

## **1. HIGHLAND LOCAL SCHOOLS ATHLETIC PHILOSOPHY**

The Highland Local School District Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The purpose of athletics in the Highland Local School District is to provide for the pursuit of competitive excellence in all sports, with the understanding that the pursuit of that excellence is educational in purpose. The prime concern is to develop the student-athlete physically, mentally, socially and emotionally in a positive environment among all coaches, faculty advisors and participants. This means that the physical well-being and overall development of the student-athlete is the first consideration rather than the maximum use, which the school or any team can get from his/her abilities.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost!" The Board discourages all pressures, which might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity. Infractions are all inclusive for disciplinary purposes no matter the nature of the offense.

## **2. ATHLETIC GOALS AND OBJECTIVES**

Goal – The student athlete shall become a more effective citizen in a democratic society.

### **Specific Objectives**

- The student athlete shall learn how to accept and develop a role in a team process. Develop self-discipline. Respect for authority.
- Athletes must place the team and its objectives higher than personal desires.
- Have fun. Enjoy his/her athletic career.
- Be successful. Develop a desire to excel.
- Sportsmanship: Develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- Improve: Try to better oneself in the skills involved and in those characteristics set forth as being desirable.
- Develop desirable personal health habits.

### **3. RESPONSIBILITIES OF A HIGHLAND ATHLETE**

Being a member of a Highland Local School District athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes hard work of many people over many years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

#### **A. Responsibilities to Yourself**

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies, your participation in other extracurricular activities as well as in sports, prepare you for life as an adult.

#### **B. Responsibilities to Your School**

Another responsibility you assume as a squad member is to your school. Highland Local Schools cannot maintain its position as having outstanding programs unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on the stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Highland Schools' proud of you and the community proud of your school by your faithful exemplification of these ideals.

#### **4. SPORTSMANSHIP PHILOSOPHY AND GUIDELINES**

We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We therefore expect school administrators, coaches, staff members, athletes, cheerleaders, band members, parents, and spectators to know and embrace the following fundamentals of sportsmanship.

- A. Respect should be demonstrated for athletic opponents and for their school at all times. Host schools should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. When traveling, all participants should respect the property and dignity of their host school and its athletic teams.
- B. Respect should be demonstrated for the officials at all times. Officials must be assumed to be professional and accepted as impartial arbitrators who are trained to do their job and can be expected to do their job to the best of their ability.
- C. Knowledge of and proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, and good sportsmanship suggests the importance of conforming to the spirit as well as the "letter" of the rules for that sport.
- D. All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
- E. All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all Highland Schools. In order for good sportsmanship to prevail, it is essential that all participants and spectators understand their individual responsibilities and expected modes of behavior before, during and after contests.

#### **5. PLAYERS/ STAFF/ OTHER TEAM PERSONNEL (CHEERLEADERS/BAND)**

Players, staff members and other team personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association. It states that any team member or staff member ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the student or staff member shall be ineligible for the same period of time stated above in the next sport in which the student or staff member participates. Student or coach must have already established themselves by continuous participation in that sport. A student or staff member under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during, or after the contest. A student or staff member would still practice and be a part of all team activities except on game day.

A student ejected a second time shall be suspended for the remainder of the season in that sport. A staff member who is ejected for a second time will be suspended indefinitely and required to attend a mandatory conference with the OHSAA Commissioner.

## **6. PARENTS and SPECTATORS**

**(This includes all other persons in attendance at the school event.)**

Parents/Spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Parents/Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They expect to be treated as such. Parents/Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all parents/spectators:

- a) Know and demonstrate the fundamentals of good sportsmanship.
- b) Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
- c) Censure fellow spectators whose behavior is unsportsmanlike.
- d) Be positive toward players and coaches regardless of the outcome of the contest.
- e) Read and Sign attached Parent Code of Conduct.

***EXAMPLES OF PARENT/SPECTATOR INAPPROPRIATE BEHAVIOR, include but not limited to the following:***

- a) Verbal/physical abuse of officials.
- b) Berating players, coaches or other spectators. Examples of this could include, but are not limited to, negative chants, signs, cheers or gestures.
- c) Interruption of contest. Examples of this could include, but not limited to, the throwing of objects on playing area, entering playing area and other disruptive behavior.
- d) Removal from contest or premises by a game official or security personnel.
- e) Any other behavior deemed inappropriate by Highland Local Schools Administration.

