

8/20/18



## **Athletics and Activities Handbook**

Athletic Director: Shelby Thomas

Principal: Perri Gipner/Sara Rasmussen

Superintendent: Dave Crews

# **ACTIVITIES AND ATHLETICS**

This handbook is a guide to the requirements all Norwood School participants shall follow. Use this handbook in conjunction with the Colorado High School Athletic Association (CHSAA) handbook to answer questions in regard to our athletic program. Norwood is a part of the InsideOut program.

## **CODE OF ETHICS**

- Cultivate awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants
- Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent
- Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants
- Avoid any practice or technique which would endanger the present or future welfare or safety of any participant
- Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities
- Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity
- Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco and any other mood-altering substances
- Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges
- Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss

## **PHILOSOPHY**

*The Norwood Public School's mission for Athletics/Activities is to provide an opportunity for students to compete interscholastically enhancing personal development through sportsmanship, character education, teamwork, leadership, and citizenship while maintaining high academic achievement.*

*The purpose of Athletics/Activities is to attain the above mission through personal responsibility and integrity. It is the philosophy at Norwood Public School that all extra-curricular programs are an extension of the classroom and that learning is the main objective for each program. Interscholastic activities and athletics are an integral part of the educational environment and provide a venue to foster growth and the well-being of individual participants.*

## **SPORTSMANSHIP**

Sportsmanship is highly emphasized and positive behavior is expected by students, athletes, parents, guardians and fans at all Norwood sponsored events. We strongly encourage family members and students to share in our athlete's experience by attending games and activities: The Norwood schools will not tolerate any inappropriate behavior or unsportsmanlike conduct. Spectators must demonstrate positive behavior or that spectator may be asked to leave by an official, school personnel, administrator, or police officer. If the person resists leaving, the police will charge the person accordingly.

- A spectator who is removed from an event will forfeit his/her privilege of attending future contests – either home or away. If removed from a game, the spectator may have an opportunity to meet with the athletic director to try to resolve the issue. If the spectator shows up at future contests without resolving the issue, he/she may be charged with trespassing.
- If an athlete acts inappropriately (see guidelines presented in the Athlete's Code of Conduct), the coach is expected to take disciplinary action. This may include suspension for the remainder of the game or longer. Consequences for such behavior should be outlined in team rules and expectations and discussed prior to competitive season.
- If a coach acts inappropriately, the coach will be dealt with by the Administrator. Consequences may range from verbal reprimand, to written reprimand, to suspension, to dismissal.
- Coaches are expected to set strong examples and should model expected behavior at all times!!

## Who's Who in Norwood Schools Activities and Athletics

Basketball Boys-HS	Mike Rummel	mike@switchbackconstruction.com
Basketball-Boys-MS	Ben Kirk	ben.kirk@norwoodk12.org
Basketball-Girls-MS	Ben Kirk	ben.kirk@norwoodk12.org
Basketball-Girls-HS	Warren Taylor	warren.taylor@norwoodk12.org
Cheer-HS	Candy Meehan	candymeehan@rocketmail.com
Football-HS	John Hickey	john.hickey@norwoodk12.org
FFA	Catherine Kolbet	catherine.kolbet@norwoodk12.org
Knowledge Bowl-HS	Catherine Kolbet	catherine.kolbet@norwoodk12.org
Knowledge Bowl-MS	Catherine Kolbet	catherine.kolbet@norwoodk12.org
National Honor Society	Samantha Jacobs	samantha.jacobs@norwoodk12.org
Student Council-HS	Terry Snow	terry.snow@norwoodk12.org
Student WEB-MS	Ellen Metrick	ellen.metrick@norwoodk12.org
Track-HS	Shelby Thomas	shelby.thomas@norwoodk12.org
Track-MS	Unknown	
Volleyball-HS	Ramona Rummel	rummel4r@yahoo.com
Volleyball-MS	Austin Smith	austin.smith@norwoodk12.org
Wrestling-HS	Kyle Dinsmore	kyle.dinsmore@gmail.com
Wrestling-MS	Kyle Dinsmore	kyle.dinsmore@gmail.com

## LEAGUE AFFILIATIONS

Norwood Secondary Schools are members of the San Juan Basin League (SJBL). The SJBL operates under the guidelines established by Colorado High School Activities Association (CHSAA), including all rules and regulations. Copies of the SJBL League Constitutions and By-Laws are available upon request from the Athletic Director. League/district affiliations are listed below:

<u>SPORT</u>	<u>HIGH SCHOOL</u>	<u>MIDDLE SCHOOL</u>
Volleyball	San Juan Basin (1A)	San Juan Basin
Football	(8-Man)	San Juan Basin
Basketball	San Juan Basin (1A)	San Juan Basin
Track & Field	San Juan Basin (1A)	San Juan Basin
Wrestling	San Juan Basin (2A)	San Juan Basin

## SCHOOL GAMES

Game chargers are:

\$2- for all students K-12 (only students playing in the games that night will not be charged to watch ex: Girls basketball will not have to pay to watch boys basketball and vice versa.)

