

LINCOLN COMMUNITY HIGH SCHOOL



EXTRACURRICULAR HANDBOOK

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EXTRACURRICULAR HANDBOOK 2025-2026

Updated May 2025

PHILOSOPHY

Lincoln Community High School believes that participation in extracurricular activities and sports is a privilege and not an absolute right for our students. Students who elect to represent LCHS by participating in extracurricular activities must accept the responsibility to conduct themselves in a manner that exemplifies the behavior of law-abiding citizens of the community. Students must adhere to the following extracurricular code for the duration of their attendance at LCHS. These rules, approved by the Lincoln Community High School Board of Education, have been set forth to guide students toward a better understanding of their responsibilities as representatives of LCHS.

AFFILIATION

Lincoln Community High School, as a member of the Illinois High School Association and the Central State Eight Conference, must adhere to the constitutions and by-laws of these entities concerning participation, eligibility, and student conduct.

SPORTS & ACTIVITIES

Sports and Activities covered under the Extracurricular Code:

Sports

Baseball
Boys/Girls Basketball
Football/Basketball Cheerleading
Boys/Girls Cross Country
Football
Boys/Girls Golf
Football/Basketball Dance Team
Softball
Boys/Girls Soccer
Boys Girls Swimming & Diving
Team Managers
Boys/Girls Tennis
Boys Girls Track
Volleyball
Wrestling

Activities

Band
Bass Fishing
Chorus
Contest Play
Fall Play
FFA
Future Business Leaders of America
Group Interpretation
Math Team
Musical
National Honor Society
Scholastic Bowl
Speech Team
Student Government
Winter Play
E-Sports

REGISTRATION

All students who try out for or participate in extracurricular activities and sports must register online at the following website: schools.snap.app/lincoln

Students must be registered online, have a current physical on file in the Activities Office and proof of insurance **before** they may try out or participate in a sport or activity. All students need to be cleared by the Activities Office before the first official starting date for each activity which is determined by the IHSA. Physicals are valid for 395 days per IHSA rules. Proof of Insurance is included in the online registration form.

All Incoming freshmen must have a physical to enter high school. Upper-class students who play sports will need a new physical each year. Extracurricular Activities do not require a physical.

ELIGIBILITY

Students who participate in extracurricular activities and sports at LCHS must be enrolled as full-time students. A full-time student is enrolled in a minimum of five (5) classes, excluding Drivers Education and Lincolnite.

WEEKLY ELIGIBILITY

Students must pass a minimum of five (5) classes each week in order to be academically eligible to participate in games, contests, or performances per IHSA requirements. All classes count toward academic eligibility except Drivers Education and Lincolnite.

Cumulative grades from the first day of the current semester will determine whether a student is passing a course.

All students shall be granted an approximate two-week grace period at the beginning of each semester before weekly eligibility is checked. The grace period is intended to allow students to build up their grades in classes and perhaps avoid a week of ineligibility due to one or two failing grades in a class at the beginning of the semester.

The Activities Office will check grades each Friday, and process and send reports to in-season coaches and sponsors. Teachers must have grade books updated by 8:30 am on Fridays when the report is automatically posted through Skyward.

The report that is published on Friday is in effect for the following Monday through Sunday.

Students who are academically ineligible for the week are expected to practice with a team/group but are not eligible for games, contests, or performances. Ineligible students are expected to attend events with the team and are allowed to sit on the bench, but they may not dress in complete uniform (only traveling sweats or game jerseys).

On days when school is in session, ineligible students may not be dismissed from school early to travel to events with the team.

SEMESTER ELIGIBILITY

Students must pass a minimum of five (5) classes each semester per IHSA requirements in order to be academically eligible to participate in games, contests, or performances the entire following semester. All classes count toward academic eligibility except Drivers Education and Lincolnite.

Students who are academically ineligible for the semester may practice with a team/group, pending approval of the Head Coach and Activities Director, but are not eligible for games, contests, or performances. Students who are academically ineligible for the semester will not be issued a team uniform and will not be listed on the team roster or appear in the official team photo. Students who are ineligible for the semester may attend events with the team and are allowed to sit on the bench in street clothes.

On days when school is in session, ineligible students may not be dismissed from school early to travel to events with the team.

