.

Student’s name: __________________________ __________________________
(last) (first) (initial)

School__________________________________ Grade____________________

Home Address________________________________ Phone________________

Name of Father______________________________ Business Phone________

Name of Mother_________________________________ Business Phone________

Name of responsible adult who will assume responsibility for the child if parents cannot be reached:

Name______________________________

Address________________________________ Phone________________

Physician of Choice (1)____________________________________________________________________

(2)________________________________________________________________________________________

Dentist of Choice________________________________________________________________________

Hospital of Choice________________________________________________________________________

Special health conditions of child, if any: ______________________________________________________

________________________________________________________________________________________

If you and the physician of choice as indicated above cannot be reached in an emergency and, if in the judgment of the school authorities immediate medical and/or hospital attention is indicated, do you authorize school authorities to send your child (properly accompanied) to an available hospital or physician? YES_________ NO__________

To Parent: Please indicate in the space below any accident insurance you presently hold which covers the individual named above, such as Blue Cross, Blue Shield, group plans sponsored by your employer, or individual policies with an insurance company.

______Blue Cross_________________ (policy number) ____________Blue Shield____________________ (policy number)

______Group Plan____________________ (name of employer) ______________________ (policy number)

______Other___________________ (policy number)

The Rockford Board of Education does not carry insurance to provide for student injuries while participating in athletics. This card must be filed in the school office before the pupil named above can participate in any athletic contest.

Date___________________ Signature of Parent/Guardian__________________________________________
Sportsmanship Agreement Form

All coaches, athletes and parents/guardians involved in Rockford Public School athletics and activities are expected to adhere to the Sportsmanship Guidelines provided by the Illinois High School Association and its “Do What’s Right” campaign. This includes representing the district, school and team in a positive manner and creating a positive experience for all involved.

The following is behavior expected of all coaches, athletes and parents/guardians.

- Represents their school and community well with positive interaction with opposing fans and players.
- Uses positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in Defeat
- Respect and acknowledge the integrity/judgment of officials.
- Exhibit positive behavior with opponents and fans before, during and after the contest.

More information on sportsmanship may be found at http://ihsa.org/Resources/Sportsmanship.aspx

Athlete Agreement

As a player, I understand that I must follow the above sportsmanship rules to stay in good standing with my team.

Athlete’s Signature: ____________________________ Date: ____________________________

School: ____________________________ Sport: ____________________________

Parent/Guardian Agreement

As a parent/guardian of above athlete, I agree to abide by the above sportsmanship rules, recognizing it is important to follow these conduct standards for the benefit of all involved.

Parent/Guardian Signature: ____________________________

Date: ____________________________
Parental Permission Form/Agreement

School:_________________________________________ Activity:____________________________________

Student Name:_______________________________________________

As the parent/guardian of a District 205 student choosing to participate in co-curricular activities, I agree to encourage and support my son/daughter and his/her school/activity by:

- Attending parent meetings as requested by the school/coach
- Lending support to the school’s/activity’s Booster Club
- Ensuring that my son/daughter follows all State/District/School Code of Conduct and Discipline Codes at all times
- Interacting with classroom teachers, counselors, and school administration on a regular basis to monitor the academic success/progress of my son/daughter
- Demonstrating good sportsmanship at all times:
  A. Toward coaches
  B. Toward contest officials
  C. Toward visiting and home team players
  D. Toward school personnel
- Submitting all fees and forms as required for participation
- Following the established method to address program/individual concerns by making the initial contact for a scheduled consultation at the lowest level:
  A. Assistant Coach
  B. Head Coach
  C. Site Athletic Director
  D. Building Principal
  E. District Athletic Director
  F. Superintendent
- Attending contests in which my son/daughter will be involved as often as possible
- Ensuring my son/daughter has the necessary transportation to/from practices and contests

As a parent/guardian, I understand that my direct involvement and support is necessary in order for this to be a valuable experience for my son/daughter. My signature below indicates that I agree to the above terms of this agreement.

Parent/Guardian Name___________________________________________

(please print)

Address:________________________________ Home Phone:________________________________

_____________________________________________ Work Phone:________________________________

__________________________________________ (signature) ___________________________ (date)
Code of Conduct/Sportsmanship
For Participants, Parents/Guardians, Spectators

All regulations to interface with Board Policies 7.240, 8.30, 8.40, their subsequent Regulations and Exhibits, and the District Discipline Code
(Board Policies may be viewed in their entirety on the District website: www.rps205.com)

- Code of Conduct to be distributed to students participating in extracurricular activities on an annual basis.
- Student and Parent/Guardian Signature form(s) to be retained on file at the school.

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extracurricular activity and maintain attendance records.

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the athletic program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school - they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Code of Conduct below describes the expectations and goals of the extracurricular and athletic programs. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities and athletics. This Code of Conduct will be enforced 365 days a year, 24 hours a day. A student may be excluded from activities or competition while the school is conducting (continued on page 14) an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

II. REGULATION:
Code of Conduct
A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this 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 as outlined in the 2013/14 student code of conduct.
2. Use a beverage containing alcohol (except for religious purposes)
3. Use tobacco in any form
4. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia
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 alike" weapon. This prohibition does not prohibit legal use of weapons in cooking courses, such as knives, and in sports, such as archery, martial arts, 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/Bully (Cyber bully) 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 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. Behave in a manner that involves, but is not limited to, slapping, pushing, fighting or trash talking. This includes trash talking on social media/online sites.
Due Process Procedures

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.
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 to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
   a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all activities or sports:
      • A specified period of time or percentage of events, competitions, or practices
      • The remainder of the season or for the next season
      • The remainder of the student's high school career
   b. Sanctions for alcohol and other drug violations will be based on the following:
      First violation:
      • Use, possession, buying, selling, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program with any expense(s) for such program to be incurred by the family.
      • Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter. If the current season ends before the full suspension has been served, the remaining portion of the suspension will be applied the next season the student is involved in an extracurricular activity.
      • The student may be required to practice with the group (unless suspended or expelled from school).
      Second violation:
      • Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment with any expense(s) for such program to be incurred by the family.
      • Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period. If the current season ends before the full suspension has been served, the remaining portion of the suspension will be applied the next season the student is involved in an extracurricular activity.
      • The student may be required to practice with the group (unless suspended or expelled from school).
      Third violation:
      • Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student’s high school career.
      • Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal. All students remain subject to the School Board’s student discipline policy and/or the school’s student handbook and the disciplinary measures listed in them.

Additional Information:

• If a student self reports his/her 1st offense involvement of a rule infraction prior to the infraction being known by a school administrator, after review by the building administration, the consequences may be waived for a 1st offense. This option may be used only one time during a student’s attendance in middle school and only once during a student’s attendance in high school.

• If a student is reported by the police/sheriff department as having been involved in any infraction of any of the above listed rules (or any other criminal activity), the building principal will conduct a follow up investigation and the appropriate consequences will result.
In order for a student to be eligible for participation on a district-sponsored athletic team, the student and parent/guardian must have signed the Rockford Public Schools Student Code of Conduct. This signed form will be retained on file for the duration of the student’s enrollment at the school. Forms are handed out to students during school registration at the start of each school year. For more information on the Code of Conduct and penalties related to violation of the Code of Conduct, refer to the Rockford Public Schools website.

Procedures For Handling Participation Fees

- District 205 students that participate in co-curricular activities that involved contests/competition with other schools must pay a participation fee (amount as established on an annual basis). Participation fees must be paid prior to the first contest of the season. (*Installment payment plan is available*).

- Current procedures state that high school participation fees are to be remitted to the Central Office to assist in offsetting the costs to the District for maintaining such programs. One hundred percent of each high school participation fee is to be remitted to the Central Office, with the exception of competitive cheer and dance participants. Those fees will be remitted at 60 percent. Forty percent will remain in their respective revolving accounts to be applied to uniform purchases, because these sports are not built into the athletic budget. Both bowling and golf participants are required to pay fees direct to bowling alleys and golf courses. The district form is to be used to record number of participants and sport specific amounts being remitted. Form should be submitted at the end of each sport season and should accompany the check from the school to the Central Office Finance Department.

- Middle schools will collect and retain 100 percent of said fees to offset the costs at the individual buildings, because there is not a building budget provided by the district for maintaining such programs.

- For dual-season participation:
  
  A. Students that participate in two sports during the fall sports season will pay only one participation fee for fall sports.
  
  B. Students that participate in two sports during the winter sports season will pay only one participation fee for winter sports.
  
  C. Students that participate in two sports during spring sports season will pay only one participation fee for spring sports.
  
  D. Cheer and dance squads that have participation in both the fall and winter sports seasons will pay only the fall sports participation fee.

Refund of participation fees (full or partial):

- A student that has paid a participation fee for a season, has participated in one or more contests during that season, and then makes the decision to cease participation, or is dismissed from the team/activity, is **not** entitled to a refund (full or partial) of the participation fee.

- A student that has paid a participation fee for a season, attended practices, but not participated in any contests, and then decides to quit, is entitled to a **full** refund of the participation fee. (*Proof of payment is required.*)

- A student that has paid the participation fee for a season, and then becomes injured and has to cease participation, is entitled to a **full** refund if he/she has not participated in any games. (*Proof of payment is required.*)

- A student that has paid the participation fee for a season, and then becomes injured and has to cease participation, but has participated in contests, is entitled to a **partial** refund of the fee. The amount of the refund should be pro-rated according to the number of contests in which the individual participated prior to the injury occurring and the remaining number of contests. (*Proof of payment is required.*)

- A student that joins a team late, even due to academic eligibility, is required to pay the full participation fee.
You **DO NOT** need to complete a form if you are currently directly certified for free meals from the state.

Rockford Public Schools collects fees as a prerequisite for a student’s participation in any academic or athletic program or club offered by the district. Fees covered by this waiver are: (1) eligible student fees, (2) athletic fee, (3) co-curricular fee.

1. **Your income qualifies.** Rockford Public Schools will waive school fees if a parent or guardian meets the current school year income requirements. The following information must be included on the application:
   - A copy of the 2014 IRS Federal 1040, 1040A or 1040EZ (if household members file separate tax returns, both returns must be submitted).
   - Names of all household members, including the student(s) and the school(s) they attend.
   - Signature and social security number of adult household member.

2. **You have special circumstances.** The Finance Department may grant a fee waiver when one or more of the following factors result in the loss or reduction of family income: (a) illness in the family; (b) unusual expenses caused by fire, flood, storm, etc.; (c) seasonal employment; or (d) emergency situation.  

   **Only one application is needed per household, provided all current students are listed on the application.** A new Waiver of School Fees Application must be submitted within 30 days of registration or a substantial change in income.

   For **ATHLETICS:** Please complete the information and return the application and supporting documents to the following address no later than 10 days after the official start date of each sport. **If the information is not submitted by this time and the participation fee is not paid, your student athlete may not participate.** Forms are available online at [www.rps205.com](http://www.rps205.com) or at school registration.

