

# DISTRICT 60

## WAUKEGAN MIDDLE SCHOOL STUDENT/PARENT ATHLETIC HANDBOOK

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## **WAUKEGAN MIDDLE SCHOOL ~ ATHLETIC HANDBOOK**

This document was prepared in an effort to clarify the policies, procedures, and philosophy of the Waukegan Athletic Department. This document is considered a means, not an end. It will be reviewed at the end of each year and will be continually updated.

To be of maximum effectiveness, our athletic programs will:

- Coordinate with the philosophy and guidelines of District #60.
- Be a well-coordinated part of the school curriculum.
- Justify the use of tax funds and school facilities because of the educational aims achieved.
- Be conducted by school authorities.
- Provide opportunities for students to participate in a variety of sports.
- Foster training in conduct, game ethics, and sportsmanship for participants and spectators.
- Engender respect for the Illinois Elementary School Association (IESA) Rules and Policies under which the school program is conducted.

### **PHILOSOPHY**

Interscholastic athletic competition at Waukegan constitutes only one (1) phase of the comprehensive program of co-curricular activities. In order to take their proper place, they must be an integral part of the middle school program and receive the financial as well as the total educational support of the Board of Education. As part of the total program, every student has an equal opportunity to engage in interscholastic athletics. All students who are physically fit and have met their educational requirements are to be given every opportunity to try out for the various sports offered and run by a very competent staff. Our aim is maximum participation in interscholastic sports.

This handbook was created as a guide to clarify the many facets of middle school coaching. The handbook should serve as a source of information for staff members and guidelines for the operations of their programs. It is our firm hope that the information in this manual will be kept up-to-date, so that staff personnel will always be informed about the athletic program/s as it applies to Waukegan Middle Schools and the Illinois Elementary School Association (IESA).

### **INTRODUCTION**

Participation in competitive interscholastic athletics or extracurricular activities is a privilege available to every student at the Waukegan middle schools. The student, by accepting the privilege in athletic or extracurricular activities, is a representative of both their middle school and school district in the classroom, on the playing field, and in the community. The acceptance of participation in athletics or activities involves a commitment by the student

athlete to the following athletic training code. It is the responsibility of the coaches and the athletic coordinator to inform the parents and/or guardians and the student athletes of your responsibilities and of our expectations and to enforce the athletic code in a fair and consistent manner. The student athlete is expected to be aware of the athletic code and to adjust their behavior accordingly so that it does not become necessary for a coach or the athletic director to have to enforce the athletic code.

### **ATHLETIC OBJECTIVES**

- To balance athletics and other extracurricular activities with all other student academic responsibilities and considerations.
- To encourage, build, and promote both the individual's moral character and physical development.
- To develop in each participant a feeling of pride, a sense of accomplishment, and a desire to excel within the ethics of the sport.
- To develop excellent athletic teams and extracurricular programs in which the participants, school, and community can be proud.
- To promote a high regard for hard work and good sportsmanship.
- To promote drug/alcohol/tobacco free activities at all times for all student athletes in Unit District #60.

### **STUDENT ATHLETIC REQUIREMENTS**

Each student must have the following items on file with the athletic coordinator in order to participate in athletics at your respective middle school.

- Permission to Participate Form – A permission to participate form is to be filled out by the parent/guardian and the student athlete.
- Insurance – No student in School District #60 will be allowed to receive equipment, practice, or participate in extracurricular athletic activities without first having procured insurance. Families have the option to use their own private/family insurance or they may purchase school insurance.
- Current Physical Exam – Each athlete must have a current physical exam form or statement from their doctor indicating that they are physically fit to participate in sports before the student will be allowed to participate. Physical exams are good for 395 days from date of completion.
- Parent/Student Information and Code of Behavior Signature Sheet – This is to be signed by the parent/guardian and the student athlete when accepting the athletic handbook.

## **ATHLETIC ACTIVITIES – PARTICIPATION & TRAINING POLICY**

All athletic activities sponsored by the school are considered a part of the educational program and, as such, shall be supervised by coaches and other personnel designated by the Superintendent or his/her designee, with concurrence by the Board. Athletic activities shall be defined as any such activities sponsored by the school and overseen by the Athletic Department wherein students: (a) meet for a minimum of ten hours per week for such time as the activity is ongoing; and/or (b) participate in one or more public performances; and (c) receive no academic credits for their participation in such activities. This includes, but may not be limited to, sports and spirit activities governed by the Illinois Elementary School Association (IESA) or the Illinois High School Association (IHSA). All other non-curriculum related activities of the students sponsored by the school shall be considered extra class activities, and shall not be considered athletic activities.

