

Hamilton Heights High School Department of Athletics



2016-2017

“The Code of Conduct”

Athletic Handbook

ATHLETIC HANDBOOK

Introduction

To the Parents

This booklet has been written to enhance communication between parents, coaches, athletes and school administrators. Please familiarize yourself with the rules and regulations which govern participation in our program. If you have any questions, please direct them to Kurt Ogden, Athletic Director, at 984-3551 ext.1061.

Parents are asked to demonstrate their support by attending as many athletic contests as possible. Freshman and Junior Varsity players really appreciate parents and fans attending their games. Complete schedules are available in the athletic offices at the start of every season.

As you know, athletic participation is loaded with success and failures, setback and triumphs. Parents can make a big difference in how these situations are handled. Parents who encourage their son or daughter to go to their coaches for clarification, understanding and counsel are contributing to their child's growth, development and maturity.

To the Athletes

The Hamilton Heights High School Athletic Department is very pleased you have chosen to become a member of one of our athletic teams. Interscholastic athletics provide many opportunities for you to grow and develop as a young adult. We hope the friendships you make, the challenges you face, and the excitement you generate will make this season a memorable one.

As an athlete, your actions on and off the field reflect on the entire team, school and community. Your behavior helps shape the perception of those who make decisions that impact the future of Hamilton Heights Athletics.

Hamilton Heights Athletic Teams take tremendous pride in their preparation, dedication and performance. Our athletes work hard, play hard, compete intensely and respect all opponents. They have represented themselves, our school and our community with style and class. We are counting on you to continue this tradition.

You have greater expectation placed on you because you are an athlete, but the rewards are well worth it. Your drive, determination, confidence, mental toughness and emotional control are tested daily. The educational value of athletic lies in how you cope with challenges.

WARNING

The potential for injury is inherent in all interscholastic sports. Even with the best coaching, the most advanced equipment and a strict observance of rules, injury can happen. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Parents and students must be willing to accept the risk associated with inter-scholastic sports participation.

Important Facts

Minimum requirement for off-season workouts

- A signed Concussion Release Form is required to be on file in the Athletic Office before participating in any off-season practices, workouts, or open gyms.

What must be done before your first official practice

Complete the PREPARTICIPATION PHYSICAL EVALUATION PACKET which includes:

- Pass a physical examination, requiring student/athlete, parent and doctor signatures.
- Complete History Form
- Complete Student and Parent Consent and Release Certificates and Insurance form
- Complete Athletic Handbook Random Drug Testing Policy Consent and Release form
- Complete Concussion Release and Cardiac Arrest Form (new)
- Complete St. Vincent Sports Performance Emergency Contact form

Other Expectations:

- Meet academic eligibility requirements
- Attend team meeting or meet with coach before practice
- If a new student to Hamilton Heights, have athletic transfer form on file

THE CODE OF CONDUCT IS IN FORCE TWELVE (12) MONTHS A YEAR, GRADES 9-12

Hamilton Heights High School supports 19 sports that offer 29 different teams to over 400 students in grades 9-12. Student/Athletes are coached by 45 men and women and participate in over 400 contests per year.

Training Room

Hamilton Heights Athletic Training Room is open to athletes needing treatment and rehabilitation. Services include injury assessment, taping, whirlpool, and follow-up care. Student/athletes are not permitted in the training without adult supervision. Space is limited, therefore only athletes needing treatment should be in the training room. All athletes are encouraged to report all injuries to the trainer before seeking medical treatment. Any questions regarding injuries or training room procedures should be addressed to Jan Clifton, head trainer.

Weight Room

The weight room is available for use by teams and individuals. No student shall use the weight room without adult supervision nor without a spotter. Those using the weight room must at a minimum have a Concussion Release and Cardiac Release form on file.

Important Dates

AWARDS NIGHTS

FALL:	Tuesday	November 10, 2015	6:30 p.m. Reception, 7 PM Assembly
WINTER:	Wednesday	March 16, 2016	6:30 p.m. Reception, 7 PM Assembly
SPRING:	Wednesday	May 25, 2016	6:30 p.m. Reception, 7 PM Assembly

PHYSICALS FOR THE 2016-17 SCHOOL YEAR ----- MAY 4, 2017 11:00 am-3:30 pm

Parents are encouraged to take this opportunity to get the physicals completed and on file before fall sports begin.

Parent and Coach Communication Guidelines

Parent-coach relationship

Both parenting and coaching are extremely difficult vocations. By establishing and understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents whose children are involved in our athletic program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

- The coach's philosophy.
- Expectations the coach has for your child as well as all the players on the squad.
- Locations and times of all practices and contest.
- Team requirements, i.e., fees, special equipment, conditioning.
- Procedures we follow should your child be injured during participation
- Discipline that results in the denial of your child's participation.