   **RETURN FORM TO:**

   FeeWaiver@rps205.com

   or

   Rockford Public School District #205
   Attn: Finance Department / Accounts Receivable
   501 7th St
   Rockford, IL 61104

   **WAIVER OF SCHOOL FEES APPLICATION FOR 2015-2016**

   **(Incomplete applications will not be processed)**
A. All Household Members

<table>
<thead>
<tr>
<th>Name of all household members</th>
<th>School Name (for students ONLY)</th>
<th>Student Identification #</th>
<th>Fees Requested to be Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Homeless, Migrant, Runaway or Head Start

_____Homeless     _____Migrant     _____Runaway     _____Head Start

C. PROOF OF INCOME MUST BE PROVIDED FOR ALL ADULT HOUSEHOLD MEMBERS. The following information is for all adult household members is required in order to process the request to waive school fees. **If income information is not included the request will not be considered.**

Attach a copy of your 2014 IRS Form 1040 or Form 1040A or Form 1040EZ. If household members file separate tax returns, both returns must be submitted.

Certification:

I certify that all information contained on this application is true and correct and all household income has been reported. I understand that school officials may verify all of the information contained on this application and all information submitted with this application. I have reviewed the district’s policy regarding Waiver of Student Fees and am aware that supplying false information to obtain a fee waiver is a class 4 felony pursuant to 720 IL CS 5/17-6.

The complete social security number of the adult household member who signed the application is required – or an indication that the household member does not have one.

Signed Name of Parent or Guardian       Date       Printed name of Parent or Guardian

Social Security Number of Parent or Guardian (or indicate if parent or guardian does not have one)

Street Address                                      Home Phone Number

City, State, Zip                                      Work or Cell Phone Number

RETURN FORM TO:
FeeWaiver@rps205.com or Rockford Public School District #205
Attn: Finance Department / Accounts Receivable
501 7th St
Rockford, IL 61104

ONLY FOR CENTRAL OFFICE USE:
Date Received:______________ (___2014 Form 1040 attached)
Received By:     ____regular mail     ____inter-school mail     ____parent     ____email

INITIAL DETERMINATION:     ANNUAL INCOME $___________ #of household members ________

__________Qualified     ________Not Qualified     ________Athletics

Signature of Determining Official:__________________________ Date:________________________
Las Escuelas Públicas de Rockford recolectan cuotas como prerrequisito a la participación del estudiante en cualquier programa o club académico o deportivo ofrecido por el distrito. Las cuotas cubiertas por esta exención son: (1) cuotas estudiantiles elegibles; (2) cuota deportiva; (3) cuota cocurricular.

1. **Su ingreso es elegible.** Las Escuelas Públicas de Rockford le eximirán de las cuotas escolares al padre, madre o tutor que reúna los requisitos de ingreso para el año escolar actual. Se debe incluir la siguiente información en la solicitud:
   - Una copia de los formularios federales de 2014: IRS 1040, 1040A o 1040EZ (si los miembros de la familia presentan individualmente sus declaraciones de ingresos, se debe entregar las dos).
   - Los nombres de todos los miembros de la familia, incluyendo el estudiante(s) y la escuela(s) a la cual asiste(n).
   - La firma y número de seguro social completo del miembro adulto de la familia que vive en el hogar.

2. **Tiene circunstancias especiales.** El Departamento de Finanzas puede otorgar una exención cuando uno o más de los siguientes factores resultaron en la pérdida o reducción del ingreso familiar: (a) enfermedad en la familia; (b) gastos inusuales causados por incendio, inundación, tormenta, etc.; (c) empleo estacional; o (d) situación de emergencia.

Solamente se necesita una solicitud por familia, si es que todos los estudiantes actuales figuran en la solicitud. Se debe entregar una nueva Solicitud de Exención de Cuotas Escolares dentro de 30 días de la inscripción o un cambio significativo del ingreso.

Para los **DEPORTES:** Por favor llene la información y devuelva la solicitud y los documentos adicionales a la siguiente dirección a más tardar 10 días después del día de comienzo oficial de cada deporte. Si no entrega la información antes de esa fecha y no paga la cuota de participación, el estudiante atleta **no puede participar.**

Los formularios están disponibles en Internet en [www.rps205.com](http://www.rps205.com) o en la inscripción escolar.

**DEVUELVA EL FORMULARIO A:**

FeeWaiver@rps205.com

o

Rockford Public School District #205

Attn: Finance Department / Accounts Receivable

501 7th St

Rockford, IL  61104
SOLICITUD DE EXENCIÓN DE CUOTAS ESCOLARES PARA 2015-2016
(No se procesarán solicitudes incompletas.)

D. Todos los miembros de la familia que viven en el hogar

<table>
<thead>
<tr>
<th>Nombres de todos los miembros de la familia</th>
<th>Nombre de la escuela (SÓLO para estudiantes)</th>
<th>N°. de identificación estudiantil</th>
<th>Cuotas de las cuales se solicita exención</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Sin hogar, migrante, fugitivo o Head Start

_____sin hogar     _____migrante     _____fugitivo     _____Head Start

F. SE DEBE PROPORCIONAR COMPROMBANTE DE INGRESO PARA TODOS LOS MIEMBROS ADULTOS DE LA FAMILIA. Se requiere la siguiente información de ingresos para todos los miembros adultos de la familia para procesar la solicitud de exención de cuotas escolares. Si la información de ingresos no está incluida, no se considerará la solicitud.

Adjunte una copia de su formulario 2014 IRS 1040, 1040A o 1040EZ. Si los miembros de la familia presentan individualmente su declaración de ingresos, se debe entregar ambas declaraciones.

Certificación:
Yo certifico que toda la información contenida en esta solicitud es verdadera y correcta y que se han reportado todos los ingresos familiares. Yo entiendo que los administradores escolares pueden verificar toda la información contenida en esta solicitud y toda la información entregada con esta solicitud. Yo he revisado la política del Distrito con respecto a la Exención de Cuotas Escolares y estoy consciente de que el proporcionar información falsa para obtener una exención de cuotas es un delito mayor de clase 4, conforme a 720 IL CS 5/17-6.

Se requiere el número de seguro social completo del miembro adulto de la familia que firmó la solicitud o una indicación de que este miembro de la familia no tiene uno.

___________________________________________
Firma del padre, madre o tutor

Fecha

Nombre en letra de molde del padre, madre o tutor

Número de seguro social del padre, madre o tutor (o indique si el padre, madre o tutor no tiene uno)

___________________________________________
Domicilio

Número de teléfono de casa

Ciudad, estado, código postal

Número de teléfono del trabajo o celular

DEVUELVA EL FORMULARIO A:
FeeWaiver@rps205.com o Rockford Public School District #205
Attn: Finance Department / Accounts Receivable
501 7th St
Rockford, IL 61104

__________________________________________________________________________

ONLY FOR CENTRAL OFFICE USE:
Date Received:_______________ (___2014 Form 1040 attached)
Received By:

regular mail     inter-school mail     parent     email

INITIAL DETERMINATION:
ANNUAL INCOME $____________ #of household members __________

Qualified     Not Qualified     Athletics

Signature of Determining Official:_________________________________________ Date:________________________
FISCAL YEAR 2015 INCOME ELIGIBILITY GUIDELINES

The United States Department of Agriculture’s income guidelines for the period July 1, 2015 to June 30, 2016 can be found here: http://www.state.nj.us/agriculture/divisions/fn/pdf/form127.pdf

The following is the definition of income:

Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from person not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child’s meal.
District 205 Athletic/Activity Participation Fee
Installment Payment Plan for Middle/High School Sports/Activities

District 205 Procedures require that payment of participation fee is due in full by the date of the first game/contest. The District does, however, recognize that there may be an emergency situation for a family. If such an emergency arises, and the family does not qualify for a waiver, the family may request making installment payments to fulfill the obligation.

Terms/Conditions:

- Application for Installment Payment Plan must be made prior to the date of first game/contest.
- A parent/guardian must come in to the school to complete and sign the application.
- Once the payment plan has been established, failure to meet a payment date will result in the termination of continued participation by the student in the sport/activity for which application was made.
- If a default on payments occurs, and the student’s participation is terminated, there will be no refund of any portion of the fee already paid.
- A parent/guardian may elect to set up installment payment plans for more than one sport season at the time of the initial visit, but a separate application must be completed for each season.
- Reminders of payments due will NOT be sent by the school.
- Scheduled amount of payment(s) will be prorated over the sport/activity season, with the total amount being paid in full by the date of the final regular season game/contest.

Parent/guardian signature on application indicates the understanding of and full acceptance of all terms and conditions.
District 205 Athletic/Activity Participation Fee
Installment Payment Plan for Middle/High School Sports/Activities

Application for Installment Payment Plan

______________________________________________
Student name (PRINT) ____________________________________________________________

Student Number

Name of sport/activity: _____________________________________________________________

_____Fall sport season       _____Winter sport season       _____Spring sport season

Amount of required fee: _______________________

Final payment due date: _______________________

Name of parent/guardian(PRINT): ___________________________________________________

Address: ____________________________________

Phone: ________________________________

Payments may be scheduled weekly, bi-weekly or monthly:

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Payment Amount</th>
<th>Due Date</th>
<th>Date Paid</th>
<th>Date/Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent/guardian signature: __________________________________________________________

Date: __________________________________________________________

Original application to remain on file at the school. Copy to be given to parent/guardian.
Cuota estudiantil de participación en actividades y deportes del Distrito 205
Plan de cuotas para actividades y deportes de las escuelas secundarias y preparatorias

Los procedimientos del Distrito 205 exigen el pago total de la cuota de participación antes de la fecha del primer partido o competencia. Sin embargo, el Distrito reconoce que existe la posibilidad de que las familias tengan situaciones de emergencia. Si surge semejante emergencia y la familia no reúne los requisitos de exención, la familia puede solicitar un plan de cuotas para satisfacer la obligación.

**Términos y condiciones**

- Se debe entregar la solicitud del plan de cuotas antes de la fecha del primer partido o competencia.
- Un padre, madre o tutor debe venir a la escuela para llenar y firmar la solicitud.
- Una vez que se establezca el plan de cuotas, el no pagar antes de la fecha límite conllevará la terminación de la participación del estudiante en el deporte o actividad especificada en la solicitud.
- Si un estudiante no cumple con el plan de cuotas y pierde el privilegio de participar, no le será reembolsada ninguna parte de la cuota que haya pagado.
- Un padre, madre o tutor puede optar por crear un plan de cuotas para más de una temporada de deportes en el momento de su visita inicial; sin embargo, debe llenar una solicitud distinta para cada temporada.
- La escuela NO enviará avisos de pagos pendientes.
- La cantidad que se debe de pagar se dividirá a lo largo de la temporada de la actividad o deporte para que el total a pagar sea liquidado antes del último partido o competencia regular de la temporada.

