

# HARRISON SCHOOL HANDBOOK FOR ATHLETICS

## 2011-2012

### Introduction

This handbook is prepared as a guideline for athletics at Harrison School. It is designed to provide a source for the policies and rules of the athletic department and serve as a method of gaining conformity among the sports in those areas. We have attempted to include all areas, problems, and circumstances that normally occur in the daily performance of duties. However, we realize that all possible situations cannot be planned in advance. We will establish procedures for particular situations not covered by this handbook as they occur. Rules for athletes unique to individual sports are not included and are the responsibility of the coaches in the sport.

### Harrison School Mission for Athletics

The Mission of the Harrison School athletic department is to create, foster, and build an environment that will provide the student/athlete with the opportunity to identify and develop their potential through interscholastic athletics.

We would like to make it known to both parents/guardians and students alike the fact that there is a risk of injury, paralysis, and even death in virtually every activity. The benefits and joys of physical activity are tremendous. By following the rules and regulations of the activity and/or the school, students themselves will greatly aid in the prevention of injury.

Participation in extra-curricular activities is a **PRIVILEGE** that provides opportunities, recognition, and responsibilities. This code pertains to all extra-curricular participants in athletics and school rules apply to students who participate in extra-curricular activities.

### Requirements for Student-Athletes for Participate

1. Enrolled in 5<sup>th</sup> – 8<sup>th</sup> grade
2. Current Physical - Good for 1 calendar year (**PRIOR TO FIRST PRACTICE**)
3. Sports fee paid - \$50.00 per sport (**PRIOR TO FIRST PRACTICE**)
  - a. Free & Reduced recipients may contact Mrs. Huff for information on assistance with fee.
4. Code of Conduct signed by student-athlete and parent - active for 1 calendar year (**PRIOR TO FIRST PRACTICE**)
5. Gold Card must not be revoked (**PRIOR TO FIRST PRACTICE**)

**\*\*IF ITEMS ABOVE ARE NOT TURNED IN PRIOR TO FIRST PRACTICE  
ATHELETE WILL NOT BE ALLOWED TO PARTICIPATE\*\***

### Try-outs and Cut Policy

If necessary, team selection will be based on the sponsor(s) assessments of student skills, knowledge of the activity, desire and commitment. In addition, sponsors will consider attitude, sportsmanship, leadership and respect to one another.

## **Sports Offered and Tentative Start Dates**

### **Fall (September – October)**

Girls Volleyball

Co-ed Soccer

### **Early Winter (October – December)**

Boys Basketball

Girls Cheerleading

### **Late Winter (January – March)**

Girls Basketball

### **Spring (March – May)**

Co-ed Track & Field

## **Practices**

Athletic practices will take place at Harrison School at the conclusion of the school day, unless otherwise communicated well in advance by the coach. Coaches will make sure each player has a practice and game schedule at the start of each season that indicates location and time for each practice and game. Practices should last 1 ½ to 2 hours.

## **Late Pick Up Policy**

Late pick up is defined as 10 minutes or more past set end of practice time.

First offense: The coach will remind the parent of practice times and late policy.

Second offense: The coach will contact parent via phone or email.

Third offense: The Athletic Director will contact parent and reduced playing time for athlete.

Fourth offense: The athlete may be removed from team.

If an issue arises that may prevent a timely pick up please contact the school.

## **Unexcused Absences from Practices**

If a player has an unexcused absence from a practice, he/she will not be allowed to participate in the next game. This includes, but is not limited to detentions, not telling a coach personally they will miss a practice, or being in school and not showing up at practice. If a player has three (3) unexcused absences, he/she may be removed from the team.

## **Excused Absences**

Excused absences could include things such as family emergencies, family vacations or a player being sick. Coaches need to be notified if a player is not coming to practice by the parent or player. Sending word with someone other than these people is not acceptable, and will be considered unexcused. If the absence is extensive, there may be a reduction in playing time due to the nature of competitive team sports.

## **Travel for Games**

Students will be transported to and from away games. The bus will depart and return to Harrison School. All students must ride the bus to the away game to be eligible to play. Students will be dropped off at Harrison School after an away game, and must be picked up there. Parents are required to provide a ride home after home games.

Athletes may go home from an away athletic contest with their parents only after signing the check out form. Rides with siblings, relatives, friends, or other parents are allowed only with written permission from the parent of the student being driven from the game. This person must sign out the student being driven home. If an emergency situation exists that requires alternative transportation, please contact the coach or school by phone at 815-653-2311 as early as possible.

## **Game Times**

**4:15 P.M.** *unless otherwise notified.* Some games may be delayed due to transportation situations that exist for other schools. We will notify parents if these situations are brought to our attention.

## **Eligibility Policy**

Athletics and Extra-Curricular Activities - A student's first responsibility is to his or her schoolwork and grades. It is believed that students who do not achieve in accordance with their abilities do not have time to participate in extra-curricular activities and sports. It is further believed that students who display a negative attitude, poor conduct, or less than full effort should not be representing the school in extra-curricular activities. Therefore, participating in sports or extra-curricular activities will be allowed only as long as grade, attitude, conduct, and effort warrant it. Any athlete that receives an In-School Suspension (ISS) or Out-of-School Suspension (OSS) at any time during the season will warrant an immediate dismissal from the team.