\$5- For adults

Free- Children 5 and under and adults 60 or over

\$60- Family Pass

\$40- Individual Pass

Free- Teachers/Paras/Administration

SJBL cards can be given to those who attend all home games and 50% of our away games and to those who attend playoffs/state games on their own can be approved for a CHSAA card. If you feel you are in these guidelines please email [shelby.thomas@norwoodk12.org](mailto:shelby.thomas@norwoodk12.org).

## CONCESSIONS

Groups wishing to raise money may work with the concession and earn the profits for that event. Forms to request working the concessions may be obtained from the Secretary in the Main Office. The Athletic Director shall approval the application.

## COMPETITION CONDUCT FOR ACTIVITIES and ATHLETES

Athlete misconduct: (Reference CHSAA Handbook Article 22), Students receiving conduct violations during a contest (for example: 2 un-sportsman like behavior technical fouls in basketball) shall be immediately removed from the contest. In addition, the player shall not play in the next regularly scheduled contest. With a second violation during a season, the student shall be excluded from the next two contests. Additional violations, (in each sport) are outlined in CHSAA regulations, Article 22. A third violation will necessitate removal from the team.

## **COMPETITION CONDUCT FOR STAFF**

Coach or Sponsor Misconduct: (Reference CHSAA Handbook Article 22), A coach shall maintain reasonable self-control and is responsible for player misconduct. A coach ejected from a contest for committing unsportsmanlike act shall be suspended from coaching the next regularly scheduled match or contest at any level and is placed on probation. A coach placed on probation by CHSAA shall receive a letter of reprimand from the Athletic Director. Additional violations (in each sport) are outlined in CHSAA regulations, Article 22. The coach and the Athletic Director may develop a growth plan to assist and assure the coach models mature behavior at all times.

## **SOCIAL MEDIA**

Norwood Athletics has a facebook page, please like the page and look for the most updated information. Coaches/teams will have a facebook page as well and parents and athletes will communicate on facebook. The Principal(s) and Athletic Director will be apart of each page so that communication can be followed. If you choose to communicate through Snapchat, Instagram or Twitter please let the Principal and Athletic Director know and invite them to join as well. If you send out emails CC the principal and athletic director.

## **ACTIVITIES AND ATHLETICS CODE OF CONDUCT**

### **INTERSCHOLASTIC ATHLETIC/ACTIVITY CODE OF CONDUCT PHILOSOPHY**

Norwood School officials, coaches of athletic teams and sponsors of student activities believe that students who are selected for the **privilege** of membership on teams, squads, performing groups, clubs and other school organizations should conduct themselves as **responsible** representatives of the school. In order to assure this conduct, coaches and sponsors enforce a **CODE OF CONDUCT**. Furthermore, members of teams and organizations who fail to abide by the **CODE OF CONDUCT** and/or **SCHOOL RULES** are subject to disciplinary action. Members of teams and organizations, coaches/sponsors must always serve as examples of high moral character and must demonstrate appropriate academic commitment, expected from all students, coaches and sponsors. As recognized representatives of their school, members, coaches and sponsors are expected to exhibit appropriate behavior **during the season (activity) or out of season, in uniform or out of uniform, on school grounds or off school grounds.**

### **PURSUING VICTORY WITH HONOR:**

#### **CODE OF CONDUCT FOR STUDENT PARTICIPANTS**

The **ATHLETIC/ACTIVITY CODE OF CONDUCT** applies to any misconduct from the time student enrolls at Norwood High school until the time they graduate. They are subject to it regardless of whether or not they have signed it. Participation for interscholastic age student-athletes should be enjoyable and should also be a significant part of a sound educational program, embodying high standards of ethics while developing good character and

other important life skills. As part of InsideOut essential elements of character building are intrinsic in the concept of the six core ethical values: **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, AND CITIZENSHIP** (the "Six Pillars of Character"). The highest potential of participation is achieved when learning from the T.E.A.M. concept (Teaching, Enforcing, Advocating and Modeling these values) and by committing, to the ideal of pursuing victory with honor. Good-faith efforts to honor the words and spirit of this **CODE** will improve the quality of all programs and the well being of all teammates.

**Code of Conduct** - Using and wearing the Norwood Schools logo "Mavericks" as affiliated with Norwood Schools is a privilege; it is not a right. Therefore, CHSAA and Norwood Schools expect all school regulations to be followed. The Code of Conduct rules shall apply during the school year and the consequence shall follow season to season (season play spring to fall). A participant who is suspended from playing a sport may appeal for reconsideration following the guidelines listed in Due Process.

### **Players' Code of Conduct**

- I accept responsibility for my behavior on and off the field. I understand that what I do and say affects my teammates, my school, and other people either positively or negatively.
- I lead courageously and live with integrity by speaking up against injustice and on behalf of others even when it's hard or unpopular.
- I act with respect towards myself and the people and things around me including my parents, my coaches, my teammates, my teachers, my opponents, and the spectators.
- I do not put people in boxes according to their race, sex, religion, neighborhood, sexual orientation, or abilities. I judge people by the content of their character.
- I act with empathy. I try to understand what is going on in the hearts and minds of others and what is causing those feelings so I can be supportive and encouraging. I ask, "how can I help you?"
- I serve as a role model at all times by talking politely and acting courteously toward coaches, teammates, opponents, officials, and spectators. I understand that it is a privilege to represent my family, school, and community as a student athlete.
- I give 100 percent effort to practices games and events. I understand that the effort demonstrated my commitment to the team and my respect for my coaches and teammates.
- I display good sportsmanship. I acknowledge and applaud the efforts of others. I encourage my teammates with positive statements. I refrain from boasting to my teammates and "trash-talking" to members of other teams. I accept defeat graciously by congratulating my opponents on a game well played.