La firma del padre, madre o tutor en la solicitud indica su entendimiento y aceptación total de los términos y condiciones.
Cuota estudiantil de participación en actividades y deportes del Distrito 205
Plan de cuotas para actividades y deportes de las escuelas secundarias y preparatorias

Solicitud del plan de cuotas

________________________
Nombre del estudiante (EN LETRA DE MOLDE)   Número del estudiante

Nombre del deporte o actividad:

____Deportes del otoño   ____Deportes del invierno   ____Deportes de la primavera

Cantidad de la cuota requerida:___________________ Fecha de vencimiento final:_________________

Nombre del padre, madre o tutor (EN LETRA DE MOLDE):

Dirección:________________________________    Teléfono:___________________

Se puede programar pagos semanales, quincenales o mensuales:

<table>
<thead>
<tr>
<th>Número de pago</th>
<th>Cantidad de pago</th>
<th>Fecha de vencimiento</th>
<th>Fecha de pago</th>
<th>Fecha/Incumplimiento</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Firma del padre, madre o tutor: ______________________________________________________________

Fecha:________________________________________

Mantener la solicitud original en los archivos de la escuela. Entregar la copia al padre, madre o tutor.
Athletic Business Procedures

Annual Budget – District Athletic Director

The District Athletic Director will prepare the annual budget summary to encompass the following areas involving the high schools:

1. Site athletic trainers
2. Ambulance service for football
3. Travel expenses for school athletic teams involved in the IHSA series tournaments
4. Football reconditioning for the high schools
5. Any other miscellaneous expenses that would be incurred at the district level

The District Athletic Director will monitor the middle school and elementary school sports accounts to ensure all district financial procedures for handling deposits and expenditures are followed.

Annual Budget – High School Athletic Director

The High School Athletic Director will prepare the annual athletic budget summary, representative of all sports offered at the school. Said budget will be submitted to the school’s Financial Technician by the deadline date stated for approval by the building principal. A copy of the building athletic budget is to be submitted to the District Athletic Director. The following areas must be included in the budget:

1. Officials
2. Dues and fees
3. Equipment and supplies

The High School Athletic Director may prepare the budget to reflect expenditures as listed above, specific to each sport, or to the general category as listed above as a composite for all sports. It’s the responsibility of the high school athletic director to ensure that all coaches understand district purchasing and vendor procedures. Coaches must read and sign the form provided at the end of this handbook, indicating they understand all coaching policies, expectancies and consequences.

Gate Receipts

High School Athletic Directors will work directly with the schools’ ticket manager and will remit gate receipts to the Central Office as below:

1. Gate receipts from varsity level sport events (other than tournaments and IHSA series athletic events) are to be remitted to the Central Office using the appropriate sport specific account code as provided by the district. Deposits should be made directly through the school’s financial technician.
2. Gate receipts from lower level sport events (other than tournaments) are to be remitted to the school’s Stadium Account at the Central Office. Deposits to this account should be handled through the school’s financial technician, but do not require a sport specific account number. The revenues that accumulate in a school’s stadium account are designated for use by the individual high school and may also be used for turf maintenance at the stadium(s) and on site athletic fields.
## Sport Seasons Admissions Prices
*(subject to change by the NIC-10 principals)*

<table>
<thead>
<tr>
<th>Sport</th>
<th>Season</th>
<th>Adult Admission</th>
<th>Student/Senior Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soph/Varsity Football</td>
<td>Fall</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh Football</td>
<td>Fall</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Varsity Volleyball</td>
<td>Fall</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh/JV Volleyball</td>
<td>Fall</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Varsity Boys Soccer</td>
<td>Fall</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh/JV Boys Soccer</td>
<td>Fall</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Girls Swimming &amp; Diving</td>
<td>Fall</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Soph/Varsity Boys Basketball</td>
<td>Winter</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh/JV Boys Basketball</td>
<td>Winter</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Soph/Varsity Girls Basketball</td>
<td>Winter</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh/JV Girls Basketball</td>
<td>Winter</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Boys Swimming &amp; Diving</td>
<td>Winter</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Winter</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Varsity Girls Soccer</td>
<td>Spring</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh/JV Girls Soccer</td>
<td>Spring</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Varsity Baseball</td>
<td>Spring</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh/JV Baseball</td>
<td>Spring</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Varsity Softball</td>
<td>Spring</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Frosh/JV Softball</td>
<td>Spring</td>
<td>$2.00</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

The Board of Education has made provisions for each school (ticket manager or athletic director) to have a change fund while selling tickets at school events. The current amount of this change fund is $600.00, with each ticket manager/athletic director being responsible for these monies.

Prior to the start of a new school year (or at least two weeks), either the school’s athletic director or ticket manager will make a request to the district’s director of finance to have a check cut in the amount of $600.00. The request should include the name of the school and the ticket manager. The following are guidelines for ticket managers:

1. A check will be issued to the ticket manager (or athletic director if the school has no one assigned as the ticket manager) and sent to the school. The ticket manager/athletic director should cash this check in needed denominations. Change fund monies should be kept in the school vault when not in use.
2. By June 15 of the school year, the ticket manager/athletic director is to refund the $600.00 to the school’s financial technician, who will then forward the deposit to the district’s central finance office.

The ticket manager is responsible for ticket sales at all home contests, including both conference and nonconference events. The specific number of events will vary from year to year and from school to school. Special school-hosted tournaments, conference meets and IHSA-assigned events are beyond the regular-season schedule. Ticket sales at these self-supporting events will be arranged through the athletic director, with workers being paid through the school’s tournament account.
Gate Reconciliation Procedures

On the District #205 Athletic Gate Reconciliation form, enter:
- School Name
- Sport/Event
- Date
- Level/Opponent

School financial technician records the Beginning Ticket number (for both Student/Senior Citizen and Adult tickets) where indicated on the form. School financial technician signs next to starting ticket number. Athletic Gate Reconciliation form is then given to ticket takers. Ticket taker(s) shall count cash draw and record CASH START-UP AMOUNT on the form where indicated.

When ticket sales close, record Ending Ticket Number (both Student/Senior Citizen and Adult tickets) where indicated on the form. Cash is to then be counted. Record amount at CASH RECEIVED (ticket taker count) line. Ticket takers sign the Athletic Gate Reconciliation form when completed on Tickets Issued by: line.

Cash is sealed in a locking bank bag and given to the Athletic Director to be placed in the vault. Event workers’ names and job duties are to be listed on the form where indicated. Athletic Director, or Athletic Clerical, is to count gate receipts within two school days of the event and prepare deposit. The deposit amount should be recorded on the Athletic Gate Reconciliation form on the CASH RECEIVED (Athletic Director count) line.

The deposit and Athletic Gate Reconciliation form is then given to Financial Technician for SPI pick-up and recording in QuickBooks. Athletic Director and building Principal must sign Athletic Gate Reconciliation form before form is forwarded to Mat Parker.
Preparing Athletic Purchase Requisitions

In order for payments of any kind to be made by the District through the Athletic Budget or High School Stadium Account, a Requisition must first be processed. The Requisition Form must include a valid account number and description of the item purchased. The account number must include the following parts:

- Fund
- Location
- Function #
- Object #
- Program
- Source

Example: 10.010.1501.54100.0000.00 Auburn Baseball Supplies

Once completed by the high school athletic director, the form should be given to the school’s Financial Technician for submitting to the Central Office.

**Sport Function #’s:**

**Boys Sports**
- Baseball: 1501
- Basketball: 1502
- Cross Country: 1503
- Football: 1504
- Golf: 1505
- Swimming & Diving: 1507
- Tennis: 1508
- Track & Field: 1509
- Wrestling: 1511
- Administration: 1512
- Soccer: 1513
- Bowling: 1553
- Administration: 1530
- General Athletics: 1500
- Chess: 1552
- Debate: 1551
- Scholastic Bowl: 1554

**Girls Sports**
- Softball: 1521
- Basketball: 1522
- Golf: 1525
- Volleyball: 1526
- Swimming & Diving: 1527
- Tennis: 1528
- Track & Field: 1529
- Cross Country: 1531
- Soccer: 1533
- Competitive Cheer: 1510
- Dance Team: 1535
- Bowling: 1523

**Object #’s**

**All Sports**
- Game Officials: 53110
- Security: 53190
- Repairs/Maintenance: 53230
- Rentals: 53230
- Team Transportation: 53310
- Travel: 53320
- Postage: 53420
- Supplies: 54100
- Printed Forms: 54130
- Reference Books: 54300
- Periodicals: 54400
- Equipment: 55400
- Entry Fees/Dues: 56400
Purchasing Procedure Guidelines For Coaches

The purchase of all athletic equipment will be done through the office of the Athletic Director. Purchasing of any athletic equipment or supplies must be pre-approved by the Athletic Director. Coaches will be responsible for the cost of any equipment that does not get pre-approval.

Please follow these guidelines when involved in the purchase of equipment or supplies:

- The Athletic Director, in consultation with the Head Coach, will order through a pre-approved district venue. If Rockford Public Schools has never previously purchased from the vendor, the vendor must fill out a W-9 and a vendor number must be issued.
- All purchases must be made with a district account. Purchases must not be made using an employee’s personal account.
- The Athletic Director will complete a PREQ to be submitted to the school’s Financial Technician for all items that are to be ordered from the Athletic Budget.
- Items that are to be ordered from a revolving account within the school must have a purchase order assigned by the Athletic Director, prior to any order being placed by a coach. The purchasing of equipment/supplies by a coach without first obtaining a purchase order will result in the coach paying for the materials ordered.
- When the equipment or materials have been received by the coach, he/she will notify the Athletic Director of the quality of the order and whether or not the order is complete.
- Please direct questions and concerns to the office of the Athletic Director.

ROCKFORD PUBLIC SCHOOLS
Purchasing Thresholds and Requirements

**Governing Policy**
The Purchasing Thresholds and Requirements are in conformance with Administrative Regulation 4.60R within Board Policy 4.60 Operational Services - Purchases. Refer to Board Policy 4.60 for the entire policy regarding purchases.

The Purchasing Thresholds and Requirements are in conformance with Administrative Regulation 2.170R Quality Based Selection within Board Policy 2.170 Procurement of Professional Services. Refer to Board Policy 2.170 for the entire policy regarding procurement of professional services.

**Order Placement**
A purchase requisition (PREQ) must be entered in SunGard Workflow in order to initiate the purchasing process. Purchase requisitions are to be fully entered with all required information and supported by quotes were required. Once the PREQ is approved in Workflow and the purchase order(s) are generated, the Purchasing department will place the order(s) with the respective vendor(s).

**Note:** Individual department staff, outside of the Purchasing department, is not authorized to place any orders for goods or services. There must be an approved and fully executed purchase order submitted to the vendor by the Purchasing department to place any orders for goods or services. This does not apply to services or supplies already covered under an existing purchase order or those purchases that comply and qualify as Emergency Expenditures.

