

**Highland High School**

**Student Athletic Handbook**

**Highland High School  
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Highland, Indiana  
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## Table of Contents

<b>Introduction</b>	.....	Page 3
<b>Philosophy</b>	.....	Page 4
<b>Profile of the Highland High School Athletic Program</b>	.....	Page 4
<b>Objectives</b>	.....	Page 5
<b>Basic Athletic Department Policies</b>		
Athletic Training Room Procedures	.....	Page 7
College Signings	.....	Page 8
Changing Sports	.....	Page 8
College Recruitment	.....	Page 8
Communications	.....	Page 8
Environmental Considerations	.....	Page 10
Equipment	.....	Page 11
Game Delay/ Cancellations	.....	Page 11
Inherent Risk	.....	Page 12
Locker Room Policy	.....	Page 12
Media Coverage	.....	Page 12
Multiple Extra-Curricular Policy	.....	Page 12
Parent Pre-Season Meeting	.....	Page 13
Public Relations	.....	Page 13
Risk of Participation	.....	Page 13
Senior Night	.....	Page 13
Severe Weather	.....	Page 14
Scholarships	.....	Page 14
Squad Selection	.....	Page 14
Sportsmanship	.....	Page 15
Travel	.....	Page 16
Weight Room & Gym Policy	.....	Page 16
Vacation/ School Closing Policy	.....	Page 17
<b>Eligibility Rules</b>		
Academic Eligibility	.....	Page 18
Age	.....	Page 18
Amateurism	.....	Page 18
Athletic Transfers	.....	Page 18
Attendance	.....	Page 18
Awards and Gifts	.....	Page 18
Conduct and Character	.....	Page 19
Enrollment	.....	Page 19
Injury/Illness	.....	Page 19
Insurance	.....	Page 19
Non-School Teams	.....	Page 19
Practices	.....	Page 20
Pre Participation Examinations and Forms	.....	Page 20
Presidents Cup	.....	Page 20
Reporting of Injury	.....	Page 20
<b>Individual Athletic Awards</b>	.....	Page 21
<b>Highland High School Athletic Teams and Seasons</b>	.....	Page 22
<b>Social Media Policy &amp; Guidelines for Student-Athletes</b>	.....	Page 23
<b>Trojan Code</b>	.....	Page 25
<b>Heads Up Concussions for Athletes</b>	.....	Page 28
<b>Heads Up Concussion for Parents</b>	.....	Page 30
<b>Sudden Cardiac Arrest for Parents</b>	.....	Page 32
<b>Sudden Cardiac Arrest for Athletes</b>	.....	Page 34
<b>Signatures Pages</b>	.....	Page 36-37

## **Introduction**

It is the goal of Highland High School and the School Town of Highland is to provide a sound program of interscholastic athletics to the students served by our district. We will always strive to organize and administer sound programs that benefit all student-athletes. It is also our goal to provide programs and activities that make a positive impact on both our school and community.

No person shall, on the basis of race, creed or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the athletic programs of Highland High School and School Town of Highland.

The policies for all the athletic programs at Highland High School are listed in the following pages of this document. These policies and procedures are compiled and written by the Athletic Director and coaching staff of Highland High School. These materials are provided for the guidance and assistance of all connected to the Athletic Department of Highland High School.

### **Highland High School Staff**

<b>Principal</b>	Dr. Patrick Weil
<b>Assistant Principal</b>	Justin Fronck
<b>Assistant Principal</b>	Andy Locke
<b>Athletic Director</b>	Ryan Harrington
<b>Athletic Secretary</b>	Kathy Mahler

## Philosophy

The educational philosophy of Highland High School provides the foundation for the program, the organizational structure and the existence of all extra-curricular activities for students. The athletic department offers a variety of activities that may help students realize their maximum potential for physical, social and emotional growth. It is the goal of this department to promote success and growth while always respecting others.

We believe that interscholastic athletic competition should be an integral part of the total school program and serve as a reflection of the needs of students and the school community.

We believe participants can be taught to win in a gracious manner and lose in the same fashion.

We believe participants can find purpose in their school- work and carry that purpose forward in their lives as a result of a sound athletic program in the schools.

We believe athletic competition provides real value for the student body and school community. We feel a sound athletic department based on a sound philosophy can improve school and community morale and become a positive outlet for energy and enthusiasm.

We believe the welfare of the individual is always the primary concern. The competition exists for the student-athlete. The student-athlete does not exist for the game.

We believe the community should realize that control of, and responsibility for high school athletics rests ***entirely*** with the administration of Highland High School and the School Town of Highland.

We believe high school athletics should furnish a recreational opportunity for the general public only insofar as a community is willing to see that programs are conducted solely for the benefit of the students served by our schools.

## Profile of the Highland High School Athletic Program

Highland High School has a strong tradition of athletic, academic and extracurricular excellence in a wide variety of activities. These traditions are a great source of pride for the school and community.

Highland High School is a member of the Northwest Crossroads Conference. Other members of the NCC include Andean, Hobart, Kankakee Valley, Lowell, Munster, We are also a member of the Indiana High School Athletic Association.

Male athletes are offered sports that include cross-country, tennis, soccer and football in the fall season. Basketball, swimming and wrestling are provided in the winter. Baseball, track and golf are offered in the spring. Female athletes include cross-country, golf, soccer, and volleyball in the fall. Winter sports for females include basketball and swimming. Females are offered softball, track and tennis in the spring.

Cheerleading and dance (Sapphires) are available for females in the fall and winter seasons. Any other athletic activities for Highland students are considered club activities and not under the supervision and control of Highland High School and/or the School Town of Highland.

All students with sufficient ability are eligible to participate in extracurricular activities, provided they meet scholastic standards and conduct requirements set forth by Highland High School and the School Town of Highland. Highland High School is also subject to all rules, regulations and procedures of the Indiana High School Athletic Association.

## Objectives

### *A sound athletic program must provide for all student-athletes:*

1. The opportunity to learn and improve skill levels in a competitive environment.
2. The development of physical vigor, desirable health habits and safety.
3. The opportunity to make lasting friendships with squad members, opposing players and to visit and compete in other communities.
4. A chance to observe and exemplify fair play and healthy competition.
5. The realization that interscholastic athletic competition is a privilege that carries varied and definite responsibilities.
6. An association with ladies and gentlemen who exemplify well-rounded competitors in the person of our athletic coaches.
7. A chance to learn that the violation of rules during athletic competition brings penalties, just as in life.
8. Assurance that the degree of success depends upon hard work, devotion to task, and enthusiasm for the game, as well as the innate ability of each individual.
9. An opportunity to exercise judgment, think quickly, to take directions, and to carry those instructions out during great stress and to the best of one's ability.

## Basic Athletic Department Policies

### ATHLETIC TRAINING ROOM PROCEDURES

#### Athletic Training Room Hours

- A. The athletic training room will be available to all in-season athletes from 3-5:30p.
- B. The athletic training room will open at 2:55p and remain open until 30 minutes after the last home game or varsity practice, (usually 6pm).
- C. The athletic training room is an equal access facility; athletes will be treated on a first-come first-served basis (except for emergencies). Exceptions:
  - 1. One athlete has a practice time earlier than another.
  - 2. Athletes preparing for games are given priority over practice athletes.
  - 3. Emergency situations will take precedence over all others.
- D. Emergency situations for all other sports will be communicated to the AT by the head or assistant coach, in accordance with the Emergency Action Plan protocol.
- E. The athletic training room will only be open on Saturdays for all scheduled competitions, closing 30 minutes after the competition ends.