Communication coaches expect from parents

- All concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance of the practice or contest.
- Specific concerns in regard to a coach's philosophy and expectations.

As your child becomes involved in the programs at Hamilton Heights, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes. At these times we encourage discussion with the coach.

Appropriate concerns to discuss with the coach

- The treatment of your child, mentally and physically.
- Ways to help your child improve
- Concerns about your child's attitude and behavior

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for the team and all players involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with the coaches

- Playing time
- Team strategy
- Play calling
- Other team members

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both 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 with a coach..... 24 HOUR RULE

- Please do not attempt to confront a coach immediately before or after a contest of practice. These can be emotional times for both the parent and the coach. Wait at least 24 hours before contacting the coach.
- Call to set up an appointment
- If the coach cannot be reached, call the Athletic Director. He will set up the meeting

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call the Athletic Director to discuss the situation.
- At this meeting the appropriate next step can be determined.

Research indicates a student involved in sports has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The best education your child may receive, while in high school, is their participation in athletics. We hope the information provided makes both your child's and your participation in the Hamilton Heights Athletic Program a successful and enjoyable experience.



EXPECATIONS OF ATHLETES

Athletes at Hamilton Heights High School are expected to be a positive role model. It is their duty to be a model citizen in and out of the classroom. They are expected to treat authority figures with the respect due them, and to take an active and productive role in the classroom and community in general. They are also expected to live up to all team, department and school rules and policies. As an Athlete of Hamilton Heights High School, the student/athlete is counted upon to live up to a higher standard of expectations.

Hamilton Heights Huskies

The Athletic Program

Hamilton Heights High School is a new member of the HOOSIER CONFERENCE as well as the Indiana High School Athletic Association, and competes interscholastically in an extensive 19-sport program. The following competitive teams are offered at Hamilton Heights High School as a part of our total athletic program. They are listed in the season in which they are offered.

FALL:	GIRLS Cross Country Soccer Volleyball Golf Cheerleading	BOYS Cross Country Soccer Football Tennis Stuntmen/Mascot
WINTER:	Basketball Swimming Cheerleading	Basketball Swimming Stuntmen/Mascot Wrestling
SPRING:	Softball Track & Field Tennis	Baseball Track & Field Golf

These programs are part of the Extra Curricular Activities Schedule as approved by the Teacher's Association and the Hamilton Heights School Corporation School Board and Trustees.

We believe strongly in the role athletics play in the educational process but maintain that it is an honor to have the opportunity to compete and represent our school and community as a member of an athletic team. Success in athletics requires dedication, sacrifice, and a sincere desire to reach the fullest of one's potential. This effort generates tremendous individual, team, school, and community pride.

Being an athlete is a tremendous responsibility as we expect each of our athletes to be students first, a positive role model for the youth of our community, and an exemplary citizen at all times. Rule 8, Section 1 of the IHSAA by-laws states that the conduct of an athlete in and out of school shall be such as (1) not to reflect discredit upon his/her school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. Therefore, it should be noted that our athletic code of conduct is in effect 24 hours a day, 365 days a year.

Please read and develop a thorough understanding of our policies and code of conduct as they relate to participation. Should you have any questions, please talk with your coach or athletic director. All student-athletes and their parents/guardians are required to sign the acknowledgment form in the back of this handbook indicating that the student and parent understand the policies and the student agrees to abide by the athletic code of conduct at all times. This form must be returned prior to the student-athletes first practice of their first sport season.

GENDER EQUITY

Athletic participation is an extension of and an integral part of the educational experience for those young people who become student athletes. The educational experiences should not be reduced in scope and significance by disparities, which limit the participation of any athlete.

Hamilton Height High School believes that gender equity is more than being in compliance with the law. It is a spirit. It is a personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating an atmosphere and an environment where opportunities and resources are distributed fairly to boys and girls, an atmosphere where no person experiences discrimination on the basis of gender.

ATHLETIC COUNCIL

The athletic council will be comprised of the Assistant Principal, Athletic Director, school board member, three coaches and a parent/community member. The duties of the council shall be to make recommendations in athletic policy, and consider disciplinary action for code of conduct violations.

ELIGIBILITY POLICIES

IHSAA and HAMILTON HEIGHTS HIGH SCHOOL

FOR ALL STUDENT-ATHLETES GRADES 9-12

SECTION I. - This is a summary of important IHSAA and Hamilton Heights rules as they affect eligibility:

1.1. PHYSICAL AND CONSENT FORMS (RULE C-3-10) *REQUIRED FOR PARTICIPATION

Between May 1 and the student's first practice in preparation for interschool athletic participation, the student shall have had (1) a physical examination or certification by a physician holding an unlimited license to practice medicine, and (2) written consent of parent or guardian for such participation unless emancipated.

