

**CONCORD HIGH SCHOOL ATHLETIC DEPARTMENT  
STUDENT ATHLETIC HANDBOOK  
SECTION I: PHILOSOPHY**

- A. **Purpose:** Concord High School believes that interscholastic athletics is an integral part of the school's total educational program. Athletics presents leaders with a unique opportunity to instill desirable qualities, among which may be principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, respect for one's own health and physical well-being, development of leadership, group pride, teamwork, self-discipline, and self-sacrifice. In general, athletic activities have a positive effect on the development of constructive attitudes for citizenship and life skills.
- B. **Athletics is a Privilege:** Concord High School recognizes student participation in competitive interscholastic high school athletics as a privilege, not a right. Student participants assume varying degrees of responsibility and sacrifice. It is the duty of all participants, including managers, trainers, cheerleaders, mascots, and statisticians, to conduct themselves in a manner that is becoming to themselves, their family, their team, Concord High School, and the community.
- C. **Academics:** Concord High School's relationship with students in athletics is preceded by the relationship with students in academics and curricular activities. Although athletic participation may be important for the total development of the individual, curricular activities are the primary concern of both student and staff. Concord High School academics and athletics are partners for educational excellence.
- D. **Multiple School Activities:** Concord High School believes that students can potentially benefit by participating in a variety of school curricular, co-curricular and extracurricular activities. Co-curricular and extracurricular activities include but are not limited to athletics, performing arts, speech, and academic competitions. Co-curricular and extracurricular leaders, coaches, and sponsors will not discourage students electing a variety of activities when conflicts are manageable. They will work together to resolve and minimize scheduling conflicts. Furthermore, coaches and sponsors must communicate concerns to students and parents whose combination of activities present irresolvable conflicts or unreasonable stress on the student. In these rare cases, students may be required to make a choice.
- E. **Multi-Sport Participation:** Concord High School recognizes many benefits from multi-sport participation and insists that coaches avoid promoting sport specialization. Coaches must support all athletic programs and will encourage students to participate in all sports where unique talents exist. Furthermore, coaches will work together to establish strength and conditioning programs that meet the unique needs of the individual participant.
- F. **Winning:** Concord High School is committed to the concept of "participants first, winning second." Although winning is an assumed goal of every contest, the primary goal of athletic department personnel is to value and promote the physical, social, and emotional development of our participants as well as preparing participants to win. The ideals of sportsmanship, ethical behavior, commitment, self-discipline, and an intense work ethic will be expected and modeled. Opportunities to promote developmental growth and the ideals of sportsmanship and ethical behavior will not be sacrificed in an effort to win. Successful programs and coaches will create a competitive and structured environment in which participants develop, have fun, and strive to win.
- G. **IHSAA By-Laws:** Concord High School is fully committed to abiding by all rules and regulations of the Indiana High School Athletic Association with particular emphasis on Rule 8, Section 1: "Contestants' conduct, in and out of school, shall be such as not (1) to reflect discredit upon their school or the Association, or not (2) to create a disruptive influence on the discipline, good order, moral or educational environment in the school. It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school."
- H. **Training Rules and Conduct:** The use of tobacco, alcohol, and other intoxicants is detrimental to a participant's health and athletic performance. Furthermore, Concord High School supports the principle that all its participants, due to their highly visible representation of their team and school, accept greater responsibility for modeling positive behaviors. It has been widely recognized that drug and alcohol usage can cause serious physical, mental, and emotional harm. A student participant who uses drugs can be a danger to himself/herself, teammates, or opponents. All participants are entitled to drug-free participation by their teammates. Concord High School will offer interscholastic athletic participation only to drug-free participants. Athletes are required to abide by the Code of Conduct for the full calendar year (abstinence being a vigilant twelve-month responsibility).

Concord High School shall respond systematically and professionally to students' problems as they appear in athletic activities. We shall use procedures that acknowledge and respect the civil, personal, and due process rights of the student involved. We shall enlist the support and involvement of staff members and agencies to achieve a comprehensive program. The policies presented in this document reflect our understanding of a balance between the school's need to maintain its primary educational purpose and its duty to respond to individual needs of students.

