



**Academy at Palumbo Athletics Handbook**

## GOALS OF THE ATHLETIC PROGRAM

The athletic program at The Academy at Palumbo High School is one of the major activities of the school. The objectives of the athletic program are:

1. To promote the physical development and coordination of the students and to assist students in realizing the importance of proper care and training of the body.
2. To give students the opportunity to learn to work as a member of a team, to grow in control of their emotion in stressful situations in order to exhibit good sportsmanship.
3. To help students learn to set goals for themselves then to systematically work to achieve those goals.
4. To assist students to learn the good and bad aspects of competition in a controlled environment.
5. To provide students with skills and knowledge of sports that will lead to a strong post-high school physical recreation program.
6. To serve as a recruiting vehicle for The Academy at Palumbo High School by drawing the attention of the public to the school under favorable circumstances and by providing opportunities of high interest to elementary school students.

## Athletic Code of Conduct

### Athletics at the Academy at Palumbo

#### I. Competition in 22 sports

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football (P)	Boys V. Basketball (P)	Track and Field (P)
Boys V. Soccer (P)	Girls V. Basketball (P)	Boys V. Volleyball (P)
Boys JV Soccer (P)	Wrestling (P)	Girls Badminton (P)
Girls Varsity Volleyball (P)	Swimming (SLA)	Baseball (C)
Girls JV Volleyball (P)	Indoor Track (P)	Girls Softball (C)
Girls Soccer (C)	Competitive Cheer(C)	Boys Lacrosse (S)
Cross Country (Coed/C)		Girls Lacrosse(SLA)
Golf (C)		
Game Day Cheer (C)		

P = The Academy at Palumbo High School

C = Constitution High School

S= Southern High School

SLA= Science Leadership Academy

## II. Under the rules and regulations:

- a. The National Federation of State High School Association establishes rules and guidelines for various sports. Many state Associations utilize these basic rules for conducting sports activities.
- b. The Pennsylvania Interscholastic Athletic Association is our state representative for the National Federation. They establish rules for practices, regulations, establish championship series, and are responsible for the supervision of all athletic programs in the state.
- c. The School District of Philadelphia Conference, of which we are a member, is required to abide by the rules and regulations established by the above-mentioned organization. In addition to the above, the conference sets up schedules for most sports, decides on the method of establishing championships, hires officials, and is responsible for the eligibility of all members of the conference.
- d. The Athletic Department establishes rules and regulations concerning training practice. Attendance, eligibility, and conduct are the same for all sports. However, each coach, working in conjunction with the Athletic Director, may establish rules and regulations, which are applicable to a particular sport.

## III. Requirements for Participation:

1. PIAA Physical Packet
2. EH-80
3. Recertification Form for those who played multiple sports.
4. Satisfied all academic eligibility requirements

## ELIGIBILITY FOR STUDENT ATHLETES

The Academy at Palumbo follows the PIAA Guidelines and Regulations pertaining to student eligibility and expects each student-athlete to be aware of and follow the rules.

The Athletic Department establishes general rules and regulations concerning training practice. Attendance to school, eligibility, and conduct are the same for all sports. However, each coach, working in conjunction with the Athletic Director may establish rules and regulations, including requirements for attending daily practice, applicable to each sport.

### Academic and Curricular Requirements

The requirements defined by the PIAA for Academic Eligibility are:

1. The student-athlete must pursue a curriculum defined and approved by your Principal as a full-time curriculum.
2. **The student-athlete must meet The Academy at Palumbo's minimum academic requirement as of each Friday during a grading period.**
  - **May not have the following:**
    - **2 F's**
  - If the student-athlete fails to meet this requirement, the student-athlete will lose your eligibility from the following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.
  - Students who do not have a full roster (4 or less classes) must meet the state minimum requirement. Which states that a student must be passing 4 credits during any given week or marking period to be considered academically eligible.
3. Students with an IEP- Must meet the PIAA requirements. This states that the students must be passing at least four full-credit subjects, or the equivalent.

