

# HEBRON HIGH SCHOOL STUDENT ATHLETE HANDBOOK



August 10, 2021

Approved by the Board of School Trustees

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**Hebron High School**  
**ATHLETIC HANDBOOK FOR STUDENT ATHLETES**  
**TABLE OF CONTENTS**

1	Athletic Statement
1	Department Philosophy
1	Mission Statement, the Beliefs, Core Values
2	Objectives
3	Profile of Hebron Athletic Program
3	Eligibility Rules
3	Role of District Personnel
4	Amateurism
4	Athletic Transfers
4	Attendance/Extracurricular Participation
5	Awards / Gifts
5	Changing Sports
5	Class Release
5	Conduct and Character
5	Code of Conduct Parents/Fans
6	Conflict Policy
6	Cutting Policy
6	Equipment
6	General Team Rules
7	Hazing
7	Bullying
7	Illness/Injury
7	Insurance

8	Parent's and Physician Consent Forms
8	Participation
8	Practice Rules
9	Pre-season Meetings
9	Public Relations
9	Questions and Answers
9	Residence Requirement
9	School Cancellation / Delay Day
9	Suspension
9	Travel
10	Athletic Facility Use
10	What You Must Do Before The First Practice
10	Athletic Trainer
11	Porter County Conference Academic All Conference
11	Athletic Team Requirements for Major and Minor Awards
12	Athletic Award Policy
14	Code of Conduct for Participation in High School Extra Curricular Activities
15	Guidelines for the use of Social Networking Media
17	Drugs, Alcohol and Tobacco Policy
21	Parental Rights regarding student directory information (FERPA)
22	Sample of Code of Conduct Hearing Report
23	ImPACT
25	Herbicide
27	Other Rules
28	Sample Civility Policy Letter

# **HIGH SCHOOL ATHLETIC HANDBOOK FOR STUDENT ATHLETES**

## ***ATHLETIC STATEMENT***

This booklet is designed to inform athletes and their parents of the philosophy, goals, rules and regulations that help continue the tradition of competition at Hebron High School.

Participation in high school athletics is a privilege which carries with it varying degrees of commitment, responsibility, sacrifice, and honor. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and approved by the MSD of Boone Township School Board. There may also be other rules that are specific to each sport offered at Hebron High School. Athletes represent their school, their student body, and their community. It is the athlete's duty to conduct himself/herself in a manner that is becoming of the athlete, his or her family, Hebron High School, and the school community.

## ***DEPARTMENTAL PHILOSOPHY***

The educational philosophy of MSD of Boone Township provides the basis for the intent and context of the program, the organizational structure and the existence of all curricular and extra-curricular activities a student has the opportunity to experience. Participation in athletics is an extension of the total educational experience which may help a student to realize optimum physical and intellectual growth, and develop a true understanding of self which in turn permits the development of respect and empathy for others. We believe that participation in athletics contributes to the development of ideas and habits of good health, fair play, emotional control, social competence, positive moral values and all aspects of self-discipline.

Harmony between athletics and educational goals must be consistent at all times. Cooperation must be extended to all classroom teachers and academic grades must be maintained. Students who have high standards in the classroom are the students that can be relied upon to achieve his/her goals in athletics.

The athletic program at Hebron High School places an emphasis on developing the individual by providing a broad program of athletic activities and wholesome competition with appropriate equipment, facilities, competent supervision, and coaching. Any individual who is capable, willing and deemed athletically qualified to meet the standards of the program is provided the privilege to participate.

Regardless of which sport or activity students participate in during their education, it is the intent of Hebron High School that each athlete learns from these experiences. The following statements express the Mission, the Beliefs, and the Core Values of MSD of Boone Township.

## ***MISSION STATEMENT***

The mission of MSD of Boone Township and is to educate and prepare today's students for tomorrow's challenges. Interscholastic athletics is historically a significant part of the total educational program. They offer the opportunity for students to be a part of a team, to serve their school, to enjoy fellowship, and to develop intellectually, physically and emotionally. Being an athlete at Hebron High School/Middle School is a privilege, we therefore have the right to expect higher standards of behavior from our athletes than we do the general student body.

## ***THE BELIEFS***

- 1 Athletics compliments, supports, and extends the overall learning experience.
- 2 Every person who expresses an interest in school sponsored athletic activities is provided opportunities for involvement.
- 3 Involvement in athletics provides opportunities to develop life skills such as teamwork, time management, responsibility and respect that will be instrumental in molding characters, decisions, attitudes, and talents.
- 4 A successful athletic program needs the cooperation and support of the parents, student body, community, and the entire MSD of Boone Township.

## ***CORE VALUES***

Leadership and Responsibilities are:

- Empowering people to make the right decisions
- Leading by positive example
- Promoting behaviors that show respect for rules, opponents, officials, teammates, and traditions of the game
- Encouraging and accepting input as an active listener
- Open, honest, and direct interactive communication
- Continually reminding and refocusing people on what is important
- Understanding barriers and overcoming them
- Helping people realize the rewards and consequences that are associated with leadership

Commitment is:

- Determining goals
- Learning to prioritize choices to achieve your goals
- Taking the time needed and managing time effectively
- Self-discipline
- Character is:
  - Exercising good sportsmanship
  - Being a good citizen
  - Putting the needs of others before yourself

## ***OBJECTIVES***

The program must provide for the student athlete:

- 1 The opportunity to learn and improve skills in a competitive sport.
- 2 The development of physical vigor, desirable health habits and safety.
- 3 The opportunity to make real friendships with squad members, opposing team members
- 4 To visit and play in other communities.
- 5 A chance to observe and exemplify fair play and healthy competition.
- 6 The realization that athletic competition is a PRIVILEGE that carries definite responsibilities with it.
- 7 An association with ladies and gentlemen who exemplify well-rounded competitors and athletic coaches.
- 8 A chance to learn that a violation of a rule of the game results in a penalty & that this sequence follows in life.
- 9 Assurance that the degree of success depends on the hard work, devotion to task, and enthusiasm.
- 10 An opportunity to exercise judgment, think quickly, to take orders, to carry them out to the best of one's ability.

## ***PROFILE OF THE HEBRON ATHLETIC PROGRAM***

Hebron High School has a strong tradition in athletics, one of which the entire school and community is proud.

Hebron is a member of the Porter County Conference since 1958. Other member schools include Boone Grove, Kouts, LaCrosse/Wanatah, Morgan Township, South Central, Washington Township, and Westville.

Boys are offered a seven sport program including cross country, volleyball, soccer, in the fall; basketball, and wrestling in the winter; and baseball, and track in the spring. Girls are offered an eight sport program including cross country, soccer, and volleyball in the fall; basketball, dance, and cheerleading in the winter; and softball, and track in the spring. Additionally, we offer club golf and bowling in which a varsity letter may be earned. Athletic awards are also issued to those students who choose to participate as a manager of a team or athletic training manager.

## **ELIGIBILITY RULES**

All students are eligible to participate provided they meet all standards as established by Hebron High School and the Indiana High School Athletic Association.

