

# *McCutcheon High School*



# *Athletic Handbook*

Updated 6.1.19

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## **Philosophy**

Athletics is a co-curricular activity at McCutcheon High School. The lessons of the classroom do not end when the bell rings at 2:30 PM. Athletics is an extension of the school day, the last class of the school day, with coaches as teachers and the field as their classroom. The lessons taught in this classroom are intended to help our student-athletes become productive, empathetic citizens.

## **Mission Statement**

Mav PRIDE

## **Core Values**

The McCutcheon Athletic Department Core Values guide our mission. They represent the values that our coaches model and develop in our student athletes.

- **P**ositivity
- **R**espect
- **I**ntegrity
- **D**etermination
- **E**mpathy

## DEFINITIONS

### **ATHLETE-**

Defined as a full-time student who has chosen to participate in one of the 23 IHSAA sport offerings and/or cheerleading at McCutcheon High School. This individual agrees to the following requirements for participation in athletics at McCutcheon HS:

- Abide by all Code of Conduct requirements
- Has a valid physical on file in the AD office
- Has completed all required documents on Final Forms
- Meets all IHSAA regulations for participation
- Has paid the participation fee required of all athletes

This individual must remember that he/she is an ambassador for McCutcheon High School and needs to be a positive role model and in good faith of the school and team reputations. Good sportsmanship will be expected at all times.

### **ATHLETIC SEASON-**

Defined as the time span that a specific sport is considered competitive with respect to reasonable amount of days prior to the first competition in order to train and prepare. This does not include pre-season conditioning. In general, the starting and ending dates for each sport will follow the IHSAA calendar. McCutcheon High School observes three sport seasons: fall, winter and spring.

### **PARTICIPATION-**

Defined as beginning and ending the sport season in good standing and receiving participation points or a Varsity letter.

### **DUAL SPORT PARTICIPATION-**

While, not encouraged at TSC high schools, dual sport participation is permitted under the following conditions:

- The athlete and his/her family are in favor of competing for 2 sport teams.
- The coaches of the affected sports are in agreement that this is a desirable situation.
- The coaches of the affected sports, athlete, and athletic director will meet to determine if a schedule for practices and competitions can be mutually agreed upon.
- The athlete is expected to practice regularly in both sports.
- The athlete will not be permitted to leave practice early in order to attend a practice in the other sport without the permission of both coaches.
- The athlete will not be permitted to miss any practices or contests in either sport without the consent of one or both of the coaches.
- A prioritized list of contest levels will be established before the first contest in either sport, such as the following:
  1. Contests take precedence over practices
  2. IHSAA Tournament games
  3. Conference games
  4. Other tournaments
  5. Non-conference games
- The athlete will be required to determine his/her "Primary" and "Secondary" sports. This determination will be used only to resolve scheduling conflicts that arise after the start of the season. **A required Dual Sport Participation Form must be completed and on file in the athletic office.**
- If the lettering requirements for both sports are met, then the athlete will be eligible to receive letters and awards in both sports.

All final authority regarding conflicts and clarification of this policy shall be vested in the Athletic Director.

## **RESPONSIBILITIES AND EXPECTATIONS OF McCutcheon ATHLETES**

The privilege of participating in our athletic program is extended to all students regardless of sex, providing they are willing to assume certain responsibilities. The greatest responsibilities are to be a credit to your parents, the school, and the community. Therefore, it is required that you:

- A. Display high standards of social behavior and exhibit outstanding sportsmanship.
- B. Display proper respect for those in authority, including teachers, coaches, officials, and most of all, your opponents.
- C. Dress with special care when attending a contest, whether at home or away.
- D. Keep yourself neat, clean, and well-groomed at all times.
- E. Use language that is socially acceptable. Profanity, vulgar talk, and obscene gestures will not be tolerated on or off the field of play.
- F. The McCutcheon Athletic Department reserves the right to use a variety of methods to investigate potential Code of Conduct violations. These include, but are not limited to, legal notifications, internet websites, parent communication, and other personal contacts. Violations of the Code of Conduct have no statute of limitations and will be dealt with as discovered by coaches or administrators.

Violators of any of the above rules will be dealt with under the "General Conduct" portion of the Athletic Handbook.

## **ELIGIBILITY RULES**

In order to represent McCutcheon High School in any interscholastic competition, a student must meet all eligibility requirements of the I.H.S.A.A. as well as those of McCutcheon High School. The payment or arrangements to pay the Participation Fee must be made prior to the first contest. You are not allowed to practice if:

A. IHSAA Physical: You have not completed a consent and release certificate (between April 1 and the first practice, or before first summer workouts/conditioning) which includes:

- 1) Physician's certificate signed by physician.
- 2) Student medical history signed by physician or parent (guardian)
- 3) Parent consent and insurance release signed by parent (guardian)
- 4) Student consent signed by student.

B. You (and parent/guardian) have not read and signed all required forms on Final Forms.

C. You are ineligible by Indiana High School Athletic Association rules if you violate any of the following:

1) AGE

You are 20 before the state finals in a particular sport.