4. The student-athlete must meet the minimum requirement, as stated above, during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If the student-athlete fails to meet this requirement, the student-athlete will lose his/her eligibility for at least 10 or 15 school days of the next grading period, beginning on the first day that report cards are issued. If your school has four grading periods, the student-athlete will be ineligible for at least 15 school days; if your school has six grading periods, the student-athlete will be ineligible for at least 10 school days.

The remaining PIAA Eligibility rules may be found at <http://www.piaa.org/schools/eligibility/default.aspx> - each coach needs to be aware of and follow these rules.

### **Attendance Eligibility**

1. A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for **a total of forty-five (45) school days following the student's twentieth (20th) day of absence.**

### **Disciplinary Actions**

1. If a student is suspended 2 times during the season the student is immediately removed from his or her sport permanently.
2. Violation of the school's code of conduct will result in suspension from activity.
3. Discipline action by the school supersedes athletic commitments.

### **Equipment**

Please do not abuse your equipment. We spend considerable money to supply you with the best; we hope you will take pride in it. Keep your equipment hung up in your locker, not piled on the bottom. See that it is exchanged, and cleaned as directed and wear it only at your own contests or practices. The Athletic Director will establish equipment exchange schedules. When equipment is turned in, it must be right side out and unfolded. No one is allowed to enter the equipment room except when personally conducted and supervised by a coach, or team manager. Managers will be in the equipment room only when performing a definite assignment.

The athlete is responsible for every item of equipment issued to him/her. Everything is recorded with the Athletic Director. Coaches, managers, are operating under definite regulations. Lost equipment must be paid for. If you are found to have unauthorized equipment, it will be taken from you and disciplinary action will be taken.

Game and meet equipment must be checked in and out in detail. Be sure you get athletic shoes to fit you. Good ones will fit your feet better than ordinary street shoes. They should be snug and supporting. Generally, you will find that the best fitting athletic shoe will be a half size smaller than your street shoes. Blisters are usually the result of loose shoes. Make sure the tongue of the shoe is smooth and the shoe laced snugly from the bottom up. Socks are worn for the purpose of protecting the feet. They are not designed to fill up shoes that are too large. Socks should fit smoothly and snugly, with no wrinkles, folds, or bunching.

### **Locker Rooms**

Use only the locker assigned to you and keep it locked. If you find equipment on the floor, you will be doing everyone concerned a favor by turning it in at once. Do not put it in your own locker. Do not go into the halls unless properly dressed. Get in and out of the locker rooms quickly, both before and after practices. Dress, take care of your equipment, and leave at once. This will help coaches, custodians, and fellow athletes. Horseplay cannot be tolerated in the locker room. It, too often, leads to injury, equipment damage, and hurt feelings.

## Changing Sports

Once a student becomes a member of any squad (participated in two weeks of practice) that student may not change to another sport during that season.

### Exceptions are:

1. The student is cut to reduce the size of the squad.
2. The coach believes that the student would fit in another sport better and initiates the change.
3. The Athletic Director, upon the recommendation of all coaches involved, may make exceptions to this rule.

If a student quits a squad, the student is dropped because of scholastic difficulties, discipline, poor attendance, etc., the student must wait out the rest of that season before he/she may try out for another sport.

## General

Use exits from gym as directed during various seasons of the year. You will not be allowed to enter the rest of the building after practice, so see that you leave nothing you need in your locker. No athlete or manager is to enter the gymnasium without a coach being there to supervise. When you are directed to report to the gymnasium, see that you get there at the proper time. If you are early and the coach is not there, you must wait outside until the coach arrives. Make sure the coach tells you when to report. See that your own, and the school's equipment is kept clean. Exchange regularly and see that your personal equipment is washed often at home. Make sure that you keep your own personal body clean.

## Training Rules

The following training rules have been adopted by The Academy at Palumbo for all athletic squads. Training rules are enforceable whether the athlete is in or out of season. An athlete will follow all training rules from the time he/she signs the training rule form until graduation. These rules are applicable regardless of whether a student is competing during a sport or not.

Coaches are obligated to enforce these rules for all athletes. Coaches realize the importance of training muscles and nerves in performing a sport-related skill and the negative effect that drugs have on this process. Head coaches and the Athletic Director will work with any athlete that requests assistance with an abuse problem.