### ***THE ROLE OF DISTRICT PERSONNEL***

#### ***Board of Education***

*The Board of Education is responsible directly to the taxpayers of the district and is the policymaking body for its schools.*

#### ***Superintendent of Schools***

*The executive function is delegated to the Superintendent of Schools who is charged with the responsibility for efficiently executing the policies adopted by the Board of Education.*

#### ***Principal***

*The high school principal is the administrative head of interscholastic activities as well as all other activities of the school. The principal helps implement athletic policies as established by the Board of Education and the Superintendent. As a member of the Indiana High School Athletic Association, the principal is the administrative head of the school and is directly responsible to the Indiana High School Athletic Association and to the Superintendent of Schools for conduct of the school's athletic activities.*

#### ***Athletic Director***

*The athletic Director is assigned to administer the athletic program. It is the director of athletics responsibility to assure that the athletic programs are conducted within the rules and regulations of the Indiana High School Athletic Association, the Porter County Conference, and the School District.*

#### ***The Athletic Council***

*The Athletic Council is the disciplinary arm of the athletic and athletic-related activity program. All head coaches, the athletic director, the athletic trainer, the principal, and a faculty representative will serve on the athletic council.*

## **ACADEMIC ELIGIBILITY**

The Indiana High School Athletic Association (IHSAA) and the MSD of Boone Township both have minimum requirements for participation in high school athletics, conditioning programs, and camps. Failure to meet these requirements will render that student athlete ineligible for participation. The following basic requirements must be met before participation can begin: Students at Hebron High School must be passing a minimum of six subjects. All freshmen are eligible for the first grading period of the school year. The eligibility of sophomores, juniors, and seniors will be determined by the most recent grading period. The semester grade will take precedence. Summer school grades will be considered when determining eligibility as well. Adult education classes, correspondence courses, and night classes will not count toward eligibility.

Students at Hebron Middle School will be subject to a grade check every two weeks (Friday's). Students who have a failing grade will immediately become ineligible for the sport they're participating in until the next grade check. This also applies to end of each grading period. Students who have two or more failing grades at the end of a grading period will be ineligible for the entire 9 grading period.

Students new to Hebron High School who have transferred from another high school are ineligible until an IHSAA Transfer from their previous school has been completed and ruled upon by the IHSAA. The new student must initiate this transfer through the athletic office. Every athlete at Hebron High School is required by the IHSAA and Hebron High School athletic department to have a current physical examination form completed and on file with the athletic office before conditioning, participation in camps, or participating in any sport. Physical examinations are the responsibility of the athlete and their parent/guardian. Physicals are required each school year. The coach, athletic director, and principal, along with input from the athlete and parent will determine practice during an ineligible time period. We will attempt to make decisions on an individual basis with the best interest of the student athlete and his/her academic concerns in mind.

Students must complete ten (10) separate days of organized practice under the supervision of the coaching staff in order to participate in a contest. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals shall be ineligible for interscholastic athletic competition in that sport. A student athlete will be declare

Coaches reserve the right to remove athletes from practice and contests if their academic progress is unsatisfactory. Additionally, athletes may be removed from a team due to poor academic performance. Removal from any team for any reason requires the approval by the Athletic Director.

Every student-athlete, manager, trainer, or support group member is subject to this rule. Those affected may attend practices during the period of ineligibility at the coach's discretion.

### **AGE**

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state final in their sport shall be ineligible for interscholastic competition in that sport.

### **AMATEURISM**

Students shall not play under assumed names; accept payment directly or indirectly for athletic participation; or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs, or their representatives.

### **ATHLETIC TRANSFERS**

Students who wish to participate in athletics at Hebron High School, but who did not attend Hebron High School during their intended sport's season the previous school year, are required with their parents, to complete an ATHLETIC TRANSFER FORM. The transfer form will be sent to the student's former school and to the IHSAA for approval. The student cannot become eligible for competition until approval has been granted by the IHSAA. Students who transfer without a corresponding change of residence may be granted "limited eligibility" which allows for participation at the junior varsity level only for a period of 365 days.

### **ATTENDANCE/EXTRACURRICULAR PARTICIPATION**

Participation in any and all extracurricular activities is dependent upon good school attendance. The following rules apply for all student-athletes during their season:

- 1 All student athletes must report to school within 20 minutes of designated start time.
- 2 All student-athletes must remain in school for the entire school day.

*Note: Doctor/dentist appointments or funerals are the only absences in which a student-athlete will be excused from the above rules. Students are to attend school until the time of their medical appointment. Parent notes are **not** considered excused absences. This rule may be circumvented at the discretion of administration.*

1 If a student is absent the last school day of the school week, and his/her competition is on a non-school day, the student must bring a signed note from the parent or guardian that permission is given for him/her to participate. The coach will submit the note to the athletic office as part of the permanent record. Coaches retain the right to determine playing time for his/her athletes.

2 A student who is ill or has been injured and has received medical treatment for the illness or injury may not participate again until given written permission by a doctor. Doctor's notes must also contain the date in which the athlete may return to participation in the sport (physical activity).

3 An athlete who misses five (5) or more consecutive days of school or athletic participation due to illness or injury must obtain written permission from a doctor to be eligible to resume participation. Also, additional practices are required by the IHSAA when an athlete misses five (5) or more consecutive days of participation.

### **AWARDS/GIFTS**

Athletes may not receive in recognition for their athletic ability any award not approved by their high school principal or IHSAA. Athletes may not accept awards, medals, recognition gifts or honors from colleges/universities or their alumni.

**CHANGING SPORTS** If an athlete is cut from a team, he/she may join another team or program in that sport season.

**An athlete cannot quit one sport to join a second sport until that first team is no longer competing.** For example: An athlete cannot quit volleyball to try out for basketball until volleyball season is complete. However, athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the Athletic Director. If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.) that athlete will not be allowed to participate in any practice, conditioning program or weight room activity until completion of competition for the team from which the athlete is removed. If the athlete wishes to appeal, a written appeal must be submitted to the Athletic Director.

### **CLASS RELEASE**

Occasionally a student athlete may need to miss a class. School sponsored field trips, tourneys, or special honor recognition are examples of excusable releases by the school. Excused release from a class is handled through the attendance office and requires two days advance notice to the teacher.

### **CONDUCT AND CHARACTER**

According to IHSAA Rules C-8-1; C -8-3.

Athletes' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the IHSAA, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. Athletes who violate this rule may be excluded from representing their school on interscholastic teams.

Athletes ejected from a contest for an unsportsmanlike act shall be suspended from a minimum of their next interscholastic contest at that level of competition, and all other interschool contests at any level in the interim, in addition to any other penalties assessed.

### **CODE OF CONDUCT FOR PARENTS AND FANS**

Hebron High School believes that sportsmanship is a core value and its promotion and practice are essential. This Code of Conduct applies to all parents/fans involved in interscholastic athletics and activities.

1. Parents/Fans will promote academic, emotional, physical and moral well-being above desires and pressures to win.
2. Parents/Fans will teach, enforce, advocate, model and promote the development of good character to include:
  - a. Trustworthiness
  - b. Respect
  - c. Responsibility
  - d. Fairness
  - e. Caring
  - f. Citizenship
3. Parents/Fans will respect participants, officials, opponents.
4. Parents/Fans will promote fair play and uphold the spirit of the rules in the activity.
5. Parents/Fans will model appropriate behavior at all times. By reading this, I understand the requirements of the Code of Conduct and acknowledge that I may be forbidden from attending games or practices if I violate any of its provisions. Failure to abide by these rules will result in my removal from the premises.

### **CONFLICT POLICY**

We feel it is important that students at Hebron High School be encouraged to participate in a wide range of school sponsored activities. Expanding extra-curricular and co-curricular programs at Hebron has allowed the opportunity for scheduling conflicts to occur.

By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency.

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.