**Attendance:** A participant must be in attendance at school for the entire school day in order to participate in any school-sanctioned activity that is conducted on that day. Only in cases of emergency or extenuating circumstances, shall the Principal or Athletic Director (designee) grant an exception to this limitation.

**Citizenship:** A participant's negative behavior detracts from the integrity of the Norwood Secondary athletic/activity program. Any behavior referrals administered to a participant shall be forwarded to the Athletic Director. The Athletic Director shall ensure the coach administers a consequence of 2 referrals participate will be suspended for 3 games or in leadership positions (student council) can be dismissed from student council.

**Criminal:** A participant charged with using drugs, alcohol, steroids, public affray, DUI/DWI or any felony shall not participate until s/he is found not guilty of the offense or has repaid his/her debt and released by the court system.

**Expulsion:** No expelled individual shall participate in any Norwood activities or CHSAA sanctioned athletic/activity. The individual is not allowed on school property for the period of the expulsion up to one calendar year.

**Quitting:** A participant, who quits an activity/sport three (3) weeks into the season, shall be suspended from participation for the remainder of the season. The student may petition the coach and the Athletic Director to regain eligibility for the next activity/sport season.

**Removal:** A participant who is asked to leave an activity/sport due to attitude or insubordination issues or a violation of the Code of Conduct shall be suspended from participation for the remainder of the year; they may appeal for reconsideration following the guidelines listed in Due Process.

**Suspension:** A participant who is suspended in-school/out-of-school shall not participate at practice or competition during the term of the suspension, or be present on school grounds or at school-sponsored activities. Coaches can have other consequence due to a suspension.

**Disciplinary consequences** for violating **PURSUIING VICTORY WITH HONOR-CODE OF CONDUCT FOR STUDENT PARTICIPANTS** may range from a verbal warning and/or conference with the coach, sponsor, or Athletic Director to suspension from part or all of the season. The Athletic Director has discretion to evaluate the circumstances surrounding and the seriousness of the violation and invoking disciplinary action.



## **ALCOHOL, DRUGS, OR TOBACCO STANDARD**

On or off school property, student athletes will not possess, use, or be under the influence of any "**controlled substance**", "**prohibited substances**" or "**tobacco products**" as defined by the Norwood School District Administrative Policies referring to these substances. (**Controlled substances** include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, inhalants, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, any non-prescription drugs, or any prescription drugs used in a non-prescribed manner. **Prohibited substances** shall include controlled substances and alcohol, including but not limited to beer, wine, spirits, liquor, and mixed drinks, regardless of the amount of alcohol contained in the beverage or item. **Tobacco products** such as cigarettes, cigars, e-cigarettes, chewing tobacco, vape pens, and other vaporizer devices - if 18 then not at school functions or on school property. )

### **Consequences for violating this standard are as follows:**

#### First Offense of High School Career:

1. Suspended for 30% of the CHSAA allowable games for the sport(s).
2. Required meeting of athlete, head coach, parent/guardian, Athletic Director & Principal.
3. Honesty will be taken into consideration for the first offense

#### Second Offense of High School Career:

1. Suspended for 50% of the CHSAA allowable games for the sport(s).
2. Complete an approved drug, alcohol, tobacco education program.
3. Required meeting of athlete, head coach, parent/guardian, Athletic Director & Principal.

#### Third Offense of High School Career:

1. One calendar year expulsion from athletic team membership or competition. (One calendar year is 1 year from the date that the athlete & parent/guardian are notified of the expulsion)
2. Required meeting of athlete, head coach, parent/guardian, Athletic Director & Principal.

#### Subsequent Offense of High School Career:

1. One calendar year expulsion from athletic team membership or competition. (One calendar year is 1 year from the date that the athlete & parent/guardian are notified of the expulsion)
2. Required meeting of athlete, head coach, parent/guardian, Athletic Director & Principal.

Suspension: The Athlete will remain a member of the team (c team, junior varsity and varsity) and must participate in all practices and team activities, but may **not** play in any interscholastic scrimmages or games. Scrimmages **DO NOT** count toward fulfilling game

suspensions. The suspension will begin when the athlete is academically eligible to compete and will end when all requirements have been met.

The athlete must complete the sport season in which the violation occurred for any part of the suspension to count. If the athlete does not complete (i.e. quits the team) his or her commitment to the team that season the entire suspension will carry over to the next sport season that the athlete participates in. If there are not enough games left, in the sport season of violation, to fulfill the percent of the suspension, the remaining percent will be carried to the next sport season that the athlete participates in. (Example: Athlete "X" is suspended from Football with only one game remaining so misses 10% of the football schedule. The Athlete then joins Basketball and must serve a 20% suspension during the basketball season. They would be suspended for 4 basketball games.)