- Smoke or chew tobacco substances
- Consume or possess alcoholic beverages
- Traffic in or aid or abet in the traffic of narcotics, drugs, and/or controlled substance, or look-alike substance, including anabolic steroids
- Use, conceal or possess narcotics, drugs and/or a controlled substance, or look-alike substance
- Steal or vandalize personal or school property, including, the property of those schools with whom we compete
- Violate rules of the Student Handbook
- Falsification of a signature on any athletic form
- Repeated acts of unsportsmanlike conduct during the sport season in which the athlete is cheating, fighting, or verbal abuse of officials, contestants, coaches, or spectators
- Participants at a party, or gathering where illegal activities are occurring, including vehicles, will be considered an active participant, and therefore are in violation of the drug/alcohol policy
- The Academy at Palumbo will not tolerate hazing of any type.

**Such incidents will be dealt with on an individual case-by-case basis.**

## Practice and Game Schedule

The Academy at Palumbo athlete will not be allowed to practice or participate if they are not in attendance on that school day. This does not include prearranged or field trip absences. If an athlete is ill, the athlete may not participate in an athletic contest if not present in school that day.

Practice and contests are conducted over the Christmas vacation during winter sports and during spring break in the spring sports season. In order to run a smooth program it is imperative that all athletes are in attendance during the practice sessions. Therefore, absences from these practices will be considered unexcused. We realize that this causes inconvenience for family planned vacations, however, to be fair to all, we feel that this is the best policy to follow.

## Appropriate Dress (Option)

Appropriate dress means the athlete must be in business casual attire. This dress will be worn to and from activities on school and non-school days. Coaches are responsible for the enforcement of the dress attire policy.

- Coaches have the option to follow this rule during their season.

## Academic Requirements

Courses	Palumbo	NCAA	4 yr Univ. or College
English	4 yrs	4 yrs	4 yrs
Math	3 yrs	3 yrs (Alg I or higher)	3 yrs
Science	3 yrs	2 yrs (one a lab science)	3 yrs
Social Studies	4 yrs	2 yrs	3 yrs
World Language	2 yrs		
Arts a& Humanities	2 yrs		
PE/Health	1.5 yrs		
Extra	4 yrs (1 in Math or Science)	1 yr of additional English, math, or science 4 years of additional core courses	

(from any area listed above, or from foreign language, non doctrinal religion or philosophy)

These requirements are subject to change by the policy-making bodies of the organization listed. You should check with the organization to be aware of current requirements. If you plan on playing college sports in Division I or II you must apply to the NCAA Clearinghouse. The NCAA Clearinghouse is responsible for determining if you have met all requirements for credits and entrance exams. Attached is information on the NCAA Clearinghouse.

**ACADEMY at PALUMBO HIGH**  
**Athletic Handbook Release**

NAME \_\_\_\_\_

YEAR IN SCHOOL    SR    JR    SOPH    FR

**SPORT**

Fall: \_\_\_\_\_

Winter: \_\_\_\_\_

Spring: \_\_\_\_\_

**TRAINING RULES**

**Please Note:** This form must be on file in the Athletic Office before a student may participate in the Athletic Program. Be sure all signatures are obtained.

I have read the Student/Athlete Handbook.

I hereby give consent for \_\_\_\_\_ to have the privilege of participating in the Academy at Palumbo Interscholastic Athletic Program during the 2020-21 school year except as noted below. To the best of my knowledge he/she has no physical condition that would cause him/her to be endangered by such participation. My son/daughter will be held responsible for all equipment issued to him/her.

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

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

Date \_\_\_\_\_

# **THE ACADEMY at PALUMBO**

## **ATHLETIC POLICIES AND PROCEDURES FOR COACHES**

### **GOAL OF THE DEPARTMENT**

The goal of the department is to have the best athletic program for the students of The Academy at Palumbo High School. The efforts and actions of the coaching will play a major roll in accomplishing this goal. Each coach must contribute his/her best effort to having a successful athletic program and a well-organized harmonious athletic staff.

### **CHAIN OF COMMAND AND COMMUNICATION**

The Principal is the Administrative head of the interscholastic athletic program, just as the Principal is for all activities of the school. The Athletic Director is assigned to administer the athletic program.