**In addition, athletes are required to submit an athletic handbook acknowledgment and medical information form to the athletic director prior to their first practice.

Note: Forms must be submitted prior to the students first season of participation and will be in effect for the entire school year.

1.2 CONCUSSION RISK AWARENESS LAW (IC 20-34-7) & SUDDEN CARDIAC ARREST LAW (IC 20-34-8) *REQUIRED FOR PARTICIPATION

On July 1, 2012 a new Indiana law regarding concussions went into effect. The law, "Student Athletes: Concussions and Head Injuries" requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach or the Athletic Department. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries. In the event that a concussion is sustained somewhere other than Hamilton Heights, the school nurse must be notified.

Effective July 1, 2015, a new Indiana law regarding sudden cardiac arrest goes into effect. The law mimics the concussion law for heart related problems. Parents, coaches and players must be provided an information sheet describing the sudden cardiac arrest signs and symptoms and the necessary emergency management steps to take if an individual experiences any of those signs or symptoms. The law further states that no medical clearance is needed for return of play; however, the athlete has to be removed from play and parental approval for return and 'sign off' must occur each time.

Note: This form must be submitted prior to the students first season of participation and will be in effect for the entire school year.

1.3. ILLNESS AND INJURY (RULE C--3-11)

Students properly certified to participate in interschool athletic activities, who are absent from school for five consecutive days or who are physically unable to practice for five consecutive days due to illness or injury, must present to their principal a statement from a physician holding an unlimited license to practice medicine that they are again physically fit to participate in interschool athletics.

1.4. AGE (RULE C--4-1)

Students whose twentieth birthday occurs before the date of the State Finals in a sport are ineligible for that sport and any occurring thereafter.

1.5. AMATEURISM (RULES C--5-1, C--5-2, & C--5-3)

All contestants in sports recognized by the Association must be amateurs in the sport in which they wish to participate. Students shall not play under assumed names nor accept remuneration, directly or indirectly, for athletic participation. Any member school students who directly or indirectly sign a professional contract lose their amateur standing and immediately become ineligible only in that sport in which they signed a contract. Member school students shall be considered as violating their amateur standing if they participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives, except baseball, golf and tennis out of season.

1.6 AWARDS, PRIZES, GIFTS (RULES C--6-1, & C--6-7)

The giving and receiving of awards shall: (a) be kept within reasonable bounds; (b) have symbolic value only, and (c) be within the consent and under the supervision of the member school principals concerned. Awards, medals, recognition, gifts and honors shall not be accepted by players or schools from colleges, universities and higher institutions of learning or their alumni.

1.7. CONDUCT (RULE C--8-1)

Contestants' conduct in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

1.8. ENROLLMENT (RULE C--12-1)

In order to be eligible for athletic competition during any semester, a student must have enrolled in some high school within the first 15 school days of the semester in which the contest occurs. After enrollment or attending classes in ninth grade, a student is eligible for no more than eight consecutive semesters.

1.9. SCHOLARSHIP (RULE C--18-1)

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently passing in at least five full credit subjects or the equivalent. (Semester grades take precedence).

Hamilton Heights High School has established the following dates for the certification of athletic eligibility for the 2015-16 school year. Eligibility is effective the date on which report cards are issued.

***Fall eligibility for the first grading period is based upon the 2014-2015 last semester (spring) grades.
Summer school classes can be counted toward the five-credit requirement for eligibility.**

First grading period:	Ends: 10/16/2015
First Semester	Ends: 12/18/2015
Third grading period:	Ends: 03/11/2016
Second Semester	Ends: 06/02/2016

1.10. TRANSFER STUDENTS (RULE C--19-5)

When a student transfers with a corresponding change of residence by the parent-guardian, the principal of the receiving school shall conduct an investigation and after such investigation may recommend residence eligibility of the student-athlete to the Commissioner provided: (1) the change of residence is bona fide; and (2) there is no evidence of transferring for primarily athletic reasons; and (3) there is no evidence of undue influence. A student cannot become eligible for competition until approval has been granted by the IHSAA. If transfer requirements are not met, a student may be granted "limited eligibility" which allows for participation at the junior varsity or freshman level only for 365 days, or in some cases, a student may be ruled ineligible for athletic participation.

1.11. UNDUE INFLUENCE (RULE C--20-1)

The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both of the parents or guardians of a student as residents, may cause the student to be ineligible for high school athletics for a period not to exceed 365 days and may jeopardize the standing of the high school in the Association.

