



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

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ATHLETIC DEPARTMENT HANDBOOK

2018-2019

Introduction

Dear student-athlete and respective guardian,

Islamic Foundation School Athletic Department has prepared to make information available to you and to help you in making your athletic career here at Islamic Foundation School an unforgettable experience. Please read the handbook carefully. The Athletic Code of Conduct outlined in this handbook points out your responsibilities as a student-athlete at Islamic Foundation School.

IFS Chargers have a proud tradition of which you are now a member. As a student-athlete your presence on an athletic team draws the focus of public attention to you as a representative of our school and team. In the gymnasium, on the field, in the classroom, at home, and in public, always display the “class” and dignity which is an important part of our Islamic Foundation School tradition. We are asking you as a student-athlete and Muslim, to be your best, at all times, and in all situations. Everywhere you go from here on out, you represent the IFS Chargers.

On behalf of the administration, athletic department, faculty, and fellow students, we want to welcome you to the ranks of a special community and we wish you every success in your academic career and as a student-athlete. You have chosen to become part of a select group of people, a group of student-athletes who have exalted the tradition of Islamic Foundation School. It is now your turn to do the same. Welcome to IFS Athletics!

Sincerely,

The Athletic Department
Nickname: Chargers
Colors: Royal Blue and White



IFS Athletic Department Philosophy

At Islamic Foundation School, interscholastic activities are one of the most important aspects of our school. Our athletic program is an extension of the classroom. The purpose of our athletic programs is to guide student-athletes in their intellectual, moral, emotional, social and physical development through their experiences in the athletic arena. Islamic Foundation School regards participation in sports as a privilege, not a right. Being a student-athlete brings responsibilities to the participant, the school, the student body, the community, the team, and to their family. There is a higher level of expectation for our student-athletes.

Metropolitan Preparatory Conference

In addition to IFS, member schools of the Metro Prep Conference include: Universal School, College Preparatory School of America (CPSA), Hinsdale Adventist Academy, Waldorf, Maria Catalyst High School, Aqsa School, Chesterton Academy, Lycée Francais de Chicago, and Cristo Rey.

Islamic Foundation School is a member of, and adheres to the rules and regulations of, the Illinois High School Association (IHSAA) and the Metro Prep Conference (MPC).

Southwest Preparatory Conference

Member schools of the Southwest Prep include: Aqsa, CPSA, MCC, and Universal. The Southwest prep is comprised of teams pertaining to Elementary and Junior High level.

Athletic Teams Offered

- **High School**
 - Varsity basketball (boys and girls)
 - Junior varsity basketball (boys)
 - Varsity volleyball (boys and girls)
 - Junior varsity volleyball (girls)
 - Varsity soccer (boys and girls)
- **Middle School**
 - Basketball (boys and girls)
 - Volleyball (girls)
- **Elementary School**
 - Basketball (boys)



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Weight/Fitness Room

A variety of equipment that ranges from free weights to stationary machinery as well as equipment that enables students to perform plyometric exercises.

Students visit this room 1-2 times per week to participate in resistance training exercises.

Athletic Code of Conduct

Our student-athletes, at Islamic Foundation School, should be aware of their responsibilities and are expected to take a pledge for the entire year, not simply an athletic season. It is expected that all student-athletes will act as positive examples to others.

Islamic Foundation School is in effect twelve months a year both in and out of season. Therefore, all student-athletes agree to the following pledge:

I adhere to the code of conduct and disciplinary rules set forth by the Islamic Foundation School. I vow to follow all school rules of conduct in both the Student/Parent and the Athletic Handbooks at all times. I will conduct myself in a respectful manner towards coaches, teammates, teachers, leadership, staff members, transportation drivers, opponents, officials, fans, and community. I pledge that I will never consume or possess any alcohol, drugs, vapes, tobacco, illegal substances, steroids, and anything else that is not permissible in Islam.

Any student-athlete, who is present at a party or gathering in which illegal activities take place, and fails to leave, is considered in violation of school policy. This policy remains in effect for all student-athletes both in season and out of season

Possession of Tobacco & Vaping Policy

- First Offense: Suspension for twenty percent of the scheduled contests.
- Second Offense: Suspension for fifty percent of the scheduled contests.
- Third Offense: Suspension for one calendar year (365 days).

Use of Tobacco & Vaping Policy on school premises

- First Offense: Suspension for fifty percent of the scheduled contests.
- Second Offense: Suspension for one calendar year (365 days) of the scheduled contests.