**Purchases up to $1,000.00:**
May be approved by the Principal/Director of the school/department and may be supported by at least one (1) verbal quotation optional.
Purchases greater than $1,000.00 but less than $2,500.00:
Requires at least one verbal quotation from a responsible supplier submitted to the Purchasing Department noted within the PREQ in SunGard.

Purchases greater than $2,500.00 but less than $5,000.00:
Requires at least one written quotation from a responsible supplier submitted to the Purchasing Department with the PREQ in SunGard.

Purchases greater than $5,000.00 up to and including $24,999.99:
Requires at least two (2) written quotes from responsible suppliers including address and phone number. Both quotes must be submitted to the Purchasing Department with the PREQ in SunGard. If a staff member does not know of two suppliers, they may contact the Purchasing Department for additional information. The Purchasing Department has the option of contacting sources in addition to those listed.

Purchases $25,000 and greater (non-construction):
Requires a formal sealed bid and are covered under the “Contracting” procedures in these directives, unless the item is available from a state contract through Central Management Services, U.S. Communities Contract, The Cooperative Purchasing Network (TCPN), other state contracts with reciprocity agreements with Illinois, education consortium contracts with reciprocity agreements with Illinois, or those Federal Supply Schedules that the General Services Administration authorizes for use by state and local governments.

It is the responsibility of the requisitioner to supply Purchasing with full and complete specification for the products or services they are requesting for purchase. Information including description/product number, quantity and units, cost estimate, drawings, design specifications, desired delivery dates, delivery information, and any other appropriate evaluation criteria are to be supplied to the Purchasing Department for incorporation in the bid/RFP.

Note: In the case of items which are required by law to be let out for bid, the focus of the specifications should be on functional performance, namely on what is to be achieved rather than how it is to be done. So, it is best to provide performance specifications rather than a product description. A particular product or brand should only be identified when the product description/brand is essential to ensuring potential bidders are provided with sufficient information to submit an informed bid.

Procurement of Professional Services – Qualification Based Selection
These procedures describe how the District will procure architectural, engineering, and land surveying services; the Local Government Professional Services Selection Act will control in the event of a conflict (50 ILCS 510/). The Superintendent will modify these procedures whenever the School Board determines by resolution that an emergency exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering, and land surveying services for the project is expected to be less than $25,000 (50 ILCS 510/8). Refer to Board Policy 2.170 for the entire policy regarding procurement of professional services.

Construction Purchases $50,000 and greater:
Requires a formal sealed bid and are covered under the “Contracting” procedures in these directives unless the item is available from a state contract through Central Management Services, U.S. Communities Contract, The Cooperative Purchasing Network (TCPN), other state contracts with reciprocity agreements with Illinois, education consortium contracts with reciprocity agreements with Illinois, or those Federal Supply Schedules that the General Services Administration authorizes for use by state and local governments.

It is the responsibility of the requisitioner to supply Purchasing with full and complete specification for the products or services they are requesting for purchase. Information including description/product number, quantity and units, cost estimate, drawings, design specifications, desired delivery dates, delivery information, and any other appropriate evaluation criteria are to be supplied to the Purchasing Department for incorporation in the bid.
**Note:** In the case of items which are required by law to be let out for bid, the focus of the specifications should be on functional performance, namely on what is to be achieved rather than how it is to be done. So, it is best to provide performance specifications rather than a product description. A particular product or brand should only be identified when the product description/brand is essential to ensuring potential bidders are provided with sufficient information to submit an informed bid.

**Invitation for Bids (IFB):**

Purchases in excess of $25,000 for goods or services, $50,000 for construction that can be clearly defined through specifications and quantity or volume should be formally advertised among all potential suppliers through full and open competition by issuing an Invitation for Bids or IFB. Bidders respond with sealed bids that are publicly opened at a designated date, time, and place and are read aloud. Award is generally made to the responsive bidder whose bid conforms to the IFB, is the lowest bid price, and the bidder is determined to be a responsible supplier.

“Brand name or equal” is used when a specification mentions a manufacturer’s brand name or model number. Brand names may only be used to describe a standard or quality or performance, and may not be used to limit or restrict competition. The term “or equal” must be used when referencing brand names.

**Note:** A written justification must be presented to and approved by General Counsel prior to eliminating the “Brand name or equal” language in any bid.

**Request for Proposals (RFP):**

Similar to Invitation for Bids except the requirements may not be able to be clearly defined so that award can be made to the low bid; the items or services required are such that discussions must be conducted with the potential suppliers to clearly understand what they are offering or to clarify requirements, or is considered an excepted procurement under the Illinois School Code that specifically authorizes the use of negotiation for the type of products or services being obtained. Offers are submitted as sealed proposals to be received at a designated time, date, and place but only the names of offerors is publicly read and no disclosure of product, service, or price is revealed until award is made to the best qualified responsible supplier by the Board of Education. It is possible to award a sealed proposal based on price alone if all the information submitted by all offerors is such that there is no need to clarify, obtain additional information, or change requirements requiring price modification. When discussions are conducted with suppliers, the means of closing the negotiation will be done by calling for a “best and final offer” from all offerors within the defined competitive price range. A competitive price range can be determined by a natural break in pricing that is determined significant by the evaluator. In instances where there are significant numbers of offerors and defined criteria by the District, a blinded study and evaluation of offers may be used to determine the “best” technical proposal and then evaluate for award those offerors meeting those criteria.

**Request for Information (RFI):**

Document used to obtain from the marketplace either specifications, product descriptions, or a purchase description related to a procurement action that is not clearly definable by the using department. The Request for Information is also used at times as a means of determining the marketplace as far as interest in bidding on a future procurement or to obtain marketplace pricing in volatile areas where price fluctuations are significant to determine whether it is a good time to enter into a long term, short term, or fixed quantity contract for the required goods or services.
# PURCHASING THRESHOLDS AND REQUIREMENTS SUMMARY

<table>
<thead>
<tr>
<th>Purchases</th>
<th>Options/Procedure to Purchase</th>
<th>Documentation Required</th>
<th>Final Approval Required By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $1,000</td>
<td>Verbal Quote (optional) Purchasing Consortium</td>
<td>PREQ in SunGard</td>
<td>SunGard Workflow process</td>
</tr>
<tr>
<td>$1,001 - $2,499</td>
<td>1 Verbal Quote, Purchasing Consortium</td>
<td>1 verbal quote noted in PREQ in SunGard</td>
<td>SunGard Workflow process</td>
</tr>
<tr>
<td>$2,500 - $4,999</td>
<td>1 Written Quote, Purchasing Consortium</td>
<td>1 written quote attached to PREQ in SunGard</td>
<td>SunGard Workflow process</td>
</tr>
<tr>
<td>$5,000 - $24,999</td>
<td>3 Written Quotes, Purchasing Consortium</td>
<td>Less than $10,000 - 3 written quotes attached to PREQ in SunGard</td>
<td>SunGard Workflow process Board of Education (+$10,000)</td>
</tr>
<tr>
<td>$25,000 or Greater For supplies, materials, services, or work</td>
<td>Competitive Bid, Request for Proposal, Purchasing Consortium</td>
<td>Board Action Item for Competitive Bids and Request for Proposals</td>
<td>SunGard Workflow process Board of Education</td>
</tr>
<tr>
<td>$25,000 - $49,999 For repairs, remodeling, construction, renovation</td>
<td>3 Written Quotes</td>
<td>3 written quotes attached to PREQ in SunGard</td>
<td>SunGard Workflow process</td>
</tr>
<tr>
<td>$50,000 or Greater For repairs, remodeling, construction, renovation</td>
<td>Competitive Bid</td>
<td>Board Action Item</td>
<td>SunGard Workflow process</td>
</tr>
<tr>
<td>Professional Services (services of individuals possessing a high degree of professional skill ex. architects, engineers) as determined by Purchasing Department</td>
<td>Quote, Purchasing Consortium, Request for Qualifications, Request for Proposal (as determined by Purchasing)</td>
<td>Less than $10,000 - Quote attached to PREQ in SunGard +$10,000 Board Action Item for Consulting Contracts</td>
<td>SunGard Workflow process Board of Education (+$10,000)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchases</th>
<th>Options/Procedure to Purchase</th>
<th>Documentation Required</th>
<th>Final Approval Required By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order (A written alteration to a contract, adjusting the purchase determination)</td>
<td>Written determination</td>
<td>For items that were subject to SunGard Workflow process</td>
<td>Superintendent (Less than...)</td>
</tr>
<tr>
<td>dollar value and/or completion date</td>
<td>documenting that change was not reasonably foreseeable at time contract was signed; is germane to project; and/or is in the best interest of the School District.</td>
<td>competitive bid: Up to 10% of the bid: Completed Change Order attached to PREQ in SunGard. If it exceeds 10%, then the purchase must be let out to bid. and If the 10% equates to a sum of $25,000 or more, then it requires Board approval. For items that were not subject to competitive bid: Up to $24,999.99: Completed Change Order Form attached to PREQ in SunGard or $25,000 or greater: Completed Change Order Form Board Action Item</td>
<td>$25,000) Purchasing Board of Education (+$25,000)</td>
</tr>
<tr>
<td>Emergency Expenditure (action taken to protect public health of citizens, when immediate repair is needed to prevent further damage to public property; to ensure continuation of services to Patrons or in response to an act of God)</td>
<td>Quote Request for Proposal (as determined by Purchasing)</td>
<td>Board Action Item Prior to expenditure. Possible Emergency board mtg.</td>
<td>SunGard Workflow process Board of Education</td>
</tr>
</tbody>
</table>
Parental Request For The Return Of Equipment Or Payment

School:____________________________________________ Date:________________________________

Athletic Director:_____________________________________________________

Coach: __________________________________________________________

To the parent(s)/guardian(s) of: ________________________________________________

(student-athlete)

The purpose of this letter is to solicit your assistance. Your cooperation will be greatly appreciated.

Our records indicate that your son/daughter has not returned the below listed equipment or uniform that was issued to him/her, or has not paid all required fees. As you can well understand, our school cannot afford to assume the financial loss when all equipment is not returned or fees/fines are not paid.

We ask that you please discuss this matter with your son/daughter and then follow up accordingly as soon as possible. If this does not get resolved, the information will be forwarded to the building financial technician and your son’s/daughter’s name will be placed on the school’s fine list.

ITEM/DESCRIPTION: 

<table>
<thead>
<tr>
<th>ITEM/DESCRIPTION:</th>
<th>REPLACEMENT COST or AMOUNT DUE (fee/fine)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions, please contact our athletic department or myself.

Thank you very much for your cooperation.

Yours truly,

______________________________  ________________________________
   (signature of coach or athletic director)
Athletic Equipment/Uniform Inventory

To be submitted to the athletic office separately at the start and the end of season.