#### Athletic Training Room Rules

- 1. *No one is to be in the athletic training room without the permission of the AT. No athletes are to be in the athletic training room without the AT or coach present.*
- 2. *No coaches or administrators will allow athletes into the athletic training room without direct supervision.*
- 3. *No equipment or supplies in the athletic training room may be utilized and/or taken from the athletic training room by any sports team, coach, or athlete without permission from the AT.*
- 4. *Cussing, swearing, or foul language will not be tolerated. Athletes should be respectful.*
- 5. *The athletic training room is a coed facility. Appropriate attire must be worn at all times.*
- 6. *The athletic training room is not a hangout area. Horseplay is not tolerated and athletes will be asked to leave if behavior is not respectful.*
- 7. *No cleats, or shoes with grass and/or mud, are to be worn in the athletic training room.*
- 8. *Shoes are not to be placed on the treatment tables.*
- 9. *All athletes must sign in before receiving ice, tape, or treatment.*
- 10. *No food or drinks are allowed in the athletic training room (water is ok).*

#### Reporting Injuries

- A. It is important to report all injuries to the AT. Often things that seem minor at that particular time may not be, and can lead to bigger problems, so please report injuries as soon as they happen. DO NOT wait a week or so to see somebody, this can lead to missed time at practices and events.
- B. Coaches are encouraged to call or text the AT at the time of injury so as not to delay care.
- C. Athletes who suffer an injury during a game or practice are to report to the athletic training room at the end of their game or practice for triage and treatment.
- D. Athletes who wait until the following day must report to the athletic training room during the lunch period for evaluation and treatment. This cuts down on missed practice time.

#### Injury Treatment Policy

- A. All new injuries must be reported to the AT as soon as possible. If an injury is not reported until practice time the athlete is not excused from being late to practice.
- B. Treatments and rehabilitation will NOT be given during practice times unless the athlete is unable to participate and the head coach gives permission, and the treatment is feasible (due to availability).
- C. If an athlete makes a habit of not showing up for re-evaluations, treatments, etc., this information will be passed on to the coaches from the AT.

## Taping Policy

- A.** If an athlete requires taping for protection or prevention of an injury, then the athlete must perform rehabilitative exercises to strengthen the area to prevent a reoccurrence.
- B.** Athletes who wish to be taped for games only must complete at least 3 days of rehabilitative exercises throughout the week prior to being taped.
- C.** Athletes who request to be taped for reasons other than protection or prevention will be asked to bring their own tape or use a supportive brace instead.

## Documentation

### **A. Injury/Treatment Files**

1. All injuries, and any subsequent treatment performed, must be documented using the ATS.. It is important that SOAP notes are thorough and understandable so a consistent level of care can be given to the athlete. This information is confidential. Only pertinent information may be released to the current coaching staff.

### **B. Coaches Reports and Injury Status Updates**

1. Coaches can expect injury status reports and updates via email/text message from the AT. The AT will act as a liaison for the injured athlete. The athlete is not expected, or trusted, to be able to communicate medical information to the coach. The AT will contact the coach as soon as it is feasible and explain the current and future state of the injured athlete.

### **C. Referrals**

1. When the AT finds that it is necessary to refer an athlete for a follow-up evaluation, the athlete will be required to obtain clearance from that physician using the Physician Referral Form. The AT will be the only party that refers an athlete.
2. Athletes who decide to visit a physician without prior knowledge from the AT risk missing competition time. Therefore, it is advised that all athletes report to the AT prior to seeing a physician. Emergency situations are exempt.
3. Any athlete requiring a visit to a physician for head injuries must also report to the Health Office upon returning to school. The Health Office requires a physician's clearance in order to return to classes. See "Concussion Management Policy and Protocol" for more information.

### **D. Medical Clearance to Participate**

1. **Athletes who decide to visit a physician without prior knowledge from the AT risk missing competition time. Therefore, it is advised that all athletes report to the AT prior to seeing a physician. Emergency situations are exempt. If at any time an athlete is seen by a physician, the athlete is not cleared to participate in practice or competitions until he/she returns a medical clearance note to the certified athletic trainer releasing them for clearance to participate. Must be signed by a MD/DO.**

## Activity Coverage

- A.** All coaches are required to give the AT a minimum of 24 hours advance notification when changing the date, time, or location of a scheduled game or practice. Changes or notifications made after the specified time frame may result in limited or no coverage, depending on availability.

### **1. Practice Coverage**

- a.** The AT will be on campus for most scheduled practices. The AT will either be in the athletic training room, providing treatment for those athletes who are unable to participate, or if multiple events are occurring at the same time the AT will be located at the venue with the highest risk sport.

2. Game Coverage
  - a. The AT will be on-site for all scheduled home games. The AT will be located in the athletic training room or at the venue with the highest risk of injury.
3. Tournament Coverage
  - a. The AT will be on campus for all HHS tournament games, however, HHS-hosted Tournaments will only be covered by the AT with prior arrangements made by the AT, head coach, and athletic director. One week's notice is needed for arrangements to be made.
4. Travel Coverage
  - a. The AT only travels with varsity football for competitions. Football has the highest incident of injury and thus requires immediate on-site care from the AT. Other sports will be given a medical kit and a treatment plan for that team during travel. All teams that travel for the IHSAA post-season may request the AT to travel with them. Coverage for these events will depend on availability.
  - b. The Athletic Trainer of the host school, or athletic trainer on scene has ultimate authority and decision making in regards to the student athlete's status and care. At no time will the Highland High head Athletic trainer be communicated with for second opinion or override if they are not in attendance.

### **College Signings**

When a student-athlete accepts a college scholarship and wishes to sign his/her letter of intent it is up to the student and/or parents to notify the Athletic Director and coaches. Highland High School will provide a site in which to host the signing and aid the student in selecting an appropriate date. The student-athlete is responsible for contacting the collegiate coach, any other individuals invited and may choose to provide refreshments for the occasion.

### **Changing Sports**

Any athlete cut from a team may join another sport immediately. Any athlete who quits or is dismissed from a team cannot join another team until the first team has completed competition for that season. Off-season conditioning and open gyms are open to all athletes at Highland High School not in a current sports season.

### **College Recruitment**

In the event an athlete should be contracted personally by a college recruiter. He/she has an obligation to work through his/her coach and the athletic department. Inform your coach as soon as possible. College recruitment information is available in the athletic office.

### **Communication**

The Athletic Department of Highland High School strives to keep open lines of communication between athletes, parents, coaches and the general public. Much of the information needed to keep current with the events and policies of Highland High School can be accessed by using the Highland High School website at [www.highland.k12.in.us](http://www.highland.k12.in.us). or on twitter at @Highland High HHS. Many sport have individual web pages and parents can find more information regarding these pages at their seasonal parents meeting.