ATTENDANCE

Students who participate in sports or extracurricular activities are expected to be in school the entire day to be eligible to **practice** or **participate** in games, contests, or performances for that day. Student participants are expected to attend classes the day following events as well. Habitual offenders are subject to contest suspension. Students receiving a third tardy (per class period) or consequence for truancy will not be allowed to practice, play or compete in activities on the day of the 3rd tardy or truancy. Subsequent tardies and truanies will carry the same result.

The Principal or Activities Director may waive the attendance requirement in special situations (i.e. medical appointments, dentist appointments, family funerals, emergency circumstances).

When students need to miss school for a certain situation parents need to pre-arrange in advance by contacting the Activities Office at 217-732-4131 ext. 1270 to inform us of your plan. If you are calling to pre-arrange after hours or if no one answers, leave a message and someone will get back to you as soon as possible regarding your student's situation.

In addition to the pre-arrangement, students will need a note from the doctor when they return to school confirming the appointment and appointment time so we can document their absence for our records and before they are cleared to **practice** and/or **participate** in their activity for that day.

Unexcused or absences not pre-arranged will result in the student not being able to practice, play or compete in activities for that day. Unexcused absences include: oversleeping, missing the bus, illness, truancy, car trouble, being tardy to school, and just plain skipping school.

Weekend events are exempt from the Attendance Policy.

PARTICIPATION IN MULTIPLE ACTIVITIES AND SPORTS

Some students participate in more than one activity or sport during the same season. If a conflict could occur between activities and sports, a contract shall be agreed upon between the coach, sponsor, student, and parent before the season begins.

The contract must be signed by the coach, sponsor, student, and parent and will be kept on file in the Activities Director's Office. If the coach, sponsor, student, and parent cannot agree, then the student must choose only one activity or sport in which to participate.

Please note that some sports are exempt from dual participation.

Students will not be allowed to move on to their next season's activity until the last official competition event of their current activity season.

TRANSPORTATION

Students are required to ride the transportation provided by LCHS to and from all activities and sports events.

However, sometimes students may not be able to ride with the team for a variety of reasons. If a parent/guardian wishes to have their child ride with them, they must contact the coach/sponsor and put their intentions in writing at least one day in advance. No students will be allowed to ride to or from any activity or sport with anyone except their own parent/guardian.

ADDITIONAL RULES

Head coaches or sponsors will likely have additional rules or conditions aside from the Extra-Curricular Handbook pertaining to their activity, but the Principal and Activities Director must approve them. A copy of those additional rules must be on file with the Activities Director.

CHAIN of COMMAND

Our Chain of Command exists to remind students and parents how to proceed in the event that they have an issue or situation they need to discuss with an adult at school. Issues could be about team dynamics, something that took place during a practice or a game, or general questions about your son or daughter's role on the team. Coaches will not discuss playing time or talk with you about other students on the team.

- If your son or daughter needs to talk about an issue related to the team they should talk to the coach first.
- If your child and the coach aren't able to reach an agreement parents may contact the coach to discuss the situation. Parents can contact the coach by phone or email and set up a meeting that happens away from practice and game time. Coaches will likely request the student to be present at the meeting so all involved can be part of the solution.
- After meeting with the coach, if the student and parent still need clarity or have further questions about their situation they are welcome to contact the Activities Director for assistance.

ATHLETIC TRAINER

We are required to have a trainer for athletics. Our trainer is at school every day for practices and games and will treat athletes for injuries that range from minor bumps and bruises to major injuries like knee, ligaments and concussions. In the event a student sustains an injury, the student needs to see the trainer immediately and cooperate with the trainer's suggestions for recovery.

All athletes will take the impact concussion baseline test prior to participating in sports which is required by the IHSA. The baseline test is valid for two years. It is a computer-based test that gives our trainer and doctor an indication of what normal brain functioning looks like for each individual student.

As an IHSA member school, we will follow the IHSA's Return-to-Play protocol when it comes to handling students who suffer concussion symptoms.

Students who exhibit concussion symptoms may be removed from practices or games by a coach, our Athletic Trainer, or a contest official. When a student is removed from a practice or a game, he or she can only return to practice or play that day with the approval of our Athletic Trainer or a school-approved doctor.

Students who do not return to play on the day of the injury, can only return to practice and/or play on future days after being cleared by our Athletic Trainer or doctor. As part of the Return-to-Play protocol, all athletes who suffer from concussion symptoms will take a follow-up impact test to help us determine if he or she is ready to return to participation in practices and games.

CODE VIOLATIONS

The extracurricular code is in effect year-round; 365 days per year.