- 1 It is understood that a game/performance will take precedence over a practice/rehearsal.
- 2 Scheduled State Athletic Association Tournaments and State Association Division of Student Activities



Contests, including travel time, shall have the number one precedence. If a conflict exists between two of these activities, the student shall make the choice without penalty.

3 Regularly scheduled games and major performances beyond Item 1. shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two of these activities, the student shall make the choice without penalty.

4 The importance of the student's participation in the success of the total group's performance is the third priority. This section will be enacted only if the provision of Section 1. and 2. cannot be met. The principal will work with appropriate staff members to receive input prior to making his/her decision.

No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty to be assessed must be done with the approval of the principal. All decisions will be adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the principal not later than five (5) calendar days prior to the event.

Conflicts with non-school related activities shall be resolved between the student and the activity sponsor or instructor. It is understood that such conflicts are not generally excused and penalties may be assessed.

### **CUTTING POLICY**

The coaching staff is hired for their knowledge and expertise in each particular sport. It is at the discretion of each sport's coaching staff to decide who will be members of the squad. It may be necessary from time to time to cut athletes trying out for the team. Every athlete trying out for a squad will be given at least a three day tryout period in which to demonstrate his/her skills and abilities.

### **EQUIPMENT**

Each athlete is responsible for the care and the return of all athletic equipment. Lost or damaged equipment, due to player neglect, will be paid for at a fair rate determined by school officials.

All equipment must be turned in promptly. The issue of missing items must be settled at that time. **Coaches** are responsible for collecting all athletic equipment for their respective sport assignment. A student who neglects to return equipment will be ineligible for **all** athletics until he/she returns the equipment and is in good standing with the school.

Athletic locks can be purchased by athletes for a fee of \$5.00. Only athletic department issued locks may be used in any locker room facility at Hebron High School.

### **GENERAL TEAM RULES**

1 The staff for such activity has the right to determine the roster. If a student, in the staff's opinion, does not possess the necessary qualifications, the staff may dismiss said individual.

2 Each sponsor/coach will have an established list of rules to be followed and the penalty for violation. The student is expected to abide by such stated rules. The sponsor/coach is to be sure that all participants understand the rules.

3 If the habits and or conduct of the student in school or in the community is such as to make the student unworthy to represent the ideals of good character and citizenship, he/she will be asked to appear before the athletic council. The athletic council shall examine the student's conduct and determine the appropriate penalty.

### **COACH/STUDENT/PARENT COMMUNICATION**

All coaches are required to have an account on [remind.com](http://remind.com) for one way communication with students and parents. This helps everyone to know what is going on with the team. Announcements, schedule changes, and emergency cancellations will be sent on [remind.com](http://remind.com). Parents and students can sign up using the link in the previous sentence. All of the communication will be texted to your cellular phone. You may not reply to these messages.

### **"HAZING"**

At various colleges and high schools and at every level of sports, there has occasionally existed a "tradition" called "hazing." Hazing began as an informal type of "initiation rite." There have been situations in which what started out jokingly as an "initiation" have turned ugly, harmful, and even deadly. Hebron High School will consider ANY type of hazing, initiation, etc., to be expressly outlawed. Coaches, the athletic director, and Boone Twp. administrators will

determine if an incident is “hazing.” If so determined, these officials will consider it a serious disciplinary infraction equivalent to “coercion”, “threat”, “intimidation”, and even “assault”, as defined in the student handbook. Penalties outlined in the student handbook dealing with such activities as this shall be applied to any such cases of “hazing” or attempted “hazing” that may occur. (See Student Handbook for additional information)

## **“BULLYING”**

Bullying is defined by the Act as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

The bullying rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. (See Student Handbook for additional information)

## **ILLNESS/INJURY**

You are **INELIGIBLE** if you are absent five (5) or more consecutive school days due to illness or injury and do not present to your principal or designee a written verification from a licensed physician stating that you may resume participation.

The athletic department will assume **no** responsibility of payment for medical treatment for an injury which was incurred during a practice or game.

The athletic department will furnish a trainer for all High School athletes. All injuries should be reported to the coach and to the trainer. Accident reports will be filled out by the trainer and or coach.

If an athlete must seek professional advice and/or treatment, the physician consulted must make the final decision as to when the athlete will continue to participate in athletics. **A PARENT MAY NOT WAIVE LIABILITY.** The student-athlete must have a doctor’s release before he/she can continue to practice or participate if he/she has been out for five days or more with an injury or illness. The release may be by fax or letter directly to the athletic office.

If injuries or illnesses occur that are not severe enough to warrant a doctor’s visit, the trainer will decide the status of the athlete with regard to further athletic participation. The trainer’s decision is final in such cases.

## **INSURANCE**

Hebron High School administrators, coaches, and trainers are 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 must have a family insurance policy to cover athletic injuries and the cost of treatment. The school makes available a program of insurance at the beginning of each school year which may be purchased through an independent insurance agency (Markel Insurance Company information: <https://markel.sevencorners.com/> or phone 1-877-444-5014). The IHSAA carries catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request at the Athletic Office. **IT SHOULD BE NOTED THAT NEITHER THE IHSAA, Hebron High School, NOR THE MSD of Boone Township CARRIES ANY KIND OF MEDICAL INSURANCE FOR ATHLETIC INJURIES.**

**PARENT’S AND PHYSICIAN CONSENT FORMS** -Before a student may practice with an athletic team, he/she must have on file in the Hebron High School athletic director’s office the IHSAA physical form which has been properly signed by a licensed physician, the athlete and his/her parents. The form must be properly completed and signed a licensed physician indicating that the student is physically able to participate. This form must be on file between April 1 and student’s first practice in preparation for athletic participation. Effective April 1, 2016, all athletes must have a current physical on file before the first day of summer workouts begin.

**PARTICIPATION** -You are INELIGIBLE if:

A. during a Contest Season

- 1) you participate in tryouts or demonstrations of athletic ability in that sport you are currently involved in as a prospective post-secondary student-athlete;
- 2) you participate in an organized athletic contest with or against players not belonging to your school;
- 3) you participate as an individual on any team other than your school team;
- 4) you participate as an individual without following the criteria for the outstanding student athlete;
- 5) you attend a non-school camp;
- 6) you attend and participate in a student-clinic.

**PRACTICE RULES** -A student must participate in ten (10) days of practice [two practices in the same day constitutes only one (1) day] prior to participation in an interscholastic athletic event. This practice must be under the direct supervision of a member of the coaching staff. A student who has participated in an IHSAA tourney and participates in the next contest season needs only five (5) days of practice.

Classroom activities are scheduled from 8:30 a.m. until 3:00 p.m. at Hebron High School. Practices may begin at 3:20 p.m. at the conclusion of the regular school day. Practices may also occur prior to 8:30 a.m. but must be concluded so that students are in class by 8:30 a.m. In cases of inclement weather which results in school being dismissed early, all practices are cancelled. Additionally, if the start of school is delayed all morning practices are cancelled. Exemptions to this would require approval of the athletic director or the high school principal after consultation with the superintendent.

Days in which teachers have school responsibilities, but students are not required to be in attendance, practice shall start at 3:20 p.m.

**There shall be no school practices or school sponsored clinics held on Sunday. Calling one or more team members together on Sunday for studying, scouting reports, viewing films of games, any kind of participation, etc. will be considered a violation of this IHSAA rule.**

Athletes at Hebron High School are expected to be punctual in attending practices. Illnesses or extreme situations are the only good reasons for missing practices. Whether the missed practice is excused or not will be the coach's discretion. Athletes should always inform the coach when they know they must miss a practice at least a minimum of one day before the practice. The coaches have a responsibility to inform their squads about what is expected of them regarding practices and games.