It is the responsibility of all coaches to make their reports to the Athletic Director. It is the responsibility of all coaches to talk to the Athletic Director before taking any athletic problems or questions to the Principal. With this policy of communication, the Athletic Director will always be informed of all athletic programs, and the Principal will not have the burden of minor athletic problems.

### **DUTIES AND RESPONSIBILITIES OF COACHES**

1. Head Varsity Coaches are responsible for the organization of their staff and the coordination for their programs at all levels. A pre-season meeting will be arranged with the Athletic Director and all coaches of the specific sport.
2. Head Coaches of each sport will receive the eligibility list from the Athletic Director of the date and time it is required.
3. All teams are required to complete one fundraiser each school year. Head Varsity Coaches will consult with the Athletic Director regarding the fundraiser of choice for that school year. All monies collected are to be turned in to the Athletic Director. All monies raised from the team's fundraiser will go to that particular team's annual budget.
4. The Head Varsity Coach makes final decisions on awards to athletes and presents to the Athletic Director a list of award winners at the completion of the sport's season.
5. Head Varsity Coaches must complete and file with the Athletic Director all entry lists for preseason/exhibition games or tournaments. The Athletic Director will forward all paperwork to the appropriate contact at the tournament site.

6. Each Head Coach of a home contest should report team scores to the appropriate media personnel following the completion of that contest. In addition scores for every contest, home or away, need to report to the Athletic Director by 8:00 am the first school day after the contest. These results are announced in the Daily Bulletin.
7. Each Head Coach at the completion of the season shall prepare a report of pertinent statistics for the Athletic Director, listed should be staff needs and equipment needs for the following year.

### **INSTRUCTIONS TO ATHLETES ON FIRST DAY OF PRACTICE**

On the first day of practice the coaches must cover the following rules and policies.

1. Training rules (Palumbo Handbook) should be explained and distributed,
2. Coaches must have each athlete complete an emergency card so that the Coach can contact athletes' parents when necessary.
3. Inform athletes that they are responsible for their equipment and that they must pay for each item lost or damaged.
4. PIAA Eligibility rules: Distribute the PIAA Eligibility card to each athlete.
5. Physicals checked in.
6. Explain that each injury, however minor, must be reported to the Coach.
7. Explain appropriate dress for athletic events at school and traveling to and from contests.
8. Explain the school policy pertaining to absence from school.
9. Explain and post requirements for receiving an award.

### **PROFESSIONAL DEVELOPMENT DAYS**

Coaches cannot schedule practices prior to 3:05 PM on the days of Professional Development. It is expected that a Coach will attend that meeting (if the Coach is required), and go to practice when the meeting adjourns.

Athletes who remain in the school building during Professional Development meetings should report to the assigned areas during the meeting. Coaches should instruct the athletes not to report to the practice area until the meeting is adjourned.

### **COACHES MEETINGS**

Coaches meetings with the Athletic Director will be held at the beginning and conclusion of each school year. It is expected that all required coaches attend said meetings.

### **INTERSCHOLASTIC SPORT SCHEDULE**

Each sport season will begin on the date assigned by the PIAA. Each sport season will end with the last contest or game of that sport. The Athletic Director will inquire of the PIAA for clarification of State Association Rules on the request of the coach.

The Athletic Director will consult each Head Varsity Coach regarding the formulation of the schedules. The Athletic Director will grant final approval of all athletic schedules. No coach is to schedule or change a schedule at any time without consulting and obtaining approval of the Athletic Director.

A schedule book is in the Athletic Director's office. Any coach may refer to it at any time, but it should not be removed from the Athletic Director's office.

## TEAM TRAVEL POLICY

Athletes must travel to and from athletic events by school-scheduled transportation under the supervision of a coach. No athlete may be permitted to return from that athletic event with another student or friend. The Head Coach may give permission for an athlete to return home with their parents following an athletic event.

Coaches are responsible for the supervision of their athletes from the time they arrive at school until they return to school. Athletes must at all time conduct themselves as model citizens.

## STUDENT PARTICIPATION IN SPORTS

All athletes on an official team roster (on file with the Athletic Director) for a sport are:

1. Not allowed to transfer sports in the same season, including the open gym and all off-season programs.
2. Not allowed to participate in the next or any other season's sport in any manner, including instruction, preparation, or physical training, until the final game of the sport in which the athlete was participating in passes.