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Alcohol, Illegal Drugs, and Steroid Policy

Zero tolerance: Suspension from participating in any athletic programs for one calendar year (365 days).

Team Rules: Islamic Foundation School athletes are expected to be supportive of team members and to follow all team rules as explained by the coach.

- To attend and be on time for all practices and contests. Athletes are always expected to personally notify the coach in the event that they may be unexpectedly late for a practice or a contest.
- To follow any special rules or guidelines set up by coaches, administration, drivers, and/or opponent schools.
- To present an appropriate appearance, as representatives of school. (Athletes are to wear attire approved by their coaches at practices and to contests. This attire should be in keeping with the school dress code, for example, jeans should not be worn to contests.
- Illinois High School Association (IHSA) Rules and Illinois Elementary School Association (IESA). To follow all IHSA and IESA rules and guidelines for athletes.
- To follow the rules that governs the fair play of the sport and always to play by the rules.
- To display good sportsmanship. (Ejection from a game for poor sportsmanship results in an automatic next game suspension by the IHSA, and this suspension may be extended by the Athletic Director.)

Curfew: Members of athletic teams shall observe municipal curfew laws as well as the curfew hours established by the coach in each sport.

Scandals: No student-athlete should allow himself/herself to become part of a situation that will cause embarrassment, injury scandal, or loss of image to school, parents, or self.

Penalty: Disciplinary action as set by the Islamic Foundation School (including the Coach, Athletic Director, and Administration).

Violations of the Athletic Code

The failure of a student-athlete to comply with the athletic code will result in appropriate action(s) determined by the Athletic Discipline Committee (ADC).

The Athletic Discipline Committee (ADC) is comprised of the Athletic Director, Principal, Coach, and Dean. The following are examples of serious situations that may be handled by the ADC

- Violations of the school discipline policies, as stated in the Student/Parent Handbook or Athletic Department Handbook.
- Theft or vandalism involving property of teammates, Islamic Foundation School, or opposing teams or schools.



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- Misuse of prescription of over-the-counter products.
- Involvement, use, or possession of tobacco, illegal substances, alcohol, vaping, and/or steroids.
- Situations causing scandal or loss of image to school, parents, or self.
- Any other issue that is serious in nature, or deemed a matter for the ADC.

In cases of an admitted violation(s) of the above policies the Athletic Director will enforce the policy consequences as outlined above. If there is not an admission of guilt and the situation warrants further review, the case may be referred to the Athletic Discipline Committee.

Please note: If the school discipline system is involved, it becomes the primary discipline system. The school discipline system may affect athletic eligibility. After the school discipline system deals with a situation, the Athletic Director may further review the findings to see if additional action (if any) needs to be taken.

Athletic Suspensions

Islamic Foundation School teaches and encourages all students to make good choices and to use sound judgments. If a student-athlete fails to use good judgment and violates the Islamic Foundation School Athletic Code, an athletic suspension may result. The length of athletic suspensions is based on the nature of the violation as well as the number of scheduled games. If a suspension cannot be served within the schedule of one sport season, it may be carried over to the next athletic season as determined by the Administration.

Athletic practices: During an athletic suspension, the student-athlete will be required to attend and to participate in all practices. However, the student-athlete is not permitted to participate nor to “dress” for any contests.

“Carry Over” suspensions: If it is impossible to fully serve an athletic suspension, because the suspension exceeds the number of available contests, then the suspension must be completed in the next athletic season.

Voluntary admission/self-reporting: If a student-athlete voluntarily reports a violation of the Athletic Code, the consequences of the violation may be reduced by as much as half of the stipulated suspension as determined by the ADC.

School Attendance

Attendance: Students are expected to be in attendance each day of the school year because absence from class is always a detriment to the educational process. Student-athletes must be in attendance for a full school day to practice or to compete in athletic contests.



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General Information

Insurance: IFS does not carry medical insurance for injuries to students and therefore will not pay the cost relating to the injury. Each student-athlete is required to complete and submit the Athletic Waiver form.

Physical: Each student-athlete is required to provide a physical prior to participating on the team. The physical must be current and no later than one year prior to the end of the current athletic season. If the physical will expire in the following athletic season, student-athlete must obtain a new physical. If a student-athlete has any special medical needs, the family must inform the Athletic Department and the school in writing. This is essential to safeguard your child's health. Any injury occurring during practice or a contest is to be reported to the Coach immediately.