2) AMATEURISM

You play under an assumed name.

You accept money or merchandise directly or indirectly from athletic participation.

You sign a professional contract in that sport.

3) AWARDS/GIFTS

You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.

You use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum.

You accept awards, medals, gifts and/or honors from colleges/universities or their alumni.

4) CONDUCT/CHARACTER

You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA

You create a disruptive influence on the discipline, good order, moral and educational environment in your school.

5) ENROLLMENT

You did not enroll in school during the first 15 days of a semester.

You have been enrolled more than four fall semesters and four spring semesters beginning with grade 9.

You have represented a high school in a sport more than 8 semesters.

6) ILLNESS/INJURY

You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.

## 7) PARTICIPATION

### a. During Contest Season

1. You participate in try-outs or demonstrations of athletic ability in that sport as a prospective college student athlete.
2. You participate in an organized athletic contest with or against players not belonging to your school.
3. You participate as an individual on any team other than your school team.
4. You participate as an individual without following the criteria for the outstanding student athlete.
5. You attend a non-school camp.
6. You attend and participate in a student-clinic.

### b. During School Year Out-of-Season

1. You participate in a team sport contest as a member of a non-school team where there are more than 3 students in basketball and volleyball, 5 students in baseball or softball, and 6 students in football and 7 students in soccer who have participated in a contest the previous year as a member of one of their school teams in that sport.
2. You receive instruction in team sports from individuals who are members of your high school coaching staff during IHSAA permitted practice periods.

### c. During Summer

1. You attend a non-school fall camp and/or clinic after Monday of Week 4 or attend any other non-school camp and/or clinic after Monday of Week 5 for all other sports.

(See your athletic director for specific dates.)

## 8.) PRACTICE

- a. You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest (5 for girls golf). (In most cases this number will be "10" unless coming directly from another season.)

## 9.) SCHOLARSHIP

- a. You did not pass five full credit subjects or the equivalent in your previous grading period. Physical Education will count as one of the five full credit subjects. Semester grades take precedence.
- b. You are not currently passing in five full credit subjects or the equivalent.
- c. Scholastic eligibility is determined on the certification date that is determined each year by the principal.
- d. Any course being taken for a better grade and passed the first time it was taken, will not be counted as a credit to meet the five credit requirement.

## 10.) TRANSFER

- a. You transfer from one school to another primarily for athletic reasons.
- b. You were not enrolled in your present high school your last semester or at a junior high school from which your high school receives its students unless:
  - (1) You are entering the 9th grade for the first time.
  - (2) You are transferring from a school district with a bona fide move by your parents.
  - (3) You are a ward of the court.
  - (4) You are an orphan.
  - (5) You reside with a parent with legal custody.
  - (6) Your former school closed.
  - (7) Your former school is not accredited.
  - (8) Your transfer was pursuant to school board mandate.
  - (9) You are a foreign exchange student attending under an approved CSIET program.
  - (10) You did not participate in any contests as a representative of another school after you completed your 8th grade year.

(11) You are emancipated.

\*See IHSAA By-Laws for complete list of transfer options.

11.) UNDUE INFLUENCE

a. You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

12.) IF YOU CANNOT CHECK ALL 10 ITEMS BELOW, SEE YOUR ATHLETIC DIRECTOR

- a. You will not or have not turned 20 before IHSAA State Finals;
- b. You are currently enrolled in and currently passing in 5 full credit subjects.
- c. You have had a physical examination between May 1 and your first practice each year.
- d. You have filed with your principal the Consent and Release Certificate that has been signed by your parent/s or legal guardian/s.
- e. You have not changed schools without a corresponding move by your parent/s or guardian/s
- f. You have not participated in non-school contests in your sport after having reported for your school team.
- g. You have never dropped out of school
- h. You have had 10 practices in your sport preceding participation in a contest (5 for girls golf).
- i. You enrolled in your school during the first 15 days of a semester.
- j. You have never received money or merchandise directly or indirectly for your athletic participation.

### AWARDS

A. LETTER AND CERTIFICATE: Lettering policies have been created for each sport by the Director of Athletics. These requirements are contained in the Lettering Policy found later in this handbook. Upon receipt of the first varsity letter certificate while participating in athletics at McCutcheon the athlete will qualify to purchase a letter jacket.

B. PATCHES: Student athletes may pick up a patch order form from the athletic office. This form must be signed by their coach. Once it is properly filled out, the student athlete can take the form to The Athlete to order desired patches.

C. JACKET: McCutcheon athletic letter jackets may be purchased after any athlete earns his/her first varsity letter.

D. BLANKET: This is the highest honor to be awarded to an athlete at McCutcheon High School. The athlete will also receive a lifetime pass to all future McCutcheon High School athletic events. The requirements for earning the blanket award are:

1. The senior athlete will receive the award at the spring athletic awards night.
2. The athlete must receive eight varsity certificates.
3. The athlete must earn a varsity letter in two sport seasons his/her senior year.
4. Managers must earn eight manager varsity manager letters to qualify for this award.
5. Students who manage and participate may not combine letters to receive this award.