As a result of inappropriate spectator behavior, any of the following disciplinary actions could be instituted. The principal or athletic director has the right to vary from this guideline based upon the circumstances:

- a) Verbal or written warning.
- b) The spectator will not be permitted to attend any athletic contest for a period of 14 days from the date of the offense.
- c) The spectator will not be permitted to attend any athletic contest for a period of (1) one year.

The Highland Schools are committed to upholding the ideals of good sportsmanship put forth in this document. It is important that the actions of the school, participants, coaches, parents, and spectators be a positive reflection on the Highland Schools and community.

## **7. CONDUCT OF ATHLETE**

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

In the classroom – In the academic area, a good athlete becomes a good student. A person must give maximum effort in the classroom at all times. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior.

School discipline referral – Any student referred to the office for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by the Coach, the Athletic Director or the Principal.

Citizenship/Character - Any conduct deemed by the principal/designee to be both of a serious nature and a violation of state, local or federal criminal or juvenile law, may cause the participant to be declared ineligible by the administrative office.

On the field – In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands fast that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory

## **8. ACADEMIC REQUIREMENTS**

The Board of Education recognizes the values associated with and gained as a result of participation in those interscholastic extracurricular activities. Eligibility will be evaluated during each nine week grading period.

### **GRADES 9 – 12**

In the preceding grading period, a student must receive a minimum GPA of 1.0 and be passing 5 credits - OHSAA Guidelines.

#### **ADDITIONAL HIGHLAND REQUIREMENTS**

9th Grade students will be held to the basic OHSAA academic standard 1.0 GPA and 5 credits.

10th Grade students must earn a GPA of 1.3 during each grading period to be eligible. This is not accumulative.

11th Grade students must earn a GPA of 1.6 during each grading period to be eligible. This is not accumulative.

12th Grade students must earn a GPA of 2.0 during each grading period to be eligible. This is not accumulative.

## **9. SCHOOL ATTENDANCE AT HIGHLAND HIGH/MIDDLE SCHOOL CAMPUS**

Student / Athletes must be in school at least three periods or one-half day for which the activity is scheduled in order to participate in a contest or practice (except for school related reasons). Students' attendance requirement will be adjusted for those students who have a non-traditional schedule, including but limited to early release, PSO and or CCP. Doctor excuses will also permit the student / athlete the opportunity to participate. The student / athlete may participate in a contest on a non-school day even if absent the previous day.

## **10. TRAINING RULES**

Highland athletes take pride in their school, in superior conditioning and playing as a team.

It is a privilege to be a member of the school's athletic team, a right, which can only be earned when one abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. We want to be proud of their efforts.

ALL ATHLETES, CHEERLEADERS, BAND, PARENTS, SPECTATORS AND OTHER PERSONNEL ARE UNDER THE GUIDELINES 365 DAYS A YEAR DURING THEIR CAREER.

### **A. STUDENT DRUG, ALCOHOL, TOBACCO POLICY INTERSCHOLASTIC ATHLETICS**

Participating in extracurricular activities with the Highland Schools is not a right but a privilege. Students participating in athletic programs are required to abide by the rules and policies as set forth in the policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, or on private property / party.

Students participating in athletic activities must become familiar with and understand the rules and regulations for students participating in athletics. Students are expected to abide by all rules and regulations as well as any and all other training rules or organizational rules associated with the athletic activity. **Violation of these rules and regulations and/or the Highland School Code of Conduct are prohibited and will result in disciplinary action.** Such disciplinary action could lead to suspension, expulsion or removal from school and/or the athletic activity in accordance with these rules and the Ohio Revised Code. It must be understood by all Students and Parents/Guardians that a condition to participating in the athletic programs at Highland Schools requires a commitment to follow the rules, regulations, policies, and procedures established by the District. A student's removal from participation in athletics shall be given an informal hearing with the athletic director / principal.

### **B. OFFENSES AND DISCIPLINARY ACTION**

**Any decisions made by the Athletic Director and/or Building Principal with regards to enforcement of disciplinary action in the Athletic Handbook are final. Any changes or overturning of disciplinary actions enforced by the Athletic Director and/or Building Principal would require a majority vote by the entire Highland Board of Education.**

ALCOHOL AND DRUG OFFENSES -- Alcohol and drug offenses are defined as the use, sale, or possession of alcohol, drugs, controlled substances, inhalants, look-alikes and other illegal substances, including drug paraphernalia. Athletes HOSTING or ATTENDING (As confirmed by law enforcement agency or school district employee – visual, official report, or student admittance.) a party where alcohol or drugs are illegally consumed are included in the alcohol and drug provision.