Year:_______________________________  Head coach:____________________________________

Sport:________________________________ Level:____________________________________

Please print clearly. Please include all uniforms (game/practice/warm-ups), specifying colors, size, etc. Also include all equipment. Use additional sheets if necessary.

Athletic directors will compare this inventory at the end of the season. If equipment/uniforms are on the list at the start of the season but not the end, coaches will be held accountable for replacements.

<table>
<thead>
<tr>
<th>Item and description</th>
<th>Quantity – Season Start</th>
<th>Quantity – Season End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Athletic Director Signature:_____________________________________________  Date:____________________

Coach Signature:_________________________________________________________  Date:____________________
**Summer Coaches Pay Guidelines**

1. Coaches submit the Personnel and Payroll Information Sheet for $25 per day for 24 days.

2. Personnel and Payroll Information Sheets will need to be approved by the school and district athletic directors and forwarded to Human Resources.

3. Human Resources will submit the Personnel and Payroll Information Sheets for School Board approval.

4. Coaches/recent graduates will need a background check initiated in the Human Resources Department.

5. Timesheets must be submitted for the employees to be paid.

6. The district finance department will send the school an invoice for the salary and benefit costs to be paid by the student activity account.
Key User Agreement For Stadiums

1. As a condition of my employment/need, I have received a key for stadium use. This key is district property and for my use only.

2. I will not loan my key to another individual; and, I understand that if I do loan my key to another individual or do not provide reasonable safeguards to prevent the loss/theft of this key, that such actions will result in disciplinary consequences.

3. I will return this key to my supervisor in the event I am no longer employed with the district. Upon collection, the supervisor will notify facilities and return the key.

4. If misplaced, lost or stolen, I will immediately notify my supervisor and facilities department.

Printed name:____________________________________________ Date:________________________

Signature:__________________________________________________

Assigned Building:____________________________________________
First Name:__________________________________________________
Last Name:__________________________________________________
Organization:________________________________________________
Job Title:____________________________________________________
School Affiliation:____________________________________________
Phone Number:______________________________________________
Primary Need For Key:________________________________________
Signature:___________________________________________________

Key Number:_______________________________________________
Issue Date:_______________________________________________
Issued By:_________________________________________________
### Rental Pricing

<table>
<thead>
<tr>
<th>Category 1: School Related Organizations</th>
<th>Category 2: Governmental, Non-Profit, &amp; Individual Use</th>
<th>Category 3: Private or Commercial Groups or Fundraising Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hourly Rate</td>
<td>Hourly Rate</td>
</tr>
<tr>
<td>Athletic Field - High School</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Athletic Field - Middle School</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Auditoriums</td>
<td>No Charge</td>
<td>$35.30</td>
</tr>
<tr>
<td>Fieldhouse</td>
<td>No Charge</td>
<td>$200.00</td>
</tr>
<tr>
<td>Fieldhouse – Court</td>
<td>No Charge</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fieldhouse – Track</td>
<td>No Charge</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>No Charge</td>
<td>$33.00</td>
</tr>
<tr>
<td>Classroom</td>
<td>No Charge</td>
<td>$11.75</td>
</tr>
<tr>
<td>Gymnasiums</td>
<td>No Charge</td>
<td>$40.00</td>
</tr>
<tr>
<td>Library</td>
<td>No Charge</td>
<td>$15.92</td>
</tr>
<tr>
<td>Parking Lots</td>
<td>No Charge</td>
<td>$100/day</td>
</tr>
<tr>
<td>Pools</td>
<td>No Charge</td>
<td>$47.00</td>
</tr>
<tr>
<td>Stadium Only</td>
<td>No Charge</td>
<td>$235.40</td>
</tr>
<tr>
<td>Stadium &amp; 1 locker room</td>
<td>No Charge</td>
<td>$258.95</td>
</tr>
<tr>
<td>Stadium &amp; 2 locker rooms</td>
<td>No Charge</td>
<td>$294.25</td>
</tr>
<tr>
<td>Stadium Night Light Charge</td>
<td>No Charge</td>
<td>$58.85</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>No Charge</td>
<td>$41.25</td>
</tr>
</tbody>
</table>

**Staff Cost – Hourly**

$41.25

**When using a cafeteria a Nutrition Service worker must be available. You will be billed on a separate invoice for those cafeteria services.**

Revised 10/28/2014

RPS Building Usage Form:

Special Check Request
Rockford Board of Education of the City of Rockford
501 7th Street
Rockford, Illinois

Date:________________________  Requested by:______________________________

School’s athletic account number: ____________________________________________

Approved by:________________________

Purchase order:________________________  Amount:____________________________

Vendor number:________________________  Payable on:________________________

Make check payable to:

  Name:________________________________________________________

  Event/other:________________________________________________________

Comments:
Guidelines For Attending State Series Tournaments

The Central Office Athletic Budget will cover the expenses for any of its district high school athletic teams that are designated as official IHSA sports that qualify for the state level tournament. Expenses, if any are incurred, for entrance level or regional contests will be the responsibility of the school.

Only qualifying student-athletes and their coach(s) will be funded by the District. The only exception to this is in the case of only one student-athlete qualifying. With the approval of the school’s athletic director, one additional student may be included in the expense request.

- 1 to 4 athletes: 1 coach
- 5 to 10 athletes: 2 coaches
- 11 or more athletes: Number of coaches subject to approval by the District Athletic Director

Exceptions may be made when specialty athletes qualify and their coach is different than the head coach (i.e. diver in swimming).

Coaches that are certified teachers at the school, and will need to have a substitute for any school days missed, should consult the school’s office manager to complete all necessary leave forms.

All high school co-curricular sports, clubs and activities for which students are required to pay a fee in order to participate will receive funding from the Central Office Athletic Budget for the state level competition. Athletic teams and some other co-curricular activities participate in the IHSA Tournament, but others participate in state level competition other than those hosted by IHSA. Those co-curricular activities are entitled to have expenses paid for the state level competition. The coverage of expense is limited to transportation costs (as described by District parameters), meals (at the District allotted amount), and housing if an overnight stay is required for the competition.

The athletic director at the high school will work directly with the coach of all athletic teams to make necessary arrangements. The building assistant principal assigned to activities will work directly with all other coaches or activity sponsors to make necessary arrangements with the central office.

Athletic directors and building assistant principals should refer to the Athletic Handbook for all forms that are required to process the request for a cash advance to fund the competition/contest. Please note that within one week following the completion of the competition/contest, all required forms and receipts must be submitted to the central office for reconciliation with the finance department.

In order to obtain a cash advance for expenses:

- The head coach will work directly through the school’s athletic director.
- Arrangements for transportation must be completed at the school (bus, van(s), personal vehicle(s)).
  A. Invoices for van rentals must be approved for payment from the school’s Fund 40 account and forwarded directly from the school to the Central Office Finance Department.
  B. Monies for gas for either vans or personal vehicles should be included on the request for Cash Advance form.
  C. Individuals using personal vehicles may, in lieu of gas money, include a reimbursement amount for mileage on the request for Cash Advance form.
- A detailed IHSA Tournament Reconciliation form must be completed by the coach/athletic director. The name of the coach must be included and the form must be signed/dated by the school’s athletic director.
- The check will be made out to the coach whose name is on the form.
- All necessary arrangements and completion of the requisition for cash advance must be completed on the first school day following qualifying competition, and the form faxed or delivered to the District Athletic Director.
- Schools will be notified when the check is ready and a representative from the school will pick up the check at the Central Office.
Reconciling the Requisition for Cash Advance:

- All funds must be reconciled within five working days following the competition. The following must be forwarded to the District Athletic Director:
  A. Completed IHSA Tournament Reconciliation Form
  B. All original receipts for lodging, gas, tolls and other approved expenses
  C. A copy of the form where signatures were secured to confirm receipt of meal money
- In the event there is a reimbursement due to the Rockford Board of Education from the cash advance, when possible, that should be in the form of a check.
- Receipts for food need not be submitted as long as the signature form is submitted with all names.
- A coach failing to submit all required documentation for expenses may be held liable for expenses incurred.

The district will not be responsible for unapproved expenditures. All unapproved individuals must pay for transportation, lodging, meals and other at their own expense.
IHSA Tournament Reconciliation Form

(The Central Office Athletic Budget will pay for approved expenditures for all athletic teams that are official IHSA sports).

SCHOOL:______________________________________ EVENT:_____________________________________

Date(s) of event:______________________________ Amount of cash advance:______________________________

1. **Transportation** *(private vehicle)*

   | From___________ to ___________ |
   | Total mileage__________ x .565/mile |
   | Estimated | Actual |
   | __________ | __________ |

   Gas for rental vehicle
   *(Gas allotment not allowed if mileage taken)*

   TOTAL Transportation
   ____________

2. **Lodging**
   - Number of people:
     - Coaches:__________
     - Students:__________
   - Rooms = ________ x ________ x ________
     (number) (nights) ( $/room)

   __________________

3. **Meal allowance**
   - No. of people_____ x No. of days _____
     X $15.00 *(total allowance per person/day)*

   *(Meal Money Disbursement Form to be attached in lieu of food receipts.)*

4. **Other expenses** *(greens fees, etc.)*
   - Explanation:__________________________________________

   __________________

**TOTAL COST TO ATTEND TOURNAMENT**

__________________________________________________________________________________________

Amount advanced to coach


Amount returned to Board *(preferably by check)*


Reimbursement to coach *(all supporting documents attached)*


Date of original request ______________________

Name of coach________________________________  School AD______________________________

   *(signature)*

District AD________________________________  Date______________________________

   *(signature)*
IHSA State Series Meal Allotment Funds

All approved individuals attending an IHSA State Series Tournament are entitled to a specified amount of money to cover food expenses. The current amount is $15.00 a day per person. (Any amount over the $15.00/day by an individual will be paid by the individual).

The coach accompanying the student-athletes must have all individuals (including self and other coaches/adults) sign below to confirm receipt of money. This form must be submitted to the Central Office, along with the IHSA Tournament Reconciliation Form. Receipts for food need not be submitted with this form.

School: __________________________ Event: _______________________________ Date: ________________

Signatures of approved recipients:

<table>
<thead>
<tr>
<th>NAME</th>
<th>AMOUNT</th>
<th>NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Transportation Guidelines

Each school will complete the District Bus Request Form for each athletic trip requiring the transportation of athletes on a district school bus. Each high school is assigned a Fund 40 number that must be included on the form. Middle school must consult the building principal for arrangements.

Each school will coordinate the ordering of activity buses with the school administration.

High schools may utilize van rentals for athletic trips when it is more feasible to transport athletes by van(s) than a district school bus. When the school receives the invoice for the van rental, the school’s athletic director must approve the invoice for payment, indicating the school’s Fund 40 Account Number, and forward to the District Finance Department for payment.

High schools may utilize coach buses as approved by the athletic director. The school’s Fund 40 Account will pay an amount equal to what the expense would have been, had a district school bus been used for the trip. That amount is calculated by using the zone areas as assigned by the transportation department and adding the hourly wage for the driver of a bus. The school ordering the coach bus is responsible for the additional amount.