E. CLOCK PLAQUE: Is awarded to a senior athlete who has participated or managed twelve seasons.

F. **DESK CLOCK PLAQUE:** Is awarded to a senior athlete who has received twelve varsity certificates for participating or managing.

G. **THREE SPORT SENIOR AWARD:** Will be presented to each senior who participates in three seasons his/her senior year.

H. **MAJOR PLAQUE AWARDS FOR ALL SPORTS:** Each of our varsity teams will present four major plaque awards at the awards program following their season. Other awards may be given but each sport will present a Most Valuable Player, a Most Improved Player, a Sportsmanship winner and a David L. Ellison Mental Attitude winner.

### **AWARD POLICY FOR TRANSFER STUDENTS**

Upon entering McCutcheon High School as an athlete any transfer student who participated in a bona fide athletic program at an equivalent high school may transfer all participation records from their former high school to McCutcheon provided:

- A. The student has participated and earned a major certificate in a sport at McCutcheon or;
- B. The student has participated in all sports in which he/she wishes to transfer former records. Transfer students are eligible for any award presented by the McCutcheon athletic department provided one of the above standards has occurred.

### **LETTER REQUIREMENTS (BY SPORT)**

Listed below are the minimum requirements that must be met in order to receive a Varsity letter in the 23 Varsity sports, Cheerleading and Student Training. Coaches are always given leeway to use their discretion to award a letter to an individual who may not meet team requirements due to injury, late development or addition to a roster, or other extenuating circumstances that may arise. Athletes must finish the season in good standing in order to be eligible for a Varsity letter. An honorary letter may be given to a senior if the coach believes he/she merits a letter. Managers that perform the majority of the duties for the varsity will receive a varsity managerial letter. Varsity letters will be awarded to any athlete who is on the roster of an IHSAA sectional championship team.

#### **BASEBALL/SOFTBALL**

- 1. Must participate in 50% of the scheduled contests.

#### **BASKETBALL – BOYS & GIRLS**

- 1. Must participate in 50% of the scheduled games.

#### **CROSS COUNTRY - BOYS & GIRLS**

- 1. Any athlete who averages a finish position of 8.0 or better over the course of the season, and has raced in at least 50% of the varsity meets. Finish position will be based strictly on times.

2. In addition to this, anyone who runs in any postseason varsity meet, starting with the conference championship will earn a varsity letter.
3. If the team qualifies for the state meet, all members of the sectional roster will be awarded a varsity letter.

#### **FOOTBALL**

1. Participate in 50% of the Varsity quarters

#### **GOLF - BOYS AND GIRLS**

1. Must participate in 50% or the Varsity matches Or
2. Participate in conference or the IHSAA tournament series.

#### **GYMNASTICS**

1. Participate in 50% of the varsity meets.

#### **SOCCER – BOYS & Girls**

1. Must participate in 50% or the varsity halves

#### **STUDENT TRAINER**

1. Tape ankle, wrist, arch, and thumb with satisfaction
2. Attend 90% of scheduled days to work in Training Room or event
3. Works solely with Varsity-assigned sport

#### **SWIMMING & DIVING – BOYS AND GIRLS**

##### Diving Letter:

Participate in all 11 dives of an 11 dive meet or participate in 50% or more of our regular season varsity meets.

##### Swimming Letter:

Participate in 50% or more of varsity meets or participate in the conference or the IHSAA tournament series.

#### **TENNIS – BOYS AND GIRLS**

1. Participate in 50% or more of the varsity matches or participate in conference or sectionals

#### **TRACK & FIELD – BOYS AND GIRLS**

1. Participates in Conference or IHSAA tournament series or compete in 50% of the regular season meets.

#### **Unified Track & Field**

1. Participates or attends all regular season meets plus all post season meets.

## **Unified Football**

1. Participates or attends all regular season meets plus all post season contests.

## **VOLLEYBALL**

1. Participate in 50% of the varsity matches

## **WRESTLING**

1. Any wrestler who wrestles in 50% of the varsity matches or
2. Any wrestler who wrestles in the conference and/or IHSAA tournament series match.

## **ATTENDANCE**

- A. If a student/athlete does not attend school by 8:00 a.m., they will not be allowed to participate in athletic practices or contests that evening unless:
1. he /she brings a written doctor's note that states the student/athlete may participate in athletics. This note should also state that he/she was too ill to attend that part of the school day they were absent.
  2. he/she has been given permission to miss a part of the school day by the administration of the school.
  3. he/she can show a justifiable cause as to their tardiness and the director of athletics approves this tardiness as excused.
- B. If a student/athlete leaves school before 2:30 because of illness, he/she will need written permission from a doctor before he/she is allowed to participate in an athletic practice or contest that evening.
- C. All student/athletes who miss any part of the school day must receive a permission slip from the director of athletics to participate that evening in athletic practices or contests.
- D. This rule does not apply to weekend practices or contests.