Once a participant and parent have agreed to the rules and policies listed in the handbook through the Snap! online registration process the student must adhere to the handbook for the duration of their high school career at LCHS. Students who commit violations during the period between the last day of school of one school year and the first day of school in the following school year will face suspension from extracurricular activities during the following school year.

Violations could include, but are not limited to one or more of the following actions.

1. Commit or assist with a serious act that is detrimental to the individual, the sponsor, the coach, the squad, or the school.
2. Theft/possession of stolen property or destruction of school property.
3. Possess or use tobacco products or electronic nicotine delivery systems (ENDS).
4. Possess or use alcohol.
5. Participation in or attendance at a party with drugs or underage drinking.
6. Possess or use illegal drugs or drug paraphernalia.
7. Possess or use illegal drugs that enhance or alter performance.
8. Possess or use prescription drugs in a non-prescribed manner.
9. Commit or assist with a misdemeanor crime as defined by Illinois criminal laws.
10. Commit or assist with a felony as defined by Illinois criminal law.

****Students do not have to be convicted of a crime in order to be subject to disciplinary action.**

The LCHS administration has the authority to remove students from sports and extracurricular activities for repeated or egregious discipline issues and misconduct during the calendar year.

CONSEQUENCES FOR SPORTS & EXTRACURRICULAR ACTIVITIES

First Violation

The student is suspended from activities and sports for **25%** of the current and/or next season(s) schedule.

In addition, the student must meet with an LCHS guidance counselor to discuss the violation and to determine whether or not there is a need for further counseling.

There is no opportunity to reduce a suspension on the first violation.

Second Violation

The student is suspended for **one full season** of their current and/or next activity/sport schedule.

If the student successfully completes a counseling program related to his/her violation, the consequence may be reduced to **50%** of the current and/or next activity/sport schedule.

Third Violation

The student is suspended from activities and sports for **one calendar year**.

In addition, the student is required to complete a counseling program related to his/her violation. If a student does not agree to complete a counseling program after the third violation, he/she will then be suspended for the remainder of his/her high school career.

There is no opportunity to reduce a suspension on the third violation.

Fourth Violation

The student is suspended from activities and sports for the remainder of his/her high school career.

There is no opportunity to reduce a suspension on the fourth violation.

1st violation	2nd violation	3rd violation	4th violation
25% Meet with Guidance Counselor No reduced suspension	Full Season Reduced to 50% w/counseling	One Calendar Year Required Counseling No reduced suspension	Remainder of Career No reduced suspension

The Activity Sponsor, Activities Director, and Administration will determine the suspension period for all other extracurricular activities. The 25% criteria for first violations will be used whenever possible and those activities with limited numbers of contests will more than likely result in the student being removed from the activity altogether.

FFA and NHS have their own Conduct Code and consequences will be determined by that code.

Students who commit or assist with a felony will be suspended for a minimum of one calendar year.

If not enough events remain on the schedule to fulfill a 25% or 50% suspension, the student will be suspended from events in his/her next season which will equate to a 25% or 50% suspension after combining the two schedules.

If a student is involved in multiple activities and sports during the same season he/she will be suspended for all activities and sports in which he/she is involved.

If a violation occurs during a student's off-season when he/she is not active in an activity or sport, he/she will be suspended during the next season in which he/she participates.

For consequences from code violations to be considered served, the student must start an activity on the original starting date of that activity. The student must complete the activity and attend all practices and events for the consequences to be considered served. Once a season has started per IHSA start dates a student may not join an activity just to serve the suspension.

COUNSELING

Students may choose to participate in privately arranged counseling offered through a community agency or private practice approved by the LCHS Administration.

Students who choose to do counseling must contact a counseling service and schedule an appointment within seven days of the suspension. Counseling should be completed in a timely manner in order to reduce the suspension.

Once the counseling program has been completed, the counselor must provide the Activities Director with a signed statement showing the date of enrollment and the date of completion to be filed in the Activities Office. Failure to complete the counseling program requirement will result in a return to the full suspension of the regularly scheduled games, contests or performances.

A student who agrees to complete a counseling program is expected to practice but cannot participate in a contest or performance until he/she has completed his/her suspension. A student must attend events with the team dressed in street clothes. On days when school is in session, suspended students will be dismissed from school early to travel to events with the team.

Only events attended will count towards the suspension.