Participation in athletic activities while a student in the Waukegan Public Schools is a privilege and not a right. Selection of members to participate in athletic activities is at the discretion of the activity coach(es), when applicable. Selection criteria, if any, shall be made known to all interested students in advance and must be reasonably related to the goals and objectives of the activity. No student shall be discriminated against on an unlawful basis in terms of participation in or selection for athletic activities.

Students who participate in interscholastic sports, or any activity overseen by the Athletic Department, such as, but not limited to, Poms or drill team, will be deemed members of the Athletic Department and must be covered by accident insurance. Additionally, as a condition of participation, students must provide a certificate of physical fitness completed by an Illinois licensed physician, physician's assistant or nurse practitioner within the last 395 days, as per the IESA/IHSA rules. Students and their parents shall be provided with and encouraged to use the Pre-participation Examination form published by the IESA/IHSA for this purpose.

### **Academic Eligibility**

Rules and regulations concerning eligibility of student participants in athletic activities shall be administered with the overriding objective that the student participants make steady and continuous academic progress. Evaluation of eligibility will begin once a student begins participating in athletic activities. Student progress will be evaluated weekly for all participating students. Students shall not be eligible to participate in athletic activities if they have not met applicable eligibility requirements. This ineligibility shall continue until the requirements have been reached.

#### **1. Middle School Eligibility**

To be eligible for elementary school athletic activities, a student must be enrolled in grades six through eight; under the age of 16, generally, but under the age of 15 for seventh grade activities; and doing passing work in all subjects, based on the student's cumulative grade within a grading period. No student may participate at the same academic grade level for two consecutive years in the same sport.

## **Conduct Expectations**

As a school district, we must include certain philosophical beliefs which are consistent with good sportsmanship, leadership and appropriate moral conduct. Knowing the expectations and goals of the Athletic Department are the keys toward realization and fulfillment of these goals.

A goal of the Waukegan Public School's Athletic Department is to develop the physical skills of Athletic Department participants so as to allow them to compete and perform in excellent fashion within the Board of Education policies and the bylaws of the IESA or IHSA. Therefore, students participating in Athletic Department programs must be physically and mentally well for their own welfare and the welfare of others and the team.

Our Athletic Department participants also will be expected to demonstrate excellent conduct in the classroom, in the community and on the field of athletic competition and performances and to comply with the District's grade, attendance and behavioral expectations as set forth in District policies and summarized in the Parent and Student Handbook on Rights, Responsibilities and Discipline or other guidelines established by the Superintendent or his/her designee in accordance with this policy. Nothing less will be tolerated.

## **Training Procedures**

In support of the District's conduct expectations, participating students must agree to abide by the following training procedures:

1. Alcohol: There shall be no possession, use, solicitation or distribution of alcoholic beverages during the season of sport/competition or in the off-season.
2. Tobacco: There shall be no possession, use, solicitation or distribution of tobacco products during the season or off-season.
3. Drugs: There shall be no possession, use, solicitation or distribution of drugs during the season or off season, unless prescribed by a physician or, if an over the counter medication, used in accordance with the manufacturer's directions for a purpose commonly associated with that over-the-counter medication.
4. Serious Misconduct: Students shall engage in conduct consistent with the District's positive behavioral expectations. Any student who engages in misconduct for which a suspension of 10 days or more is issued will be deemed in violation of these training procedures.
5. Consent for Drug Testing: For student's participating in IHSA athletics, and all high school students receiving a permit to participate from the Athletic Department, the student and student's parent(s) provide the written consent and acknowledgement required by the IHSA regarding random testing for performance enhancing substances.

Failure to comply with these training expectations may result in the student's ineligibility to participate in one or more games/performances, removal from the team and/or discipline. The participating student and his/her parent(s) must acknowledge in writing their awareness of the training procedures and the consequences for violation of the procedures, including but not limited to parent and/or law enforcement notification of suspected drug use by the student, prior to being allowed to participate.

The Superintendent or his/her designee may supplement the training procedures or other codes of conduct expected of participants in athletic activities so long as they do not conflict with existing Board policies and parents and students are provided with advance notice of the expectations.

## **RULES AND REGULATIONS**

### **Weekly Grade Eligibility Check**

#### **Middle School**

**A. TIMING:** Eligibility shall be determined on a weekly basis, on the same day each week. In the event the standard eligibility check falls on a day of non-attendance, the eligibility check shall take place the last day of student attendance that week. For fall athletics, the weekly eligibility check shall begin after the first full week of attendance. All other eligibility checks shall begin the week prior to the first contest associated with an activity.