Athletes will not be allowed to practice if they do not attend school all day. Any exemptions must be cleared by the principal or athletic director.

**PRE-SEASON MEETINGS**

Pre-season meetings play an integral role maintaining an open line of communication among parents, athletes, coaches, and administrators. At the beginning of each sport season the athletes and their parents are expected to attend a general session meeting with the athletic director. The meeting will be followed by a breakout session. Parents and athletes will meet with the coaches of their sport to be informed of specific rules, policies, and procedures that pertain to that particular sport.

**PUBLIC RELATIONS**

The community judges its institutions chiefly by the people who represent them. The administration, coaches, athletes, cheerleaders, and the entire student spectator body will serve as public relations agents at home and away from school during athletic contests.

Athletic department personnel occupy a highly strategic and sensitive position with regard to public relations at Hebron High School. Good public relations begins with the common sense approach and extension of common courtesy to all with whom one makes contact in the athletic community.

The team and their actions, as well as the coach's behavior, are closely observed by the general public. The actions of a coach and team players on the bench are probably the greatest factors in controlling crowd behavior. The team's

appearance, conduct on buses, language, and tone of voice are indicative of what can be expected from individuals representing Hebron High School. Often times, many people see Hebron High School through the actions of the coaches, athletes, and students in the stands.

## **QUESTIONS AND ANSWERS**

Questions and concerns regarding any aspect of the athletic program should be discussed with an athlete's coach. If there is no coach available the questions and concerns should be directed to the Athletic Office.

## **ENROLLMENT REQUIREMENT**

Student athletes, trainers, managers, cheerleaders, or support group members must be enrolled as students of the MSD of Boone Township. This means the student must reside within the legally defined attendance areas of the MSD of Boone Township and must conform to the existing legal settlement statutes as defined in Indiana Code 20-8.1-6.2-1.

## **SCHOOL CANCELLATION/DELAY DAYS -PROCEDURES**

### **A. School Cancellation**

1. All practices are canceled.
2. Cancellation after school has started, all scheduled activities are canceled.
3. When school has been closed on Friday, the decision to have activities on Saturday shall be determined by the principal.

### **B. Delays**

1. Morning practices are to be cancelled.

## **SUSPENSION**

A suspension is a short-term separation from school or class for one to ten days. A suspension from school extends to the grounds as well as school sponsored activities both home and away. **IN SCHOOL SUSPENSION** -is a short term separation from the regular school day routine. A student attending **IN SCHOOL SUSPENSION** **cannot** participate in any extra-curricular activities, go on any field trips and/or otherwise represent the school. Athletic department complies with all school policies related to suspension.

## **TRAVEL**

Hebron High School athletes are required to travel to and from athletic contests and special events in school-approved vehicles under adult supervision provided by HMS, HHS. Extraordinary circumstances should be cleared with the Athletic Department. Students may be released to their parents after an away contest if a **CONTEST TRAVEL RELEASE** form is on file in the Athletic Office *forty-eight* hours prior to the contest. This should not be abused.

\* All rules in Student Handbook pertain when traveling.

On trips, athletes represent the school, community, and the athletic program. Appropriate dress will be stipulated by the coaching staff. Athletes will act in an acceptable manner when traveling and will conduct themselves on the bus in a manner that is above reproach. Equipment and facilities at the host school will be respected and cared for just like personal equipment. Any breaking, defacing, or theft will result in disciplinary action.

Released time from class for athletic trips must be approved by the principal. Students are responsible for all work that is missed. The missed work must be made up in a reasonable period of time, to be determined by the teacher.

## **ATHLETIC FACILITY USE**

The following guidelines must be observed when students are using the gym and weight room:

1. Students may only use the athletic facilities under the direct supervision of a high school coach.
2. Students using any athletic facility (indoors or outdoors) must be dressed appropriately as designated by Hebron High School standard. Shirts and appropriate athletic footwear must be worn at all times.
3. No food or drinks will be allowed in the weight room at any time. Drinks including pop may be taken into the gymnasium in plastic squeeze bottles and under approval from supervising coach.
4. Weights should be returned to the designated racks and equipment returned to the storage rooms before students leave the areas.
5. All weight room and fitness center equipment must be disinfected both prior to and after use. NOTE: Squeeze

bottle disinfectant and cloth shall be provided.

6. All published schedules by the athletic department must be followed. The athletic department must be notified of cancellations or changes.

### **WHAT YOU MUST DO BEFORE THE FIRST PRACTICE**

The following forms are to be completed and on file in the athletic office before an athlete is eligible to participate with any team:

- A completed IHSAA physical examination, signed on all required lines (athlete, parent, licensed physician)
- Meet academic eligibility requirements.
- “Student/Parent Certificate and Consent” document. (all required signatures)
- “Athletic Emergency Medical Treatment Waiver” card.
- Any additional documents deemed necessary by either the IHSAA or athletic department.

### **ATHLETIC TRAINER**

Hebron high school currently employs a full-time athletic trainer. The athletic training room is located within the high school office area in the high school nurse's office. Our trainer is responsible for the following:

1. Being responsible for the prevention, emergency care, first aid, evaluation, and rehabilitation of injuries to athletes under his/her care.
2. Serve as the liaison between the team physician, the athlete, the athlete's parents, and coaching staff.
3. Consultant to the coaching staff on conditioning, nutrition, and protective equipment.
4. Assists with the prevention of injuries including education for athletes and student trainers, identifying factors that put athletes “at risk”, correcting deficiencies in athletes as deemed necessary, as well as taping and bracing.
5. Provides emergency care and first aid including availability of necessary equipment, communication procedures for emergency situations, and prompt, accurate triage.
6. Evaluates acute and chronic injuries and refer to the team physician or specialist where appropriate. Help decide if a player may return to competition following an injury.
7. Treats athletic injuries with protection, rest, ice, compression, evaluation, support, ultrasound, electrical stimulation, cold/heat/ and hydrotherapy as needed or prescribed with the availability of modalities.
8. Develops, supervises, evaluates, and modifies individual exercise programs for rehabilitation to help athletes return to a pre-injury status.
9. Maintains records including injury reports, home care instructions, referrals, treatment records, rehabilitation progress notes, and insurance information.
10. Secures training room equipment and supplies as needed.

Students should not be in the training room unless authorized by our athletic trainer. The athletic trainer's decision during games and practices will be followed at all times. The athletic trainer will work closely with all coaches and the athletic director.

## ***PORTER COUNTY CONFERENCE ACADEMIC ALL CONFERENCE***

### Academic All-Conference Team Criteria

The following selection procedure will be followed:

1. Each varsity coach and/or athletic director may nominate any athlete and/or manager/student assistant in grade 11 or 12, who earned a varsity letter in any of the PCC recognized sports, to their principal for recognition as Academic All-Conference.
2. No later than the third Wednesday in April, each principal will submit their Academic All-Conference Nominations of student-athlete(s) to the Executive Secretary of the PCC by verifying their academic and athletic standards:
  - a. Varsity letter awardee in the current school year.
  - b. The student-athlete must have attained a GPA of 3.72 or better on a 4.0 index and /or 93% of the school based GPA index.
  - c. The student-athlete must be in grade 11 or 12.
  - d. The nominations are to be based on the GPA after (5) or (7) semesters of a Traditional Schedule.
  - e. The nominations are to be based on the GPA after (8) or (11) trimesters of a Trimester Schedule.
3. Certificates will be prepared for each student-athlete who has been selected for the Academic All-Conference Team.
4. The number of student-athletes selected to the Academic All-Conference Team shall have no limiting numbers. The number of qualifying students may vary from school to school. It is the responsibility of each conference principal to recommend their student-athletes to the PCC Executive Secretary.