1.12. PARTICIPATION (RULE 15 - PHILOSOPHY)

Students should have the opportunity to voluntarily engage in non-school sponsored sports activities provided such activities do not interfere with the student's educational development and the activities do not conflict with the principles of wholesome amateur athletics. The IHSAA wishes to enhance that opportunity while at the same time discouraging the exploitation of student athletes by over zealous individuals and organizations who attempt to impose an obligation on the student, to participate in their programs at any cost. By the promulgation and enforcement of these rules the IHSAA strives to eliminate these abuses.

1.13. MANDATORY PRACTICES

Athletes are required to participate in ten separate days of organized practice under the direct supervision of the high school coaching staff preceding the date of participation in interschool contests. Only one practice may be counted for any one day. Exception: IHSAA tournament series team members and/or individual participants may be considered eligible to participate in an immediately following season's sport contest after five days of organized practice.

1.14. INSURANCE

HHHS administrators, coaches, and trainers are very safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are required to have an insurance policy to cover athletic injuries and the cost of treatment. Contact the athletic office for information about insurance plans, which can be purchased by parents through the school to cover their student-athlete. The IHSAA carries a secondary catastrophic insurance policy to cover major injuries incurred during participation in approved IHSAA sports programs that become effective when medical expenses for a single incident exceeds \$25,000. It should be noted that neither the IHSAA nor Hamilton Heights High School carries any kind of primary insurance coverage for athletic injuries.

1.15 GROOMING AND APPEARANCE

Hamilton Heights High School athletes are representatives of the school and community and therefore are required to exhibit a well-groomed and appropriate appearance. The Principal, Athletic Director, and Coaches will determine Athletic Department guidelines as needed concerning the appropriateness of styles within the context of safety and accepted social norms.

1.16 DUAL SPORT POLICY

A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must follow all guidelines listed below:

1. Athlete must inform both coaches of their desire to play both sports as far ahead of time as possible. Either coach can refuse to allow such participation which ends the process.
2. If both coaches agree to it, a meeting should be held with the athlete, coaches and the parents to make clear all requirements and scheduling. A written contract will be created by both coaches and filed with the Athletic Department.
3. Conference contests and state tournament games should take precedence if both teams play on the same dates. The Athletic Director will settle any unexpected conflicts which may evolve later. The contract must be renewed annually.
4. Athletes may only earn 1 varsity letter per season towards a blanket (7 needed), but is eligible for all other individual awards and varsity letters in both sports.

1.17 PARTICIPATION ON TEAMS OUTSIDE OF SCHOOL ATHLETICS

Athletes who participate as members of any similar teams in the same sport season, not under the direct supervision and management of their school, shall not be eligible for participation on the school team. Participation in other sports while participating on a school team should only be done with the knowledge of the high school coach.

1.18 TRAVEL

HHHS athletes are required to travel to and from athletic contests and special events in school approved vehicles (bus or van) under adult supervision provided by HHHS. Extraordinary circumstances should be submitted to the athletic director for his review prior to the day of the event.

Hamilton Heights High School

Athletic Code of Conduct

We expect proper conduct of all athletes and support personnel (i.e. managers, stuntmen, etc.) at all times. The athletic code of conduct is in effect 24 hours a day, 365 days a year. Our policies are designed in the best interest of our student-athletes while at the same time not compromising the integrity of Interscholastic and Husky athletics.

SECTION II.

You are in violation of the Hamilton Heights Athletic Policy if you:

- 2.1 **USE OR POSSESS NARCOTIC DRUGS, HALLUCINOGENS, AMPHETAMINES, BARBITURATES, OR MARIJUANA:** An athlete guilty of possession or use of the aforementioned drugs will be suspended for a minimum of 40% of his/her current season.
- 2.2 **USE OR POSSESS ALCOHOLIC BEVERAGES:** An athlete guilty of drinking or possessing alcoholic beverages will be suspended for a minimum of 40% of his/her current season.
- 2.3 **USE OR POSSESS TOBACCO:** An athlete guilty of using or possessing tobacco in any form will be suspended for a minimum of 40% of his/her current season.
- 2.4 **STEAL:** An athlete guilty of theft will be suspended for a minimum of 40% of his/her current season.
- 2.5 **COMMIT ANY ILLEGAL ACT:** Any athlete convicted of a felony at any time shall be excluded from athletic participation for **one full year (12 months)** from time of conviction. Conviction of a misdemeanor shall be subject to athletic suspension for the athlete. Continuation in a sport or on a squad until a conviction is brought forth is contingent upon the decision of the principal, athletic director and head coach. Any athlete determined to have committed a delinquent act may be subject to suspension.
- 2.6 **PLACED UNDER PROBATION:** Upon receiving notification from the Judicial Courts that an athlete is being supervised by a Probation Department, which would indicate that the athlete has violated the Hamilton Heights Athletic Code of Conduct, the athlete shall be excluded from athletic participation for **one full year (12 months)** UNLESS or UNTIL the athlete and /or parent/guardian of the athlete is forthcoming with information regarding the probation and the circumstances leading to the probation by reporting it to the Athletic Director and/or Principal. The athlete could potentially then receive the designated game suspension time as outlined in the Athletic Code of Conduct for the infraction.
- 2.7 **SECOND VIOLATION WITHIN OR FOLLOWING 365 DAYS OF THE FIRST VIOLATION:** A second offense of any one (1) rule or any combination of two (2) of the above rules (2.1, 2.2, 2.3, 2.4, 2.5) within 365 days of a first offense will result in a suspension for a minimum of one (1) calendar year from the date the second offense is confirmed.