**B. WEEKLY INELIGIBILITY:** Students who do not have a cumulative passing grade in each subject will be ineligible for public participation in athletic activities the following week. The ineligibility period will begin on Sunday midnight of that week until Sunday midnight of the next week. During the period of ineligibility, the student may continue to practice.

#### **Insurance**

1. Notice: The Athletic Director or his/her designee shall be responsible for informing students and parents of students desiring to participate in interscholastic sports and related activities that participants must be covered by accident insurance, which may be purchased by parents through the school or provided privately by parents. Notice of this requirement also should be included in the District's Student/Parent Handbook.

2. Verification: Students required to have accident insurance coverage shall submit a statement from their parent/legal guardian, in the form required by the Athletic Director or his/her designee, verifying the student is insured. Upon receipt of the parent/legal guardian statement, the student will be allowed to participate in athletic activities, pompom groups or cheerleading teams.

3. Record Maintenance: Verification of a student's coverage by accident insurance shall be maintained in the office of the Athletic Director.

4. District Facilitation of Insurance Access: As a convenience to parents, student accident insurance will be made available for purchase by parents of students that are not covered elsewhere. The Board will exercise care in selecting a reliable insurance company for this purpose. Parents shall be advised that the Board does not in anyway endorse the plan, and parents must make an independent decision whether or not to purchase the offered coverage. The insurance agreement itself must specifically state that the contract is between the parent and insurance carrier, and the premium for the insurance shall be paid by the parents. School staff shall be involved only in the distribution of informational materials about student insurance and in filling out accident reports when appropriate.

## **Physicals**

All students who participate in interscholastic sports, or any activity overseen by the Athletic Department, such as but not limited to Poms or Drill Team, will be deemed members of the Athletic Department and must have a current physical within the IESA or IHSA policy, whichever applies, on file using the Pre-participation Examination form published by the IESA/IHSA or the approved State form.

### Illinois Elementary or High School Association Rules

All student participants in activities overseen by the Athletic Department and governed by the IESA or IHSA must satisfy not only the provisions of this policy and all rules and regulations set forth, but in addition, all rules and regulations as set forth by the IESA, the IHSA or the governing body of their sport or activity.

## **Violation of Training Procedures**

1. Referral to Program Administrators: A student suspected of abusing the training rules outlined in this policy will be referred by the coaching staff or faculty member to the Principal and Athletic Director.
2. Parent Conference: A conference with the student's parent(s) will be mandatory.
3. Testing: If the parent(s) or a student who is 18 years of age or older and the school officials agree, an appropriate test will be made. Such test may include urinalysis, breathalyzer, blood, or other tests. Other tests may be performed by a physician acting on the request of the student, parent(s) and school officials. Failure to cooperate with testing may result in the student's suspension from IHSA eligibility for a period of one year.

A. TESTING PROCEDURES: The Superintendent or his/her designee shall develop testing procedures that ensure the accuracy of the test results and privacy of the student, to the extent allowed by law and this policy, and that comply with IHSA performance enhancing drug testing policies, as applicable.

B. CONFIDENTIALITY: Results of the tests will be provided to the Athletic Director, who may share the results privately with the student's coach(es), the Principal of the school to which the student is assigned and/or his/her designee responsible for student discipline, the Chief Academic Officer, the Superintendent and the student's parent(s). Test results also may be used in disciplinary proceedings.

C. STUDENT ASSISTANCE: Any student Athletic Department member who fails the test or tests will be referred to appropriate community resources for help in overcoming the drug or related problem. Failure to follow through with the referral shall be treated as a second offense, absent extraordinary circumstances as determined by the Athletic Director.

4. Law Enforcement and Parent Notification: In the event that a search conducted of a student suspected of a violation of the training procedures results in the discovery of a contraband or illegal substance, firearm, ammunition, incendiary or explosive device, or any other thing which would lead a reasonable person to believe it could cause serious injury or harm to the property or person of another, such item and the evidence associated with its discovery, ownership and use shall be transmitted to applicable law enforcement authorities and/or administrator(s) responsible for student discipline and notice of the same shall be transmitted to the student and his/her parent(s).

5. Consequences for Violation of Training Procedures: Any violation of the training procedures will result in the following action by the Principal, Athletic Director and Coach, in addition to any consequence which might be applicable under the District's Discipline Code, IHSA rules and regulations, or required by law. In the case of extreme behaviors, the Administration may elevate the offense in regard to the prescribed progressive discipline. Offenses are cumulative over the entire 3 years of middle school or 4 years of high school.