**SECTION II: GENERAL POLICIES**

- A. **Academic Requirements** (IHSAA BYLAWS; RULE 18): To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least six (6) full-credit subjects or the equivalent and must be currently passing in at least six (6) full-credit subjects or the equivalent. If a student is taking a non-graded class, such as office aide, he or she must still meet the requirements of passing six (6) full credit subjects. Grading periods refer to the four grading periods established on the Concord Community Schools School Calendar. A student who does not meet the aforementioned criteria shall be ineligible until the next progress report or semester report card.
- B. **Attendance:** A participant must be in attendance the entire school-day in order to participate in contests, unless excused by the principal or his/her designee. The day following a contest is also important in regard to school attendance. A participant is expected to be at school for the first period. By staying home to rest after an athletic contest, a participant puts sports ahead of academic progress; that is a notion that is unacceptable to the Concord Athletic Department. Students with an excess number of late arrivals or other attendance issues may be placed on an attendance contract, established through the Athletic Office in consultation with the student, parent, and coach.
- C. **School Suspension:** A participant suspended from school will be ineligible to attend any practice or contest during the term of the suspension. If the suspension includes a school vacation of three or more school days, the participant may be permitted to

participate in certain practices as approved by administration but would be ineligible to participate in any interscholastic contests until the suspension is complete.

- D. **Citizenship:** A participant will be governed by local, state, and federal laws, IHSAA rules and regulations, the Concord High School Student-Athlete Handbook, and the Concord High School Student Handbook.
- E. **Practice Regulations:** Participants are expected to attend all practices punctually. Illness or other extreme emergencies are the only good reasons for missing practices. The participant or parent should always inform the coach when he/she will be missing from a scheduled practice/contest. Each coach will set the practice/contest attendance policy for his/her sport. Scheduling practices during a vacation period will be left to the discretion of the coach.
- F. **Establishing Team Roster:** Each coach is hired for his/her knowledge and expertise in the particular sport. It is within the coach's discretion to establish who will be the members of a particular team or squad. It may be necessary to cut participants after conducting try-outs for a particular team. It is noted that there is no final cut and that team members may be dropped from a team anytime during the season.
- G. **Dropping a Sport:** Any participant quitting a team will forfeit all athletic awards earned in that sport for that season. In addition, the participant shall not be permitted to participate in another sport until the season for the sport he/she dropped is completed. The only exception is by mutual consent and agreement of both coaches involved. Participants serving a suspension, as outlined in Section III, must complete that season in good standing for the suspension to qualify. Participants dropping a sport, or not finishing in good standing, must serve the entire suspension in the next sport season in which they participate.
- H. **Participant Status:** Students will establish participant status by trying out for and securing a position on any athletic team as player, manager, trainer, cheerleader, mascot, or statistician. Once establishing participant status, students will maintain such status during the school year of participation and the immediately succeeding school year. Students trying out for any team will establish and maintain participant status during the tryout process but will relinquish participant status if the athlete fails to make the final team roster. Students who quit a team or are removed for disciplinary reasons do not relinquish participant status.
- I. **Awards and Participant Recognition:** All participants who earn participant status as defined above and finish the season in good standing, as reported by the coach on the season summary form, will be recognized in that sport. Participants will earn recognition awards based on the level of participation. Coaches will communicate requirements for earning varsity letters to parents and participants prior to the start of each sport season. All participants will be recognized at a season ending recognition program. Participants must attend the awards recognition program to receive awards, unless excused by the coach in advance. The athletic department will award a certificate, six-inch chenille "C," and chevron to the participant for his/her first varsity letter. Participants earning varsity letters will have the opportunity to purchase an athletic jacket. A participant will be granted additional certificates and chevrons for additional varsity letters earned. Freshman and junior varsity participants will receive certificates recognizing their participation. An "athletic achievement" plaque will be presented to any senior participant earning 7 or 8 varsity letters during his/her high school career and an "outstanding athlete" plaque will be awarded to any participant earning 9 or more varsity letters during his/her career. Participants violating training rules as identified in Section III, following the season and prior to the recognition program, may be excluded from attending the award program. Students who are academically ineligible at the end of the season may attend the recognition program. However, any awards earned will be withheld until the next grade check. If the student regains eligibility, awards will be presented at that time. If the student is still ineligible, all awards are forfeited.
- J. **Patches:** The CHS Athletic Department wants to encourage athletes and athletic teams to achieve as much success as possible. One way of showing athletic accomplishments is through the wearing of patches on jackets. The following policy regarding patches is in effect for all varsity sports.
- All patches are ordered through the athletic department with the recommendation of the head coach and the approval of the athletic director.
  - The CHS Athletic Department will purchase all IHSAA tournament championship patches for individuals and teams. For individual sports, the athletic department will purchase a maximum of one patch per level of competition.
  - The CHS Athletic Department will purchase NLC championship team patches.
  - The CHS Athletic Department will purchase State Finals patches for teams who place in the top four or individuals who are medal winners at the State Finals in their respective sports.
  - Student athletes may purchase patches for an all-state team or being recognized by a local media for an all-area team. Students may also purchase patches for individual conference championships and various all-conference teams.
  - Only patches issued by CHS may be displayed on letter jackets.
- K. **Definition of Sport Season and Contest:** A sport season begins with the first authorized practice date as defined by the IHSAA and ends on the date of the awards program. Scrimmages are considered contests, not practices.
- L. **Equipment:** All athletic equipment must be turned in promptly when called for, and missing items must be paid for. Athletic awards may be withheld or further participation suspended if equipment is not returned or if restitution is not made for missing equipment.
- M. **Participation Fee:** All participants will be required to pay a \$20 participation fee once per school year. This fee will help defray athletic department expenses.
- N. **Team Guidelines:** A coach may establish team guidelines that apply to his/her particular team regarding physical appearance, attendance, tardiness, etc. These guidelines may be more stringent than what other policies require, providing they are reasonable and are not in conflict with school, athletic department, or corporation policies. The head coach will determine the appropriate disciplinary action for the participants violating these guidelines.
- O. **Conflict with Other School Activities:** Students trying out for any athletic team should consider the demands that academics and athletic participation place on their time. Moreover, students and parents should thoroughly understand and carefully consider the dedication and time required of students wanting to participate in athletics with overlapping seasons. If students choose to participate in athletics and another activity simultaneously, they must be dedicated to fulfilling the expectations of each program prior to the start of the practice season. In an effort to avoid placing a student in a difficult position, the coach(es) and/or sponsor(s) will communicate with each other and attempt to reach a compromise and resolution, well in advance of any conflicting events. Students are expected to comply with the coach(es) and/or sponsors. In rare cases, when coach(es) and/or sponsor(s) cannot reach a compromise and resolution, the student will be required to make a choice.