REVIEW HEARING & DUE PROCESS

In the event of a suspected code violation, the Principal and/or Activities Director will meet with the student and will provide the student with his/her due process rights, which consists of an informal hearing/meeting of the charges against him/her. The student will be informed of the charges against him/her and will be given an opportunity to explain or respond.

If after the hearing/meeting, it is determined that the student is guilty of the charges against him/her, the Principal and/or Activities Director will contact the student's parents to inform them of the violation and the consequences. The Principal and/or Activities Director will also notify the parents in writing by describing the violation and the consequences. Coach(es) and sponsor(s) who work with the student will also receive a copy of the letter.

Suspension consequences will be calculated and start immediately following the informal hearing/meeting.

APPEALS

Following the Review Hearing and Due Process, and after they receive a letter from the school detailing the violation and consequences, parents and students may appeal the decision of the Principal and/or Activities Director by replying with a registered letter within ten days to

Lincoln Community High School
Superintendent
1000 Railer Way
Lincoln, IL 62656

Parents and students may appeal the decision of the Superintendent by replying with a registered letter within 10 days to

Lincoln Community High School
President of the Board of Education
1000 Railer Way
Lincoln, IL 62656

FREQUENTLY ASKED QUESTIONS

Q: *If a student is only passing four classes when the eligibility report is run on a Friday and is declared ineligible for the following week, can that student regain eligibility during the week if he/she has earned enough daily grades to help them pass five classes by Wednesday?*

A: *No. When a student is declared ineligible, the period of ineligibility runs from Monday through Sunday, regardless of the grades a student earns during the week of ineligibility.*

Q: *Are home-schooled students allowed to participate in activities and sports at LCHS?*

A: *No. Students who wish to participate in activities and sports must be full-time students.*

Q: *Do students who participate only in activities (band, speech, drama, bass fishing, etc.) have to have an annual physical examination?*

A: *No. Only students who play one of the sports listed on page 1 of this handbook are required to have an annual physical.*

Q: *If a student has a medical appointment on game/performance/contest day, can he/she participate that afternoon or evening?*

A: *Yes. Students must bring proof of the appointment from the doctor's office for verification and have it pre-arranged with the Activities Office prior to the appointment.*

Q: *If a student misses some or all of the school day for an unexcused reason, can he/she participate that afternoon or evening?* **A:** *No.*

Q: *Does the attendance rule apply to events on Saturday or Sunday?* **A:** *No.*

Q: *Does the attendance rule apply to practices on school days?*

A: *Yes the same procedure must be followed like game/performance/contest days.*

Q: *If a student is suspended for 25% of the current season but not enough events/games remain on the schedule to equal 25% of the season, will he/she be suspended from additional events/games in the next season in which he/she participates?*

A: *Yes. We will combine the two activities/sports schedules to determine the equivalent of 25% of the combined seasons.*

Q: *If a student only participates in golf yet commits a code violation in January, will that student be suspended during the next golf season?* **A:** *Yes.*

Q: *Can that same student participate in Track and Field in the spring and serve the suspension during the Track and Field season?*

A: *Yes. Students must start the season on the first day of practice and must finish the season as active members of the team in order for the suspension to count.*

Q: *How do consequences work for activities that really don't have a season but run the length of the school year (band, chorus, FFA, etc.)?*

A: *The Principal, Activities Director, and Sponsor will determine the suspension period for all activities that run throughout the school year and don't really have a season.*

TEAM & INDIVIDUAL AWARDS & PHOTOS TEAMS

LCHS will display team photos according to the following guidelines:

- Teams that finish in the IHSA's top 8 in their sport in their IHSA class.
- Team photos shall be 34-35 inches high and 44-45 inches wide (outside measurements, including the frame).
- LCHS and the team in the photo will share the expense of the photo 50-50.
- The photo of the team that has most recently reached the top 8 in its sport shall be displayed above the center trophy case in the gym lobby. Other photos shall be displayed above the gym lobby trophy cases or in the hall near the cafeteria and gym.

INDIVIDUALS

Graduation Numerals – Athletes earn their graduation numerals when they complete the first sport of their career.

Railerman Patch – Athletes earn a Railerman patch when they complete a second season in the same sport. For example, a boy who completes two years on the football team; a girl who completes two years on the volleyball team. Athletes can earn a maximum of one Railerman patch during their high school career.

Lincoln Railsplitters Circle Patch – Athletes earn a circle patch when they complete the third season in the same sport. For example, a boy who completes three years on the basketball team; a girl who completes three years on the softball team. Athletes can earn a maximum of one Circle patch during their high school career.