### ***ATHLETIC TEAM REQUIREMENTS FOR MAJOR AND MINOR AWARDS***

Soccer – To receive a varsity letter, a player must play in one-half of all varsity halves and be certified on the varsity sectional roster.

Basketball – To receive a varsity letter a player must play in half of all varsity quarters and be certified on the varsity sectional roster.

Baseball – To receive a varsity letter in baseball, a position player will have to participate in one-half of all varsity games. A pitcher will have to pitch an amount of innings equal to one-half of the innings pitched by the person who has pitched the most innings in the season. Courtesy runner each inning entered shall count as an inning. The player must be certified on the varsity sectional roster

Softball – To receive a varsity letter in softball a player must participate in one-half of all varsity innings. A pitcher must pitch an amount of innings equal to one-half of the innings pitched by the person who has the most innings in a season. Courtesy runner each inning entered shall count as an inning. The player must also be certified on the varsity sectional roster.

Volleyball – To receive a varsity letter in volleyball a player must participate in half of the games during the season and be certified on the varsity sectional roster. Boys Volleyball players must be certified on the PCC tournament roster.

Cross Country – Athletes must participate in 75% of all varsity races, finishing among the top seven on the team in those meets, and be on the varsity sectional roster.

Track – To receive a varsity letter in track an athlete must complete the season in good standing and score an average of one point per outdoor meet or for 75% of season an athlete must be in the top two for at least one event and participate in one other event. They must also compete at the varsity in each outdoor meet and be certified on the varsity sectional roster.

Cheerleading/Lifting - To receive a varsity letter an athlete shall receive a major/varsity letter when a cheerleader/lifter is in good standings and has participated in 85% of all games, practices and events for the season.

Dance - To receive a varsity letter an athlete shall receive a major/varsity letter when a dancer is in good standing and has participated in 85% of all performances, practices and events for the season.

Sport Managers: To receive a varsity letter an athlete must complete the varsity season in good standing.

Also, there may be additional awards given if and when it is felt necessary to recognize an individual's performance during the season. Any and all awards are subject to revocation if illegal, immoral or unethical behavior is displayed by an athlete.

Athletes who do not receive a varsity letter will receive a minor certificate if they're on a Junior Varsity team and a minor certificate if they're on a team without a junior varsity team. C-team or freshman team member will receive a participation certificate.

This emergency athletic handbook provision allows for the athletic department special letter. This letter will be given to athletes who are academically eligible, in good standing, and are actively engaged in workouts in their sports. Academic eligibility is determined from the last grading period certified by Hebron high school. This provision encompasses special circumstances such as injuries, family issues, pandemics, etc. The special letter would be agreed upon by the head coach and athletic director and approved by the Coaches council. If a coach is also the athletic director, the approval will be made in conjunction with the high school Principal.

### ***ATHLETIC AWARD POLICY***

All awards are made on the basis of coaching staff recommendation, with approval of the athletic director and the principal. An athlete **must successfully complete** the season in good standing to be considered for an award.

This emergency athletic handbook provision allows for the athletic department special letter. This letter will be given to athletes who are academically eligible, in good standing, and are actively engaged in workouts in their sports. Academic eligibility is determined from the last grading period certified by Hebron high school. This provision encompasses special circumstances such as injuries, family issues, pandemics, etc. The special letter would be agreed upon by the head coach and athletic director and approved by the Coaches council. If a coach is also the athletic director, the approval will be made in conjunction with the high school Principal.

**MINOR AWARDS:** Given to any athlete who successfully completes the sport season. The minor award will consist of a certificate. If this is an athlete's second minor, the athlete will receive a red "H" for their letterman's coat.

**CERTIFICATES:** To be presented to every athlete who has either at the Freshman, Junior Varsity, or Varsity levels successfully completed an entire sport season. The participation recommendation will be presented by the athlete's respective coach.

- A. Freshman Level Certificates: 8 ½ X 11 inch certificate
- B. Junior Varsity Certificate: 8 ½ X 11 inch certificate
- C. Varsity Level Certificate: 8 ½ X 11 inch certificate

**VARSITY AWARDS:** Awarded to an athlete who is to receive Varsity level recognition. The athlete shall receive the Varsity “L” upon his/her first qualification as a Varsity member. Any additional letter earned will be recognized through a Varsity level certificate. The eight inch cardinal “L” will be trimmed in a black background. The “L” will be sewn on the athlete’s jacket once the athlete becomes eligible for a jacket. The letter is to be sewn on the left hand side of the jacket.

**CHEVRONS:** The chevrons will consist of cardinal on a black background. The chevron will be awarded to an athlete who has received a major letter. Chevrons are added each year a letter is earned. Only one chevron for each school year may be awarded. A total of four chevrons are the most chevrons an athlete could wear on a jacket. The chevrons shall be worn on the left sleeve of the jacket.

**JACKETS:** All athletes have the opportunity to purchase a letterman’s jacket upon completion of the following qualifications:

ONE VARSITY LETTER	WHITE “H”
TWO MINORS IN A SPORT SEASON	RED “H”

Each athlete who has qualified for a jacket, must contact the athletic office to receive an authorization letter signed by the athletic director. **The athlete bears all costs of purchasing the jacket and all sewing costs.**

**ATHLETIC SCHOLARSHIPS/AWARDS:**

**BOYS AND GIRLS SENIOR ATHLETIC AWARD:**

All athletes participating in a sport will be given credit towards their major award on the following scale:

0 points: quitting or being removed for disciplinary reasons

2 points: participating all season, attending all practices

3 additional points: for each varsity letter earned

**No points will be given to an athlete who is dismissed for disciplinary reasons or quits prior to the end of the season.**

Failing to come out for a sport, quitting during the season or being dismissed for disciplinary reasons will cost an individual all points previously earned in that sport.

At the end of each athlete's senior senior year, the points will be tallied and an award will be given to the boy and girls who has accumulated the most points for a four year career.

**ATHLETIC BOOSTER CLUB SCHOLARSHIP**

Students who wish to apply for the Hebron Athletic Booster Club Scholarship must meet the following requirements:



1. Applicants must have participated in Hebron High School Organized sports four (4) consecutive years to be eligible for the scholarship money after said applicant has also fulfilled the requirements #2 and #3 below;

2. To qualify for the Hebron Athletic Booster Club Scholarship, applicant must also have worked the concession stand for the number of total hours as listed below;

Freshman Year – Ten (10) hours          Sophomore Year – Ten (10) hours          Junior Year – Ten (10) hours

Senior Year – Ten (10) hours          Total - Forty (40) Hours

The above hours will be banked into the following years. (See example #1)

Applicants or applicants' parents and/or grandparents are eligible to work for said student. Applicants must notify booster club which dates they would like to work and also sign in when working concession stand.

Example #1: Hours Worked; Applicant and/or applicant's family member may work ten (10) or twenty (20) hours if so desired in the applicant's' freshman year, thus leaving the applicant's concessions hours balance of twenty (20) hours to be completed within the next three years.