## **ATHLETIC COUNCIL**

A. **PURPOSE** - the Athletic Council shall have the responsibilities in the areas of approving athletic policy, deciding special awards, acting upon an appeal made by an athlete concerning the code of conduct, and taking care of any unusual circumstances that may arise.

B. **MEMBERS** - membership of the council will consist of the principal or assistant principal, the director of athletics, and all head coaches. A majority of members present will constitute a quorum. A two-thirds vote of those present is needed to have a decision. All voting will be done by secret ballot.

### **C. PROCEDURE FOR SUSPENSION**

1. The coach will inform the director of athletics of any alleged violation. The director of athletics will notify the athlete of the alleged violation and the penalty that will be imposed. Any athlete may appeal the decision by attending a hearing before the Athletic Council.
2. This hearing should take place within seventy-two (72) hours (or if school is not in session, within three school days) after the notice to the athlete. The athlete may bring parents, other students, or anyone who might support his/her case.
3. The athlete will be temporarily suspended from competition by the director of athletics until the Athletic Council can meet and make a ruling on the appeal. If the ruling goes in favor of the suspension, the days of "temporary suspension" will be included in the penalty.

## CODE OF CONDUCT

Training rules are guides to enable you the opportunity to become a better athlete. Our Code of Conduct rules are in force 365 days a year and we expect athletes to participate in this program 100%. Each athlete will be asked to sign a pledge that will be kept on file in the office of the director of athletics. This pledge is active while you are enrolled as a student/athlete at your respective high school. Once you become an athlete you are expected to adhere to these rules while you have high school athletic eligibility remaining. You will be suspended if you violate the following rules:

- A. USE OF INTOXICATING BEVERAGES - the use or possession of an intoxicating beverage in any form or quantity is prohibited.
- B. USE OF ILLEGAL DRUGS - the use or possession of illegal drugs (drugs not prescribed by a physician).
- C. USE OF TOBACCO - the use or possession of any tobacco product is prohibited.
- D. GENERAL CONDUCT \*- the IHSAA rule on "Conduct, Character, and Discipline" states as follows:

Contestants conduct, in and out of school, shall be such as:

(1) Not to reflect discredit upon their school or the Association

(2) Not to create a disruptive influence on the discipline, good order, moral, or educational environment.

"Hazing" or any type of "initiation rite" will be considered a violation of the General Conduct rules and will be dealt with as a serious matter. Coaches, the Athletic Director, and the administration will determine if an incident is considered hazing. If so determined, these officials will consider it a serious disciplinary infraction of both the Athletic and Student Handbooks. Violations of the provisions under "Responsibilities" found earlier in this Handbook dealing with Hair/facial hair, tattoos, and general appearance will be dealt with under the penalty phase found under General Conduct.

- E. FELONY - conviction for breaking a law of the State of Indiana.

\*Some minor infractions may not fall under the general conduct ruling and will be presented to the Athletic Council for an imposed penalty.

## CODE OF CONDUCT PENALTIES

1. Any student who participates in athletics in the Tippecanoe School Corporation is considered an athlete. Being an athlete in the Tippecanoe School Corporation is considered a privilege and not a right. Training rules will be adhered to during the entire year. Violations will accumulate throughout an athlete's career. I.E., if a first violation occurs during the athlete's freshman year and a second violation occurs during the athlete's senior year, the second violation will incur a full year penalty. The following penalties will be imposed for violations:

First Offense: 5 - 25 hours of community service/counseling before participation (equivalent to 1/2 of the suspension. I.E., 25% suspension and 10 hours of service) AND

Intoxicating Beverage - 50% of contests

Illegal Drugs - 50% of contests

Tobacco - 30% of contests

General Conduct - 10-50% of contests

Felony - referred to Athletic Council

Second Offense: 100 hours of community service/counseling AND One Year Suspension of contests.

Third Offense: Career Suspension

2. If an athlete is suspended from school, he/she will automatically be suspended from all practice and game participation for the period of the school suspension. For the purposes of suspension the following will be adhered to:

A. Jamboree or scrimmages will not be considered a contest for suspension purposes.

B. The decision to allow a suspended athlete to participate in a jamboree or scrimmage will be left up to each individual coach.

C. In non-IHSAA tournaments the maximum number of contests will be counted in the suspension.

D. The IHSAA tournament will be counted as one contest when figuring suspensions.

However, if the suspension ends during the IHSAA tournament the athlete will be allowed to participate. I.E., a football player receives a 50% suspension. The athlete is suspended for 5 contests which includes the last four regular season contests and the first round of the sectional. The athlete will be eligible for the second round of the sectional.

E. An athlete will be required to practice for the duration of the season when that suspension will be fulfilled during the current season.

F. The cause of suspension will be established by charges by law enforcement officials or agencies, observation by members of the administration, faculty, athletic staff, or by the admission of the athlete.