- P. IHSAA Pre-Participation Physical Examination and Consent, Acknowledgement, and Release Form:** Prior to participating in any athletic program, all Concord High School participants must submit the IHSAA Pre-Participation Physical Examination & Consent, Acknowledgment & Release Form. This form also contains a fact sheet for both parents and students in regard to concussions, as well as an acknowledgement form that must be signed. The physical examination must be dated between **April 1** and the student's first practice in preparation for athletic participation and be performed by a physician holding an unlimited license to practice medicine. The parent or guardian and student shall provide written consent to the student's participation acknowledging the IHSAA rules and regulations, disclosure policy and inherent risks of injury involved in athletic participation.
- Q. Awareness of Concord High School Student-Athlete Policies:** Receipt of this handbook and signature of the Handbook Receipt indicates that participants and their parent(s) or legal guardian(s) are aware of the Concord High School Student Athlete Policies within this document. Head coaches will conduct informational meetings for parents at the start of each sport season. Parents are highly encouraged to attend these meetings. These policies will be enforced throughout the calendar year.
- R. Student Managers:** Many teams use student managers at the discretion of the coach. Managers are considered part of team and have the ability to earn awards in a similar manner to the athletes. Managers are expected to comply with all athletic department rules and policies outlined in this handbook. It is recognized that the duties of student managers vary widely from sport to sport. Therefore, the policy for managers not meeting the academic eligibility requirements outlined in Section II, Part A shall be determined and communicated by the coach prior to the season. Depending on the duties of the manager in that sport, penalties may range from suspension from contests to dismissal from the team.