### **PARENT/COACH COMMUNICATION PLAN**

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are able to accept the actions of the other and provide greater benefit to children. As parents, when your child



becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

#### Communication from the Coaching Staff

- 1. Philosophy of the coach.*
- 2. Expectations the coach has for your child as well as all players on the squad.*
- 3. Locations and times of practices and contests.*
- 4. Team requirements; i.e. practices, special equipment, out-of-season activities.*

As your child becomes involved in the programs offered at Highland High School, he/she will experience some of the most rewarding moments of their lives. It is important to understand there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

#### Appropriate Concerns for Discussion

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

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

#### Issues Not Appropriate to Discuss with the Coach

- 1. Playing time.*
- 2. Team strategy.*
- 3. Play calling.*
- 4. Other student-athletes*

There are situations which may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue or concern.

For concerns regarding discussion with the coach, the following procedures should be followed:

- 1. Call or email to set up an appointment with your child's coach.*
- 2. If the coach cannot be reached, email Highland High School Athletic Director Ryan Harrington at [rharrington@highland.k12.in.us](mailto:rharrington@highland.k12.in.us)*
- 3. Please do not approach a coach before or after a contest or practice. These can be emotional times for both parents and the coaching staff. Meetings of this nature do not promote resolution.*

#### The Next Step

If after these steps the issue is not resolved a meeting may be requested with the Athletic Director. This request must be done via email and clearly state all points of the issue to be discussed. The Athletic Director will then set an appointment. No phone calls or unannounced meetings will be accepted.

## Environmental Considerations

### Daily monitoring of environmental conditions

- A. The protocol calls for the determination of environmental conditions at the practice/contest site using the Wet Bulb Globe Thermometer (WBGT).
- B. Media-related temperature readings (such as the Weather Channel, local radio, etc.), or even other readings in the general proximity may not yield adequate results. The readings must be made at the site.
- C. Thirty (30) minutes prior to the start of activity, environmental readings will be taken at the practice/competition site.
- D. The WBGT will indicate the level of risk for that specific site.

### Heat

Preventing heat illness is a team responsibility. The athlete, coach, and certified athletic trainer must all do their part to keep each athlete safe. Athletes must complete the pre-participation physical examination prior to any practice, conditioning session, weightlifting, or competition; are encouraged to attend all workouts, wear the proper clothing and equipment, hydrate their body prior to physical activity, and be aware of how they are feeling while participating in hot weather. Coaches should design their pre-season workouts to acclimatize athletes properly so that their bodies can handle the demands of performing in hot weather; are encouraged to constantly monitor athletes during all practices, games, conditioning sessions, and weightlifting sessions. The Certified athletic trainer will monitor the environmental conditions at specific venues prior to the start of practice.

### WBGT ACTIVITY GUIDELINES AND REST BREAK GUIDELINES

Under 82.0 .....	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.
82.0 - 86.9 .....	Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
87.0 - 89.9 .....	Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
90.0 - 92.0 .....	Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.
Over 92.1 .....	No outdoor workouts. Delay practice until a cooler WBGT level is reached

### Cold

Cold environments can cause injury as well. In contrast to heat illnesses, prolonged exposure to moderate or extreme cold temperatures combined with the wind chill factor, can cause severe and permanent tissue damage. Cold injuries can range from frost nip to three different varieties of frostbite. These are chilblains (swelling, redness, tingling, stinging sensation in fingers and toes), superficial frostbite (skin appears hard, pale, and waxy to the touch), and deep frostbite (this is an extreme medical emergency, permanent tissue damage is possible, victim may exhibit signs similar to chilblain and superficial frostbite).

Athletes should do the following when there are cold conditions:

- A. Cover the head, neck, and hands.
- B. Dress in dry layers that can be discarded as the athlete's body temperature increases.
- C. Athletes are encouraged to consume fluids during activity. Dehydration can still occur in cold temperatures.
- D. Athletes are discouraged to consume warm liquid during activity. Warm liquids can increase the perspiration level even in cold temperatures. This also increases the possibility of dehydration and frostbite.
- E. Athletes are discouraged from activity during freezing rain or snowfall. Doing so could intensify cold related injuries.

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following temperature guidelines have been established for Highland High School Athletic Department practices.

40° F - 30° F (Feels Like)- Cold Weather Caution: - No modification of practice, but a warning will be given to coaches and athletes - Coaches and AT emphasizing the importance of following UIL Cold Weather Illness Recommendations. - Watching those "high risk" athletes

30° F - 21° F (Feels Like)- Cold Weather Warning: -There may be a modified outside participation of 45 minutes. - warm-up to be started indoors (stretching, etc.) to not take away from 45 min. - a practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes, having them be wet, and then sit around watching. - Wearing a hat that covers the ears, and some sort of gloves to cover the hands are required. - Keeping a very close eye on those "high risk" athletes - If available, a cool-down indoors.

19° F and below (Feels Like)- Cold Weather Termination: there will be a termination of outside practices

### **Equipment**

All athletes are responsible for the care and return of equipment owned by the school. Lost equipment must be replaced at a fair market value. All equipment owned by the school will be worn in a manner determined by the coaching staff of each of the respective sports.

### **Game Delays/ Cancellations**

- A. The Highland High School Athletic Department will make every attempt, to make game decisions before the conclusion of the school day. This decision will be made with the safety of the athletes being the highest of consideration.
- B. On threatening days, game management will consult with contest officials about steps to be followed if conditions worsen.
- C. When suspending an outdoor contest, officials and game management will follow these policies.
  - 1. *When lightning is observed or thunder is heard, the contest must be suspended. The occurrence of lightning or thunder is not subject to interpretation or discussion — lightning is lightning; thunder is thunder.*
  - 2. *Severe weather in the form of rain or snow may make the field unplayable.*

**D.** When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.

- 1. Contestants and support personnel shall be moved to appropriate indoor facilities.*
- 2. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.*
- 3. Spectators shall be advised of the action being taken to seek shelter.*

**E.** In considering resumption of competition, the following steps shall be followed.

- 1. Delays for contests scheduled for 4 p.m. or later must not exceed one hour. Delays on nights not followed by school for all the competing teams may be longer by mutual agreement of participating schools. A postponed contest shall be rescheduled on a date/time mutually agreed to by the schools involved.*
- 2. A decision to resume the contest within the time frame must be made by the officials who shall consult the home team administration and visiting school administration present at the contest.*
- 3. The home school is responsible for facilities and will be given priority consideration in the final decision if there is not a consensus among the three parties.*
- 4. The final decision shall consider liability and conditions of facilities as well as future schedules, need to play the contest and finally the quality of all other options.*

Otherwise, and to the extent allowed by the playing rules code, the official(s) shall make the final decision regarding game suspension once the game begins.

### **Inherent Risk**

Any student who participates in athletic competition must understand that a risk of injury always exists. The athletic staff at Highland High School will do everything possible to minimize risks for student-athletes, both in practice and competition.