Participation Fee: All student-athletes are required to pay an athletic fee prior to the first team practice. If the student-athlete does not "make" the team, the athletic fee will be refunded. If, during an athletic season, the student leaves the team – either voluntarily, or as a result of a disciplinary action – the participation fee will not be refunded.

Athletic Director: Is responsible for all matters pertaining to the athletic program including the scheduling of contests, ordering of athletic equipment, maintaining of all athletic equipment, and arranging transportation to all athletic events. If you should have any questions regarding athletic concerns, please feel free to contact our director.

Volunteers: Each family is expected to volunteer to assist with the many Islamic Foundation School activities. Parents of student-athletes are especially needed to assist with many of the athletic programs, such as to chaperone at games or to assist with the Booster Club activities (e.g., concession stand, raffles, etc.).

There will be opportunities to volunteer for competitions at the preseason team meetings. Families will later be assigned to help with concessions and other activities at home contests.

Transportation:

When the school provides transportation, the athlete is required to travel with the team. Parents who find it necessary to transport their athlete home from a contest must notify the Athletic Director and Head Coach in writing by email. If the Athletic Director and Head Coach do not receive the email to request to take home their son or daughter within 24 hours of the contest. The student-athlete **MUST** stay and travel with the team to the contest and travel back to IFS with the team. Any other arrangements for transportation must be approved by the Athletic Director in advance.

Team Membership, Playing Time and Cuts



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Elementary and Junior High Level

4th, 5th, & 6th grade Level:

Every athlete should be given equal opportunity to play minutes that will impact the game. All players may receive “equal” playing time. Priorities at this level are to encourage participation and to build basic individual and team skill.

The coach will determine whether a player will participate if he/she had an unexcused absence from a practice in the week preceding a game.

Effort is made not to cut any elementary player. However, it may be necessary when there are more students desiring to participate than there are coaches, facilities, equipment, uniforms and finances available to support added team membership.

7th & 8th grade Level:

Every athlete should get the opportunity to play minutes that will impact the game. Opportunity for playing time will no longer be equal. Priorities are to develop the most competitive interscholastic team possible. Efforts to improve individual and team skills, and to enhance a player’s understanding of his/her role and value to the team regardless of the amount of game action, will be emphasized during team practice sessions.

The Coach will determine whether a player will participate if he/she had an unexcused absence from practice in the week preceding the game.

Effort is made not to cut any junior high player. However, it may be necessary when there are more students desiring to participate than there are coaches, facilities, equipment, uniforms and finances available to support added team membership.

Any questions, comments, or concerns regarding the Elementary and Junior High policies should be directed to the Athletic Director at 630-941-8800.

High School

Junior Varsity:

In almost all situations the junior varsity teams will be comprised of Freshman, Sophomores, and Juniors. The focus of the team and the coach will be on the continued development of the athletes’ abilities so that they can continue to improve as players and team members. Players at the JV level will be expected to: (1) have a good grasp of the fundamentals; (2) have good skills related to their particular sport; (3) be in good physical condition necessary to compete appropriately at that level.

If a player does not demonstrate the three aspects mentioned above, the Coach reserves the right to adjust his/her playing time accordingly.



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The Coach will determine whether a player will participate if he/she had an unexcused absence from practice in the week preceding the game.

The Coach is to make every effort to play all players in each game and he/she will try to balance the time as much as possible. However, there is no minimum or maximum amount of time that the Coach is required to play each player.

Varsity:

Generally, this team is made up of Juniors and Seniors. However, if the Varsity Coach feels that a Freshman or Sophomore could contribute more to the varsity team than a particular Junior or Senior, the Coach may ask a Freshman or Sophomore to play on the varsity team.

Players at the varsity level are expected to: (1) have a solid grasp of the fundamentals; (2) have excellent skills related to their particular sport; (3) be in good physical condition necessary to compete appropriately at the varsity level.

If a player does not demonstrate the three aspects mentioned above of a varsity player, the Coach reserves the right to adjust his/her playing time accordingly.

The Coach will determine whether a player will participate if he/she had an unexcused absence from practice in the week preceding a game.

Playing time decisions for each player at the varsity level are left totally to the Coaches' discretion. There may be times when a player plays the entire game and then there may be times when a player may not play at all. Priority is to develop the most competitive interscholastic team possible.

We will not cut any varsity player. However, it may be necessary when there are more students desiring to participate than there are Coaches, facilities, equipment, uniforms and finances available to support added team membership.