#### MIKE AND PAT BROUGHTON SENIOR ATHLETIC AWARD:

A senior athlete that has lettered their senior year.

- \$250 scholarship for one male senior athlete
- \$250 scholarship for one female senior athlete

Requirements include: G.P.A. – 2.5/4.0, No athletic code violations, Athletic Ability, Outstanding ability in one sport, Multi-sport athlete (number of varsity letters), Character, Leadership, Extra-curricular school activities, Community activities, and Scholarship

Men's varsity coaches vote for a male athlete and women's varsity coaches vote for a female athlete.

### ***CODE OF CONDUCT FOR PARTICIPATION IN HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES***

#### **A. Philosophy**

Participation in high school extra-curricular activities can have a very positive effect in the development of constructive attitudes for future citizenship.

It is imperative that every athlete is aware of the philosophy, opportunities and **set** of policies and procedures under which they will be participating.

#### **B. Conduct**

Students' conduct in and out of school shall be such as to 1) not reflect discredit upon themselves, their parent, or the school or 2) not create a disruptive influence on the discipline, good order, morale, or educational environment for others in the school. BE IT UNDERSTOOD THAT THE CODE OF CONDUCT IS IN EFFECT TWENTY-FOUR HOURS A DAY, TWELVE MONTHS A YEAR.

#### **C. Good Standing**

A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular, and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under in-school suspension, out-of-school suspension or expulsion. A student not in good standing may have limited participation in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extracurricular, except as may be allowed by the principal and/or expulsion examiner. Also included are students with delinquent fees without a payment plan.

It is recognized that principals, as the administrative authority vested in them by the school corporation, may exclude such contestants or participants from representing the school.

It is the policy of Hebron High School that participation in extracurricular activities is a privilege and Hebron High School students are expected to positively represent the school. Therefore, certain areas of conduct shall be held to a higher standard of behavior than to the generally accepted standards of behavior for high school.

1 The Principal shall enforce all rules and regulations as described in the Code of Conduct, Code of Behavior for Athletic and Extra-Curricular Activities and all rules regarding behavior and/or training as outlined in IHSAA regulations. These are on file in the Athletic Office and the Principal's Office. The Code and rules will be presented to every student athlete at the beginning of the season or school year. It will be reinforced in and out of school, year round. Parents and student athlete will be asked to sign an acknowledgment form stating that they understand the Code and that their child is subject to disciplinary measures should the Code be violated.

2 Any alleged violation of the Code of Conduct shall be reported first to the principal, or his/her designee and then is to be followed by an investigation by the coach/sponsor, principal, or his/her designee.

3 Nothing in this section of policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil Discipline Statute (I.C. 20-8.1-5) in removing a student from participation in any extra-curricular activity.

### **C. Violations**

Misconduct among participants shall consist of one of the following violations:

1. Behavior considered unbecoming of an athlete that violate the student code of conduct as defined by the student handbook.
2. The unauthorized possession or use of any controlled substance (as defined in the Indiana Controlled Substances Act).
3. The transport, possession, or consumption of any alcoholic beverage.
4. The possession or use of tobacco in any form (to include smoking, chewing tobacco, or snuff).
5. Vandalism, theft, or destructive misuse of athletic/school property or equipment or the personal property of another.
6. Any act that would constitute a felony or misdemeanor, if convicted, according to the County Prosecutor.
7. Violation of the athletic code that results in an arrest, including but not limited to possession and/or use of alcohol, possession and/or use of drugs, theft, and vandalism. The student/athlete is considered suspended from all athletic participation at the time of the arrest. Any athlete who intentionally fails to disclose an athletic violation resulting in an arrest to the Athletic Director shall be subject to the maximum penalties enforceable by the athletic department retroactive to the arrest date. If an athlete participates knowing they are ineligible to participate, the athlete risks forfeiture of all athletic awards and contests they participated in.
8. Any athletic suspension that occurs at a school other than Hebron High School will have all penalties attached to the suspension enforced at Hebron High School. This includes, but is not limited to Hebron Middle School and any other high school from which an athlete transfers.

### **D. Sanctions (penalty)**

**EXTRA-CURRICULAR ACTIVITIES:** Extra-curricular activities are an integral part of the curriculum and offerings of the MSD of Boone Township. Whenever a student is involved in extra-curricular activities in which he/she represents his/her school in competition or activities with other schools, he/she shall be subject to the following standard of conduct concerning alcohol/drugs, tobacco, vandalism, theft, or any violation of local, state, or federal law.

### **Guidelines for the Use of Social Networking Media**

As an educational institution, Hebron High School supports and encourages the rights of individuals to free speech. However, student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and/or Hebron High School. This includes any activities conducted online through social networking sites (i.e. Facebook, MySpace, Friendster, podcasting, blog sites, You Tube, or chat rooms among others).

Participation in athletics at Hebron High School is a privilege, not a right. As a student-athlete at Hebron High School, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life. Keep the following guidelines in mind as you participate in any of the aforementioned public media:

- 1 Before participating in any online community, understand that anything posted online can become public to anyone. Any text or photo placed online is completely out of your control at the moment it is placed online, even if you limit access to your site.
- 2 You are not to post information, photos, or other items that could embarrass you, your family, your team, the Athletics Department or Hebron High School. This includes items that may be posted on your page by others.
- 3 You should not post your address, phone numbers, birth date, or other personal information. You could be opening yourself up to predators or stalkers.
- 4 Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminally minded individuals from gaining access to you.
- 5 Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team.
- 6 Coaches and athletic department administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.
- 7 Student-athletes will face disciplinary measures for violation of team policies, athletic department policies, state athletic association guidelines and/or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student-athlete's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student-athlete's website will be subject to a full investigation.

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.

Be cognizant of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

## **DRUGS, ALCOHOL, and TOBACCO POLICY**

Athletes shall not possess or use drugs, tobacco, or alcohol at any time during the calendar year. They shall always represent the school as good citizens and follow the law. If the student athlete or parents realize the student has a drug, tobacco, or alcohol problem and wishes to enter into a treatment program with or without the help of school personnel prior to being caught, no athletic penalty will be levied. All infractions for drugs, tobacco, alcohol, will be treated equally.

### **Random Student Testing for Drugs, Alcohol, and Tobacco: (\*To be implemented second semester upon Board Approval)**

The MSD of Boone Township Board of School Trustees is strongly committed to providing a safe learning environment for all students and staff that is free from any intoxicating substances and tobacco products.

The use of tobacco or any intoxicating substance presents a threat to the safety, health and welfare of both our students and our employees. Because of the risks associated with such abuse, the MSD of Boone Township Board of School Trustees has implemented a random student drug, alcohol, and tobacco testing program to serve as a deterrent to such abuse.

The Student Drug Profile testing includes the following:

The intention of the random student drug testing program is to help deter students from using any intoxicating substance or tobacco product. This policy requires all students involved in any school sponsored extracurricular activities and those students with driving privileges who drive to/from school and park on school grounds to be eligible for random drug testing.

Four (4) categories of students in grades 9-12 will be the focus of the testing program. Each group is defined as follows:

- All students who participate in extracurricular activities. Activities will include all school-sponsored athletic teams, music groups, academic competitions, clubs, and organizations. A full listing of extra-curricular activities could be found on page 31 of the student handbook. These students will be part of a pool of students that will be randomly selected (by an outside agency) for testing.
- All students who drive to/from school and park on school property.
- All students whose parents/guardians volunteer in writing that their student is to be included in the random pool.
- All students for whom there is a reasonable suspicion of being under the influence of any intoxicating substances or alcohol must submit to a mandatory test.