### **Locker Room Regulations**

Rough housing and throwing towels or other objects is not allowed in the lockers rooms. Anything that is constituted as hazing to anybody is not allowed. All showers must be turned off. The last person to leave the show is expected to check all the showers. No one except coaches and assigned players are allowed in the locker rooms. No glass containers are permitted in the locker rooms. No cellphones are allowed to be used in the locker rooms. They are expected to be placed in gym bag and locked in the lockers. No metal spikes or metal cleats are ever allowed in any other part of the school building.

### **Media Coverage**

It is important to remember that the school or coach cannot control the content of sports stories and photos. The press does not guarantee accuracy in quoting or equal coverage.

### **Multiple Extra Curricular Activity Policy**

Conflicts in extracurricular activities: An individual student who attempts to participate in several extracurricular

activities will, undoubtable, be in a position of conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can do to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty, sponsors, and coaches involved immediately when a conflict does arise. When a conflict arises, the sponsor and coaches will work out a solution so that the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based upon the following;

- 1. The relative importance of the events.*
- 2. The importance of each event to the student.*
- 3. The real contribution the student can make.*
- 4. How long each event has been scheduled.*
- 5. Talk with the parents.*

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by either sponsor or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from the activity.

### **Parent Pre-Season Meetings**

All athletes and parents are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of all rules for their sport as well as the rules of Highland High School and the IHSAA.

### **Public Relations Policy**

The community often judges it schools by the people representing them. The administration, coaching staff, athletes, cheerleaders, patrons, fans and student body serve as public relations agents at games both at home and away from home.

Athletic department personnel occupy a strategic and sensitive role in regard to public relations on behalf of Highland High School and the School Town of Highland. Good public relations begin with a common sense approach and the extension of good manners and common courtesy to all with whom or student-athletes and their supporters come in contact.

### **Risk of Participation**

All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Highland High School will use the following safeguards to make every effort to eliminate injury.

- 1. Conduct mandatory parent and athlete meetings prior to the start of season to fully explain athletic policies and to advise, caution and warn parents athletes of the potential for injury.*
- 2. Maintain a continuing education program for coaches to learn the most up to date techniques and skills to be taught in their sport.*
- 3. Instruct all athletes about the dangers of participation in their particular sport.*

### **Senior Night**

Senior nights will be the responsibility of coaches and parents of each individual sport. It is not an event that is produced by the athletic department. However, the athletic department will assist coaches and parents in any way possible to produce a successful event. The senior night will take place during a regularly scheduled home game or meet for each individual sport as there will be no department wide senior night for each season. The athletic department in conjunction with the custodial staff will hang up senior sheets **only** if they are on 3'X5' sheet (approx). Blankets, quilts, or sheets larger than 3'x5' (approx) will not be able to be hung due to their size and weight.

## **Severe Weather**

The Athletic Director or Athletic Trainer will check the National Weather Service before games or practice to ensure that no harmful weather is approaching. When multiple home events ongoing, Athletic Director and Athletic Trainer will coordinate with each site to advise of Threat of Lighting and advising officials. Highland High School has equipped the Athletic Director, Athletic Trainer, and athletic supervisors with IStrike text alert system for months when outdoor events are ongoing. Lighting Alerts are for Cloud to Ground Lighting. Along with mobile phone capabilities the IStrike system is set to trigger the siren when lightning is detected within 10 miles and the strobe light when lightning strikes detected within 15 miles. Practices and Games can resume 30 minutes after last detected lightning strike and the I strike has issued an All Clear Signal which is 3 short beeps.

When Officials have jurisdiction of contest (once they have arrived), delaying contest rides with them. Athletic Director, Athletic Trainer and Supervisor will work in conjunction with official to best determine action. In case of AD or AT not being available, "If Thunder roars go Indoors". If thunder is heard the AD will recommend to the coach or officials that all persons in area move to a safe shelter. The IStrike system is also set for lightning strikes within a 15 miles radius. If the strobe is flashing teams and spectators should seek safe shelter. A safe shelter is considered to be one with plumbing, running water, and a telephone line. Avoid open fields, isolated trees, high terrain, contact with metal, and bodies of water. TEAMS should not remain on FIELD, in dugouts or bench areas, and MUST evacuate to shelter. Shelter for most OUTSIDE contests should be Auxiliary Gym or another designated area. Teams should be able to seek shelter against lighting there. If a Tornado Warning is issued, everyone will follow in school procedures for shelter.

## **Scholarships**

It is not the responsibility of the coach to obtain an athletic scholarship for a student-athlete. Upon request for help by the student-athlete's parents or the student-athlete, the coach may attempt to aid the student to enter the college or university of choice through a variety of means such as letters of recommendation, game film or phone calls.

## **Squad Selection**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Highland, we encourage coaches to keep as many students as they can without jeopardizing the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Choosing the member of our athletic teams is the sole responsibility of the coaches of those teams, prior to trying out, the coach shall provide the following information to all candidates for the team.

- 1. Date of try-out period.*
- 2. Criteria used to select the team.*
- 3. Practice commitments if they make the team.*
- 4. Game commitments.*

When a team cut becomes a necessity, the process will include the important elements.

- 1. Competed in a minimum of five practice sessions.*
- 2. Be personally informed of the cut by the coach, including the rationale for the cut.*
- 3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the Program.*

## **Sportsmanship**

Highland High School administration and athletic department will promote good sportsmanship at all athletic events. Good sportsmanship must be displayed by all athletes, coaches, parents, fans and officials by their good behavior and attitude. The sporting activities should be an extension of the classroom, where students strive for excellence and coaches and parents provide cooperation, ethics, and integrity as role models for the players. Interscholastic athletics are an important part of the total educational program provided by our school district. These athletic activities assist in the social and physical development of our athletes.

We will all strive to uphold the rules of the game being played as well as the principles outlined in the coach, parent and athlete handbooks, as well as following the rules set forth by the governing body of sports, the Indiana High School Athletic Association

Highland High School will emphasize to all participants, the commitment to fair play, ethical behavior, to provide a safe and supportive environment for the playing of all sporting events, to enhance the image of our school and district and for all to understand how to win and lose.

Therefore, we will uphold the highest standards of sportsmanship, sports ethics and integrity in all aspects of the school experience at our school.

### **Highland High School SPORTSMANSHIP CODE**

- 1. Be courteous to opponents, fans, and cheerleaders.*
- 2. Be representative in your behavior toward everyone present.*
- 3. Respect and abide by the officials' decisions.*
- 4. Exercise self-control at all times; never boo an official, coach, cheerleader or player.*
- 5. Display character in your every action.*
- 6. Learn to win with character and lose with dignity.*
- 7. Display appreciation for a good performance or play regardless of the team.*

Highland High School will not tolerate any inappropriate behavior or unsportsmanlike conduct by ANY of its participants, including spectators, coaches, athletes, or students. If a spectator, parent, or student is observed acting inappropriately, the administration expects it to be stopped. If it is not stopped, that spectator may be asked to leave by an official, school personnel, administrator, or police officer. If the person resists leaving, the police will be called and he/she may be charged accordingly. That spectator may 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 school administration 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, the coach is expected to take immediate disciplinary action. This may include suspension for the remainder of the game or longer. Consequences for such behavior should be outlined in team rules, expectations and discussions prior to the season.