#### A. FIRST OFFENSE:

1. A violation of alcohol or drug rules will result in removal from participation in activities for the remainder of that sport season.
  - i. A student and parent may agree to complete/follow an approved assessment/intervention program at their expense. The student would then be denied 30% of that or next subsequent season in which the athlete participated in the previous year.
2. Violations of other student code of conduct provisions and/ or athletic rules may lead to suspension and/or expulsion from school as well as removal from athletics for the remainder of the season.
3. Penalties imposed on out-of-season athletes will carry over to the next sports season in which the athlete participated in the previous year. End of season is defined as two weeks or less and penalty will carry over to next sport season.
4. The student will forfeit his/her privilege to any leadership positions in athletics for one calendar year.

#### B. SECOND OFFENSE:

1. A second violation of alcohol or drugs will result in removal from participation in all athletic activities for one calendar year from date of offense.
  - i. A student and parent may agree to complete/follow an approved assessment/intervention program at their expense. The student would then be denied 30% of all sports seasons for one calendar year. If athlete is in only one sport he/she would be denied 50% in that sport in which the athlete participated in the previous year.
2. The student forfeits his/her privilege to any leadership positions in athletics for the remainder of their school career.
3. Eligibility for reinstatement requires a written letter of application by the student and parent/guardian to the athletic director. This application may be made only after a student participates in an additional assessment by a certified alcohol/ drug counselor (preferably by the agency that performed the assessment for the first offense) and carries out the recommendations. Written proof of additional counseling must be sent to the athletic director regarding the fitness of the particular student to return to athletic activities with the Highland Schools.
  - i. Upon completion of the additional counseling and letter of application, the student and his/her parents/guardian will meet with the athletic director and principal for reinstatement into athletics

#### THIRD OFFENSE

1. A third offense of alcohol or drugs will result in removal from participation in all athletic activities for the remainder of their school career.



## TOBACCO RELATED OFFENSES:

### A. FIRST OFFENSE :

1. A student found in violation of the school policy on tobacco shall lose eligibility for the next two consecutive interscholastic contests.
2. If the student agrees to participate in a tobacco education program approved by the school, the penalty shall be reduced to one game in which the athlete participated in the previous year.
3. An out-of-season violation will result in the denial of participation (As defined in #1 above.) in the athlete's next sport season in which the athlete participated in the previous year.
4. The student forfeits his/her privilege to any leadership positions in athletics for one calendar year.

### B. SECOND OFFENSE

1. A student found in violation of the tobacco policy shall lose eligibility for 20% of each sport season for one calendar year
2. An out-of-season violation will result in 20% loss of eligibility of each sport for one calendar year.
3. A student must attend additional education in a tobacco program approved by the school.
4. Student forfeits his/her privilege to any leadership positions in athletics for their career.

### B. THIRD OFFENSE

1. A student found in violation for the third time on tobacco shall lose eligibility for one year in all sports.
2. Student must attend an approved additional tobacco education program and write a letter to the athletic department for reinstatement into athletics.

### C. FOURTH OFFENSE

1. A Student found in violation for the fourth time shall lose eligibility for the rest of his/her career.

A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or after the contest. The athlete would be permitted to attend practice and all team activities except on game day.

## **11. SELF –REFERRAL**

Self-referral occurs when a student or his/her parents reports to the guidance counselor that the student has been using drugs, alcohol, and /or tobacco product.

The timeline for this referral is within (48) hours of the infraction.

Self-referral may also be if a coach or administrator asks (without evidence) an athlete about possible drug/alcohol/tobacco use and the athlete admits to the use.

- A. After self-referral, the student will not be denied participation, but he/she must undergo an assessment and family education in a timely fashion. Also, the student/athlete agrees to submit to a drug and alcohol test at their expense.
- B. All self-referrals will be kept on file in the A.D.'s office. A student is allowed one self –referral in their athletic career (7 thru 12). A student loses their opportunity at a self-referral in the event of their first infraction.
- C. A self-referral will be considered a first time infraction. The next violation will be disciplined as a second infraction.
- D. Any student who is under investigation - Principal, AD, or Coach informed of the situation prior to the student/athlete reporting the infraction would be denied the self-referral process.
- E. In the event of a failure to complete the requirements, the student will receive the same penalty as a first infraction.