Ineligibility **for participation in games** will be monitored on a weekly basis. The eligibility grade is determined by what grade a student-athlete is receiving on each Thursday at the end of the school day. The reporting period will begin the next morning at 8:00 a.m. on Friday, and will continue to 8:00 a.m. the next Friday. **In order to remain eligible a student may not have more than 1 D and no F's.** Special circumstances may be appealed to the athletic director.

1. A student-athlete is ineligible for one FULL week (from Friday to Friday), and may resume participating in games if they raise their grades to eligibility status by the next Thursday (the day teachers hand in eligibility to the coaches).
2. A student-athlete may still participate in practices during their ineligibility. If they are ineligible for more than one week, a player and coach may determine it is in the student-athlete's best interest to miss practice as well to become eligible.
3. If the ineligibility becomes chronic, a student-athlete may be removed from the team to focus on academics.

All middle school students begin the school year with a Harrison Hurricanes Gold Card. This card awards students certain privileges, one being the right to participate in athletics. An administrator may take away a student's privilege to a Gold Card at any time during the school year if he/she deems it necessary. The student will receive the Gold Card back at the beginning of the next grading quarter; thus, will regain the right to participate in athletics.

If at any time during a sport season a student's Gold Card is taken away by an administrator, the student will be removed from a team on which he/she is currently participating. Also, if a student regains the privilege of a Gold Card he/she may not participate in a sport that is currently in season.

## **PARENT AND/OR PLAYER COMPLAINT PROCEDURE**

Athletics, by its very nature, demand that a coach make numerous judgment calls during the course of a season. Athletics also dictates that a coach has effective discipline so the athletes can compete in a safe, organized, and goal oriented activity. Student athletes should feel comfortable approaching their coaches with any personal issues that may arise throughout the season. During the course of any season, it is possible that parents may have complaints concerning a coach's decisions regarding their son/daughter's playing time or disciplinary action that a coach may take involving their child. Therefore, the following procedure will be followed so that all parties involved will be treated responsibility and equitably.

1. If a parent has a complaint, they will discuss the particular complaint with the coach. The complainant will schedule a conference with the coach to discuss the matter. The son/daughter of the parent will be present at this meeting. **UNDER NO CIRCUMSTANCES WILL A COMPLAINT GO BEYOND THIS STEP IF THE ISSUES HAVE NOT BEEN DISCUSSED BETWEEN THE COMPLAINANT AND THE COACH.**
2. If the complaint has not been resolved in STEP 1, the complainant will contact the Athletic Director and schedule a conference with the Athletic Director and the coach. **UNDER NO CIRCUMSTANCES WILL A COMPLAINT GO BEYOND THIS STEP IF THE ISSUES HAVE NOT BEEN DISCUSSED WITH THE PARENTS, COACH, AND ATHLETIC DIRECTOR.**
3. If the complaint has not been resolved in STEP #1 and STEP #2, the complainant will contact the Principal and schedule a conference with the COACH, the Athletic Director, and the Principal. **UNDER NO CIRCUMSTANCES WILL A COMPLAINT GO BEYOND THIS STEP IF THE ISSUES HAVE NOT BEEN DISCUSSED WITH THE PARENT, COACH, ATHLETIC DIRECTOR, AND PRINCIPAL.**

These procedures are designed to insure that all complaints are processed fairly and equitably. The Superintendent and/or the Board of Education **WILL NOT** be involved in any athletic grievance until all three steps are followed.

## **ATHLETIC/EXTRA-CURRICULAR CODE DRUG/ALCOHOL POLICY:**

The athletic department of Harrison School adheres to the drug/alcohol policy set forth by the Board of Education. Please refer to page 16 of the Parent and Student Handbook under Board Policy 7:190 for a copy of this procedure.

**HARRISON SCHOOL  
ATHLETIC CODE OF CONDUCT**

**Student-Parent Agreement for Athletic Participation**

Participation in extra-curricular athletics is both a privilege and a responsibility. It is a privilege to develop your specific athletic skills with classmates in an organized setting. It is a responsibility to represent your school and community with your best sportsmanship and appearance.

The following rules are required from each athlete participating in games for Harrison School.

I will demonstrate good sportsmanship at all times.

I will be a positive representative of my school at all games.

I will show that I can accept winning or losing a game in a gracious manner.

I will not use vulgar or objectionable language in school, at practice or at any athletic event.

I will not criticize game officials at any time under any circumstances; I will not communicate with game officials except to answer a question.

I will not use or be in possession of tobacco products, alcohol or illegal drugs at any time.

I will not have my Gold Card revoked.

I have read the above rules, as well as the Harrison School athletic handbook, and agree to abide by the guidelines outlined by these documents. Should I not follow any rule I realize I may be suspended from games and practices for the next scheduled event up to the remainder of the school year.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

I (we) have read the above rules as well as the Harrison School athletic handbook, and agree to abide by the guidelines outlined by these documents. I (we) will help the athlete in abiding by them, as well.

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

\_\_\_\_\_  
**Date**