The number of games for which an athlete is suspended will be rounded to the next higher whole number if the percent is a fractional number of games.

**30% of CHSAA** allowable contests is: Football (3), Golf (3), Spirit (1), Volleyball (5), Basketball (6), Wrestling (8pt.), Baseball (6), Track & Field (3).

**50% of CHSAA** allowable contests is: Football (5), Golf (6), Spirit (3), Volleyball (9), Basketball (10), Wrestling (14pts), Baseball (10), Track & Field (6).

**Participation in practices**: Students who have been suspended from participation as a consequence of a code rule violation, but intend to continue in the activity will be required to practice unless prohibited by law. Students under school district suspension/expulsion will not be allowed to participate or practice for the duration of the suspension/expulsion.

**Notification**: Any participant accused of misconduct will be notified as soon as possible of any allegations, investigation, and disciplinary action imposed by the Athletic Director or designee. The Athletic Director may impose restrictions on the participation of a student pending any disciplinary action and has discretion to evaluate mitigating circumstances and modify any disciplinary action invoked under this code subject to the approval of the principal. In cases where there has been a violation of this code, the Athletic Director will determine the appropriate action(s) to be taken.

**Prohibited Conduct and Consequences**: The Code of Conduct applies to any misconduct from the time a student enrolls in Norwood Schools until the time they graduate and to misconduct on or off school property. Any instance of misconduct during the year, including breaks (i.e. Winter, Spring and Summer), will result in the student participant being referred to the activities director for disciplinary action. A student is subject to the Athletic/Activity Code of Conduct as of the date he/she enrolls at Norwood Schools until the time they graduate regardless of whether or not they have signed it.

Students who are involved in activities/athletics are required to abide by the Athletic/Activity Code of Conduct. In addition, students who are enrolled at Norwood School are required to abide by the school district's student conduct and discipline code. Disciplinary consequences for violation of the Athletic/Activity Code of Conduct or the school district student conduct code may include any and all consequences outlined in the school district conduct code and the Athletic/Activity Code of Conduct.

**Definitions:**

**CHSAA** – Colorado High School Activities Association

**Out-of-season** – any performances, activities, events, or competitions which take place outside the season established by the governing body of the activity.

**Suspension** – exclusion only from performances, events, or competitions

**Three strikes** – a student who has three violations of the Code of Conduct cannot participate in any extra-curricular program for the remainder of his/her career.

**SCHOOL ATTENDANCE**

All student athletes are expected to attend school and practice: Students who have any unverified or unexcused absences during the week will be ineligible to compete in any competition during that week.

**PRACTICE ATTENDANCE**

Student athletes are expected to be at all practices. Coaches develop practice plans for based on attendance of all team members. Any unexcused absence will result in a reduction of playing time and/or no playing time during the next game after an unexcused absence.

**GAME DAY ATTENDANCE**

Students must be in Attendance all day on the day of a competition (or the last day of the week for weekend competition), to be eligible to participate that day. Medical or pre-arranged absences must be approved by the Athletic Director or designee.

**COMMUNICATION**

**Code of Conduct** - All coaches shall support and enforce the Athletic/Activity and school Code of Conduct regulations and report any misconduct as soon as possible to the Athletic Director. Should a school infraction occur at an away event, the Head Coach or Sponsor shall contact the Athletic Director. As soon as possible, the Athletic Director will notify the Principal.

The Principal and Athletic Director shall conduct all investigations that involve criminal behavior. The Head Coach must actively participate in the investigation unless circumstances must exclude him or her in effectively gathering the facts.

**24-Hour Rule-** The Norwood programs shall follow the 24-hour rule for athletic/activity meetings. Please refrain from scheduling meetings with coaches 24 hours before or after a

competition. No parent, guardian or family member should approach a coach for any reason before, during, or after a practice or game, in front of other students or parents for the purpose of questioning a decision made by the coaching staff. Failure to follow these guidelines will result in a penalty of reduced playing time for their student athlete. We are here to set good examples for our student athletes. A second violation may result in a ban from practice and/or games. Please go home and talk with your student-athlete about the situation and then follow the Chain of Command process.

**Chain of Command** - Parents, colleagues, community members and students shall follow chain-of-command to address any concern: 1) Athlete/student must talk to the Coach, 2) Athlete, Coach and Parent 3) Athlete, Parent, Coach and the Athletic Director. 4) If problem still exists then a meeting with athlete, parent, coaches, Athletic Director and Principal(s) will take place. 5) Finally, if needed, the Superintendent and a member of the School Board will be asked to join in on a meeting with everyone.

**Eligibility** - The Athletic Director shall provide the student ineligible list to the coaches each week. The Athletic Director shall monitor student eligibility; however, the head coach is responsible for ensuring his/her athletes are eligible to participate in any event.

**Emergency** - Should a student become injured at an event, the Head Coach or Sponsor shall be in-charge. If appropriate the Head Coach will contact the EMTs and the Athletic Director. As soon as possible the Athletic Director or Head Coach will notify the Principal of the student's status.

**Pre-Season Meeting** - The Athletic Director shall host a parent meeting each August of each school year. The Head Coach shall host a pre-season meeting per sport each Fall, Winter, and Spring as applicable. The attendance roster shall be filed with the Athletic Director within one week of the meeting.