- 2.8 A THIRD OFFENSE:** A third offense of any one (1) rule or any combination of three (3) of the above rules during the high school career of an athlete will result in permanent suspension from all athletic competition at Hamilton Heights High School for the remainder of that athlete's career.
- 2.9 COUNSELING:** All athletes in violation of the drug, alcohol, or tobacco policy will be required to complete an assessment-counseling program at parental expense prior to further participation.
- 2.10 DRUG TESTING:** The student/athlete may be asked to submit to a urine test to determine if the athlete is under the influence of an illegal substance. Should this procedure be used, the parents will be notified prior to any testing taking place. The parents and/or student/athlete may refuse to submit to the test. Refusal to submit to the test is a violation of the athletic code and may result in a one (1) year suspension from athletics. In the event a violation occurs involving the use of illegal drugs, the athlete may be required to submit to follow up drug testing (student/parent expense) in the calendar year immediately following the violation in order to maintain athletic eligibility or face a one (1) year suspension from athletics.
- 2.11 IN VIOLATION OUT OF SEASON:** If an athlete commits a violation of any of the above rules while not currently participating in a sport or season, he/she will serve his/her suspension in the next sport season he/she participates.
- 2.12 ACTIONS UNBECOMING A HAMILTON HEIGHTS ATHLETE:** Improper conduct or behavior in or out of school, during practices, games, etc. may result in suspension from athletics as determined by the Principal, Athletic Director, or coach during that coach's sport season.
- 2.13 ATTENDING PARTIES / GATHERINGS WHERE ALCOHOL OR DRUGS ARE PRESENT:** Hamilton Heights' athletes should not attend parties or gatherings where alcoholic beverages or drugs are being used by or served to minors. If this situation arises unexpectedly, the individual shall leave the premises immediately. If an athlete knowingly attends a party where drugs or alcohol are used by minors and fails to leave immediately, he/she will be subject to athletic suspension.
- 2.14 WITHHOLDING INFORMATION** Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the Athletic Code or state or federal law may result in additional punishment or suspension.
- 2.15 SCHOOL SUSPENSION:** Athletes suspended from school are not eligible to participate in or attend practices or contests and are subject to further disciplinary action by his/her coach. Two out-of-school suspensions in any one-sport season will result in an indefinite suspension from that season.
- 2.16 TEAM CUTTING POLICY:** Coaches of all varsity sports at Hamilton Heights have their own policy on how they will choose their teams. In some sports, cutting a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team any time during a season. Criteria for selecting team members lies with the coaching staff. Their decisions are final.
- 2.17 REMOVAL FROM A TEAM:** Once a student begins practice in a sport and his/her team membership is terminated by the athlete or coach for a reason other than being "cut" due to a lack of ability, they are ineligible to practice or participate in any other sport during that season.

2.18 QUITTING A TEAM: If an athlete tries out and makes a team in a sport that has cuts, or participates in 10 practices for a sport that does not cut, he or she cannot quit that sport and join another sport until the sport season he or she quit is completed. This includes joining off season workouts for another sport. Example: An athlete cannot quit cross country to join the football team, or the basketball team (including pre-season conditioning / workouts) until the cross country season is completed. Consent by BOTH coaches AND the Athletic Department can waive this rule. The athlete should notify the coach immediately in person, to explain the reason for quitting the team. The athlete should then turn in all school issued equipment. The athlete forfeits all awards that would have been earned had they completed the season.

2.19 COMPLETING A SEASON: (by Principal, Athletic Director, Coach, or Parent) Any athlete that does not complete the season in good standing is not eligible for any athletic awards.