If a coach acts inappropriately, the coach will be dealt with by the athletic director or administrator. If an Assistant Coach acts in an improper manner, he/she will be dealt with by the Head Coach first, then if needed the Athletic Director and the Administration. 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!!*

The fundamentals of sportsmanship

1. *Gain an appreciation and understanding of the rules of the sports*
2. *Exercise exemplary conduct at all times*
3. *Recognize and appreciate skilled performance regardless of affiliation*
4. *Exhibit respect for contest officials*
5. *Openly display respect for opponents*
6. *Display pride in your actions*

### **Travel**

Highland High School athletes are required to travel to and from athletic events in school approved vehicles and under adult supervision provided by Highland High School. Extreme circumstances must be cleared by the Principal or Athletic Director. Students may be released to their parents (if the head coach is in agreement) after a road contest if written permission from the parent is received at least 24 hours in advance of the contest. Students will never be released to ride home from a contest with other students.

Athletes represent Highland High School on all road trips. Appropriate dress will be determined by the coaching staff. Athletes will act in an acceptable manner while on all school trips. Equipment, facilities, fans, opponents and staff members at opposing school sites will be treated with respect at all times. Any damage or improper behavior on the part of Highland athletes and/or support staff will result in appropriate disciplinary action.

Early release time from class for athletic activities is not part of the structure of the Highland High School Athletic Department. Special exceptions will only be granted with the prior approval of both the Principal and Athletic Director.

### **Weight Room & Gym Policy**

The following guidelines must be observed when students are using the weight rooms, gymnasiums and any other athletic facilities at Highland High School.

1. *Students may use the weight room, gymnasiums and other athletic facilities only while under the direct supervision of a Highland High School staff member*
2. *All facility usage shall be scheduled in advance and placed on the school calendar by the head coach in cooperation with the Athletic Director.*
3. *No usage of any athletic facilities by IHSA sponsored teams will ever be allowed on Sunday*

### **General Rules**

1. *The number one concern in the weight room is SAFETY.*
2. *Enter the weight room mentally and physically ready to work.*
3. *Proper attire must be worn while lifting. **Shirts and shoes are always a requirement.***
4. *There is absolutely no horseplay allowed in the weight room.*
5. *Return all weights to their proper storage area after use.*
6. *Be aware of other lifters whom you are around.*
7. *Always use common sense. If you see potential danger, please report it.*
8. ***Never sacrifice technique for weight. Technique, Technique! Weight belts can be used!***
9. *Never bounce, jerk the weight, or arch your back while lifting.*
10. *Only use the amount of weight you are prepared to lift properly. **Technique before weight!***
11. *Use collars on all bars.*
12. *Do not drop or throw weights on the floor*
13. *Unload bars (evenly) when you are finished with them.*
14. *Use a spotter with core and overhead lifts.*
15. *Never get under the bar without a spotter.*



## **Vacations & School Closings**

All team members are expected to attend all practices and tryouts. During all three-sport seasons, practices are regularly scheduled during times when school is not in session. The coaches set practice schedules and the coaches decide who plays. We strongly request that arrangements be made to ensure that the athletes attend all practices and games during vacation periods. Consequences for missing practices or games because of family vacations may include removal from the squad. It is understandable that athletes who practice or compete during this time will likely move ahead of those who were not present. All athletes should be cognizant of their commitment to both their coaches and teammates. Written or verbal communication must be made with the head coach of the program by the athlete's parents prior to any missed practices or games due to extraordinary occurrences. It is also assumed that athletes will be diligent when it comes to honoring their commitment to attend practices and contests during times when school is in session. The athletic department does not condone missing school under any circumstances except family emergencies. Emergency school closings may force cancellations of practices and games.

## Eligibility Rules

In order to represent Highland High School in any interscholastic competition, all students must meet eligibility requirements set forth by the School Town of Highland, Highland High School, and the Indiana High School Athletic Association.

### **Academic Eligibility**

To be academically eligible, students must have received a passing grade at the end of their last grading period in at least five core State of Indiana Department of Education subjects or equivalent. Freshman physical education is counted as a core subject for the purpose of eligibility. Semester grades take precedence over nine weeks grades and summer school grades are considered part of the second semester.

### **Age**

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state championship in his/her sport shall be ineligible for interscholastic competition for that entire sports season.

### **Amateurism**

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

### **Athletic Transfers**

Parents of students who wish to participate in athletics at Highland High School, but did not attend Highland during their intended sports season during the previous year of high school, are required to complete an IHSAA athletic transfer form. The student and parent in the Athletic Director's office of Highland High School must fill out this form. Students do not become eligible to participate in contests until both schools and the IHSAA have approved the transfer. Students who transfer without a corresponding change of address **may** be granted "**Limited Eligibility**" to compete below varsity levels for 365 days.

### **Attendance**

Students must attend school by the start of 4<sup>th</sup> hour on the day of an event in order to participate in any extracurricular event that occurs after the school day. An exception will be made if the student has an approved medical appointment; in which case, the student must present to attendance supervisor, a signed statement from the doctor regarding the absence.

If a student is absent the last day of the school week, and the competition is on a non-school day, the student must have parent/guardian permission to participate.

Approved field trips or school activities will constitute attendance. The school Principal or Athletic Director must approve all exceptions to the attendance rule.

A student who is suspended from school will be ineligible to participate.

### **Awards and Gifts**

Athletes may not receive any award for athletic performance that is not approved by the IHSAA or Highland High School. Athletes may not accept awards, medals, recognition, gifts or honors from colleges, universities or their boosters.

### **Conduct and Character** (See IHSAA Rule 8-1 and 8-3)

Athletes' conduct both 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 of the school. Athletes who violate this rule may be excluded from representing Highland High School in interscholastic competition.

### **Enrollment**

In order to participate in any athletic competition, a student must be enrolled at Highland High School. After **15** days of enrollment, Highland High School becomes the school of record. Once enrollment is completed, athletes have eight **(8)** consecutive semesters of eligibility.

### **Injury/Illness**

Any athlete that misses school for a prolonged period of time must have written permission from a doctor that is presented to the athletic department and trainer stating that the student athlete is physically fit to resume participation in practices and/or games. Per IHSAA by-laws if an athlete missed 5-10 consecutive days they will be required to have 4 practices to participate, more than 10 consecutive days absence requires 6 practices to participate.

### **Insurance**

Highland High School has great concern for medical care and insurance protection for all those participating in interscholastic competition. The School Town of Highland does not carry insurance to cover student athletic injuries. As a result, student participating in athletics at Highland are required to carry insurance coverage. Students not covered can purchase short term insurance and moderate prices through the Principal's Office. The student and his/her family pay all cost for insurance. Parent will need to sign a consent and release form stating that they process a family insurance plan, they have purchased short term insurance, or a waiver releasing the School Town of Highland from all liability if they have no insurance.

The IHSAA and Highland High School jointly carry a catastrophic insurance policy on all athletes that covers amounts from **\$25,000** up to one million dollars.

### **Non-School Teams**

Participation in organized sports competition during the authorized contest season of that IHSAA sport shall cause the student-athlete to become ineligible for their school team.