A. FIRST OFFENSE: A minimum of one week and maximum of two weeks suspension from the date of the reported violation by the coach. If the first offense occurs during the off-season or during the summer months, suspension will begin from the first and/or second week of competition in the next sport in which the student will participate.

B. SECOND OFFENSE: Suspension from the program in which the student participates for the remainder of that season or, if the second offense occurs off-season or during the summer months, for the following season. The violation also will be reported to parent(s) by the coach or Athletic Director.

C. THIRD OFFENSE: Suspension from all Athletic Department Programs at Waukegan Public Schools for one calendar year after the violation has been reported to the coach or Athletic Director.

D. FOURTH OFFENSE: Permanent suspension from all Athletic Department programs at Waukegan Public Schools.

### **EQUIPMENT**

All athletes are responsible for the care and return of all equipment issued to him/her. An athlete is expected to return all equipment once the season is over or immediately if for some reason he/she does not finish the season. The parent or guardian must understand that failure to do so will result in the athlete being charged for any equipment that is not accounted for. Any student that fails to return or pay for missing equipment will not pass on to the next grade. The transcript will be given to the student/athlete when the obligation is cleared.

### **TRANSPORTATION**

All athletes are required to travel to and from athletic events on school provided transportation. Any exceptions to this policy must be requested in writing, 24 hours in advance, in the main office. While on the bus all riders are to be seated. The bus must be left clean; no trash on the floor.

### **CHANGING SPORTS**

Once a student athlete becomes a member of any squad (the first day of activity), he/she may not change to another sport during that season without the approval of the athletic coordinator and both coaches. As a rule, the policy is that we want to teach our athletes that we finish what we start. If an athlete quits a sport, is dropped because of scholastic difficulties, discipline, poor attendance, etc., he/she must sit out the rest of the season before trying out for another sport. Special consideration may be given if the athlete has been cut due to reduction



of the sport and/or the coach believes the athlete would be better suited to another sport and initiates a change.

### **LEAGUE INFORMATION**

The Waukegan middle schools are members of the North Shore Middle School Conference which is made up of two (2) divisions.

#### **NORTH**

Zion, Benny, Edith Smith  
MS

#### **SOUTH**

Juarez, Abbott, John Lewis MS

### **DISMISSAL FROM CLASS**

As a rule students will not be excused from school for athletic contests. However, there may be situations when students will need to be excused because of an IESA tournament. In this case the coach should submit to the Athletic Coordinator a list of students to be excused at least 3 days prior to the event. The Athletic Coordinator will request permission from the Principal and notify the teachers. Students are responsible for all work missed.

### **ATHLETIC PARTICIPATION/SCHOOL ABSENCE POLICY**

If a student has an unexcused absence from school, they may not participate in a contest or practice that day. If a student misses less than half a day (excused) they may participate in an event or practice that day. Absences related to funerals, doctor appointments, college visits, field trips or any other prearranged absence, shall not restrict the athlete from competition or practice.

### **ATTENDANCE**

Coaches will establish and notify their athletes of attendance policies and procedures covering illness, vacation and regular practice sessions. These policies are subject to approval of the Athletic Coordinator and Principal.

### **TEAM SELECTION**

In accordance with our philosophy of including as many students as possible in athletics, we encourage coaches to keep their squads as large as possible. Obviously, time, space, facilities, equipment, and other factors will place limitations on the size of a squad in a certain sport. However, when developing your policy of team selection, please strive to maximize the opportunities of all students without diluting the quality of your program. Choosing the members of a team is the sole responsibility of the coaches. Lower level coaches shall take into consideration the policies established by the Head Coach of the program when selecting final rosters. Prior to tryouts, the coach shall provide the following information to all candidates:

- Extent of try-out period

- Criteria used to select the team
- Approximate number to be selected
- Practice and game commitment if they make the team

*If a squad cut is necessary, be sure that:*

- Each candidate has competed in at least three practice sessions.
- When possible, performed in at least an intra-squad game or scrimmage.
- The candidate is personally informed of the cut by the coach and given the reason. Cut lists are not to be posted.
- Alternative possibilities for participation in the sport, or other areas are discussed.
- If you foresee a problem arising as a result of squad cuts, discuss the situation with the Athletic Director.

### **WARNING OF RISK STATEMENT**

You are to be aware that athletic participation has inherent dangers and risks. Even though your participation and practice is within the rules of your sport and you are following the instruction of your coach, you may suffer a catastrophic injury. These injuries may include, but are not limited to death, serious head, neck, or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injury to any of the internal organs, bones, ligaments, muscles; tendons or other aspects of the muscle-skeletal system are possible. The injuries that may occur may affect your future ability to participate in athletics and recreational activities, earn a living or engage in other business and social activities. To attempt to avoid the possibility of injury you should follow your coach's instructions regarding techniques, training, and team rules at all times and participate within the rules of your sport.