In the event a parent(s)/guardian(s) are requested to transport athletes, they must be approved by the school’s administration and shall be advised that they shall maintain liability coverage requirements of $300,000 personal injury per accident and $300,000 property damage insurance coverage. (District 205 Policy 4.110 – Adopted March 11, 1997). Proof of insurance coverage is required.

Procedure For Coach Bus Rentals

District 205 does not cover the cost of coach bus rentals, but they will cover an amount that would be equal to what it would cost to have a district bus make that same trip. If a school chooses to utilize a coach bus for an athletic/activity trip, they should follow the procedure shown below. This is inclusive of IHSA State Series events. The request form must be completed at the school, even if expenditures for the trip will be covered by the central office athletic budget or transportation account. NOTE: Even if it is an IHSA state series event and the school opts to use a coach bus, the school – not the district budget – will have to withstand the additional cost of using a coach bus.

1. Contact the coach bus company for a price quote.
2. Confirm if that company requires advance payment.
3. Contact the District 205 Transformation Department and get their price quote.
5. Forward the request form, along with a check from your building revolving account, to the attention of the athletic director at the central office. (The amount of the check from your building revolving account should be the difference between the cost for a coach bus and a district bus.)

Once the form and check have been received from the building, the athletic department will issue a special check request if the vendor requires advance payment. If the vendor does not require advance payment, regular payment procedures will be followed.
Please complete the form below.

Date needed:

Athletic Trip _____ Educational Trip _____ Event _____

Teacher(s) / Person(s) in charge:

Destination:

Place of pick up: School Departure Time:

Returning to: Time Returning to School:

Number of Pupils: Number of Adults (Teachers and Chaperones):

Account Number: 40.650.2552.53310.0000.91

Contact phone number:

Special Instructions / Driver Directions if needed:

To be filled out by administration:

Principal’s approval _____ Date_____ Time_____ School 011

NOTE: Save a copy for your records and email it to your principal. Once approved by the principal they will forward the form to the Terminal Manager. A separate request form is to be used for each trip. An email will be returned to the building principal as CONFIRMATION with a confirmation number. Persons taking trips will be responsible for tolls and parking fees.

Cancellation of trips need to be completed a minimum of 5 hours before start time of trip. If not, there will be a 2 hour fee to pay for the driver in addition to a $20 show up charge.

For Transportation use only:

Transportation confirmation number:

Start time_______ Start Mileage_______

End time_______ End Mileage_______

Bus/Route_________ Date______________

Number of students who do not ride the bus regularly_______

Chaperones Signature_____________________________________

Driver Signature_________________________________________
Request for Coach Bus Rental Payment

Complete this form in its entirety. Forward this form, along with a check from the school, to the District Athletic Director.

School:_________________________________________  Athletic Director:____________________________________

Date of Request:_______________________________  Date(s) of Trip:_____________________________________

School’s Fund 40 Account Number (check appropriate number)

40.650.2552.53310.0000
90_____Auburn
91_____East
92_____Guilford
93_____Jefferson
94_____District Athletics

Purpose of Trip:_________________________________________________________________________________(athletic team or other co-curricular activity)

Destination:_____________________________________________________________________________________

Coach Bus Rental Company Info:

Name of Company:________________________________________________________________________________

Address:_______________________________________________________________________________________

Phone:__________________________  Company Requires Advance Payment: _____Yes _____No

Price Quote (Rental Company):_____________________________________________________________________(quote amount)

Price quote (District 205):_______________________________________________________________________(quote amount)

Difference in Price Quotes:_______________________________________________________________________(difference in quote amounts)

The difference in quote amounts is the amount that the school making arrangements for the coach bus rental will need to remit to the District 205 Athletic Director. Checks from the school’s revolving account should be made payable to the Rockford Board of Education.
Operational Services

Transportation
The district shall provide free transportation for all students in the district: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student’s parent(s)/guardian(s) may file a petition with the school board requesting transportation due to the existence of a serious safety hazard. Non-public school students shall be transported in accordance with state law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. Only students attending Rockford Public Schools, school district employees or classroom volunteers with the permission of the superintendent or designee, may ride the school bus (provided, that students with disabilities shall be transported to schools outside the district when specified in an individualized educational program, and students attending non-public schools being transported pursuant to state law). No students with animals shall be allowed on a school bus except with permission of the superintendent or designee; however, if an animal is transported it shall be confined at all times when on the school bus. The student discipline code shall apply to all students riding a district school bus, district owned vehicle, or district contracted vehicle.

A student who is required to, for disciplinary reasons, serve a detention period either before or after a regular school day shall be provided transportation unless the parent/guardian of the student has agreed to provide transportation.

Bus schedules and routes shall be determined by the superintendent or designee and shall be altered only with the superintendent or designee’s approval and direction. In fixing the routes, every effort should be made to have the pick-up and discharge points as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration, except as provided below.

- Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with state law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students.
- The superintendent shall implement procedures in accordance with state law for accepting comment calls about school bus driving.
- All contracts for charter bus services must contain the clause prescribed by state law regarding criminal background checks for bus drivers.
- Free transportation services and vehicle adaptation for special education students shall be provided if included in the students’ Individualized Educational Programs.
- School funds shall not be expended for transportation costs associated with an educational tour.

Transportation may be provided for students attending school sponsored field trips and outdoor education classes and a reasonable charge may be assessed for such transportation in an amount not exceeding the cost of providing such transportation including a reasonable allowance for depreciation. The superintendent or designee may authorize the use of school buses for transportation for school sponsored field trips and outdoor education classes if approved pursuant to board policy, and determine whether a charge will be made therefore. Transportation may be provided for students participating in school sponsored extracurricular activities and athletic activities and a reasonable charge may be assessed for such transportation not exceeding the cost thereof, including a reasonable allowance for depreciation. Custodial parent/guardians may transport their own child to and from an event. They must sign their child out with the coach prior to leaving. Where the district does not provide transportation, students and their parent/guardian are required to provide their own transportation.

Staff transportation of students in district vehicles or private vehicles is prohibited absent prior authorization from the administration. Notwithstanding, the board recognizes that from time to time situations may arise in which students attending school sponsored activities and events do not have transportation home following the event. In the event that students are left without transportation home after a school sponsored activity or event which is conducted at a location other than a district facility, and in other non life threatening circumstances, certificated employees of the district may transport students home provided that they possess minimum automobile injury and liability insurance coverage of $100,000.00/$300,000.00. Where an employee transports students under this section the employee shall, not later than the day following the event, make a written report to the building principal of the school sponsoring the event including the name and address of the student transported and the time of departure and arrival at the student’s home, and the mileage.

The superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

Operational Services
Administrative Procedure-School Bus Safety Rules
The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.

3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

6. Always listen to the driver’s instructions. Be courteous to the driver and other students. Sit with hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

9. If you must cross the street after you get off the bus, wait for the driver’s signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

10. Never run back to the bus, even if you dropped or forgot something. 4:170-AP3
Barring extenuating circumstances, the District 205 High Schools will provide district transportation for our student-athletes for athletic contests. We recognize that there may be times when it is more convenient for parents/guardians to transport their sons/daughters to or from an athletic event. This will be allowed ONLY if this form has been signed/dated by a student’s parent or official guardian and is retained on file by a coach. Please note that a parent/guardian signature on this form does not mandate that a coach must allow the parent/guardian to transport a student-athlete if district transportation is being provided. A coach may reserve the right to demand that ALL athletes in his/her program ride the district-provided transportation.

Parents/Guardians agreeing to allow their sons/daughters to ride with another student’s Parent/Guardian must give permission in writing to the coach, athletic director, or a building administrator.

At no time will students transporting other students be allowed!!!

I, ________________________________, parent/guardian of ________________________________

(PRINT parent/guardian name) (PRINT name of student)

have read the above and understand and agree to abide by all statements included above.

______________________________  ______________________________

(parent/guardian signature) (date)
ROCKFORD PUBLIC SCHOOLS – REQUEST FOR EDUCATIONAL TOUR APPROVAL

For Principal Use Only

___ In District
___ Beyond 50 Miles
___ Overnight/Out of State

School
Today’s Date

The following information is due to your direct supervisor no later than three weeks before the trip.

Person in charge

Trip Date
Grade Level

Destination

City/State
Number of Students

Departure Time
Return Time

Cost per student
Cost per adult
Approx Mileage

CURRICULUM/INSTRUCTION

Policy requires that educational tours relate directly to the curriculum or to the special areas of study in the case of alternative schools. This educational tour is aligned to the mission and vision of the school and/or District (i.e., CC/CCR Standards).

Please identify the curriculum standards for this trip.

ITINERARY

Provide a brief itinerary.

TRANSPORTATION

___ Car (driver/owner’s insurance must be on file with the school district, minimally $100,000/$300,000 bodily injury liability coverage. Board Policy 6.220)

___ Bus Company
Please attach bus confirmation.

___ Other

Permission/Approval

Tour procedures have been reviewed with staff member in charge. All parental permission forms have been properly signed and secured before the trip. Original permission forms will remain on file at school.

Chaperones

Approved- Principal
Date
1.
2.
3.
4.

Approved – Direct Supervisor
Date
5.
6.
7.
8.

Approved – Superintendent
Date
9.
10.
11.
12.

(Overnight/Out of State)
13.
14.
15.
16.

Chaperone Ratio

Pre-K – 3rd: 1:8
4th – 6th: 1:10
7th – 8th: 1:12
9th – 12th: 1:15

Instructional Council Approved 10/16/13
Injury Procedures

Each coach will have a completed pink Emergency Information Card in his/her possession whenever student-athletes are participating. Cards must be signed to a parent/guardian as outlined in the section “Required Forms for Athletic Participation.”

If a school has a Certified Athletic Trainer on duty at a practice or an event, that individual will assume all responsibility for any/all injuries. Coaches will abide by the directions provided by the Certified Athletic Trainer.

When a Certified Athletic Trainer is not available, the coach will assume the responsibility for handling any/all injuries.

Procedures when a Certified Athletic Trainer is not in attendance:

- The coach will attend to the injured athlete without delay.
- The coach will evaluate the injury and determine if immediate medical attention is required. If so, another individual will be sent to call the local rescue until (911) while the attending coach makes the injured athlete as comfortable as possible.
- The coach will administer only reasonable and prudent first aid. The severity of the injury will dictate what emergency aid is required.
- The coach (or other) will contact the parent/guardian immediately for additional instructions. Whenever possible, that contact should be made prior to transporting an athlete.
- In the event an athlete must be transported, a staff member (coach) will accompany and remain with the student until a parent/guardian arrives.
- Coaches are NOT to administer internal medication.
- Coaches are required to complete a “Standard Student Accident Report Form” any time an injury results in the student being referred for medical services, or the student misses school as a result of an injury. These forms should be submitted to the athletic office for forwarding to the school nurse.
- Coaches should follow up on injuries with the parent/guardian as to the status of an injured player.
- If a student-athlete is referred to a physician, coaches should NOT allow participation until the student receives a written release from the physician.