Participation in non-school competition while on a school team of another sport shall be subject to the approval of the school coach. Any athlete who violates an understanding with a school coach will be subject to dismissal from the school team with a loss of all honors.

You may participate in non-school teams as long as you are not currently in season and that there is no more than the following members of your current school team on the non-school team

Basketball- 3    Baseball -3    Football-6    Volleyball – 3    Softball – 3    Soccer-6

## **Practices**

The class day at Highland High School begins at 7:45 a.m. and concludes at 2:54 p.m. Practices may begin at 3:00 p.m. daily. In cases of inclement weather that results in school being dismissed early, all practices for that day will be postponed. Exceptions to this rule will require the approval of the Principal and the Athletic Director.

Days on which coaches have responsibilities and students are not required to attend classes will result in a 3:00 p.m. start for all practices. If the coach does not have teaching duties on such days, practices may be scheduled at an earlier time with approval of the Athletic Director.

There shall be no school practices, games, scrimmages, film sessions or meetings held on Sundays. Calling one or more team members together for scouting reports, film viewing and/or the treatment of injuries are also violations of the basic IHSAA rule.

All athletes are expected to be at practice on time. All illnesses and injuries should be reported to a coach and trainer immediately. The head coach has the discretion to determine if a missed practice is excused or unexcused. Athletes should inform coaches in advance of known absences for practices and/or competition.

The head coach is responsible for informing the team of practice dates and times well in advance. Athletes will not be allowed to practice if they do not attend school that day. All exceptions to this rule must be cleared through the Principal and/or Athletic Director.

## **Pre Participation Examinations and Forms**

Students wishing to participate in athletics in any IHSAA sanctioned sport must undergo a physical examination by a doctor holding a limited license to practice medicine. The physical examination form must be completed on the IHSAA form and be signed by the physician, parent and student-athlete. The IHSAA physical examination form is good from April 1st of each year and will be in effect for all activities in the next 365 days of practice and/or competition.

Each athlete's parent must have completed, signed, and turn into the Athletic Department an Emergency Medical Authorization form. This gives a student athlete permission to be treated by a physician or hospital in the event that a parent is not available. The physical must have the doctor's signature and license number. Physician assistant's signatures are not accepted.

Each Student Athlete and parent read the Highland High School Athletic Handbook, Trojan Code and sign the certification page indicating that they fully understand and agree to abide by the rules and policies. This signed document will be on file in the Athletic Department.

## **Presidents Cup**

At the end of each season, the athletic department will award a president's cup award. This award is given to the team of that season that has achieved the highest GPA determined by their top 10 academic performers. These top 10 can be taken from any level. A plaque is located in the athletic office with the team name and season/ year received.

## **Reporting of Injury**

All injuries which occur while participating in athletics should first be reported to the trainer/coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. Once athletes are treated by a physician, the athlete must obtain the doctor's permission to return to the athletic activity. This form must be received by the athletic director prior to participation in the next practice.

## Individual Athletic Awards

### I. Varsity Athletic Letter Award

- A. Athlete must be recommended by his/her head coach
- B. Athlete must meet all standards set by his/her coach
- C. Athlete must complete the sports season as a member in good standing
- D. Athlete must return all equipment issued or pay for the same
  - i. First Letter - Letter "H"
  - ii. Second Letter - Blue and White Certificate
  - iii. Third Letter - White and Gold Certificate
  - iv. Fourth Letter - Blue and Gold Certificate
  - v. Fifth Letter - Foil Certificate
  - vi. Sixth Letter - Satin Plaque
  - vii. Seventh Letter - Medallion Plaque w/ Small Engraved Plate
  - viii. Eighth Letter - Blanket
  - ix. Ninth Letter - Framed Letter w/ Small Engraved Plate
  - x. Tenth Letter - Framed Trojan Head W/ Small Engraved Plate
  - xi. Eleventh Letter - Framed Large "H" W/ Trojan Insert and Small Engraved Plate
  - xii. Twelfth Letter - Lifetime Athletic Pass
  - xiii. Thirteenth Letter - Acrylic Plaque (Engraved)
  - xiv. Fourteenth Letter - Shadow Boxed "H"

### II. Junior Varsity Award

- A. JV players who finish the season in good standing will receive a participation certificate. First time award winners receive numerals.

## Highland High School Athletic Teams and Seasons

### Fall Sports

#### Boys

Football	Varsity-JV-Frosh
Soccer	Varsity-JV
Tennis	Varsity-JV
C.Country	Varsity-JV

#### Girls

Volleyball	Varsity-JV-Frosh
Soccer	Varsity-JV
Golf	Varsity-JV
C.Country	Varsity-JV
Cheerleading	Varsity-JV

### Winter Sports

Basketball	Varsity-JV-Frosh
Swimming	Varsity-JV

Basketball	Varsity-JV-Frosh
Swimming	Varsity-JV
Cheerleading	Varsity-JV
Sapphires	Varsity-JV

### Spring Sports

Baseball	Varsity-JV-Frosh
Track	Varsity-JV
Golf	Varsity-JV

Softball	Varsity-JV
Track	Varsity-JV
Tennis	Varsity-JV

## Highland High School Athletic Department

### Social Media Policy & Guidelines for Student-Athletes

Playing and competing for Highland High School is a privilege. Student-Athletes at HHS are held in the highest regard and are seen as role models in the community. As leaders, you have the responsibility to portray your team, the High School, and yourselves in a positive manner at all times. Sometimes that means doing things that may seem like an inconvenience to you, but will benefit the entire team.

Facebook, Twitter, and other Social Media sites have increased in popularity globally and are used by a majority of high school athletes around the country. These can be great resources when used safely and effectively, however these can be extremely damaging to an individual, team, and school when used inappropriately.

Student-Athletes should be aware that third-parties – including the media, fans, opposing team's, NCAA coaches, future employers, players in the feeder program, and faculty – can easily access their profiles and view any personal information. This includes all pictures, videos, comments, and posts. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and Highland High School. This can also be detrimental to a student-athlete's future plans, whether in college athletics, enrollment in a university, or an employment opportunity.

Examples of inappropriate and offensive participation in various social media outlets include, but are not limited to, the following:

- Use of offensive or vulgar language, including any profanity, comments of a derogatory nature towards a specific gender, race, or ethnicity.
  - Includes posting song lyrics that violate this rule
- Posting pictures that depict or condone any illegal activity (underage drinking, drug use, etc.)
- Unsportsmanlike posts referring to playing time, a coaching decision, actions of a teammate, etc. This includes any demeaning or threatening comment toward a faculty member, administrator, community member, coach, or teammate. Remember: What is said in practice or during a game needs to stay within the team.
- Unsportsmanlike posts directed at an opposing team (Bulletin Board material). Even if you are joking with a friend from another school, the public does not always know that.
- Posting comments or pictures that are of sexual nature/would violate any sexual harassment or assault laws.
- “Cyberbullying” or making comments that could be viewed as this by another person.
- Any posts that would not reflect well upon the mission and values of Highland High School, the Highland Trojans Athletic Program, or yourself.