G. Cheerleading will be considered as one sport for the entire year.

H. If an athlete participates in two sports during the same season (I.E., cheerleading and volleyball) the penalty will be assessed in each sport. For example, a 50% penalty for such an athlete would suspend the athlete from 50% of the volleyball season as well as 50% of the cheerleading season.

I. All suspensions will be based on contests at which level the athlete participates.

J. An athlete will not be able to participate in a sport they have never participated in, and finished in good standing, prior to suspension in order to circumvent the rule. I.E., the athlete has participated in golf in the fall, basketball in the winter, and nothing in the spring. During the basketball season the athlete violates the code for the second career offense. The athlete receives a 50% suspension from contests. There were 20 contests scheduled which includes the sectional. There were five contests remaining including one sectional contest that we lost. The athlete therefore has missed 5 of the 20 basketball contests or 25%. The athlete still has 25% of a penalty remaining that will be served when golf season arrives in the fall because he/she participated in fall golf and not in a spring sport the previous year.

### **SELF REPORTING POLICY**

In the case of Athletic Code of Conduct violations involving the use or possession of intoxicating beverages, illegal drugs, or tobacco, a student athlete may become eligible for reduced consequences for self reporting in accordance with the guidelines stated in this section. The student athlete's self report must be communicated directly by the student to the Athletic Director. Reduced consequences may be available for two types of self reports. A "Class A Self Report" will identify a single incident of violation and must be given to the AD before 48 hours after the beginning of any AD investigation of the incident. A "Class B Self Report" will identify a current, chronic use problem for which the student is seeking treatment directed by a physician. A student athlete may receive reduced consequences (1/2 the otherwise applicable consequence) based on a Class A Self Report only one time in the student's high school career. If the AD receives a Class B Self Report, the AD will refer the report to the Drug Education Counselor.

In the event a Class A Self Report is received and recorded by the Athletic Director before the reporting student is otherwise identified for discipline for the same violation and before 48 hours after the beginning of any AD investigation of the incident, then, upon the AD's determination, the self reporting student will be eligible for reduced consequences under these guidelines. The reduced consequences shall be one half of the consequences which would have otherwise applied under this Athletic Code of Conduct to the same violation without the self report. The AD will report the violation and the reduced consequence to the Drug Education Counselor.

In the event of a Class B Self Report, the Drug Education Counselor may determine the student's eligibility for reduced consequences. The Drug Education Counselor will review each Class B Self Report and will determine and record the period of time for which the self reporting student shall be eligible for reduced consequences. The Drug Education Counselor may impose conditions for continuation of eligibility for the reduced consequences. Those conditions may include treatment requirements. The student's eligibility, the time period, and any additional conditions shall be in effect upon written determination by the Drug Education Counselor. The Drug Education Counselor shall provide written notice to the student upon request by the student. In the event of an alleged violation by a self – reporting student who is eligible for reduced consequences at the time of the violation based on a Class B Self Report in accordance with a prior determination by the Drug Education Counselor, then the self – reporting student shall receive one half of the consequence which would otherwise apply to that student for that violation. The one half reduction of consequences shall apply for every eligible Class B Self Reporting student unless the Drug Education Counselor has determined otherwise and set a different consequence in writing before the event of the particular alleged violation.

## **NCAA ELIGIBILITY INFORMATION**

Athletes and parents may contact the head coach, Athletic Director, or their guidance counselor for the newly published NCAA guidelines. Since these guidelines are constantly changing, it is important for the athlete who is interested in playing at the Division I or II levels to keep current with the NCAA Clearinghouse requirements. This information contains a detailed description of requirements for collegiate athletic participation. Student-athletes who wish to participate in collegiate athletics must meet NCAA's four elements to initial eligibility.

These elements include:

1. Graduation from high school;
2. Completion of a minimum number of core courses;
3. Minimum core grade point average, and
4. ACT or SAT test score

Student-athletes and parents should meet with their guidance counselor during the freshman year to map out a four-year plan that meets the NCAA academic requirements. Athletes interested in participating at the Division I or II levels should plan to register with the NCAA Clearinghouse any time after April of the athlete's junior year. See your counselor or the athletic director or go to [www.ncaa.org](http://www.ncaa.org) for more information.

## **ATHLETIC EQUIPMENT**

Each athlete is responsible for care of and the return of all athletic equipment. Lost equipment is not an acceptable excuse. Lost or damaged equipment, due to player neglect, will be paid for at a fair rate determined by school officials. All equipment must be turned in when called for and missing items settled for at that time. Equipment becomes student property only when given to the individual by the coach.

## **PRACTICE REGULATION**

Athletes at McCutcheon High School are expected to be punctual in attending practices. An illness or other extreme emergency is a good reason for missing practices. However, the coach will determine excused and unexcused absences. The athlete should always inform the coach when he/she knows that it will be impossible for him/her to attend a scheduled practice at least a day before that practice. The head coach has a responsibility to inform his/her squad of what is expected of them regarding practice dates and contests.