## **12. HAZING**

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action.

### **13. CONFLICTS IN EXTRA - CURRICULAR ACTIVITIES**

An individual student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

When conflicts do, arise the sponsors will meet and work out a solution so the student does not feel in the middle. If a solution cannot be found, then the principal and athletic director will have to make the decision based on the following:

- In season Highland sports take precedent over all other conflicting activities outside of school.
- The relative importance of each event.
- The relative contribution the student can make.
- How long each event has been scheduled.
- Talk with parent(s) or guardian(s).

Student must declare one sport/ activity as primary and attend all functions of that sport/activity first.

\*\* Outside athletic competition and skill work (other sports) during the athletes in sport season would not be encouraged or recommended as this leads to tired athletes, possible injury, academic stress, mentally not finishing the season and other concerns.

### **14. RISK OF PARTICIPATION**

All athletes and parents or guardians must realize the risk of serious injury, permanent disability, or death which may be a result of athletic participation. Highland School District will use the following safeguards to make every effort to eliminate injury.

- A. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- B. Instruct all athletes about the dangers of participation in their particular sport.

### **15. PARENTAL ACKNOWLEDGEMENT OF ATHLETIC POLICIES**

Upon entering the Highland School District or at the time a student chooses to try out for an athletic team, he/she will be presented with this handbook containing the information for participating in athletics. Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic guidelines, rules, and policies of the Highland School District.

This document will be signed in Final Forms for the time the student/athlete is involved in our sports program.

## **16. REQUIREMENTS FOR PARTICIPATION**

Remember that as an athlete, you are not eligible to participate in any sport until the following items have been completed.

- A. Athletic responsibility acknowledgment and pledge form on file, signed by parents and athlete.
- B. Physical examination completed and cards on file in athletic office.
- C. Uniform and any other miscellaneous fees paid.
- D. Emergency Medical Form returned to coach.
- E. All academic eligibility requirements have been satisfied.
- F. Attend a rules meeting accompanied by parent(s)/guardian(s) prior to the start of the school year.
- G. Written acknowledgment of insurance and transportation responsibilities.

## **17. INDIVIDUAL COACHES RULES AND REGULATIONS**

Coach's may establish additional rules and regulations for their respective sports. Penalties will be designated/handled by their respective coach(s). Participants and parents will be informed in writing before the season.

## **18. SELECTION OF TEAMS**

Every student at Highland High School and Middle School will have the opportunity to tryout for the school athletic team. Tryouts will be set and held by the Head Coach and Staff of that sport during the time allowed by the O.H.S.A.A. Each staff will evaluate their athletes fairly using a prepared evaluation procedure. Prior to the start of tryouts, the coach should inform the A.D. and Principal as to the size of the team and their evaluation methods. Each staff needs to determine the number of athletes they can instruct comfortably, as safety and instruction are major concerns in all programs. After the tryout period is completed the staff will meet with each athlete individually and announce the squad for that season.

## **19. AWARDS**

All awards will be presented at the awards recognition program. An athlete must finish the season in good standing (academically eligible) with the coach and have turned in all issued equipment to receive any awards. The coach will describe the criteria used to achieve those awards prior to the start of the season. Any player who is injured will receive their award if in the mind of the coach they would have achieved this recognition if the injury would not have occurred.

- A. Certificate --- high school 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year non-letter participants
- B. First Year Varsity --- letter, sport insert and certificate
- C. Second and Third Year Varsity--- medal and certificate
- D. Fourth Year Varsity ---- Plaque and certificate
- E. Senior Award --- Receiving six or more letters in high school career

## **20. INSURANCE**

Any student participating in any school athletic program shall carry either the district's student insurance or provide a written statement signed by the student's parents or guardians that the parents or guardians are providing the insurance.

## **21. PRACTICE RULES**

Individual coaches will establish written rules and regulations regarding practice, attendance and conduct at games.

## **22. MISSING PRACTICE**

An athlete should consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some other emergency would be good reason for missing practice or game. COMMUNICATION IS THE KEY.