If a student-athlete's profile or contents are found to be in violation of the Social Media Policy & Guidelines, he/she will be subject to one of the following penalties, as dictated by the coaching staff and Athletic Department of Highland High School:

1. Written notification of violation (requiring signature) sent to player/parents
2. Meeting with Coaching Staff/Athletic Director about violation
3. Penalties as determined by Athletic Department/HHS administrators
4. Loss of Captain Privileges

5. Loss of Playing Time
6. Game(s) Suspensions
7. Removal from Postseason roster
8. If in violation of IHSAA rule, penalty will correspond to violation
9. Removal from Team

For your own safety, please keep the following recommendations in mind as you participate in the Social Media world:

- Do not “favorite”, “like”, or “retweet” any post that would violate any of these guidelines. Anything that you endorse is the same as you saying it!
- You should not post your home address, email address, telephone number, or any other information that you do not want the world to have access to. Third parties may attempt to gain access to athletes through these methods.
- Be careful who you add as a “friend” or who you allow to “follow” your posts. Check your security settings to make sure they are appropriately set.
- Be careful of linking other applications to your wall or twitter feed (Instagram, Snapchat, etc.). In addition, know that the social media guidelines apply to those applications as well.

If you are ever in doubt of the appropriateness of your own online public material, consider whether it upholds and positively reflects your own values and ethics as well as the HHS Athletic Department and the School Town of Highland. Remember, always present a positive image and don't do anything to embarrass yourself, your team, your family, or the school.



## TROJAN ATHLETIC CODE

Participation in the Highland Senior High School Athletic Program is a privilege for which student athletes must be willing to accept certain responsibilities. Only when student athletes are prepared to direct their time and effort toward a rigid program of training and self-discipline may optimum performance be achieved. To promote an environment most conducive to effective athletic performance, the following rules of conduct have been established. These rules are in effect for 365 days, and apply to the conduct of all student athletes presently participating in the athletic program, as well as those students who desire to join the program. The athletic director, with consultation with the principal, will have the responsibility to administer the Trojan Athletic Code.

- I. A student athlete MAY NOT:
  - A. Use or possess tobacco in any form (cigarettes, cigars, chewing tobacco, snuff, e-cigs, vapes).
  - B. Consume or possess alcoholic beverages.
  - C. Engage in activities that tend to bring dishonour to the school or the community.
  - D. Use or possess controlled substances, paraphernalia or substances made to look like controlled substances.
  - E. Be convicted of a felonious criminal offense.

\*"In Season" is the period measured from the first IHSAA practice date through our last contest for that sport and level of involvement.

\*\*The "contest season" is defined for purposes of this Code as the period from the first regularly scheduled contest through the postseason. All penalties will be rounded up to the next game.

- II. Violations of the Trojan Athletic Code will result in the imposition of penalties as follows:

- A. Violation of I. A. (Tobacco)
  1. First offense - the student athlete will be suspended from athletic participation for 1/2 of the contest season or the remainder of the season, if less than 1/2 of the contest season remains.
  2. Second offense - the student athlete will be suspended from athletic competition for 365 days from the date of the offense.
  3. Continued use of tobacco during suspension will lengthen the suspension to be 365 days from the date of the most recent offense.
- B. Violation of I. B. (Alcohol)
  1. First offense - student athlete will be suspended from athletic participation for the remainder of the season. If the violation occurs with less than 50% of the season contests remaining, the suspension will continue into the next season of participation until the equivalent of 50% of a contest season has been reached.
  2. Second offense - the student athlete will be suspended from athletic participation for 365 days from the date of the offense. The student athlete must also present proof of participation in a pre-approved alcohol rehabilitation program before reinstatement. (The cost of the rehabilitation program will be the responsibility of the student.)
  3. Third offense - the student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

- C. Violation of I.C.(Dishonor; Engaging in Act of Vandalism, theft, destructive misuse of property or any activity that constitutes misconduct or substantial disobedience)
1. First offense - student athlete will be suspended from athletic participation. The length of the suspension will be no less than 10% of the contest season up to the remainder of the season, depending on the seriousness of the violation. If the suspension cannot be completed, the suspension will continue into the next season until completed.
  2. Second offense - the student athlete will be suspended from athletic participation for 365 days from the date of the offense.
  3. Third offense - the student athlete will be excluded from athletic participation for the remainder of his/her high school experience.
- D. Violations of I. D. and I. E. (Use of Drugs, Sale of Drugs or Felonious Crime)
1. First offense - student athlete will be suspended from athletic participation for one calendar year from the date of the offense. If a controlled substance violation, the student must show proof of participation in a pre-approved drug rehabilitation program before reinstatement. (Cost of the rehabilitation program will be the responsibility of the student.)
  2. Second offense - student athlete will be excluded from athletic participation for the remainder of his/her high school experience.
- III. Special Consideration
- For an honest admission of guilt in the absence of irrefutable evidence, the penalty will be reduced by one-half for the first offense. The one-half reduction may occur only once during the student athlete's high school career.
- IV. Attendance at Social Gatherings Where Alcohol, Tobacco, or Drugs are Present
- Student athletes who attend social gatherings where alcohol, tobacco, or drugs are being used may subject themselves to the same or similar penalties as those students engaged in the conduct prohibited by this Code. The administration will conduct a hearing to determine what penalties, if any, will be imposed upon a student athlete present at such a gathering.
- V. Violations Cumulative
- Violations are cumulative during the students 4 years of eligibility. Violations occurring in different categories will be considered cumulative and may result in the most stringent suspension of the category of the most recent violation.
- VI. Practice During a Suspension
- When an athlete has the opportunity of gaining eligibility later in the season, the student athlete is allowed to practice.

## VII. NFHS Classes

Along with the any of the aforementioned offences, the athlete may also be required to complete a free online class (1-2 hours in length) pertaining to the infraction of the rule.

Prior to the athlete returning to practice, a certificate of completion will have to be on file in the athletic office. These classes can be found the National Federation of High School Sports website at NFHSlearn.com

## VIII. Athletic Awards

An athlete must end the season in good standing to receive an award and be invited to the Athletic Banquet. If a student violates the Trojan Code after the season has been completed, but before the banquet, the student will receive an athletic award, however, will not be able to attend the Athletic Banquet.

## IX. The Appeal Process

A student athlete may make a written request for a hearing to the athletic director within five (5) days of notice of the suspension from athletic participation for violation of this Code. The hearing will take place within five (5) school days of the written request for a hearing before a three member Appeal Board comprised of an administrator (other than high school), a teacher and a coach. The suspension will remain in effect pending the hearing. The Appeal Board will have the power to uphold, deny or lessen the suspension of the student athlete. The Appeal Board's decision will be made within one school day of the hearing.

## X. Effective Term

This athletic code is effective twenty-four (24) hours a day for 365 days.  
With the exception of violations of I. A., violations of the Trojan Code are cumulative from season to season and year to year throughout the student athlete's high school experience.

# **CONCUSSION FACT SHEET**

## **FOR HIGH SCHOOL ATHLETES**

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

### **WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?**

#### **REPORT IT.**

Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It's up to you to report your symptoms.

Your coach and team are relying on you. Plus, you won't play your best if you are not feeling well.