Athletic Fees, Uniforms, and Equipment:

Each athlete is responsible for the proper care and safe keeping of all equipment and uniforms. Student-athletes and their guardians/parents will be held accountable for the current replacement cost, for lost, stolen, or damaged equipment and uniforms. This includes damage due to improper laundering. Practice clothing and personal items such as socks, shoes, mouth guards, etc. will need to be purchased by the athlete. Coaches can require certain types of clothing but cannot dictate where to buy the items.

At times, shoe offers or "spirit packages" may be available as a convenience but the athletes are not required to make these purchases.

All equipment and uniforms must be returned to the Coach at the end of the athletic season. Coaches may take the uniforms back after each home and away games. Student-athletes who fail to return



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athletic equipment by the designated date will be charged a late fee of \$50.00 dollars. Failure to return the uniform will result in the student-athlete and their guardian to pay fees for obtaining a new uniform. Uniforms fees may differ for each team.

The Athletic Department will be collecting the athletic fee through FACTS

The students-athlete is responsible for any school provided sports equipment. Any lost, stolen, or damaged items will be charged to the athlete to whom they are issued.

The students- athletes need to pay the full amount of the athletic fees. If fees are not submitted by the deadline date, the student-athlete will not be able to participate on the team and will be removed from the roster.

The Islamic Foundation School Athletic Department works hard to supply the athlete with excellent quality uniforms and equipment. The uniforms and equipment are often very expensive. To be good stewards of our resources, we require that all participants take excellent care of their uniforms and equipment.

Academic Requirements, Eligibility, & Consequences

Islamic Foundation School is a member of the Illinois High School Association (IHSA) and Illinois Elementary Association (IESA), which requires that each student-athlete's academic progress be monitored on a bi-weekly basis.

Pre-requisite academic eligibility:

In order to participate in any of our athletic teams, students must be maintaining a "C" average or higher in all of their current or previous quarter courses.

Maintaining academic eligibility:

High School & Middle School Student-Athletes

Each student-athlete will have his/her academic performance evaluated on a bi-weekly basis to determine whether he/she maintained a cumulative quarter/semester average of 2.50 GPA in addition to maintaining at least a "C" average in all of their current enrolled classes.

Elementary School

Each student-athlete will have his/her academic performance evaluated on a bi-weekly basis to determine whether he/she maintains at least a "C" average in all of their current enrolled classes.

If a student-athlete is declared ineligible by the Athletic Director, his/her period of ineligibility will be determined based on the requirements set forth by the ADC.



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During the time in which a student-athlete is ineligible, he/she will be allowed to participate in practice until the period of ineligibility has been lifted, pending the agreement made between the student-athlete and ADC.

If a student-athlete continues to experience academic difficulty, resulting in ineligibility on more than one occasion, the Athletic Director shall confer with the ADC to determine if it is in the student-athlete's best interest to continue membership on the team.

If a student-athlete is disqualified from a team for academic reasons, the athletic participation fee for that season will NOT be refunded.

7. Parent/Guardians of ineligible student-athletes will be contacted by the Athletic Director/Coach and notified of their son/daughter's current eligibility status. The Athletic Director is also responsible to notify each student-athlete of their eligibility status, submit the eligibility report sheet, and contact each coach of any ineligible student-athletes from their respective team.

Required Before the Start of Practice

Student-athletes and their parents/guardians are expected attend a preseason team meeting prior to the start of the athletic season.

All Student-Athletes Must Turn in the Following Items Prior to the First Team Practice

1. **Physical Exam:** Prior to the beginning of a sports season, a student must have a physical exam signed by a licensed physician on file. IHSA Physical Exam forms should be used. These forms are available in the School Main Office and found on the school website under the Athletics page. Any athlete who does not have the physical exam form on file at school may not practice until this requirement has been fulfilled. A physical is valid for one calendar year from the date of the exam. (Note: The physician must sign and date the form.) It is recommended that physicals be taken during the summer, and before the start of school in August.
2. **Athletic Contract:** All student-athletes and their guardians must read and sign the Athletic Contract which is a participation and permission form. This indicates they have received and will abide by the athletic code and all items set forth in the Student Handbook.
3. **Participation Waiver Form:** The form is an acknowledgement to release and hold forever harmless, Islamic Foundation, the instructor(s), students and all other participants of these sports activities, from any and all claims, damages, or liability of any sort, which I or co-signors (if any) may have or ever have in the future because of an injury or other damage I may receive as a result of being a student, participant or spectator in the practice of this sport.