## **CONDITIONING**

Every coach or sponsor is required to assess the health, physical and maturational readiness skills and physical condition of athletes. Every athlete shall be medically screened in accordance with CHSAA and school Eligibility regulations before participating in practice or competition. Injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician.

## **DUE PROCESS**

A participant accused of wrongdoing is guaranteed due process and given the opportunity to state his/her case. There are two approaches within the opportunity of Due Process: proactive and reactive. We encourage proactive response. When a participant is in violation of the Activities and Athletic Code of Conduct, he/she may appeal for reconsideration by writing a letter for the appeal addressed to the Athletic Director signed by the participant and the

parent/guardian with a copy to the Principal at least two weeks prior to the season of the sport. The appeal committee shall include the Athletic Director, Head Coach (of all sports), Assistant Coach (if applicable), principal, superintendent and a member of the school board. The committee's decision shall be final.

## **ELIGIBILITY**

### **General Eligibility Requirements:**

Participation in interscholastic activities as part of a school's educational program is a privilege and not a right. (CHSAA bylaw 1710). It is recommended that schools imposing local standards of eligibility notify participating students of these standards; however **it shall be the student's duty to inform himself/herself as to such standards and to ensure that he/she maintains eligibility (CHSAA by 1700.11)**. Students wishing to participate are required to meet standards of personal behavior and academic performance, which are related to school purposes. If a student does not abide by the policies, he/she will be rendered as an ineligible participant.

### **Prior to Participation**

Athletes shall not participate in a practice, scrimmage or game until the required clearance forms are on file with the Athletic Director

- \* A current physical form signed by a doctor
- \* A signed insurance form
- \* A signed emergency treatment form
- \* A signed parent permission form
- \* A signed Norwood Athletic Code of Conduct form

The Athletic Director's office shall collect and organize the forms alphabetically and file the documents with the Athletic Director. The Athletic Director shall file the original forms/check sheet attached prior to the first practice of the season.

### **Colorado High School Activities Association (CHSAA)**

Norwood High School shall follow the CHSAA Section 17, General Eligibility, Section 18, Student Transfer. Inform the Athletic Director if you have any student who:

- Is a transfer student from another school district or was home schooled the previous year
- Is ineligible due to grades
- Is 19 years of age or older prior to August 1<sup>st</sup>
- Is expelled or negotiated a withdrawal from another school
- Is permitted make up work after the semester
- Is in his/her 8<sup>th</sup> consecutive year of competition
- Is a foreign exchange student

### **Weekly Eligibility and Grades**

Each Monday afternoon, the Athletic Director shall compile a weekly list of ineligible participants. Students must maintain a minimum cumulative Grade Point Average of a 2.0 per each quarter and have no failing grades in any of their classes to remain eligible.

A 59% or below is a failing grade. The Athletic Director will send a warning email to each student that has a D or F in any class each Friday. Final eligibility will be conducted each Monday at noon. Students must stay on top of their grades and can not beg, push or demand teachers to update their grades in order for them to play that week. Teachers update their grades by lunch time every Monday.

A warning week will be given once per school year to provide time for improvement. The first time a student is on the ineligible list, that student will be given a warning. The student will be allowed to participate during their warning week. The second or any future time the participant will be ineligible regardless of the class they are currently failing. The student will be ineligible for activities and contests for one week. If the student is still failing after the 1 week they will stay ineligible until they are passing. If they are passing on Wednesday they will still be ineligible until the following Monday.

Ineligible participants (any F's in any class or 3 D's in 3 different classes for more than one week) will be notified each Monday by the Head coach. The Athletic Director and the coach are responsible for ensuring only eligible students participate in the sport or activity. Ineligible students are not allowed to travel to away games. They cannot suit up, nor sit on the sidelines, team bench or dugout or wear their game jersey...

High/Middle School students that receive a failing grade in any of their classes for the quarter shall be declared ineligible for the following two weeks. Regular weekly eligibility will remain in effect during and after the two-week period.

High School students passing all of their classes at semester, yet earning a cumulative Grade Point Average of less than a 2.0 will still be allowed to participate in the activity or sport at the start of the next semester. Students must pass all classes at the semester grading or they will be ineligible. If they fail 2nd semester they are ineligible until October 1st, if they fail 1st semester they are ineligible until March 4th.

### **Eligibility-Code of Conduct**

In the judgment of the Principal and staff of the student's school he/she is representative of the school's ideals in matters of citizenship, conduct, and sportsmanship (CHSAA bylaw 1720.b). Students who are suspended or are in serious violation of the Code of Conduct will be ineligible for three competition/activity.

### **Equipment Check-Out/In**

A student who has not returned his/her uniform and equipment is not eligible to participate in the next season sport. The most recent season coach shall ensure his/her student has returned any outstanding uniform or equipment prior to participating in the next season sport.

## **FACILITY**

The coach shall report in writing any hazardous playing environment to the Athletic Director. The Athletic Director will forward the information to the Maintenance Director and the Principal. All building codes and laws must be observed at all times.