## **23. VACATIONS**

Vacations by athletic team members during a sport season are extremely discouraged. When an absence due to a vacation is unavoidable, an athlete must:

- A. Be accompanied by his/her parents/guardians/custodians while on the vacation.
- B. Contact the head coach prior to the vacation.
- C. Be willing to assume the consequences related to their status on that squad as a starter, 2<sup>nd</sup> string, 3<sup>rd</sup> string, etc.

Coaches have the discretion on how to handle planned and unexcused absences within their individual programs.

## **24. SCHOOL CLOSING - PRACTICE/GAME CANCELLATIONS**

When school is canceled due to weather or other emergencies practice/games will be conducted with the approval of the athletic director, principal, and superintendent. The final decision is always with the parent to attend practice or a game when school is closed. COMMUNICATION IS THE KEY.

## **25. APPEARANCE**

At the beginning of each sports season, the coach shall determine appearance rules.

Suggested guidelines are:

- A. Uniforms should be clean, neat, and in good condition.
- B. The school Dress Code will be in effect.

## **26. TRAVEL RULES**

- A. Rules for school bus travel shall be essentially the same as for students being transported to and from school.
- B. Athletes must always travel to and from with the team unless the coach/advisor excuses a player to travel with his/her parents. ONLY a school form will be accepted prior to the departure of the team to the game site. Family Emergency (not convenience) would be the only reason verbal requests would be honored.

## **27. LOCKERS**

Lockers remain the property of the Highland School District while on loan to students and are therefore subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions, or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

## **28. UNIFORMS**

In several sports, the athlete will be required to purchase a portion of the game uniform, which will become their property.

## **29. EQUIPMENT**

Equipment – All athletes are responsible for the proper care and security of equipment issued to them.

- A. All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e.- jerseys).
- B. Before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach.
- C. Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Highland School is not responsible for lost or stolen equipment. Athletes are required to use a lock on athletic lockers to avoid theft.
- D. All athletic equipment is the property of the Board of Education and the Athletic Department; therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the Athletic Director.
- E. All equipment issued to an athlete must be returned at the end of the school season.
- F. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for.
- G. Under certain circumstances equipment (i.e. helmets) can be sold to team members at the end of the season. This sale will be controlled by the head coach and the Athletic Director. The price will be set by the Athletic Director. The money will be collected by the head coach prior to equipment being given to the athlete.

## **30. CELL PHONES**

Cell phones will only be used outside the locker room or in the presence of a coach. The coach will be permitted to text only team messages and must refrain from responding to any message received (emergency situations excluded).

## **31. COLLEGE RECRUITMENT**

In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Inform your coach of such a contact as soon as possible. College recruitment information is available in the Athletic Office.

### **32 CLINICS AND TOURNAMENTS**

Attendance at clinics and tournaments by members of the coaching staff is encouraged so they become familiar with the latest ideas and techniques in their particular sport.

The Athletic Department will budget for coaches to attend clinics. Clinics must be approved through athletic department and school Principal for weekday attendance. Professional forms must be submitted one week prior to attending. Head coaches (2) days and assistant coaches (1) per sport if coaching two sports. Meals, lodging, and transportation will be the responsibility of each coach attending the clinic or tournament.

Any team that reaches district level or second round playoff may be eligible for an additional clinic providing funds are available.

### **33. EVALUATION PROCEDURES**

The head coach will conduct the evaluation of all assistant coaches. The Athletic Director and Principal will evaluate the head coach. The responsibility for contract recommendations will rest with the Athletic Director and Principal. The evaluation is to be completed within a two to four week period after the conclusion of the season. The evaluation will be based on observations of practice sessions, games, as well as other related factors. The final step is a conference with the coach, Athletic Director, and if necessary the Principal to review the evaluation. The evaluations of all assistant coaches will be done by the head coach within two weeks after the completion of the season.

### **34. POST SEASON END OF THE YEAR REPORT**

Each head coach needs to submit their end of the season report no later than three weeks following the official end of their season to the Athletic Director. The head coach is responsible for turning in to the athletic department the list of award winners one week following the completion of the season.

### **35. ATHLETIC BUDGET AND FUNDRAISING**

The purpose of the athletic account is to financially support the interscholastic athletic programs of the Highland Schools and maintain their operation. Coach's salary is paid by the board of education; all other expenses of the athletic department are paid through gate receipts or donations. Currently Highland is one of the few districts that do not have some sort of fee attached to the athletic programs. Fundraising is an alternative means of obtaining funds for a special need that cannot be achieved through the general athletic budget or booster club. All fundraisers must be approved by the Athletic Director or the Principal.