The superintendent shall establish administrative guidelines necessary to implement this policy. A copy of these guidelines is available upon request. If a student is randomly selected and tested, a letter to his/her parents/guardians will be provided to the student immediately following the testing explaining the procedure. In addition, if the student tests positive for any substance, parents will be immediately notified by phone and provided with the type of substance found in their child's system. If the child is on prescription medicine, parents will have the opportunity to provide a copy of the prescription that will be sent to the testing laboratory for comparison to the substance found in their child's system. If there is a correlation, the results of the drug testing will be negated. If there are no prescribed medications for comparison, a meeting will be scheduled with the parents/guardians to discuss the findings.

### **Breath Test Alcohol Screening**

MSD of Boone Township maintains the right to screen students for alcohol consumption (breath test) who are attending school sponsored functions such as school games, dances, prom, and other events outside of the school day. Such test must either be from a pre-established random selection process or all inclusive. Student selection cannot be targeted, singled out, or based upon past history. Students may, however, be tested if there is reasonable suspicion based upon information or observations thought to be accurate and reliable. Students found to be in question may be subject to both legal and school actions. In no case will a student thought to be under the influence of alcohol or any intoxicating substance be permitted to leave the function without either their parent/guardian or a police officer.

**POSSESSION:** Possessing (on person, in locker, or in vehicle) or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, prescription drugs without a valid prescription, marijuana, stimulants, intoxicants, narcotics, depressants, hallucinogens, or substances represented to be illicit drugs or any legal or illegal product that produces an altered mental or physical state when used.

Possession of or being under the influence of any narcotic drug, hallucinogenic drug, prescription drug without a valid prescription, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia represented to be a drug or drug-related paraphernalia on school property at any time or at any school-sponsored function is expressly forbidden. Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and all extracurricular activities for a period of up to ten (10) days and may be recommended for expulsion from school and all extracurricular activities. The sale or distribution of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia including, but not limited to, pipes, roach clips, and rolling papers on school property at any time or at any school-sponsored function, is expressly forbidden. Likewise, the sale or distribution of any substance which is represented to be a narcotic drug, hallucinogenic drug, stimulant, depressant, or intoxicant of any kind on school property at any time or at any school-sponsored function is expressly forbidden. Inhaling of glues, thinners, or similar substances is also considered an illegal act under this policy.

Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student may then be suspended from school and all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and all extracurricular activities for two semesters.

- **PERSONAL CONDUCT**

Athletes are to conduct themselves in a manner that reflects positively on themselves and the school. Any act in or out of school, which would otherwise be a felony, misdemeanor, act of delinquency or other acts which would discredit Hebron High School/Middle School will be subject to athletic consequences for misconduct.

**The first (1<sup>st</sup>) violation** by an athlete for drugs, alcohol, tobacco or misconduct shall result in the athlete being suspended for 25% of the season's contest once school officials confirm the violation. The penalty will be served at consecutive events during the season in which the athlete is participating, and the athlete must continue practicing to the coach's satisfaction during the suspension. Preseason play (soap games, jamborees, practice games) does not count as part of the contest season in the determination of number of contests for suspension. For the sports of volleyball, the suspension will be determined on total number of matches. The suspension will begin on the date the violation is confirmed.

Any tournament series, such as the entire IHSAA tournament series, PCC meets, and other tournaments shall count as only one game in the calculation of a suspension. If the suspension is not completed during the season, or if the violation occurred during a period in which the athlete is not participating in a sport, the suspension will continue or start in the next season of a sport in which the student has previously participated.

**The second (2<sup>nd</sup>) violation** by an athlete will result in suspension from any athletic participation for one (1) calendar year beginning with the date the violation occurred.

**The third (3<sup>rd</sup>) violation** eliminates the athlete from further athletic participation while a student at Hebron High

School.

Other school suspensions may result in a convening of the athletic council (head coaches, athletic director, and principals) to determine athletic penalties.

For school-related violations, the student is subject to the penalties imposed by school officials. The coach and/or the Athletic Council have the discretion to impose additional penalties for school rules that are violated.

**CONSEQUENCES** The Athletic Council is the disciplinary arm of the extracurricular program. It will be composed of the following individuals: Principal or designee, Athletic Director or designee, Faculty Member, Varsity Head Coaches and Certified Trainer. The Athletic Council shall meet upon request of the principal and/or athletic director after a request has been presented to the principal by the athletic director or coach to consider disciplinary cases involving an athlete.

## **STUDENT/PARENT SIGNATURES**

**The granting of athletic and student achievement awards is determined solely by coaches and school officials. These awards are a symbol of my continuing contribution to my school, my community and myself, and as such, may be recalled at any time during my high school tenure if my personal conduct should be deemed as bringing discredit to Hebron High School**

By signing below I acknowledge that I understand that the sponsors, coaches, school officials, and IHSAA rules and regulations have sole authority over my eligibility in extracurricular activities, and that the aforementioned have the prerogative to deny extracurricular privileges to me should they deem that my personal conduct so warrants. This may include suspension or expulsion from student co/extracurricular activities. I have read the terms of this DOCUMENT and understand what is expected of me as a Student Athlete at MSD of Boone Township.

Student Athlete Signature: \_\_\_\_\_

Parent/Guardian Signiture: \_\_\_\_\_

Date: \_\_\_\_\_

## **PARENTAL RIGHTS REGARDING STUDENT DIRECTORY INFORMATION FERPA**

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

Unless the parent/guardian notifies the MSD of Boone Township otherwise within five days after notification by receipt of the MSD of Boone Township Handbook, consent is implied for the school corporation to release directory information.

Implied consent includes release of student directory information or for non-directory information such as student work, for use in the following ways: On the MSD of Boone Township's website:

- The website will use a student's first name and/or first name and last initial only. Personal information such as home address, telephone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.
- Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.

In material printed by the school or MSD of Boone Township or printed by publishers outside the school corporation:

- Printed material may include a child's full name.
- Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisements.

In videos produced and broadcast by the MSD of Boone Township or produced and broadcast by news organizations and others who receive approval from the school corporation.

**Contact your child's school office if you wish to deny permission for directory information on your child to be published by the MSD of Boone Township or to be released to any other publisher outside the school corporation for the upcoming school year. Please realize this will exclude your student from all news articles, news photos, School Corporation newsletters, videos (e.g., holiday programs), yearbook, and/or memory book.**



# SAMPLE OF CODE OF CONDUCT HEARING REPORT

**Student Athlete Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

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

**Athletic Council Members:**

_____	_____
_____	_____
_____	_____
_____	_____

**The Violation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**Consequences:**

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\_\_\_\_\_

**Signatures:**

Student Athlete: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**Administrator :** \_\_\_\_\_

Date: \_\_\_\_\_

From the Indiana Department of Education:

As of July 1, 2012, Indiana Code 20-34-7 (<http://www.in.gov/legislative/ic/code/title20/ar34/ch7html>) requires school corporations to disseminate information and have an acknowledgement form signed by student athletes and parents of student athletes regarding the nature and risk of concussion and head injury.

This new law also requires a high school student athlete who is suspected of sustaining a concussion or head injury in a practice or game to be removed from play at the time of injury. Furthermore, the student athlete may not return to play until he or she has

head injuries.