## **FIRST AID**

The Athletic Director will supply each coach with a first-aid kit. The coach is responsible and shall maintain adequate first aid supplies and request additional supplies from the Athletic Director. All Head Coaches and must hold current First Aid/CPR cards.

## **FUNDRAISING**

The coach or sponsor may obtain an application form for fundraising from the Main Office. All fundraising (summer time too) must be pre approved by the Principal and/or Athletic Director and recorded on the central calendar in the MS/HS office. The fundraising event shall not commence prior to receiving approval. The Coach or Key Communicator must obtain a tax-free exempt number from the District office. The Coach or Key Communicator shall receipt the funds at the district administration office as soon as possible after collecting the funds. Concessions during other sports is a great way to fundraise as well.

In July, the Norwood Rodeo starting 2019 will be for the Norwood Athletics High School and it will be mandatory for coaches and athletes to be there. Athletic Director will set up times for teams and it will be up to the head coach to set parents and athletes to times, start up and clean up.

All fundraising money will be used for the athletes such as apparel, team outings, camps that will benefit the athletes.

## **INCLEMENT WEATHER**

School closings due to inclement weather may result in the cancellation of a game and or practice. Coaches must contact the Athletic Director who will consult with the Principal in order to make the final decision regarding a cancellation of the activity. Coaches are responsible for contacting their players.

## **INHERENT RISK OF PARTICIPATION**

Coaches are required to inform and alert students and parents about inherent risks associated with the particular sport. The coach shall also provide instruction about the equipment and facilities used in association with the activity/sport. The coach an/ord sponsor shall also ensure athletes are properly equipped with clean, durable and safe equipment.

## **INVENTORY**

The Head Coach and/or sponsor shall be responsible for the care, issuing and secure storage of equipment and uniforms. The inventory shall be submitted to the Athletic Director at the post-season evaluation meeting. The equipment and uniforms shall be cleaned and stored

neatly in the designated area. It is the Head Coach's responsibility to collect inventory from his/her athletes. Teams will be on a 3 year rotating schedule for uniforms and warm-ups.

## LETTERING

Only one athletic letter may be given to a participant during his/her high school career. Each sport and/or year after that, if a letter is earned, a pin or service bar will be awarded.

All requirements, including completion of the season are as state by each sport:

**Football:** Play 16 quarters to earn a letter or the team makes it to the State Championship game then all players letter.

**Volleyball:** A player may earn a varsity letter by participating on varsity for at least half of the season. A player may also receive a varsity letter by participating in a regional, or state game.

**Boys Basketball:** Your name has to be in the varsity roster for 75% of the games for the year to letter. If they are ineligible for the week their names will not be in the varsity book.

**Girls Basketball:** An athlete must participate in 50% of game quarters. Checking into a quarter counts as playing for that quarter.

**Wrestling:** You must earn 18 points out of the 30 total points available each season.

- .5 points for being a starter in each dual
- 3 points for competing in a one day tournament as a scoring member of the varsity team
- 4 points for two day tournaments. If you compete in a tournament as a non-team scorer then you won't earn any points toward your varsity letter.

**Track and Field:** If an athlete scores 12 points at the league meet or qualifies for state.

A student may be denied a letter for misconduct that detracts from the program's integrity. The Athletic Director must approve this recommendation. If a team only has a varsity team then all participating athletes will letter.

**Hardship Award:** Any boy or girl who is injured or ill (during the course of the season) and who, in the opinion of the coach, would have earned an award had the injury or illness not occurred may be considered for an award. If because of an unforeseen problem in the family, an athlete is forced to discontinue competition and has not earned an award, the coach may consider this athlete for an award. A student awarded a Hardship Award must be present for all games, events, and practices that he/she is able.

**NHS membership:** Membership is open to Sophomores, Juniors, and Seniors who have attended the school for the equivalent of one semester and who have a cumulative GPA of 3.4. Students who meet the scholastic requirement (after first semester grades are calculated) will be invited to submit an application to be considered for membership. Completing the application is no guarantee of membership. Students who meet the scholastic requirement are then evaluated by the faculty council on the basis of demonstrated leadership, service, and character.



## ORGANIZATION

The Coach shall develop a playbook which shall contain the Activities/Athletics Code of Conduct and Discipline procedures. The playbook shall include the sport "key communicator" name, email and phone number. The Coach shall keep accurate statistics, attendance and tardy records. Accurate data will serve to support team play decisions. Coaches will give a copy to the Athletic Director at the start of the season.

- **Citizenship:** A participant's negative behavior detracts from the integrity of the NMS and NHS athletic/activity program. Behavior referrals administered to a participant shall be forwarded to the Athletic Director. The Athletic Director shall ensure the coach administers a consequence according to team policy.
- **Eligibility:** Coaches are encouraged to develop a system to ensure eligibility that places accountability onto the student.
- **Lettering:** Coach practice-rules must include lettering requirements for the sport.
- **Practice:** Coach practice-rules must compliment the athletic attendance policy. Coaches are required to communicate with and provide support for each other's season and student interests.