### **36. ADDITION OF NEW SPORTS**

In order to properly plan for the addition of new sports to the interscholastic athletic program under the direction of the Athletic Director, Middle/High Principal, the Athletic Department will require new sports to be organized as "club sports" for a minimum of

(2) two years before they may be recognized and funded by the school. A club team is defined as being: a new sport to the Athletic Department; being self-sponsored; and not considered to be a formal part of the Middle and High School Athletic Department. All funding requirements (officials, uniforms, equipment, etc.) must be supplied by the participants and their parents. The Highland Athletic Boosters are not to be used as a funding source by club sports.

### **Process to be used in organizing a club sport:**

- A. The organizing group must state in writing to the Athletic Director its intent to organize the club.
- B. The Athletic Director will set a meeting with interested parties to discuss guidelines for the club program.
- C. The Athletic Director will recommend to the Principal that the sport be recognized as a club organization.
- D. The club coach and group will cooperate with the Athletic Director to coordinate field and/or gym usage at available times. Athletic teams will have priority over club sports.
- E. Club sports team members will be permitted the use of school colors on uniforms. Any end of the season awards and programs will be organized, financed and held by the parent organization.
- F. At the conclusion of the second club sport season, a determination as to the future of the program will be made by the Athletic Director and Principal using these criteria :
  - a. Athletic viability of the program :
    - i. Is there sufficient student interest to sustain the program as a permanent part of
    - ii. Extracurricular offerings of Highland High/Middle School.
  - b. Financial aspects:
    - i. Can the Athletic Department support this program financially?
  - c. Competition:
    - i. Are there enough schools of similar size located within reasonable distance offering this sport to make an adequate schedule where our athletes can expect to be competitive?
  - d. Other factors:
    - i. Are there other factors to consider? Are there certified coaches? Are there additional liability concerns? Would the goals of the club sport be better served by remaining a club sport?

Should approval be recommended, then the Athletic Director and Principal will recommend to the Superintendent that the sport be added to the list of sponsored sports offered by the Highland High/Middle Schools. If approval is not recommended then the Athletic Director and Principal will inform athletes and parents of the reasons for remaining a club sport. The two-year evaluation cycle outlined above will be used for future assessments of the club sport program.

### **37. ATHLETIC BOOSTERS**

The Highland Athletic Boosters Club is an organization designed solely to assist the school administration in providing a better athletic program for the Highland Schools. Although the boosters contribute to the program in many ways, they exercise no official control over the athletic program. Coaches are never to directly request financial assistance from the boosters club. Requests for financial assistance from the boosters should be given to the Athletic Director who will evaluate the request and make the presentation to the booster club. Coaches are encouraged to attend meetings and participate in any club activity. Coaches are responsible for seeing that their athletes assist the booster club when needed. The Highland Athletic Boosters meet the first Monday of the month at the high school.



### ATHLETIC PARENT CODE OF CONDUCT

The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and the core principles: trustworthiness, respect, responsibility, caring, and good citizenship. The highest potential of athletics is achieved when competition reflects these characteristics. Therefore, I AGREE:

1. I will refrain from coaching my athlete or other players during games.
2. I will respect the officials and their authority during games.
3. I will never question, or confront coaches at practice or games. I will make an appointment to speak to coaches at an agreed time and place. No form of communication (phone or electronic) concerning playing time and coaching decisions will be permitted.
4. I will remember that student athletes participate to have fun and that the game is for the student/athlete, not adults.
5. I will teach my athlete that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
6. I will demand that my student treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
7. I will promote the emotional and physical well being of the student athletes ahead of any personal desire I may have for my own child to play.
8. I will not encourage any behaviors or practices that would endanger the health and well being of the student athletes.
9. I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and other spectators at every game, practice, or sporting event.
10. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; or using profane language or gestures.
11. I understand that any violation of this code of conduct will be cause for dismissal, suspension, or permanent expulsion from future athletic contests.

I have read, understand and agree to the parent's code of conduct with Highland High School and Highland Middle School.

ATHLETE'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

PARENTS' SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\*\* This form must be returned to the coach prior to athletic participation. Athletes will not be allowed to participate without completion and return of this form.