## Overview and Features of the ImPACT Test

ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) is the first, most widely used, and most scientifically validated computerized concussion evaluation system.

ImPACT is a 20 minute test that has become a standard tool used in comprehensive clinical management of concussions for athletes of all ages.

Given the inherent difficulties in concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post injury neurocognitive testing. This type of concussion assessment can help to objectively evaluate the concussed athlete's post injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion. In fact, neurocognitive testing has recently been called the "cornerstone" of proper concussion management by an international panel of sports medicine experts.

ImPACT can be administered by an athletic trainer, school nurse, athletic director, team coach, team doctor, or anyone trained to administer baseline testing. ImPACT is the most widely used computer based testing program in the world and is implemented effectively across high school, collegiate, and professional levels of sport participation.

### Test Features

- 1 Measures player symptoms
- 2 Measures verbal and visual memory, processing speed and reaction time
- 3 Reaction time measured to 1/100th of second
- 4 Assists clinicians and athletic trainers in making difficult return to play decisions
- 5 Provides reliable baseline test information

6. Produces comprehensive report of test results The test battery consists of a near infinite number of alternate forms by randomly varying the stimulus array for each administration. This feature was built in to the program to minimize the "practice effects" that have limited the usefulness of more traditional neurocognitive tests.

ImPACT takes approximately 20 minutes to complete. The program measures multiple aspects of cognitive functioning in athletes, including:

- 1 Attention span
- 2 Working memory
- 3 Sustained and selective attention time
- 4 Response variability
- 5 Non verbal problem solving
- 6 Reaction time

### Test Overview

- 1 Demographic Information & Health History Questionnaire
- 2 Current Symptoms and Conditions
- 3 Neuropsychological Tests (baseline testing and post injury testing)
- 4 Injury Description
- 5 ImPACT Test Scores

In addition to the state guidelines for concussion treatment, all student athletes are required to follow the Hebron High School Athletics' Concussion Protocol.

## **Addition to Concussion Policy Acknowledgment Form**

### **Hebron High School Athletics' Concussion Protocol will be the following:**

- ◆ Game or Practice Suspect Concussion◆ 1) Referee/Official, Coach, or Athletic Trainer notices signs of concussion in an athlete: Athlete is removed from contest/practice and evaluated by health care professional. 2) Should a concussion be determined by any healthcare provider, an athlete will not be permitted to return to contest/practice until the following steps have been completed:
  - 1 a-Impact Test shows return to baseline (1<sup>st</sup> test within 72-hrs);
  - 2 b-Athlete has been seen and cleared by an MD or DO to return to participation;
  - 3 c-Athlete is symptom free at rest and at exertion;
  - 4 d-Athlete has demonstrated successful ability to complete the 5-step return-to-play aerobic and agility protocol as monitored by the athletic trainer (ATC). An athlete can begin the 5-step protocol when they are symptom free and have a medical release but may not move beyond step 3 until a return to baseline impact test is confirmed.
  
- ◆ At Home Suspect Concussion◆ 1) Parent or Student-Athlete notices signs/symptoms of concussion while at home: The family should seek medical consultation and notify the Head Coach and Athletic Trainer. 2) Should a concussion be determined, the athlete will not be permitted to return to contest/practice until the above Game or Practice Suspect Concussion steps have been completed.

## MSD of Boone Township's Notice of Pesticide/Herbicide/Fertilizer Use

Dear Parent/Guardian:

As required by law, we are writing about three subjects that can affect children's health in school—**pests** (insects such as wasps, bees, and ants; rodents such as rats and mice, etc.), **pesticides** and **herbicides/fertilizers** and your right to know.

### **Pest/Weed Control**

Because pesticides/herbicides pose risks, MSD of Boone Township follows a strict Integrated Pest Management (IPM) program that adheres to federal and state guidelines. Control of insects, rodents, and weeds at our schools focuses on making the school building and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food, water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent pests from becoming established. Some techniques we will use include non-toxic pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and – as a last resort pest removal. This holistic approach is often referred to as Integrated Pest Management (IPM).

Accordingly, our maintenance staff are State Certified Pest Applicators who have been properly trained to administer chemicals and manage our pest control throughout the district.

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available and **do so when students and staff are not around**. If pesticides must be used, notices will be posted at application sites, and notification will be sent to those people who have completed the Notification for Pesticide/Herbicide/Fertilizer Use at MSD of Boone Township form.

### **Herbicide/Fertilizer Use**

Herbicides and fertilizers are necessary to maintain certain high school and middle school athletic fields and control weeds at each building. When chemicals are used, the district will use the lowest risk products available and **do so when students and staff are not around**. If herbicides/fertilizers must be used, notices will be posted at application sites, and notification will be sent to those people who have completed the Notification for Pesticide/Herbicide/Fertilizer Use at MSD of Boone Township form.

### **Your Right to Know**

Parents/legal guardians and school staff who register using the form below will be notified 48 hours in advance of specific pesticide/herbicide/ fertilizer applications made at the school or on school grounds. **To receive advanced notification**, you must be placed on the **notification registry each year**. To be placed on the notification registry, you **MUST** complete and return the attached notification form (SEE BELOW). Notification will be given at least two days (48 hours) before planned pesticide/herbicide/fertilizer applications. Pesticide application notices will also be posted in the school and on the school grounds. **Notification need not be given for applications recognized by law that pose little or no known risk of exposure to children or staff.**

The district also keeps records of prior pesticide applications and information about the pesticides used. You may review these records or the Integrated Pest Management Policy during normal school business hours by contacting the superintendent's office at (219) 996-4771.

Sincerely,

Dr. Nathan Kleefisch

Superintendent

# Notification for pesticide/herbicide/fertilizer use at

## MSD of Boone Township

(Revised: August 3, 2016)

I would like to be notified before specific pesticide/herbicide/fertilizer applications are made at this school (see below).

Notification need not be given for pesticide applications recognized by law that pose little or no known health risk of exposure to children or staff.

I understand that I will be notified after the original application, if the situation requires an additional application of these products. . I also understand that there will be no notification for any EPA exempt pesticides, herbicides, or fertilizers or bait and gel products, which pose no known health risks.

Name of School: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Name of Student(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Date: \_\_\_\_\_

Notification message will be sent via MSD of Boone Township's SchoolMessenger notification system in the form of a voice message and/or email message. Please provide the following information:

Home Telephone: \_\_\_\_\_

Cell Telephone: \_\_\_\_\_

Other: \_\_\_\_\_

Email address: \_\_\_\_\_

Please return this completed form to the superintendent's office

## **Other Rules**

Apart from this drug testing program, the MSD of Boone Township Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

## Sample Civility Policy letter

First, Last Name

Street address

Hebron, IN  
46341

Dear First Last Name,

Your conduct on **Day, Month Date** at \_\_\_\_\_ **High School** is in violation of the corporation's Civility Policy (copy enclosed). It is critical that you understand that the welfare of all our students and staff members is of the utmost importance to us. Any school concerns and/or questions are to be communicated via telephone or written correspondence to the appropriate corporation administrator and/or building principal. We trust that you will partner with us to ensure that all members of the school-community follow our civility policy. Failure to abide by these rules may result in my removal from the premises. I will make a direct and prompt apology to the school, officials, where this policy violation occurred. That information will be provided to you by the athletic department. By signing this, I understand the requirements of the Civility Policy and acknowledge that I will be restricted from attending home and away games and practices if I violate any of its provisions.

Signature Date

John Steinhilber

Director of Athletic Date

Enclosure