The Athletic Director, upon the recommendation of all coaches involved, may make exceptions to this rule.

Any new player added to a team cannot work out with the team until the athlete has his consent slip, medical forms, and insurance on file with the Athletic Director. The Athletic Director should be notified immediately of any new player on a team, including someone who is just out for practice.

## ELIGIBILITY FOR STUDENT ATHLETES

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### Academic and Curricular Requirements

The requirements defined by the PIAA for Academic Eligibility are:

1. The student-athlete must pursue a curriculum defined and approved by your Principal as a full-time curriculum.
2. **The student-athlete must not fall into one of the following: 2Fs** If the student-athlete fails to meet this requirement, the student-athlete will lose your eligibility from the following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.
3. The student-athlete must meet the minimum requirement during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If the student-athlete fails to meet this requirement, the student-athlete will lose his/her eligibility for at least 10 or 15 school days of the next grading period, beginning on the first day that report cards are

issued. If your school has four grading periods, the student-athlete will be ineligible for at least 15 school days; if your school has six grading periods, the student-athlete will be ineligible for at least 10 school days.

The remaining PIAA Eligibility rules may be found at <http://www.piaa.org/schools/eligibility/default.aspx> - each coach needs to be aware of and follow these rules.

### **Disciplinary Actions**

1. If a student is suspended 2 times during the season the student is immediately removed from his or her sport permanently.
2. Violation of the school's code of conduct will result in suspension from activity.
3. Discipline action by the school supersedes athletic commitments.
4. It is the coach's responsibility to work in conjunction with Administration, Dean of Students, and the AD.

## **APPROPRIATE DRESS FOR ATHLETES**

Appropriate dress means the athlete must be in business casual attire. This dress will be worn to and from activities on school and non-school days. Coaches are responsible for the enforcement of the dress attire policy.

- Coaches have the option to follow this rule during their season.

## **STUDENT ABSENCE**

When a student is absent from school, the student-athlete cannot participate in an athletic contest or practice on that day. This is for the protection of the student and the school. This does not include prearranged or field trip absences.

## **EQUIPMENT**

The Athletic Director is responsible for the care and inventory of all equipment. All coaches should instruct athletes on their team that the athlete will be responsible to pay for any lost or damaged equipment, and that the athlete should take proper care of the equipment that is issued to the athlete. Lost items will be replaced in the same manner as new equipment, by the use of the regular purchasing procedure.

Each coach is responsible to make sure that the equipment issued to each athlete in his sport fits properly and is taken proper care of by the athlete.

Under no circumstance can a coach give or take any equipment belonging to the Athletic Department without the consent of the Athletic Director. Equipment is purchased and issued for school activities only.

The Head Coach is responsible to make certain that all equipment is returned at the end of the season. On larger teams, the Head Varsity Coach may specifically delegate this responsibility among several assistants.

The issuing of equipment to athletes is worked out by the Athletic Director and the Head Coach.

It is the responsibility of the Athletic Director to take inventory in writing at the end of the season. At that time, the Athletic Director should request equipment that will be needed for the following season.

## **LOCKER ROOMS**

If available the student-athletes will be given a locker. Each student-athlete is to use only the locker assigned to him/her and keep it locked. It is expected if the student-athlete finds equipment on the floor, he/she will be doing everyone concerned a favor by turning it in at once. The student-athlete should not go into the halls unless properly dressed. The student-athlete should get in and out of the locker rooms quickly, both before and after practices. They should dress, take care of their equipment, and leave at once. This will help coaches, custodians, and fellow athletes. Horseplay cannot be tolerated in the locker room. It, too often, leads to injury, equipment damage, and hurt feelings.

### **WEIGHT ROOM**

The weight room is open to students and athletes only **when they are supervised**. Use by a team should be established with the Athletic Director. The Athletic Director is the supervisor of the weight room. This room **must be supervised at all times by the Coach of the team using it**. The weight room can be dangerous to the athletes and therefore can be a legal liability to the school if it is not **supervised at all times**.