2.20 ATHLETIC EQUIPMENT: Possessing athletic equipment from a team in which you are not a member or equipment from other schools will be regarded as theft. All equipment is issued is on a **LOAN** basis and is the property of HAMILTON HEIGHTS HIGH SCHOOL

An athlete will be ineligible to participate in a sport season or receive any awards until all school equipment issued to him/her is returned from previous seasons.

2.21 In the event a suspension cannot be served in its entirety in one sport season, the suspension will carry-over to the next sport season the athlete participates.

Suspensions are based on the schedule(s) as set at the beginning of the season. If the schedule changes due to postponement/cancellation, the postponed/cancelled game would count toward the total games suspended. In the case of postponement, the athlete would serve the suspension on the re-scheduled date. If a new opponent replaces the cancelled opponent, in lieu of the original game, the suspension would carry over to that opponent.

2.22 An athlete must successfully complete the season in which he/she serves a suspension.

2.23 When an athlete violates a training rule, that violation is recorded and kept on file for the entire time the athlete is enrolled at Hamilton Heights High School. All violations of the disciplinary policy are cumulative throughout an athlete's high school career.

2.24 Parents of an athlete will be informed by mail when a suspension from a team, due to a violation of athletic policy, is taking place. The parents may request an informal meeting within (5) school days from receipt of the notification with the principal and athletic director.

2.25 The "current season" is defined as all regular season contests and tournaments. In computing suspensions, contests will be counted per IHSAA guidelines for number of contests in each sport season and minimum number of tournament contests. An athlete whose suspension includes the first game of a season may not participate in a pre-season jamboree.

2.26 Additional guidelines above the minimum and approved by the athletic director, may be imposed by the head coach of each respective sport

2.27 ATTENDANCE

Daily attendance to school and practice is very important and expected. Student/athletes must have attended the final four (4) classes the day of a contest to be able to participate in his/her athletic event. Student/athletes **must** be in class by the start of 4th period. Approved school activities constitute attending school. Any other exemptions (leaving school early or missing school for funeral, dental, doctor, college visitation day, etc.) must be approved through the athletic office, and must be accompanied by appropriate documentation of the absence; i.e. Dr.'s note, college visitation confirmation, etc. **Documentation MUST be presented to a school official before the start of the scheduled athletic event.**

HOWEVER, any student missing a FULL DAY of school may not attend after school activities, unless PRE-ARRANGED THROUGH THE ATHLETIC OFFICE and MUST BE FOLLOWED UP WITH APPROPRIATE DOCUMENTATION, i.e. funeral, dental, doctor, college visitation day, etc.

2.28 PRACTICES: REGULAR, VACATION & SCHOOL CLOSING

All team members are expected to attend all practices. Practice schedules during school vacation are set by the coach and only the coach can excuse an athlete from practice. Practice during closing of school (snow, etc.) are often held and attendance at these practices are considered voluntary. It is the responsibility of the athlete to contact the coach if an absence is necessary. If the coach is unavailable, please contact the athletic office at 984-3551 ex 1060 or 1061 and leave a message for the coach.

2.29 GUIDELINES FOR PRACTICES & CONTESTS WHEN SCHOOL IS CANCELED.

1. During a declared state or county snow emergency, NO PRACTICE session or contest will be conducted while under this status.
2. Practices: These may be conducted on a voluntary basis only, assuming a snow emergency does not exist. No player is to be reprimanded if he/she fails to attend.
3. Contest: Games (home or away) will be canceled if we are not in session. Special administrative considerations may be given if weather conditions improve and opposing school is agreeable to play. If there is any doubt, a decision to cancel will be made and an attempt will be made to reschedule.

2.30 Moratorium: Effective 2004 each IHSA member school shall observe a moratorium during the week, which includes July 4th. During this period, there shall be no contact between athletes and coaches, and no athletic activities conducted. A school may extend that time period if desired.

SECTION III.

SEXUAL HARASSMENT

- 3.1. Harassment on the basis of sex is a form of illegal sex discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964.
- 3.2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a school-sponsored program or activity.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or athletic decisions affecting that individual; or

- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or athletic performance or creating an intimidating, hostile, or offensive environment.

3.3. Hamilton Heights High School will not tolerate sexual harassment of students or employees by members of its faculty, staff, student body or by other agents of the school, and will respond in a suitable manner to every complaint. To assure the school is free of sexual harassment in athletics and academics, appropriate sanctions will be imposed on offenders over whom the school has jurisdiction.

SECTION IV.