## **PARENT/COACH GUIDELINES**

### **PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student athlete. As parents, when your students become involved in our program, you have the right to understand what expectations are placed on your son or daughter. This begins with clear communication from the coach.

### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR ATHLETE'S COACH**

- Philosophy of the coach
- Expectations the coach has for your student as well as all the players on the team.
- Locations and times of all practices and contests.
- Team requirements (i.e., fees, special equipment, off-season conditioning, and summer programs)
- Procedures, should your student be injured during competition.
- Disciplinary action that may result in the denial of your student's participation.

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns in regards to a coach's expectations and requirements of athletes.

As your son/daughter becomes involved in the programs at Waukegan High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student wish. At these times, discussion with the coach is encouraged. Please make an appointment to meet with the coach.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

- The mental and physical well-being of your son/daughter.
- Ways to help your student improve.
- Concerns about your student's behavior.

It is very difficult to accept that your athlete is not playing as much as you may hope. Coaches are professionals. They make judgment decisions on what they believe is the best for all students involved. As you have seen from the list above, certain things can be and should be left to the discretion of the coach.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

- Playing time.

- Team strategy.
- Play calling.
- Other student athletes.

There are situations that may require a conference between the coach, the athlete and the parent. These are to be encouraged. It is important that all parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

**IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, THIS IS THE PROCEDURE YOU SHOULD FOLLOW:**

1. Use the contact information provided by the coach to set up an appointment.
2. If unsuccessful, contact the school to assist with setting up the appointment.

***\*\*\*Please do not attempt to confront a coach before or after a practice or contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.***

**WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION**

1. Call and set up a meeting with the Athletic Coordinator to discuss the situation.
2. If a resolution is not reached, the next step would be to contact the building principal with your concerns.

Since research indicates that a student involved in extra-curricular activities has a greater chance of success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after school. We hope this information makes for an enjoyable learning experience for both you and your athlete while you are participating in the Waukegan Middle School Athletic Program.

## **ACKNOWLEDGEMENTS , CONSENTS, AND PROCEDURES**

It is indeed an honor to represent District 60 Athletics. The community invests a great deal of its time and resources to support our student athletes, so it is important that our athletes represent our community appropriately. The behavior displayed by our athletes both on and off the field should reflect the high standards that our district has for its students. The experiences obtained, the lessons learned, and the situations mastered within the realm of athletics have been determined to be an essential part of the educational process. The following documentation must be read by both parents/guardians and the student athlete.

## **WAIVER AND RELEASE OF ALL CLAIMS**

As a participant or parent/guardian of a participant in the program, I understand and acknowledge that there are certain risks of physical injury and agree to assume the full risks of any injuries, including death, damages and loss which I may sustain as a result of participating in any and all activities connected with or associated with such programs. I do hereby fully waive, release and discharge the school district, its board of education, board members, officers, agents, servants and employees from any and all claims or causes of action for injuries, including death, damage or loss which I may have or may accrue to me on account of participation in the program(s). I further agree to indemnify and hold harmless and defend the school district, its board of education, board members, officers, agents, servants, and employees, from and against any and all claims or causes of action resulting from injuries, including death, damage and losses sustained by me or any other participant resulting in whole or in part, directly or indirectly, by my intentional or negligent conduct or that of the participant.

## **CONSENT TO PHOTOGRAPH/VIDEOTAPE**

The participating student athlete and parent/guardian do hereby authorize District 60, Lake County to photograph or permit other persons to videotape, film, photograph, or use photographs or negatives provided of the student athlete for the intent of promoting District 60, Lake County Athletics.

## **PARENT PERMISSION**

My child has my permission to practice and compete in the District 60 interscholastic sports program, and I also acknowledge and agree that my child is required at all times to comply with all of the conditions of the Athletic Code of Behavior with Acknowledgements, Consents, and Procedures, the District 60 Student Handbook, and IHSA rules and regulations. In addition, we realize that such activity involves the potential for injury, which is inherent in all sports. We acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rarer occasions, these injuries can be so severe as to result in total disability, paralysis or even death.

**\*\*\*SIGN AND RETURN this page to the ATHLETIC DEPARTMENT\*\*\***

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\_\_\_\_\_  
Athlete Name (PRINT)

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Parent/Guardian Name (PRINT)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**GO WAUKEGAN!!!**