Varsity Letter – Athletes earn a varsity letter in any sport at the head coach's discretion. Athletes can earn a maximum of one actual varsity letter during their high school career. If for some reason a student or their parent feels the need to question why their student did not letter in a certain sport they have a 2-week grace period to do so following their sport's award banquet.

Multiple Letter Certificates – Athletes earn certificates in each sport in which they letter after they earn their initial varsity letter.

Four-Year Letterwinner – Athletes earn a plaque if they earn four varsity letters in one sport.

Metal Pins – Athletes earn a metal pin for completing a season in a sport. If an athlete plays a sport for four years, he/she will earn four pins in that sport.

Three-Sport Letterwinner –

Athletes must meet the following requirements to be recognized as a Three-Sport Letterwinner.

- Earn three varsity letters in three different sports during the current school year
- Good academic standing: cannot fail a class either semester in the current school year
- Have no suspensions for athletic code violations during the current school year
- Have no suspensions or expulsions from school during the current school year
- Three-Sport Letterwinners earn a plaque and will be part of a group photo displayed near the gym

LCHS will display individual (5 X 7) photos of athletes who meet the following guidelines:

- Individuals who earn All-State or All-American recognition from a major Illinois newspaper or an Illinois Coaches Association
- Individuals who earn at least 12 varsity letters at LCHS
- Cross Country – individuals who place in the top 25 at the state finals
- Golf – individuals who place in the top ten at the state finals
- Swimming & Diving – individuals who place in the top six in an individual event or a relay at the state finals
- Tennis – individuals who place in the top six in singles or doubles at the state finals
- Track & Field – individuals who place in the top six in an individual event or a relay at the state finals
- Wrestling – individuals who place in the top six of their weight class at the state finals •

Band / Chorus - individuals who are named IMEA All-State

- FBLA – individuals who qualify for the National FBLA Competition
- FFA – individuals or groups that place in the top three in the state in their area of Competition
- Math Team – individuals who place in the top seven at the state finals
- Speech – individuals or groups that place in the top six in the state or qualify for the national tournament

RECORDS

Athletic records are considered final and official upon their establishment. Any disputes regarding a record must be submitted in writing to the Athletic Director's office within one year from the end of the season. After this one-year period, all records will be deemed final and will not be subject to dispute.

CLOSING REMARKS

Access our registration site through our sports and activities website at schools.snap.app/lincoln.

You can visit this site at any time for the most up-to-date schedules, photos, and other important information that relates to your child's sport or activity.

When the weather or some other situation forces us to change schedules, we will contact parents to inform them of the changes as soon as possible. We will use Snap! announcements, social media, the LCHS school website, text, and/or email for game changes and cancellations. To be able to receive text messages from our department you must opt-in from your mobile phone by sending a text message of "Y" or "YES" to our school's short code number, 67587.

On days when the weather might be an issue, we will do everything we can to conduct our events as originally scheduled. However, there will be times when we all have to be flexible. We will only contact parents if we have postponed or cancelled the event. If you don't hear from us, you can know that the event is on as scheduled.

If you have any questions regarding your student and their activity please contact the Activities Department at 732-4131 ext. 1270

ACTIVITIES AGREEMENT

Lincoln Community High School believes participation in school-sponsored activities is a privilege. The overall objectives are to guide students toward developing positive habits and skills, sportsmanship, competitiveness, and physical fitness.

By signing below, both the student and the parent agree to the following conditions when participating in activities at LCHS:

- We will adhere to all LCHS policies and guidelines written in the **Student Handbook** and in the **Extracurricular Handbook** regarding eligibility and participation.
- We will adhere to all IHSA by-laws, policies, and guidelines regarding eligibility and participation.
- We are aware of concussion symptoms, including, but not limited to: headache, blurred vision, nausea, confusion, sluggishness, poor recall of recent events, seizures, and unconsciousness. In addition, we agree to participate in the IMPACT Concussion Testing program and to cooperate with LCHS-approved medical professionals (athletic trainers) regarding concussion symptoms and treatment. If your child is diagnosed with a concussion or exhibits concussion symptoms, we understand he/she is subject to return-to-play guidelines established by the IHSA.
- We authorize school personnel and athletic trainers to provide first aid treatment and care as necessary in the event of an injury.

✓ **Student please check this box.**

✓ **Parent please check this box.**