HAMILTON HEIGHTS HIGH SCHOOL ATHLETIC POLICY REGARDING STUDENT HAZING, HARASSMENT AND BULLYING

Hazing and harassment are behaviors by one person towards another, which are insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or groups of persons, to whom it is directed. Such a person may feel anything from a discomfort or embarrassment in the presence of the person or group of people displaying the behavior, to a feeling of terror or even fear for their safety. Hazing and harassment can take many forms whether physical, verbal, sexual or emotional, and can involve a combination of these elements. Sexual hazing or harassment is a form of sexual discrimination under Title VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972. Hazing or initiation rites which single a person or group of people out and subject them to embarrassing, degrading or secretive behavior will almost always be viewed as harassment.

It is the policy of Hamilton Heights High School to maintain learning and working environments that are free from sexual hazing and harassment. It shall be a violation of this policy for any employee of Hamilton Heights to haze or harass another employee or student through conduct or communication of a sexual nature. This is also applied to behavior between students or groups of students.

It is not just the conduct itself which may make certain behavior inappropriate but the context or way in which it is delivered, or its repetitive nature. Allegations of emotional, physical or sexual abuse or neglect involving a minor must be reported to an available administrator. Once a complaint of harassment or abuse is made, the school must work with it, as the school has a responsibility to ensure a safe environment for its students and staff alike. The school will work with harassments and abuse matters promptly, fairly and openly.

Coaches must be alert to society's changing perceptions about the appropriate use of power. With coaching comes power, and with power comes vulnerability. Codes of behavior for players and coaches must be developed and communicated in such a manner that guide and govern "the words and actions" of all participants during their sport season. The coach is the most influential participant in preventing harassment, hazing and abuse during their coaching season. The coach must use every opportunity to reinforce the principle of appropriate behavior by being a role model and communicating with athletes daily in practice, during pre-competition preparation, during competition, and in post-competition feedback sessions. The coach has a responsibility to behave in a respectful manner. The coach is an important leader who must reinforce an environment free of abusive, hazing and harassing behaviors of all student athletes and coaches alike.

The value and safety of children and youth must be reflected in the standards of the entire athletic department and of all people of authority involved and associated with the advocacy of our students.

4.1 CELL PHONES AND CAMERAS

Cell phones and cameras may NOT be used inside a locker room for any purpose by a student athlete. This means no texting, no calling, and obviously, NO pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. NO EXCEPTIONS TO THE RULE. This rule applies to all players, managers and coaches. (Coaches may use a cell phone in their office, not in the locker room.)

A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.

Should an athlete receive a call or text while in the locker room, he/she should take the phone (still in backpack, gym bag, etc.) out to the hall or outside the building before use. **CAMERAS AND PHONES MAY NOT BE USED OR OUT IN VIEW IN THE LOCKER ROOM FOR ANY REASON.**

4.2 SOCIAL NETWORKING SITES

Student athletes are responsible for information contained in written or electronic transmissions (e.g. email) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook YouTube, MySpace). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student athletes are not precluded from participation in such online social networks; however, student athletes should be reminded that they serve as representatives of their team, the athletic program and Hamilton Heights Schools.

Texting, tweeting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel is inappropriate behavior and unbecoming of a Hamilton Heights student athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the athletic handbook policy or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

SECTION V.

5.1 PERFORMANCE ENHANCING SUPPLEMENTS / ERGOGENICS

Hamilton Heights High School does not encourage, endorse or allow the use of any type of nutritional supplements to be consumed on school premises. The use of products such as protein supplements, amino acid supplements, Creatine, weight gain and/or loss products, etc. is a decision to be made by the student athlete and their parents. This decision should be made in consultation with a physician.

First offense - Per the Athletic Council's discretion

Second offense - 40% Suspension

SECTION VI.

NON-DISCRIMINATION POLICY

Hamilton Heights High School encourages all of its pupils, regardless of sex, color, race, national origin or handicap to enroll in any course or participate in any activity in which will promote their educational, social, and personal development.

SECTION VII.

AWARDS SYSTEM - Awards provided by the Hamilton Heights High School Athletic Department are only given to the athletes participating in sports within the Athletic Program. (Page 6)

7.1 ATTENDANCE / ATTIRE AT AWARDS PROGRAMS

The awards program is an extension of the athletic season and all athletes are expected to attend and dress up *while adhering to the school dress code policy*. If an athlete cannot attend he/she should inform their coach in advance.

7.2 ATHLETES

Members that compete interscholastically on an athletic team and cheerleaders.

- Varsity player 1 major award / season
- Reserve player Participation certificate/season
- Freshman player Participation certificate/season

7.3 MANAGERS

Students that work with the team each practice and game.

- Varsity manager 1 major award / season
- Reserve manager Participation certificate/season
- Freshman manager Participation certificate/season

7.4 STUNTMEN or MASCOTS

Students that assist varsity cheerleaders in practice and games during football and basketball seasons.