#### **GET CHECKED OUT.**

If you think you have a concussion, do not return to play on the day of the injury. Only a health care provider can tell if you have a concussion and when it is OK to return to school and play. The sooner you get checked out, the sooner you may be able to safely return to play.

#### **GIVE YOUR BRAIN TIME TO HEAL.**

A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

### **WHY SHOULD I TELL MY COACH AND PARENT ABOUT MY SYMPTOMS?**

- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.

### **HOW CAN I TELL IF I HAVE A CONCUSSION?**

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

- Get a headache
- Feel dizzy, sluggish, or foggy
- Are bothered by light or noise
- Have double or blurry vision
- Vomit or feel sick to your stomach
- Have trouble focusing or problems remembering
- Feel more emotional or "down"
- Feel confused
- Have problems with sleep

Concussion symptoms usually show up right away, but you might not notice that something "isn't right"

for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

***HOW CAN I HELP MY TEAM?***

***PROTECT YOUR BRAIN.***

Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.

***BE A TEAM PLAYER.***

You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.

***GOOD TEAMMATES KNOW: "IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON."***

*The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider. TO LEARN MORE GO TO >>  
[www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)*

# CONCUSSION FACT SHEET

## FOR PARENTS

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

#### SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

#### SIGNS OBSERVED BY PARENTS/GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea

- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

## **WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?**

### *1. SEEK MEDICAL ATTENTION RIGHT AWAY*

A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

### *2. KEEP YOUR CHILD OUT OF PLAY.*

Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon - while the brain is still healing - risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

### *3. TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION.*

Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

## **HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?**

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
- However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

## **HOW CAN I HELP MY CHILD RETURN TO SCHOOL SAFELY AFTER A CONCUSSION?**

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As your child's symptoms decrease, the extra help or support can be removed gradually.

# ***SUDDEN CARDIAC ARREST***

## *A Fact Sheet for Parents*

### **FACTS**

Sudden cardiac arrest is a rare, but tragic event that claims the lives of approximately 500 athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest.

### **WARNING SIGNS**

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of:

- Chest Discomfort
- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

### **EMERGENCY SIGNS – Call EMS (911)**

If a person experiences any of the following signs, call EMS (911) immediately:

- *If an athlete collapses suddenly during competition*
- *If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*
- *If an athlete does not look or feel right and you are just not sure*

Developed and Reviewed by the Indiana Department of  
Education's Sudden Cardiac Arrest Advisory Board  
(1-7-15)



## **How can I help my child prevent a sudden cardiac arrest?**

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, parents can assist student athletes prevent a sudden cardiac arrest by:

- Ensuring your child knows about any family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Ensuring your child has a thorough pre-season screening exam prior to participation in an organized athletic activity
- Asking if your school and the site of competition has an automatic defibrillator (AED) that is close by and properly maintained
- Learning CPR yourself
- Ensuring your child is not using any non-prescribed stimulants or performance enhancing drugs
- Being aware that the inappropriate use of prescription medications or energy drinks can increase risk
- Encouraging your child to be honest and report symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

## **What should I do if I think my child has warning signs that may lead to sudden cardiac arrest?**

- *Tell your child's coach about any previous events or family history*
- *Keep your child out of play*
- *Seek medical attention right away*

# ***SUDDEN CARDIAC ARREST***

## *A Fact Sheet for Student Athletes*

### **FACTS**

Sudden cardiac arrest can occur even in athletes who are in peak shape. Approximately 500 deaths are attributed to sudden cardiac arrest in athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest. Once a cardiac arrest occurs, there is very little time to save the athlete, so identifying those at risk before the arrest occurs is a key factor in prevention.

### **WARNING SIGNS**

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of:

- Chest Discomfort
- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

### **EMERGENCY SIGNS – Call EMS (911)**

If a person experiences any of the following signs, call EMS (911) immediately:

- *If an athlete collapses suddenly during competition*
- *If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*
- *If an athlete does not look or feel right and you are just not sure*
- **How can I help prevent a sudden cardiac arrest?**

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, you can assist by:

- Knowing if you have a family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Telling your healthcare provider during your pre-season physical about any unusual symptoms of chest discomfort, shortness of breath, racing or irregular heartbeat, or feeling faint, especially if you feel these symptoms with physical activity
- Taking only prescription drugs that are prescribed to you by your healthcare provider

- Being aware that the inappropriate use of prescription medications or energy drinks can increase your risk
- Being honest and reporting symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

**What should I do if I think I am developing warning signs that may lead to sudden cardiac arrest?**

- *Tell an adult – your parent or guardian, your coach, your athletic trainer or your school nurse*
- *Get checked out by your healthcare provider*
  - *Take care of your heart*
  - *Remember that the most dangerous thing you can do is to do nothing*

Developed and Reviewed by the Indiana Department of  
Education's Sudden Cardiac Arrest Advisory Board  
(1-7-15)

CONCUSSION and SUDDEN CARDIAC ARREST ACKNOWLEDGEMENT AND SIGNATURE FORM FOR PARENTS AND STUDENT ATHLETES

Student Athlete's Name (Please Print): \_\_\_\_\_

Sport Participating In (If Known): \_\_\_\_\_ Date: \_\_\_\_\_

IC 20-34-7 and IC 20-34-8 require schools to distribute information sheets to inform and educate student athletes and their parents on the nature and risk of concussion, head injury and sudden cardiac arrest to student athletes, including the risks of continuing to play after concussion or head injury. These laws require that each year, before beginning practice for an interscholastic or intramural sport, a student athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach.

IC 20-34-7 states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

IC 20-34-8 states that a student athlete who is suspected of experiencing symptoms of sudden cardiac arrest shall be removed from play and may not return to play until the coach has received verbal permission from a parent or legal guardian of the student athlete to return to play. Within twenty-four hours, this verbal permission must be replaced by a written statement from the parent or guardian.

Parent/Guardian - please read the attached fact sheets regarding concussion and sudden cardiac arrest and ensure that your student athlete has also received and read these fact sheets. After reading these fact sheets, please ensure that you and your student athlete sign this form, and have your student athlete return this form to his/her coach.

As a student athlete, I have received and read both of the fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

\_\_\_\_\_  
(Signature of Student Athlete)

\_\_\_\_\_  
(Date)

I, as the parent or legal guardian of the above named student, have received and read both of the fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

\_\_\_\_\_  
(Signature of Parent or Guardian) (Date)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Grade \_\_\_\_\_

PLEASE SIGN AND RETURN THIS PORTION

I have read and understand the Student Athletic Handbook and that as a student/athlete accept the rules set forth by the School Town of Highland, Highland High School, and the IHSAA. I accept the fact that the aforementioned have the prerogative to deny athletic privileges to me should they deem that my personal conduct so warrants.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

As a parent/guardian of the above student/athlete, I have read and understand the contents of the Student Athletic Handbook and recognize that the School Town of Highland, Highland High School, and the IHSAA have authority over the eligibility of my student/athlete.

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

\_\_\_\_\_  
Date

**The above, signed by the student/athlete and the parent/guardian, MUST BE ON FILE in the office of the Athletic Coordinator before participation in the first practice.**