## ATHLETIC/ACTIVITY PERSONNEL

Staff has priority for extra-curricular assignments and coaching positions. Positions will be posted internally first. In the event that no suitable applications are received from Norwood staff for a particular coaching assignment, CHSAA, Colorado Department of Education, and Norwood Schools guidelines will be followed for the hiring of coaches. The position shall be posted within the school or advertised accordingly. At the high school level, non-certified coaches; that is, individuals who do not have a teaching certificate, must complete an approved coaching certification program as mandated by CDE. All non-Norwood personnel will submit completed applications, fingerprint verifications and criminal background checks BEFORE having any contact with Norwood students. The Athletic Director and Head Coach will interview and make recommendations for the Assistant Coach positions. The Board of Education shall make the final approval of all appointments.

**Hiring Process:** As soon as possible after receiving an employee resignation, and forwarding it to the District Office, the Principal and Athletic Director shall designate an interview committee. The committee shall determine a reasonable time-line for in house posting or general advertisement regarding the search for a qualified applicant. The Request to Advertise form will be sent to the District Office for processing. The Head Coach shall participate in the Assistant Coach hiring process. The Principal shall forward the request in writing. An interview committee will be formed with a combination of parents, staff, students, and School Board members. An effort will be made to fill the committee with stakeholders in each area, but is not necessary to have a complete representation.

**Evaluation:** The Athletic Director shall conduct the Head Coach evaluations following each sport/activity season. The evaluation will include: The end of season report, equipment

inventory, parent/athlete form and formal evaluation by the Athletic Director. These will be completed and discussed no later than one month from the end of the school year. The coach shall adhere to all requirements outlined in the Norwood Schools Athletic/Activities handbook. Recommendations for continuation of employment will be made at the end of each activity/sport season after discussion with principal, superintendent and school board president.

**Termination:** A coach position is considered an “at will” employee position. A coach may be terminated at any time. A coach is responsible for the actions of themselves, their staff (including volunteer coaches), and their participants in accordance with the Norwood Athletic/Activity expectations. Any coach or sponsor terminated for violating the criteria and conditions outlined in the Athletic/Activity Handbook is ineligible to apply for any coach/sponsor position for 2 years from the date of termination.

## **PURCHASE REQUISITION**

All purchases and/or orders for supplies, materials and/or equipment or any other request or transfer of funds shall require a purchase order number. The purchase order (P.O.) shall be approved by the Athletic Director or designee prior to the assignment of a number. No purchase may be placed without an assigned P.O. number. The District shall reject any purchases or orders made which do not follow the required process. Payment for or return of the rejected item shall be the responsibility of the individual who made purchase or order.

A Purchase Order request may be obtained from the Athletic Office. The coach or sponsor shall allow at least seven (7) days from date of issue for the P.O. request to be processed. Allow at least three (3) days from date of issue for the P.O. to be processed at the site level. The form shall be complete or it shall be returned. Specifically, it shall include vendor, individual requesting the P.O. number, date issued, delivery date needed, fund, quantity, description, unit cost and the estimated cost of freight. The P.O. must be totaled.

Any staff wishing to requisition equipment or supplies costing more than \$1500 shall obtain at least three price quotes or provide the District with the particular specifications that warrant the higher price or the single bid.

DO NOT purchase without a purchase order and ask for reimbursement. They will be denied.

## **ROSTERS**

All coaches will notify the Athletic Director and staff of their team rosters. They must also provide game departure times and a list of student athletes/managers who are going to miss class. The coach/sponsor must take attendance in the travel vehicle and bring it to the office prior to departure or email a picture to Gwen and Diane/Kasey. An email reminder should be sent out the day before of the event to teachers and Diane/Kasey. It is the responsibility of the student to make up any work that is missed.

Travel Rosters must be submitted to the Athletic Director and Transportation (Gwen Lane) via email 24 hours before departure time.

## **SUPERVISION**

Supervision of players and managers is the responsibility of the Head Coach and his or her assistants. Measures should be taken to insure that quality supervision is taking place during all practices, games, tournaments, and travel. Playing facilities and equipment should be routinely checked to make sure they are safe for use.

Each coach or sponsor shall be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury trauma in an appropriate manner. Further, each coach or sponsor is required to ensure that facilities are locked and that students are denied access when a staff member cannot be physically present to supervise. The coach or sponsor must also control reckless player behaviors.

**NOTE: Coaches are on DUTY 24/7 during road trips and while supervising their participants. There is to be no use of alcohol just before or during a coach's duty. Coaches will not use tobacco while on duty.**

## **TEAM FORMATION**

Athletes must know where they stand in relationship to other team members and what their expected role will be. The coach is expected to regularly communicate participant expectation and position on the team. The Sub-Varsity (Junior Varsity) team is considered the developmental team, and as such, should not have Varsity players playing down for the express purpose of winning or as a consequence for varsity players. It is the philosophy of Norwood Schools that the athlete can only learn from game situations by playing the game for which s/he has practiced. Varsity teams should be consistent and established for the season.

Fundamental skill development shall be the primary goal of middle school programs. The A teams shall consist of the highest skill level players while the B/ C teams shall be considered developmental squads. All players shall play in scheduled contests, with the exception of tournament play. At the high school level, athletic skill levels will determine squad placement. At both the middle school and high school levels, no advanced player shall play down. However, a coach may move an advanced player down to insure that there are sufficient players to complete the contest. The intent is to allow students to compete at their skill level.