- Stuntmen 1 major award / season
- Mascots 1 major award / season

7.5 VARSITY STUDENT TRAINERS

Students that work in the training room for 2 hours a week after school, before practice and are assigned as a team trainer to a specific sport. However, a varsity student trainer who also participates in a varsity sport in the same season can only receive one major award for that season. A varsity sports award may not be received along with a Student Trainer award in the same season.

- Varsity Trainer 1 major award / season.

7.6 JUNIOR VARSITY STUDENT TRAINERS

Students that work in the training room after school, before practice and at games.

- Junior Varsity Trainer - Participation certificate/season

SECTION VIII.

ATHLETIC HONORS

8.1 MAJOR AWARDS

An athlete who meets athletic department and varsity team letter requirements as specified by individual coach.

8.2 JUNIOR VARSITY/FRESHMAN CERTIFICATES

Awarded to athletes who participate on a junior varsity or freshman team and do not meet varsity-lettering requirements as set forth by the athletic department and head coaches of each sport.

8.3 NUMERALS

Athlete, manager, or trainer must meet all requirements set by the Athletic Department. Award is given only once when the athlete earns their first participation award (9-12).

8.4 LETTER "H"

Athlete, manager, or trainer must meet all requirements set by the Athletic Department. Given only once when the athlete earns their first major award (9-12).

8.5 CERTIFICATE

Athlete, manager, or trainer must meet all requirements set by the Athletic Department. Certificates are given each time an athlete participates in a sport (9-12).

8.6 PINS

Awarded to an athlete, manager or trainer for each major award earned in their respective sports.

8.7 JACKET

Athlete, manager or trainer must meet all requirements set by the Athletic Department. Athletes may purchase their letter jacket upon being awarded their first major award.

8.8 OUTSTANDING MALE AND FEMALE ATHLETE OF THE YEAR

Athletes for this award are nominated and voted on by the head coaches. Criteria considered when making nominations include leadership, integrity, scholarship, athletic success and attitude, both on and off the playing area. This award is presented at the Spring Awards Program

8.9 SENIOR AWARD

Awarded to senior athletes who have earned four major varsity letters in a sport at Hamilton Heights.

8.10 CAPTAINS AWARD

Awarded to athletes who are selected as team captains.

8.11 BLANKET

Athlete must meet all requirements set by the Athletic Department. Given only once when an athlete earns seven (7) major awards in a combination of sports, eight (8) major awards for sports participation as well as managing sports with at least 3 awards in participation, and nine (9) major awards in managing a combination of sports.

8.12 SPORT PATCH

Awarded to team members of a conference, sectional, regional, semi-state and/or state qualifier or championship team (9-12). Individual sport athletes who advance to the state meet will receive a state patch.

8.13 SENIOR 3 SPORT AWARD- Any senior athlete who participates in all 3-sport seasons their senior year will receive special recognition at the awards ceremony.

8.14 RING

Awarded to an athlete or team members that are IHSAA STATE CHAMPIONS or RUNNER UP (9-12).

8.15 Major varsity letters received at other schools will be counted toward the HHS award system.

Exception: Senior Award

8.16 Head coaches of each respective sport, upon approval of the athletic department, will determine and disseminate letter requirements for their sport.

SECTION VIV.

PROSPECTIVE COLLEGIATE ATHLETES

It is an honor and great accomplishment to have the opportunity to compete at the collegiate level. Collaboratively, our coaches and athletic department will make available any information (profiles, videos, etc.) to college recruiters and provide needed assistance to any student-athlete with the ability and desire to compete intercollegiate. However, there are some very important facts that each athlete must be aware of. The following is information in regard to college participation. Should you have any questions, please speak with your coach, guidance counselor, or athletic director.

9.1 NCAA CLEARINGHOUSE

All prospective NCAA Division I and II athletes, **must** register with the NCAA clearinghouse. Please see guidance department for more information.

9.2 FINANCIAL ASSISTANCE (FEDERAL AND STATE)

All college bound students should complete and submit the standard Financial Aid Form to be considered for financial assistance. This is a free application. To be considered for state aid, the FAF must be postmarked no later than March 1. Please note that current tax return information is necessary to complete the FAF.

9.3 ACADEMIC REQUIREMENTS

NCAA academic requirements are available in the athletic or guidance office. Please note that listed GPA and SAT/ACT scores represent only the minimum NCAA standards for freshman eligibility in Division I and II. Keep in mind that these standards do not reflect the admission requirements of individual colleges or universities which vary greatly in regard to GPA and standardized test scores.

9.4 SCHOLASTIC APTITUDE TEST (SAT); AMERICAN COLLEGE TEST (ACT)

All prospective student-athletes must take and achieve a minimum score on the SAT or ACT to be eligible as college freshman.