### SECTION III: TRAINING RULES & CONDUCT

- A. Acts of Delinquency:** A participant shall not commit a delinquent act. A delinquent act includes, but is not limited to, theft, vandalism, harassment, or any other conduct that is not in accord with acceptable behavior or the law.
- B. Hazing:** The Concord High School Athletic Department prohibits any form of hazing. All CHS students, regardless of grade or experience, have a right to participate in our programs without having to endure hazing. Activities resembling hazing should be reported to a coach or administrator. This policy also prohibits the use of any camera, video recorder, or other recording device in any locker rooms being used by Concord High School athletes.  
Enforcement - The punishment for a participant in violation of Section III, Parts A & B shall be determined by school administration after consultation with the participant's coach. Punishment may vary depending on (1) the degree and type of involvement of the participant; (2) the severity and type of damage to, or value of, the property involved; (3) the participant's conduct; and (4) previous violations of any section of the CHS Training Rules & Conduct.
- C. Tobacco:** Participants shall not be in possession of or use any tobacco or nicotine product, including electronic cigarettes.
- D. Alcohol:** Participants shall not be in the possession of, consume, or be under the influence of any alcoholic beverage.
- E. Other Substances and Intoxicants:** Participants shall not be in the possession of, use, or be under the influence of any controlled substance, which includes, but is not limited to a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, synthetic drug, or intoxicant of any kind.  
Enforcement: A participant found in violation of Section III, Parts C, D, or E will be suspended from athletic participation as listed below:
- First violation: 365-day suspension. Student may elect to use the "One-Time Option" to reduce his or her suspension. The "One Time Option" is explained in Part G.
  - Second violation: 365-day suspension. Student may elect to use the "One-Time Option" only if it was not used for a previous violation.
  - Third violation: Student shall be suspended from athletics for the remainder of his or her career at Concord High School.
- F. Close Proximity:** A participant shall not be in attendance at an activity where alcoholic beverages and/or controlled substances are in the illegal possession of other individuals present.  
Enforcement: The punishment for a participant in violation of Section III, Part F will be determined by school administration after consultation with the participant's coach. Punishment may vary depending on (1) the degree and type of involvement of the participant; (2) the participant's conduct; and (3) previous violations of any section the CHS Training Rules and Conduct.
- G. One-Time Option:** A participant found to be in violation of Section III, Parts C, D, or E may elect to have his/her punishment reduced to one-third of the participating season and/or next season in which they participate. To qualify for this option, participants must admit to the violation and comply with all requirements outlined by the Concord High School Student Assistance Coordinator. This will include an assessment and follow-up. Follow-up may include counseling or education. The participant and parent(s) will also consent to mandatory participant drug screening for one full calendar year. Concord High School personnel will determine the frequency of the drug tests. Expenses for required follow-up are the responsibility of the participant or his/her parent(s) or guardian(s). The parent(s) and/or participant must agree to pay for a maximum of three tests. The school will assume the financial responsibility for any additional tests. A participant will regain eligibility to participate in contests following the one-third of season suspension, assessment and satisfactorily participating in or completing the required follow-up. If follow-up obligations outlined by the Student Assistance Coordinator, are not timely met, the participant will be considered in violation of this clause and will be suspended immediately from participation in athletics for the remainder of the 365-day suspension. The option will only apply to one 365-day suspension imposed on a participant.
- H. Punishment Not Exclusive:** Any suspension or punishment administered under this code shall be in addition to any suspension or punishment prescribed in the Concord High School Student Handbook.
- I. Suspended Athlete Status:** A participant serving a suspension or other disciplinary action under this code remains and shall be treated as a participant during his/her suspension or disciplinary action. His/her conduct shall continue to adhere to the

terms of the code during that time. If an athlete violates the athletic code while already serving a suspension, any additional suspension will begin after the first suspension is complete.