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4. IHSA drug testing policy: If the IHSA requires all student-athletes to sign a consent form for random drug testing, all student-athletes must abide by the policy.

Participation Requirements

1. A student-athlete must be in school a minimum of ½ day (12:00pm) in order to be eligible to participate in an extra-curricular practice or interscholastic contest that day. An exception would be made if the student-athlete had an approved family engagement, medical appointment, or any other acceptable prior planned absence, unless unexcused.
2. If a student-athlete misses the school day due to illness, he/she will not be eligible participate in that day's extra-curricular practice or contest.
3. If the student-athlete becomes well enough to arrive at school by 12:00 pm, he/she will be eligible to participate in that day's practice or contest.
4. If a student-athlete is absent the last school day of the school week and the extra-curricular practice or interscholastic contest falls on a non-school day weekend, or special holiday, the ADC will make the decision regarding participation eligibility, keeping in mind the circumstances for the absence.
5. A student-athlete who has been injured and has had medical treatment cannot participate in any extra-curricular practices or interscholastic contests again until given medical release by the student-athlete's doctor. The Athletic Department will request copies of the doctor's permission slip, forward one copy to the Coach, and keep a copy on file until the end of the current school year.
6. If a student-athlete is going to miss an extra-curricular practice or contest, he/she must provide a written excuse or a phone call to their Coach/Athletic Director from his/her parent(s) or legal guardian(s) detailing the reason(s) for the absence. If this will be a reoccurring absence, this should be indicated in the first parent letter, and then this first letter will serve as the excused absence for the remainder of that season.

Criteria for Excused Absences

List of excused absences from practice and games for all levels of athletics at IFS:

Student-athlete misses a practice or game for the following reasons:

- Sickness



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- Hajj/Umrah
- Death in the family
- Court date
- Future College or athletic experience that impacts the athlete's future

Unexcused Absences

The following list below would be considered unexcused. The Coach/Athletic Director will have the discretion to enforce a penalty if it deemed necessary.

Student-athlete misses practice or game for the following:

- Another practice or game in a sport not in season
- Detention
- Suspension from school
- Family vacations
- Negligence

Individual Conduct and Consequences

Any student involved in any major disciplinary action against school rules will be suspended from the team based on a decision made by the ADC. The length of the suspension will depend on the severity of the action.

Classroom and School Discipline situations will be dealt with using the following procedures:

Any student-athlete who receives a disciplinary detention will be dealt with on a case by case basis based on the severity and frequency of the conduct. Consequences for the detention will be determined by the ADC.

The rules, regulations, policies, and procedures in the IFS Athletic Code shall apply to any violations on or off school premises.

Communication and Appeal of Consequences

Before any suspension takes effect, the student-athlete shall be informed by the ADC, concerning the alleged violation. The student-athlete will have an opportunity to explain or justify the action for which he/she is being held responsible.

Athletic Awards



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The Athletic Director and Head Coach will establish the requirements for achieving athletic awards in his/her respective sport. These requirements will be submitted in writing and will receive the approval of the administration before being distributed. As far as possible, all awards will be consistent with the standard for other sports within the school program.

Participation Award: A medal to each student-athlete who is a team member for a full sport season and/or does not qualify for any other award. This medal is the only award that will be presented to the 7th – 12th grade participants.

Individual Awards: Student-athlete who has participated in all three athletic seasons. This certification will be given based on the categories that the Athletic Department has established. These awards will be selected by the Coach and/or players of each the team.

Athlete of the year award: A Senior athlete that participates in two or more high school athletic teams for a duration of four years. Criteria for selection include the following; athletic accomplishments, academic achievement, moral and social leadership, Islamic service, and dedication and loyalty to school and teams. Three males and three females will be nominated by faculty members from a complete list of Senior Student-Athletes. The Athletic director, in conjunction with the Coaching Staff and school administration, will select the one male and one female representative.

Athletic Fees 2018-2019

\$160/team

Athletic Fee Refund Policy

IF the student-athlete and his/her guardian inform the Coach/Athletic Director/ADC in writing their intention to withdraw from the team within five days of joining the team, the athletic fee will be fully refunded.

If the student-athlete does not “make” the team, the athletic fee will be fully refunded.

Student-athlete may withdraw from the team at any time during the season, but will not receive a refund if notifying Coach/Athletic Director after five days of participation.

If a student-athlete is disqualified from a team for academic/disciplinary reasons, the athletic fee for that season will NOT be refunded.