## **INSURANCE**

McCutcheon High School administrators, coaches and athletic trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their particular sport; however, due to the nature of athletic activity, injuries do occur. McCutcheon High School does not provide accident insurance for its athletes. The athletic department strongly advises that parents purchase insurance to cover athletic injuries and the cost of treatment. The TSC provides information for parents to obtain affordable accident insurance on their webpage (<http://www.tsc.k12.in.us/>).

## **TRANSPORTATION**

On trips athletes represent the school, community, and the athletic program. The coaching staff will stipulate proper dress. Athletes will act in an acceptable manner when traveling and will conduct themselves on the bus in a manner that is above reproach. Equipment and facilities of the visiting team will be respected and cared for just like personal equipment. Any breaking or defacing, which is purposely done, may result in direct suspension from the team. Teams will travel to away contests by bus or other approved transportation. All athletes are expected to travel to the contest and back home by the transportation provided. Athletes will be permitted to ride home with parents from athletic contests provided that a written request from the parent is given to the athletic director or coach prior to the contest.

## **DROPPING A SPORT**

If an athlete quits or is dismissed from a sport after the contest season begins, he/she will not be allowed to start practicing for a sport in the same season or for the next sport season until the end of the present season, unless the coaches involved mutually agree. The director of athletics must approve of the decision made by the coaches. If the athlete does not agree with the decision he/she may appeal within seventy-two (72) hours to the athletic council.

## **SEASONS**

All sports will start according to the IHSAA schedule. Any athlete wishing to participate in more than one sport during a season must follow the guidelines set down by the Dual Sports Participation policy. No athlete will start practice for another sport until the end of the present sport season. If an injury or illness doesn't allow an athlete to continue participation, an athlete may start in another sport season if the coaches involved mutually agree. The director of athletics must approve of the decision made by the coaches.

## **PRE AND POST SEASON EXPECTATIONS**

McCutcheon High School takes great pride in the competitiveness of its athletic programs. Athletes must realize that for teams to remain competitive, their individual dedication and commitment often needs to extend beyond the sports season. Many coaches will encourage and expect athletes to maintain out-of-season physical fitness and skill development programs. These programs may include, but are not limited to, open gyms, camp attendance, weight training, and conditioning workouts.

\*\*All coaches will strictly adhere to IHSAA rules concerning out-of-season participation.

\*\*Conflicts arising between athletic commitments and attendance should be addressed by the coaches and athletes involved. If a resolution cannot be reached, the Athletic Director should be consulted to arbitrate.

\*\*Attendance at out-of-season programs should not be made a condition of participation in that sport.

\*\*Training rules and Code of Conduct policies apply year round.

## **WEIGHT ROOM/GYMNASIUM USAGE**

The weight room and gymnasium are off limits to students unless a TSC employee is present to supervise their usage. When athletes are permitted to use these areas they are expected to keep food and drinks out of the facilities, treat the areas with respect, and return all equipment to its proper storage area when finished.

## **INTRAMURALS**

No athlete will be allowed to participate in intramurals and interscholastic athletics during the same season. This is a violation of IHSAA rules. No athlete will be allowed to quit a sport after the contest season begins and enter intramurals during the same season.

## **Social Networking Sites**

McCutcheon High School respects the students' right to post profiles on social networking sites such as MySpace, FaceBook, You Tube, chat rooms, the Internet, etc. Students must understand the public nature of these sites and the risks, responsibility, and accountability that they, as site manager, must assume if they participate. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the Tippecanoe School Corporation.

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

## **Cell Phones and Cameras**

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

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

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

## **TSC DRUG EDUCATION AND TESTING PROGRAM**

For the education, safety, welfare and best interests of the students of TSC, and to promote drug-free lives, TSC adopts a drug education and testing policy for use by all high school interscholastic athletic and cheerleading teams. Drug usage is incompatible with participation in interscholastic athletics within TSC. Such usage is forbidden by training rules and increases the risk of injury to the user as well as others. The drug testing policy (and related forms) shall be available to all students and parents. The TSC drug education and random drug testing policy shall apply to all students who participate in interscholastic athletics and cheerleading activities. The program will be applied to all interscholastic sports teams and all cheerleading teams, male and female, and is intended for all student athletes who try out for, or become members of any such TSC high school team. All of these students will be referred to herein as "student athletes". Each student athlete shall be provided with a consent form. The consent form must be dated and signed by the student athlete and by a custodial parent or guardian and delivered to TSC before such student athlete shall be eligible to practice or participate in any interscholastic athletics or cheerleading and as a condition of continued eligibility. Consents for sports in August may be received by TSC after the beginning of practice because of school not being in session. The consent shall be to provide, at any time requested, a urine sample to be tested for alcohol and other drugs and tobacco. All students who submit a consent form, signed by them and a custodial parent or guardian, shall receive a copy of the "TSC Drug Prevention, Education and Testing Program."