IHSA Sports Medicine Page

The Sports Medicine Page on the IHSA website offers instructions on CPR Training and information on Performance-Enhancing Drugs and Steroid Education and Concussion Management. School athletic directors and coaches should review the material and share it with athletes and parents annually.

Emergency Response Plan for Outdoor use of AEDs

Basic first aid procedures as indicated below will follow the recommendations of the Illinois Department of Human Services and the Illinois State Board of Education in their publication of First Aid Procedures for Injuries and Illnesses. Identification of the need for CardioPulmonary Resuscitation, rescue breathing, or use of Automated External Defibrillator will follow the guidelines established by the American Heart Association, the American Red Cross, or other nationally recognized training organization.

Coach or program manager – staff member in charge, for activity that is conducted before or after school’s business hours

DURING SCHOOL HOURS

Minor Injuries or need for medical care

- Notify School Nurse or Principal’s Office either by phone or internal calling system
- School Nurse, Principal, or other designated school staff will administer first aid procedures as indicated by the nature of the accident
- Parents will be notified by nurse, principal, or office staff, if necessary.
- Staff witnessing the accident and/or providing first aid should complete an accident report and document on the health office log.

Major Injuries or Urgent need for medical care - This is defined as any injury or medical emergency deemed by school staff as needing immediate medical care, EMS (Emergency Medical Services), or transport to a healthcare facility. Such medical emergencies may include seizures, fragile medical conditions, food or other allergic reactions in students known to have severe reactions.

- The first staff person identifying the emergency notifies the school nurse or Principal’s Office either by phone or internal calling system.
- The first staff person attending to the victim provides basic first aid, CPR, if trained, and calls 911 or directs another person to call 911 immediately.
- If CPR or rescue breathing is required, the nurse, building administrator, or person in charge will direct a school staff member to retrieve the Automated External Defibrillator (AED).
- When EMS have arrived and assumed care of the patient, the nurse or building administrator will notify parent or guardian of patient’s status and transport to the hospital.
- Staff witnessing and/or providing first aid care should complete an accident report and document on the health office log.
Nurse present in the building

- Staff member identifies situation as emergent
- Uses phone or internal call button in room to notify main office of emergency
- Main office contacts nurse by phone or short-wave radio to bring emergency first aid bag from health office to the scene
- Main office contacts building administrator to retrieve AED, and bring to scene
- First aid/emergency care is provided as determined by need, this includes CPR or use of AED if indicated.
- Nurse or principal alerts main office via phone or internal calling system to contact 911 – the main office personnel give EMS the school’s location, age and sex of patient, suspected problem, and closest entrance to the building.
- The building administrator sends staff member to open door for EMS, who then directs them to the emergency.
- Main office provides EMS with student identifying information: name, age, sex, address, parent contact information.
- When EMS has arrived and assumed care of patient, the nurse or building administrator will notify parent or guardian of patient’s status and transport to the hospital.
- The event is documented on an accident report which is kept in the health office, signed by the building administrator, copies of which are sent to the district’s office of Communications and the Superintendent
After Business hours

- Coach or program manager which arrives first in the athletic office following school business hours, is responsible for securing the AED and taking it outdoors to the practice field. The coach or program manager ‘signs out’ the unit on the ‘sign-out sheet’ provided in the AED cabinet. This same coach or program manager maintains responsibility for the AED and its use until he/she turns over responsibility to another coach or program manager or until outdoor practice or athletic practice for the day is completed. The last remaining coach or program manager on site returns the AED to its cabinet and signs it back in at the conclusion of the day’s athletic activity or program.

- In the event that an emergency situation is identified, the following process is recommended:
  - Staff member or program manager identifies emergency situation
  - Staff member or program manager contacts nearest volunteer or another program staff member to retrieve first aid/emergency bag and/or AED, and bring to scene.
  - Staff member or program manager calls 911- giving EMS the school’s location, age and sex of patient, suspected problem, and site of the emergency.
  - First aid/emergency care is provided as determined by need, this includes CPR or use of AED if indicated.
  - Staff member or program manager sends volunteer staff member to direct EMS to the emergency.
  - Staff member, program manager or volunteer provides EMS with identifying information, if available: name, age, sex, address, parent contact information.
  - When EMS has arrived and assumed care of patient, the staff member, program manager, or person in charge will notify parent or guardian of patient’s status and transport to the hospital.
  - The event is documented on an incident and/or accident report which are kept in the AED storage cabinet in the athletic office, signed by the staff member or program manager and a copy is sent to the district’s office of Finance and Operations.
  - If an adult refuses treatment, they are required to sign a statement stating such, as provided by the EMS ambulance personnel.
Proof of Certification for Athletic Trainers
National Athletic Trainers Association- Board of Certification Inc. (NATA-BOC)
1415 Harney Street, Suite 200; Omaha, NE 68102
Office 402/559-0091; Fax 402/561-0598

Christy Eldridge, MS Ed, ATC, CSCS - Manager
Certification Date: November 30, 1990
Certification Number: 886850099
License Number: 096-000497

Stephanie Brown, ATC
at Belvidere North High School for Football
Certification Date: July 22, 2011
Certification Number: 2000007667
License Number: 096-003185

Julie Gregg, ATC
at Auburn High School
Certification Date: May 11, 1998
Certification Number: 059802440
License Number: 096-001190

Shannon Jones, ATC
at Belvidere High School for Football
Certification Date: August 1, 1999
Certification Number: 089902500
License Number: 096-002736

Russ Morgan, ATC
at Jefferson High School
Certification Date: March 29, 1999
Certification Number: 039902459
License Number: 096-001245

Jordan Myers, ATC
at Guilford High School
Certification Date: June 8, 2011
Certification Number: 2000006738
License Number: 096-003222

Diana (Yost) Webster, MS Ed, ATC
at Jefferson High School
Certification Date: June 11, 2000
Certification Number: 070002065
License Number: 096-001497

Rebecca McFeaters, ATC
at East High School
PA license # RT004711 (IL license pending)
NATA BOC # 2000002473

Jan Hershey, MS Ed, ATC - Case Manager
Certification Date: October 6, 1980
Certification Number: 000040869
License Number: 096-000512

Heidi Wendtland, ATC, CEAS I
ATC/ Ergonomic Specialist at OSF Saint Anthony Medical Center
Certification Date: March 1, 2005
Certification Number: 030502189
License Number: 096-002183
Saint Anthony Medical Center (SAMC) respectfully bids for the opportunity to be the sole provider of Sport Medicine services for the RPS205 district. In an effort to provide guidance to all parties (schools, athletic departments, coaches, student athletes, and guardians), we will staff a minimum of one (1) NATA certified-Illinois State licensed Athletic Trainer (ATC) at each school outlined in the bid package up to **40 hours per week over the span of 6 a day work week** as dictated by school coverage/service need to provide assessment and care of athletic injuries as well as prevention strategies. Upon injury, qualified staff will assess condition using an evidence based approach in efforts to design the most clinically appropriate return to activity safely without increased risk of re-injury. Based upon condition- secondary personnel will be involved to ensure proper care is given, this could include the student’s Primary Care Physician, and/or Medical Specialists such as Orthopedic Surgeons, Physical Therapists, etc. To better assist the student’s return to activity, our ATC services will be onsite to have ‘Treatment Hours’ prior to practice, during the school day, and on weekends such that the athlete will be able to perform exercises and receive medical treatment with the ATC during appropriate times (i.e. Lunch time and free periods) without missing valuable class or practice time. The goal will be to treat the student at the school to foster streamlined communication between the student, guardian, ATC, and coaching staff. In the spirit of creating a culture of open communication, we will implement a Weekly Update for each sport outlining the roster’s injury needs, limitations, and progress as well as be made aware of any concerns the Sports Medicine Team should be abreast of throughout the week. SAMC would also encourage the individual schools AP/AD to set aside a weekly 1:1 time to create a platform to maintain a two-way approach with the ATC for efficient operations.

In efforts to better educate the entire student support team (school personnel and coaches), SAMC, with input from RPS205, will design an educational forum to teach front line responders/coaches on key sports medicine topics such as: CPR/First Responder Certifications, heat exhaustion, lightning and tornado protocols, concussion education and awareness, overtraining risks, as well as injury specific prevention strategies. Ultimately, SAMC will add a Coaches “Symposium” to be hosted with the Annual Sports Physical Fund Raiser. Based on need, the ATC position would also assist with offseason conditioning strength/flexibility program design and implementation. Additionally, this information will also be clearly disseminated to both the student athletes and their guardians in efforts to have a well educated population focused on prevention and early intervention.

Care of our student athletes will be provided on-site. Upon such reason that the need of the student is greater than that can be adequately cared for onsite, SAMC ATCs will act as liaisons to ensure the student gets medical care at the provider of the student’s guardian’s wishes. SAMC will also assist, at the guardian’s request, in any clinical specialists needed to ensure streamlined proper evaluation and treatment. In addition to the ATC services being provided on site, SAMC will partner with area medical providers to have physician/physician assistant coverage at all varsity football games at no cost to the District.

In terms of record keeping, SAMC will have written injury reports on all cases. These will be available to school officials, coaches, and guardians as needed. These will be stored and maintained securely by the SAMC ATC staff. At the conclusion of each season, the ATC will outline for the coaching staff a summary of recommendations including the key injuries throughout the season and highlight areas of individual concern as well as trends noted. This education and researched based approach will better prepare the coaching staff to assist the athletes in their ‘off season’ work as well as address any global team sports medicine risks.

As outlined above, SAMC is willing to extend the ATC coverage position to up to 40 hours per week vs. the 24 hour per week coverage outlined in the bid packet. This **75% increase** from requested hours in coverage hours ensures that all athletic events, practices, tournaments, and school sponsored events are staffed for injury assessment and treatment. These additional hours also allow the creation of a student sports medicine program where as key component will allow interested students can assist in event coverage under the supervision of the on-site certified ATC. SAMC staff will also aid in injury treatment to other school sanctioned activities such as marching band, intramurals, flag/color guard, dance department needs, etc.

This creation of a formal sports medicine program will offer interested students of RPS205 an opportunity to gain real life experience in the field of Athletic Training and be exposed to components of the Rehabilitation profession. This program will have opportunities to have appropriate students not only assist within the school activities, but offer the ability to shadow professional in various setting: outpatient rehabilitation, orthopedic surgical consultations, sports performance, and industrial medicine. With experience, key ‘student athletic trainers’ will be assigned to specific sports and aid in first responder duties while being supervised by the on-site ATC.
Heat and Humidity Guidelines

The athletic training staff will evaluate practice conditions either by direct measurement on site or through weather radio. This is done before practice and as conditions warrant. Temperature and relative humidity conditions will be posted and updated for all coaches along with the following practice guidelines. Athletic trainers will keep a log record of temperature and humidity during times of extreme conditions.