- J. One-Third of a Season:** To determine one-third of the season, count each regularly scheduled contest, as defined by the IHSAA, the pre-season scrimmage (if applicable), and the first contest in the sectional; then compute one-third of that number. The result will be the number of contests that the participant must remain on suspension. The fractional portion will not count as a contest.
- A violation with less than one-third of the season remaining will cause the participant to forfeit all letters and awards for that season and the participant will remain on suspension into the next sport season in which he/she normally participates. If the participant finishes the season in good standing and is an eligible member of the squad, he/she may earn, upon recommendation of the coach, any individual letters and awards he/she might be entitled to receive.
- K. Practices and Suspensions:** Whether a participant will be allowed to continue with his/her practices while on suspension from any athletic team will be the decision of the head coach involved upon consultation with the athletic director.
- L. Investigative Procedure:** The principal(s), athletic director, assistant athletic director, school resource officer, dean of students, and coaches shall enforce all rules and regulations described in the Concord High School Code of Conduct for Athletes, the Concord High School Student Handbook, and of the Indiana High School Athletic Association. Any alleged violation of the rules shall be investigated by any or all of the above-named school officials and/or law-enforcement officials. If the investigation results in a suspension from athletics, the participant and his/her parents or guardians will be informed in writing of the suspension.
- M. Discipline Review:** Any participant who is disciplined, or his/her parent(s), may request a meeting to discuss disciplinary actions by notifying the principal in writing within ten (10) days after receipt of written notification of an athletic disciplinary action resulting in a suspension.
- N. Self-Referral:** Concord High School emphasizes the role of parent(s) as critical to the success of providing an effective deterrent for participant use of alcohol, drugs, intoxicants, and tobacco. Parental permissiveness and enabling are important risk factors to consider. We encourage parents to take a firm stand on substance use and stress the need for parental support and accountability in our efforts to establish an effective deterrent.

In an attempt to support parents and their efforts, Concord High School has established the "Self-Referral" policy. This policy encourages parent(s) and/or participants to come forward voluntarily to acknowledge violations of Concord High School Athletic Department training rules regarding the use of alcohol, drugs, intoxicants, and tobacco. Parent and/or participants, who are willing to come forward voluntarily, may earn a waiver. A waiver nullifies any suspension of contests. The following criteria must exist if a waiver is to be considered.

- a. The parent and/or participant must come forward voluntarily to acknowledge violations of Concord High School policies regarding the use of alcohol, drugs, intoxicants, and tobacco prior to any investigation by or other notification of school personnel or a law enforcement agency. An investigation is defined as an attempt to validate an alleged violation of athletic department policy. The involvement of a law-enforcement agency automatically constitutes an investigation. (Example: If the police are called to a party where alcohol is present, an investigation automatically begins.)
- b. The parent and participant agree to work through the Concord High School Student Assistance Coordinator to complete the following:
  1. The participant receives an assessment related to the problem from a professional agency.
  2. The parent(s) and participant provide written consent for the Concord High School Student Assistance Coordinator to contact the professional agency completing the assessment to access results of the parent(s) and/or student.
  3. The parent(s) and participant pledge to complete any and all recommendations of the professional agency following the assessment understanding that all expenses are the responsibility of the parent(s) and/or student. Students choosing not to follow the recommended resolution may jeopardize further participation and/or recognition in the sport or activity.
  4. The participant and parent(s) will consent to mandatory participant drug screening for one full calendar year. Concord High School personnel will determine the frequency of the drug tests. The parent(s) and/or participant must agree to pay for a maximum of three tests. The school will assume the financial responsibility for any additional tests.
- c. Concord High School students may qualify for this waiver once during their career. If a participant is in violation of Section 3, Paragraph B, C, D, or E within 365 days of the self-referral, the student will be immediately suspended for the remainder of the sport season in which he/she is currently participating. Additionally, the participant will be held accountable for subsequent "Enforcement" as outlined in Section 3, Paragraph B, C, D, or E. The "One-time Option" may apply. If applicable, the suspension will begin in the next sport season in which he/she participates. Furthermore, if the recommendations outlined by the professional agency performing the assessment are not timely met, the waiver will be revoked and the participant will be suspended immediately from participation in athletics for a period of 365 days from the date of the "Self-Referral."