The purposes of this policy are to prevent alcohol and other drug usage; to educate students as to the serious physical, mental and emotional harm caused by alcohol and other drug abuse; to prevent injury, illness and harm as a result of alcohol and other drug abuse; and to maintain an environment free of alcohol and other drug use. Students will receive instruction in the dangers of alcohol and other drug use as part of the health curriculum and other TSC programs. The elimination of alcohol and other drug use shall be part of this program. The education and testing policy is intended to be a helpful part of the overall academic, physical and social education and conditioning programs of TSC. Its purpose is not strictly disciplinary in nature: the policy is intended as a medical diagnostic tool to disclose possible drug related problems and as an extension of our drug education programs.

The program will also be available and apply to all TSC students who have on file with the TSC Drug Education Counselor an election and consent form signed by the student and any one of the student's parents or guardians. The consent shall be to provide, at any time requested, a urine sample to be tested as provided under the policy for testing student athletes. All of these "opt in students" will be treated as "student athletes" for all purposes under that policy and related guidelines.

An explanation of the policy will be made available to all students and parents. The following functions of the drug testing program may be performed by the TSC personnel indicated in these guidelines or by an outside service provider selected and contracted by TSC: selection of students for testing, collection of samples, testing of samples, reports of test results, and chain of custody recordkeeping. Procedures will be designed to reduce intrusion, increase reliability, and protect confidentiality.

Selection of student athletes for testing will be done on a random basis under the supervision of the Drug Education Counselor. Each student athlete shall be eligible for random testing of athletes throughout the participation season(s) for his or her sport(s). All athletes from sports then in season will be combined into the same pool for selection of athletes. Selections will be made from time to time throughout the year. Each student athletes will be assigned a number, and a cross-reference list of names will then be maintained by the designated school administrator. Each week 5% of the entire pool of then eligible student athletes will be selected by drawing. On being selected for testing, the student athlete will be identified to the school nurse or to an administrator designated for this purpose. With assistance from the main office administration, the school nurse or administrative designee in a reasonably unobtrusive manner

will send for the student athletes to be tested. Student athletes may also be selected for testing on an individualized, reasonable suspicion basis in accordance with other TSC policies and guidelines for testing.

On being selected for testing, each student athlete will be required to provide a sample of his or her urine in a verifiable manner. Collection of urine samples will be done in the least offensive way that reasonably ensures the integrity and identity of the sample. The school official who supervises the sample collection will not physically observe the giving of the sample. The student athlete will be given a reasonable opportunity (up to one hour) to provide a useable urine sample. A student athlete's failure to provide a useable sample within a one hour opportunity will be treated as a refusal, and the student athlete will be subject to consequences provided in these guidelines. The school nurse or administrative designee will supervise the collection of samples for testing. Labeling and delivery of samples will be done in a manner calculated to maintain confidentiality and reliable identification. The student athlete's number and the date shall be written on the sample bottle; and the student athlete and the designated sample collector shall each date and initial the cross reference list, establishing that the sample container had the proper number written on it.

The samples will be delivered to the testing laboratory. Each sample may be tested for alcohol and street drugs, and the sample may be tested for performance enhancing drugs, and the sample may be tested for nicotine or other elements of tobacco. Testing shall be done by a competent laboratory through urinalysis.

A "positive" test is one that shows that residue substances of the target drug(s) are present in the student's system. Reliable tests will be performed before any sample is considered "positive" for any particular drug or other substance regulated under this policy. An adulterated urine specimen will be treated as a "positive" test result for purposes of this policy.

When a student is selected for testing, only the Drug Education Counselor, and the administrative designee shall be told that such student athlete has given a urine sample or is being tested. The laboratory will report to the Drug Education Counselor the results of each test. The results of any test shall be reported by TSC only to the student athlete, the student athlete's custodial parent(s) or guardians, a school nurse, a school counselor, the school principal or assistant principal, and those persons in the athletic department and administration who need to know. If there is a suspension from practice or team participation, team members should not be told the reason unless the student chooses to do so.

If any test as to a particular student athlete is "positive", the director of athletics or the designated school administrator will so advise the student athlete and the student athlete's custodial parent(s) or guardian(s) and will explain the type of substance which was found and the health hazards involved.

The student or the student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test has been satisfactorily explained. If it is not satisfactorily explained, the director of athletics or another designated school administrator and a school counselor will consult with the student athlete and the student athlete's custodial parent(s) or guardian(s) concerning the nature and extent of the problem and may suggest counseling or other possible assistance. If the student is taking any medications which may contribute to a "positive" test result, the student and the student's parent(s) or guardian(s) should consider informing the Drug Education Counselor or the athletic director or the administrative designee of this fact at the time of the taking of the urine sample.

If the student athlete or the student athlete's custodial parent(s) or guardian(s) desire, they may have any remaining portion of the urine sample taken and analyzed. Any re-test should be done under conditions in which the sample is verified and transmitted to the laboratory by the Drug Education Counselor or administrative designee and where the results are returned to the Drug Education Counselor and the athletic director. TSC will pay for the initial testing done at its request, but TSC will not pay for any tests submitted by the student, parent(s) or guardian(s), and TSC will not be required to pay for any counseling or subsequent treatment.