## **TRANSPORTING STUDENTS**

All athletes shall travel with coaches in district vehicles to all athletic contests sanctioned by the School District. A participant who misses the bus shall not compete at the scheduled event on that day.

A student may be excused from returning from the event on the school bus if s/he will be transported by their own parent by signing the check out form from the head coach. If students are wanting to leave with a parent/guardian of another team member. The student shall complete the permission process at least one day prior to the event. A Pre-Arranged Activities Release request form may be obtained from the office. The student shall obtain the signature of the coach, the Athletic Director, the parent/guardian and the parent/guardian providing the transportation prior to submitting the request to the Principal. The approved/denied request shall be on file in the office. The student shall check in with the appropriate coach before leaving the event site.

## **TRAVEL**

Athletic and Activity Field trip and Travel Procedures Getting Started:

- An agenda/itinerary for the trip must accompany the request (must include time frame for activities) must be presented to the Athletic Director prior to departure.
- Unsupervised student time in the agenda will not be approved. Students are to be supervised at all times by the coach/sponsor.
- Parents can be chaperones provided they complete a background check with Norwood Schools.
- Students and parents will sign a behavior expectations contract before the overnight trip.
- All adults chaperoning a trip will have each other's phone numbers.
- Students are expected to follow all Norwood School code of conduct rules. Violations of any of the code of conduct rules will result in consequences outlined in the rules. Major violations will result in parent contact and may require parent to pick up student at their parents expense.
- Upon arrival to an away event, students will remain on the bus while the Head Coach inspects the locker area. Contact the Athletic Director if pre-existing damages are found. After all students have left the locker area, the Head Coach will inspect for cleanliness and damage. Damage must be reported immediately.

Overnight Trips:

- A mandatory meeting for students and parents will be held before the trip to review the itinerary, guidelines and expectations for the trip. (Groups that take multiple overnight trips can hold one meeting at the beginning of the year.)
- Students will report to their assigned chaperone throughout the trip.
- Luggage will be inspected by the Athletic Director/Coach or Principal before being loaded under the bus. Luggage will not be unloaded until the bus reaches the destination. The parental inspection luggage form must be presented to the coach/sponsor prior to departure.
- Luggage and rooms are subject to search at any time.
- Chaperones will ask students to empty their pockets and will check the contents of all bags (purses, backpacks, athletic bags, etc.) before they board the bus.
- Head Sponsor/Coach /Chaperones will take roll as the students board the bus.
- If a student leaves the bus before departure, the student and their belongings will be checked again before re-boarding the bus. This process will be followed anytime students leave the bus.
- Chaperones will sit in various locations throughout the bus. This is a good time to get to know students.
- Chaperones will take roll as the students leave the bus and discuss with students the agenda and next check-in time.
- If students are expected to go to meals on their own, they must go in groups with a chaperone.

- No student is to get into a car or other form of transportation unless they are with a coach or chaperone. This includes a vehicle with your parents.
- When returning from the field trip chaperones will again check bags, take roll and report roll to the Head Sponsor/Coach before boarding the bus.
- Head Sponsor/Coach will have all the student's permission forms, behavior contracts, cell phone numbers and medical forms with them on the field trip.
- If a field trip returns after school is out two chaperones (one of which is the Head Sponsor/Coach) will wait until all students have departed or have been picked up by their parents.

#### Hotel Procedures

- Students will be assigned to rooms before leaving on the trip. Anytime students are in a room not assigned to them (working on a project, watching TV, etc.) the door must remain open.
- Students have a curfew and are required to be in their rooms at that time.
- All rooms will be checked at curfew. Chaperones will verify that the students in the room are the students assigned to the room and chaperones must see all students assigned to the room. (The chaperone will come back to the room if a student is in the bathroom or shower.) Chaperones will review with the students the schedule for the next day at this time.
- After bed checks have been completed it is suggested that chaperones meet to discuss any issues or concerns and the schedule for the next day. Rooms should be taped before chaperones go to bed and checked in the morning. (A room list will be submitted to the Athletic/ Activities Director)

## **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT**

The FERPA affords parents and students over the age of eighteen (18) years of age certain rights with respect to students' educational records:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parent or student must submit a written request.
2. The right to request the amendment of the student's educational record that the parent or student believes are inaccurate or misleading. Parent or student must submit the request in writing, clearly stating what is inaccurate or misleading and why. If the district decides not to amend the records as requested, the district will notify the parent or student of the decision and advise them of their right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure, is permitted to school officials with legitimate educational interests. A school official has the legitimate interest if the official needs to review an educational record in order to fulfill his/her responsibility.
4. The right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

**2018-2019 NORWOOD ATHLETIC STUDENT-PARENTS HANDBOOK SIGNATURE PAGE**

I/We acknowledge that we have received and read the Norwood Athletic/Activity Handbook. Detach, **sign and return this form by August 23rd** to your Athletic Director (Shelby Thomas) once you and your student has reviewed the information. I/We understand that the policies contained in this handbook are binding and the extent of the potential consequences of any violations by my child.

Sport(s): Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

Student Printed Name \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date