#### **SECTION IV: DRUG EDUCATION AND RANDOM SCREEN POLICY**

- A. Purpose:** Alcohol and drug abuse are serious problems in today's society, and schools are not immune from such problems. Concord High School recognizes that serious attention is being given to alcohol and drug abuse problems in private business and industry, in government, in schools, and in the colleges throughout the country. This policy is consistent with Concord High School Athletic Department philosophy statements regarding the use and abuse of drugs, alcohol, intoxicants, and tobacco. It is meant as a proactive measure to eliminate participant use and abuse of drugs, alcohol, intoxicants, and tobacco. The purposes of the program are to:
- a. Prevent drug, alcohol, intoxicant, and tobacco usage.

- b. Educate participants and parents as to the serious physical, mental, and emotional harm caused by drug, alcohol, intoxicant, and tobacco use and abuse.
- c. To assist participants who might be tempted to use drugs, alcohol, intoxicants, or tobacco to say no and have a sound reason for doing so.
- d. To prevent injury, illness, and harm as a result of drug, alcohol, intoxicants, and tobacco use.
- e. To maintain an interscholastic athletic environment free of drugs, alcohol, intoxicant, and tobacco use and abuse.
- f. To expose and educate participants to a procedure frequently and increasingly used in society.

The drug education portion of this program will provide an opportunity for participants and parents to gain a greater awareness of substance use and abuse issues. Information will be provided to encourage participants, with support of their parents, to choose a drug-free lifestyle. The testing portion of this program requires participants to submit to a form of a collection process, which may include urine or saliva analysis or another approved method. The high school administration will use a procedure to ensure that the privacy rights of individual students will be protected. The fact of testing and the results of testing of any student participant may be disclosed only to authorized school personnel (athletic director, assistant athletic director, principal and/or designee, Student Assistance Coordinator, coach(es) of the student's sports). This program will not affect the policies, practices or rights of Concord Community Schools in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided for herein

**B. Selection Procedure:** Randomly selected drug screening is based on a computer-generated program from a database of all students qualifying as participants under Section II, Part H, "Participant Status." Each student is assigned a number in a continuous field, and the random selection is made from this series of numbers. The database will be maintained and updated by the Concord High School Athletic Department. At the direction of the Concord High School Athletic Department, a designated person will make a random draw. This person will not have access to student names that correspond with identification numbers. The designee will contact the Concord High School Student Assistance Coordinator to communicate the selected numbers. The Student Assistance Coordinator will identify which students have been selected for testing. These students will be notified to appear for a drug-screen collection at an appointed time in an identified collection facility.

**C. Notification Procedure:**

- g. The Concord High School Student Assessment Coordinator will be notified of all negative results. Communications will be made by phone or fax with student number and no names.
- h. In the event of a positive test, lab personnel will contact the collector and/or school designee to determine if the positive test was a result of over-the-counter or prescription drugs.
- i. Validated positive test results will be reported to the Concord High School Student Assistance Coordinator and athletic director.
- j. The participant, parent, and coach will be notified.

**D. Consequence of a Positive Test:** A positive test result will validate usage. Consequences of validated use will coincide with the consequences outlined in Section III.

**E. Window:** When called for a test, a student will have three hours to produce a specimen. Students who do not produce a specimen in this time period will be treated as a refusal to test.

**F. Refusal to Test or Tampering with Specimen:** Refusal to provide specimen sample or tampering with the specimen will be treated as a positive test.

**G. Request for Drug Test Based on Reasonable Suspicion:** Concord High School reserves the right to drug test any student participant for reasonable suspicion of drug, alcohol, intoxicant, or tobacco usage. Documented physical symptoms, observations or information implicating the use of alcohol, drugs, intoxicants, or tobacco will qualify as reasonable suspicion. Parents and participants will be notified of the requested test. Failure to honor a requested test could result in an athletic suspension. Concord High School will be financially responsible for all tests requested based on reasonable suspicion. Positive test results, or refusal to test, will result in subsequent consequences as outlined in Section III.