If any test as to a particular student athlete is determined to be "positive" and not satisfactorily explained, a "follow up" test will be made as to that student. The follow up test shall be done after such an interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use has occurred and within sixty (60) school days. If a second "positive" result is obtained from the follow up test or any later test of that student athlete, the same follow up test procedure shall be repeated. In addition, TSC reserves the right to continue occasional follow up testing at any time during the participation season of any sport in which a student athlete participates throughout the remaining school year as to any student athlete who tested "positive" and did not make satisfactory explanation.

If a student athlete tests "positive", submits an adulterated sample, or refuses to be tested at any time, the student athlete's eligibility to participate in athletics and cheerleading will be suspended in accordance with the consequences provided in these guidelines. A negative test may be required prior to reinstatement.

Any student who is a participant in the TSC interscholastic athletic program is considered a TSC athlete. Participation as a student athlete at TSC is considered a privilege and not a right. School rules, training rules and the policies of the TSC Drug Prevention, Education and Detection Program are not rules to be broken.

Any student athlete selected for testing under this policy will be subject to the following consequences for each adulterated sample and for each “positive” drug test that is not satisfactorily explained.

#### 1. FIRST OCCURRENCE

- a. ALCOHOL - suspension from 50% of athletic contests of the sport in which the athlete is involved, with carry over.
- b. ILLEGAL DRUGS – suspension of 50% of athletic contests of the sport in which the athlete is involved, with carry over.
- c. TOBACCO - suspension from 30% of athletic contests of the sport in which the athlete is involved, with carry over.

#### 2. SECOND OCCURRENCE

- a. suspension from athletic participation for one calendar year from the date of suspension.

#### 3. THIRD OCCURRENCE

- a. suspension from athletic participation for the high school career.

#### OTHER PROVISIONS

Jamboree or scrimmages will not be considered a contest for suspension purposes.

An athlete will be allowed to participate in a jamboree or scrimmage while under suspension with the approval or permission of that athlete’s coach.

In non-IHSAA tournaments the maximum number of contests will be counted in the suspension.

The IHSAA tournament will be counted as one contest when figuring suspensions. However, if the suspension ends during the IHSAA tournament the athlete will be allowed to participate. ie. a football player receives a 50% suspension. The athlete is suspended for 5 contests which includes the last four regular season contests and the first round of the sectional. The athlete will be eligible for the second round of the sectional.

An athlete will be required to practice for the duration of the season when that suspension will be fulfilled during the contest season.

Cheerleading will be considered as one sport for the entire year.

If an athlete participates in two sports during the same season (ie. cheerleading and volleyball) the penalty will be assessed in each sport. For example, a 50% penalty for such an athlete would suspend the athlete from 50% of the volleyball season as well as 50% of the cheerleading season.

All suspensions will be based on contests at which level the athlete participates.

Suspensions which are not completed in the current season of an athlete’s sport(s) will “carry over” to the next season of that athlete’s sport(s). An athlete will not be eligible to participate in a sport they have never participated in prior to suspension in order to circumvent the rule. For example, the athlete has participated in golf in the fall, basketball in the winter, and nothing in the spring. During the basketball season the athlete violates the code for the second career offense. The athlete receives a 50% suspension from contests. There were 20 contests scheduled including the sectional. There were five contests remaining including one sectional contest, which we lost. The athlete therefore has missed 5 of the 20 basketball contests or 25%. The athlete still has 25% of a season (1/2 of the 50% suspension) remaining, so that remaining suspension will be served when golf season arrives in the fall because he / she participated in fall golf and not in a spring sport the previous year.

This program is intended to help prevent participation in interscholastic sports while a student athlete has drug residues in his or her body. It is also the purpose of this program to educate, help and direct student athletes away from alcohol and other drug abuse and toward a healthy and drug free participation in sports. It is not the purpose of this policy to automatically bar from all further participation in sports student athletes who exhibit a “positive” test result. In addition, a “positive” test under this program shall not be cause for automatic suspension or expulsion from regular school activities.

This program shall not affect other TSC policies, practices or rights in dealing with alcohol or other drug use or possession. Apart from this drug testing program, the coaching staff of each interscholastic sport has its own training rules and requirements, which

include prohibitions concerning use of alcohol, tobacco, and other drugs. Coaches have the necessary authority to enforce those rules. Student athletes may be test on an individualized, reasonable suspicion basis in accordance with other TSC policies and guidelines in testing.

The athletic director or the head coach of each athletic team will require the attendance of all prospective team members at one or more drug education sessions. Each student athlete will receive a copy of the policy and guidelines relating to the testing of student athletes. This program shall be explained to all such student athletes, and an educational presentation shall be made in order to acquaint the student athletes with the harmful consequences of drug and alcohol abuse.