The following scale is used to determine what limitations are imposed on athletic activities. In game situations, IHSA officials and the administrator on duty in collaboration will make decisions regarding heat and humidity with the ATC(s) and coaches.

<table>
<thead>
<tr>
<th>Relative Humidity</th>
<th>Air Temperature</th>
<th>Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 70%</td>
<td>Under 89°</td>
<td>No Limitations</td>
</tr>
<tr>
<td>Over 70%</td>
<td>80° - 89°, or 90° - 99°</td>
<td>Shortened practices with water breaks (Football - Minimum pads)</td>
</tr>
<tr>
<td></td>
<td>90° - 99°</td>
<td>Restricted practice as defined by coach, ATC, and administrator consultation.</td>
</tr>
<tr>
<td>(Any Value)</td>
<td>100°+</td>
<td>Suspend practice.</td>
</tr>
</tbody>
</table>

Student athletes will be instructed to remove themselves from any athletic activity if they feel overheated. If a student athlete has any symptoms of heat related illness, he/she will be removed from any athletic activity and given reasonable and prudent immediate care by the training and/or coaching staff. The student athlete's parent/guardian will be notified and advised to contact their physician or go to the local emergency room if symptoms persist or worsen.

Student athletes with any heat related illness would be reevaluated by the ATC before being allowed to return to activity. The coach will verify the student athletes practice status with the ATC prior to the athlete returning to activity.

The Principal and Athletic Director will be notified of practice limitations and are responsible for monitoring the adherence to these guidelines.
Concussion Information

Concussion Information Sheet

Adapted from the CDC and the 3rd International Conference on Concussion in Sport Document created 7/1/2011 Reviewed 4/24/2013

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

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
Concussion Information Sheet
Adapted from the CDC and the 3rd International Conference on Concussion in Sport Document created 7/1/2011 Reviewed 4/24/2013

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/ConcussionInYouthSports/

Student-athlete Name Printed Student-athlete Signature Date

Parent or Legal Guardian Printed Parent or Legal Guardian Signature Date

Please refer to the Illinois High School Association for more facts and rules on concussions. 

FUND RAISER REQUEST

Name (Advisor) ____________________________________

Club/Class ________________________________________

Purpose of Fund Raiser ________________________________

__________________________________________________

What is being sold __________________________________

Cost of items _______________________________________

(list price range if more than one item)

How are items being sold? _____________________________

Door to Door

Before School

After School

Lunch Hour

Other

When is money collected? ______________________________

Time of Sale

At Delivery

Sell from __________________ to ______________________

Date __________________ to _________________________

Administrative Approval ______________________________

__________________________________________________

Date

This form must be submitted to the Principal at least 10 days prior to the sale.
Fundraiser Request Procedures

1. The organization desiring to fundraise will fill out a universal form all high schools will use. The form includes specific information about the fundraiser to be filled out. The form must be completed and submitted to the building Assistant Principal / Athletic Director three weeks prior to the fundraising event.

2. The building Assistant Principal/Athletic Director will review the fundraising request to make sure the fundraiser is school appropriate and safe.

3. Once approved, the Assistant Principal/Athletic Director will submit the form to the building Principal for approval. The building Principal will cross check the request with his/her database to ensure a similar fundraiser is not taking place during the same time period. Once approved, the building Principal will submit the proposal to their building superintendent per board policy 7.325.

4. Per board policy 7.325, the building Superintendent must grant final approval.

5. Once final approval is granted, the Principal will place the fundraiser in their database to ensure equity and to document the fundraising occurring in their building.
Athletic Volunteers

All Athletic Volunteers must complete all portions of the Athletic Volunteer Packet before being eligible to volunteer. For more information, contact the Parent and Community Engagement Department at 815-966-3271.

2015-2016 Athletic Volunteer Packet:
Rockford Public Schools has teamed up with CoreCourseGPA.com to provide custom online software to all student-athletes to assist in tracking their progress towards meeting NCAA initial eligibility requirements. CoreCourseGPA.com calculates core course GPA for both the Division I and II, provides corresponding minimum SAT/ACT scores, and a detailed report of core course credits earned and needed. All student-athletes are encouraged to activate their FREE membership to begin tracking their core course GPA and learn more about important recruiting topics.

If your child has aspirations of competing athletically as a freshman at an NCAA Division I or Division II school, they must meet NCAA Initial-Eligibility minimum standards, including minimum core course GPA and SAT/ACT test score requirements. CoreCourseGPA.com is an innovative tool that allows you to easily track your son or daughter’s progress towards meeting these requirements, beginning as soon as the first semester of their freshman year.

To activate your child’s CoreCourseGPA.com membership, follow these simple steps:

1. Go to www.CoreCourseGPA.com
2. Click on “Free New Member Account” in the upper left corner and enter the School ID and School Code: Students/Parents:
   - School ID: (refer to next page for your specific school)
   - School Code: (refer to next page for your specific school)
3. Click “Continue.”
4. Fill in the appropriate fields in the Create New Student Account form.
   **“Remember to write down the new Member Name and Password you have created”**
5. Click “Submit”

Congratulations! You have successfully created your CoreCourseGPA.com member account.

To login to your member account and begin using the CoreCourseGPA.com software, follow these simple steps:

1. Go to www.CoreCourseGPA.com
2. Click the “Member Login” button in the upper right corner
3. Enter your Member Name and Password
   **“Use the Member Name and Password you created during the account activation process”**
4. Click “Login”

CoreCourseGPA.com incorporates the NCAA recognized core courses for Rockford Public Schools into the online course entry forms, calculates BOTH Division I and Division II core course GPA, automatically factors weighted grades into calculations and tracks course requirements for BOTH Division I and Division II. Your son or daughter’s core course information is saved for the duration of their high school career.

CoreCourseGPA.com also provides you access to free recruiting webinars through FreeRecruitingWebinar.org, a nonprofit program. Webinar previews as well as full length recruiting webinars may be accessed on the FreeRecruitingWebinar.org website. Viewing a full length webinar is highly recommended to learn about the facts and rules of recruiting. The recruiting process starts in the freshman year. Make sure you are prepared.

---

**Core Course GPA School IDs and Codes**

(See Step 2 of the “Free New Member Account” process)

Auburn:
School ID: 143693
School Code: 797035889

East
School ID: 143700
School Code: 797155722

Guilford
School ID: 143703
School Code: 797267501

Jefferson
School ID: 143712
School Code: 797390335
RPS 205 NCAA
Approved Core Courses

SOCIAL SCIENCE
- AP Comparative Government and Politics
- AP European History
- AP Human Geography
- AP Macro Economics
- AP Micro Economics
- AP Psychology
- AP US Government and Politics
- AP US History
- AP World History
- Criminal Law
- Economics
- Honors World History 1-2
- Latin American History
- Newcomer Social Studies
- Psychology 1-2
- Renaissance Gifted AP US History
- Renaissance Gifted World History
- Sociology
- United States History
- US Government and Politics
- World Affair
- World Geography
- World History

ENGLISH
- AP English 11 Lang and Comp
- AP English 12 Lit and Comp
- Creative Writing
- English 10
- English 11
- English 12
- English 9
- Honors English 10
- Honors English 9
- Mystery
- Poetry
- Renaissance AP English 10 Lit & Comp
- Renaissance AP English 11 Lang & Comp
- Renaissance Gifted Creative Writing
- Renaissance Gifted English 12
- Renaissance Gifted English 9
- Speech Communication
- Speech I
- Speech II
MATHEMATICS

- Geometry
- Algebra 3/Trigonometry
- Algebra 1
- Algebra 1/H
- Algebra 2
- Algebra 3
- AP Calc AB
- AP Calc BC
- AP Statistics
- Arabic Bilingual Algebra
- Arabic Bilingual Geometry
- Calculus 3-4
- College Algebra 1-2
- Geometry 102
- Honors Geometry 1-2
- Intro to Stats
- Pre-Calculus 1-2
- Renaissance Gifted College Algebra
- Renaissance Gifted College Geometry
- Renaissance Gifted Trigonometry
- Trigonometry

NATURAL/PHYSICAL SCIENCE

- Aerospace 1-2
- Anatomy/Physiology 1-2
- AP Biology 1-2
- AP Chemistry 1-2
- AP Comp Science A
- AP Environmental Science
- AP Physics 1-2
- AP Physics 2
- Arabic Bilingual Biology
- Arabic Bilingual Chemistry
- Arabic Bilingual Phys Science
- Biology 1-2
- Chemistry 1-2
- Conceptual Chemistry 1-2
- Conceptual Physics 1-2
- Environmental Science
- ESC1-Geology & Oceanography
- ESC12-Astronomy & Meteorology
- Honors Biology 1-2
- Honors Chemistry 1-2
- Microbiology
- Organic Chemistry
- Physical Science 1-2
- Physics 1-2
- Renaissance Gifted Advanced Biology
- Renaissance Gifted Chemistry
- Renaissance Gifted Physics
- Zoology 1-2

ADDITIONAL CORE COURSES

- AP French
- AP Spanish Language
- French 1
- French 2
- French 3
- French 4
- French 5
- Sign Language 1
- Sign Language 2
- Sign Language 3
- Sign Language 4
- Spanish 1
- Spanish 2
- Spanish 3
- Spanish 4
- Spanish 5
- Spanish for Native Speakers 2
- Spanish for Native Speakers 1
Varsity coaches and/or athletic directors are required to submit their game/contest results to the area media following the completion of the event. In addition, all postseason results must immediately be reported to the Illinois High School Association.

**Newspapers:**
Rockford Register Star  
Phone: 815-987-1380  
Fax: 815-987-1204  
E-mail: sports@rrstar.com

Rock River Times  
Phone: 815-964-9767  
Fax: 815-964-9825  
E-mail: contact@rockrivertimes.com

**Television stations:**
WTVO  
Phone: 815-968-4579  
Fax: 815-963-0029  
E-mail: sports@wtvo.com

WREX  
Phone: 815-335-2710  
Fax: 815-335-2297  
E-mail: sports@wrex.com

WIFR  
Phone: 815-987-5330  
Fax: 815-987-5333  
E-mail: sports@wifr.com

**Radio stations:**
WNTA  
Phone: 815-874-7861  
Fax: 815-874-2202  
E-mail: wnta@aol.com

WROK  
Phone: 815-399-2233  
Fax: 815-484-2432  
E-mail: news@1440wrok.com

Illinois High School Association  
Phone: 309-663-6377  
Fax: 309-663-7479
Agreement to Handbook Terms

I, _________________________________, understand and agree to all terms and conditions stated in the Rockford Public Schools Athletic Handbook. Failure to follow the guidelines listed in the district handbook may result in my termination from my position as _________________________________.

______________________________
(signature)

______________________________
(date)