

Norton City Schools
Student Athletic Handbook
2015-2016

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Norton City Schools

Code of Conduct For Students Participating in Extracurricular and Co-Curricular Activities

Norton City Schools are proud of all of its students, especially those who participate in extracurricular activities. Whenever you put on the uniform of a Norton City School, you represent all of us. In our small, close knit community, most people are aware of the students participating in extracurricular activities, so you are seen as a representative of your school at all times. Poor choices and poor behavior reflect badly on you and your school, so you must be held accountable for your actions at school, on the playing surface, and out in the community. Extracurricular participations is a privilege, not a right and this privilege can be suspended if a student performs actions that discredit the student and/or your school. The Virginia High School League, which Norton City schools is a member of, states that a student must be “in good standing” in order to be eligible to participate in extracurricular activities. The definition of “in good standing” is determined by the administration of John I. Burton High School, and each situation will be looked at on an individual and consistent basis. The status of “in good standing” will be examined by the administration when evidence is presented that calls this status into question.

In short, by signing the code, you are stating that you recognize that you will be accountable for your actions at all times and you also realize that your participation in extracurricular activities can be suspended if evidence is presented that causes you to not be in “good standing” with your High School. This code specifically addresses offenses involving drugs and alcohol and the consequences for these offenses. Your coach may also have other rules that can affect your participation in extracurricular activities.

I, _____, acknowledge that participation in extracurricular activities is a privilege. I acknowledge that this privilege can be suspended or lost due to action that can cause me to harm the image of Norton City Schools which in turn leads me to lose my status of being “in good standing”. These actions include activities at school and activities away from school.

Signed by the Student

Date

I, _____, acknowledge that my child’s participation in extracurricular activities is a privilege. I acknowledge that this privilege can be suspended or lost due to action by my child that causes harm to the image of Norton City Schools which in turn leads to loss of their status of being “in good standing”. These actions include activities at school and activities away from school.

Signed by the Parent or Guardian

Date

ATHLETIC PARTICIPATION POLICY AND CONDUCT CODE

The overall activities program of the school is under the general direction of the principal. The primary purpose or function of the activities program at John I. Burton High School is to provide educational and recreational experiences for the students in addition to those provided in the classroom. The activity program provides excellent training in the democratic process, fellowship, sportsmanship, and leadership. The student activities are extracurricular and are offered as a privilege to those willing to follow the guideline provided by the school sponsor. Students who do not follow proper procedures may not be allowed to participate or may be removed from the activity.

To be eligible to represent the school in any VHSL, Inc. sponsored interscholastic contest a student shall meet the following requirements:

Rule 28-1-(1) BONA FIDE STUDENT RULE-The student shall be a regular bona fide student in good standing of the school which he/she represents.

Rule 38-1-3-(2) Any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his/her school, is not considered in good standing.

- I. Each student athlete and parents/guardian will abide by the following rules and regulations.
 - A. All policies of the Norton City School Board as applicable to, and not limited to, attendance, conduct, tobacco, alcohol and drug use on school property.
 - B. All laws of the Commonwealth of Virginia related to, but not limited to, alcohol and drug use by minors.

- II. Rules Violations
 - A. Violation of rules and policies of the Norton City School Board will be punished according to the Norton City Student Code of Conduct.

1. Any athlete representing John I. Burton High School will be ineligible to participate in interscholastic games, regular season or playoffs, while fulfilling the disciplinary action of out of school suspension.
2. An appeals committee will hear any information pertinent to the offense at the request of the athlete or their parents/guardian.

B. Violation of the laws of the Commonwealth of Virginia, which happen off campus, will be punished when information is provided to school officials that a law has been broken.

1. Any athlete representing John I. Burton High School who breaks one of these laws, will be ineligible to participate in the next scheduled game or games as disciplinary action.
2. A conference with the athlete and parent/guardian will take place to serve as official notification of such suspension.
3. Before reinstatement to the team, the athlete must agree to a counseling session with a qualified person provided by the Norton City School System.
4. The athlete will have the right to a hearing before an appeals committee.

A second offense during the school year will result in the athlete being suspended for the remainder of that sport season.

A third offense during the school year will result in the athlete being ineligible to represent John I. Burton High School for the remainder of the academic year.

The appeals committee will be made up of the Assistant Principal, Athletic Director, and a coach within the school system, selected by the Superintendent, not involved in that specific sport.

Parent Signature _____

Athlete Signature_____

Date_____

REQUIREMENTS FOR PARTICIPATION

All student athletes are governed by the Norton City School Board Policy as outlined in the Code of Conduct Manual. In addition, all athletes are subject to the following regulations described in this handbook.

To be eligible to represent a high school in any Virginia High School League sponsored interscholastic activity, a student must meet all of the requirements of the Virginia High School League.

Physical Exam

The physical form must be completed by a physical or nurse practitioner and **submitted to the coach prior to any participation.** The physical covers all sports for the entire school year provided the examination occurred on or after May of the previous school year. The form will be kept on file in the Athletic Director's office.

Emergency Medical Authorization

Each athlete's parents shall complete the Emergency Permission Form giving permission for treatment by a physician or hospital when the parent (s) are not available. This form is part of the VHSL physical form and will be duplicated and kept in the team's medical kit for availability at all practices and contests.

Parents Consent and Acknowledgment of Athletic Policies

Upon entering high school or at the time a student tries out for a team, he/she will be presented with this handbook containing all the necessary forms and information for participation in athletics. Each parent or guardian shall read all the information in the handbook and certify that they understand the athletic eligibility rules and policies of the school division. This signed document will be filed in the Athletic Director's office. Parents will also need to sign the parental consent portion of the physical form.

Insurance

The school carries insurance, up to \$1,000,000 maximum benefit per accident to cover student athletic injuries and other school related accidents. In addition, parents need to sign the insurance portion of the physical form identifying their insurance company and may purchase additional school offered insurance. Policy benefits are not payable for any expenses incurred which are paid or payable by other valid and collectible insurance.

Scholastic Eligibility

To be eligible to represent a high school in any Virginia High School League sponsored interscholastic activity, a student must meet all of the requirements of the Virginia High School League.

Risk of Participation

All athletes and parents must realize the risks of serious injury which may result from athletic participation. Norton City Schools will use the following safeguards and make every effort to eliminate injury.

Mandate that all head coaches conduct a parent/athlete meeting prior to the start of each season to fully explain athletic policies and to advise, caution, and warn parents/athletes of potential injury.

Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.

Instruct all athletes about the dangers of participation in a particular sport.

Financial Obligations and Equipment

Equipment - In several sports, athletes will be required to purchase a portion of the game uniform or equipment, which will become their property. For example, shoes, gloves, tennis rackets, socks, cleats, shin guards, knee pads, spikes, etc.

ATHLETIC CODE OF CONDUCT

Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic program. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality, or acts that tarnish the reputation of everyone associated with the athletic program will not be tolerated. Any participant's behavior which is determined to be unacceptable by the coaching staff, and/or the school administrations will be properly corrected by disciplinary action and/or counseling services. The head coach of a VHSL activity reserves the right to deny participation, suspend, or dismiss any athlete who is in violation of team rules/regulations or a behavioral problem. Athletes shall realize the existence of and be held accountable for the individual rules as outlined by the coach/sponsor as well as those outlined in the VHSL Handbook, and the Norton City Athletic Handbook.

Hazing

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, to any student at John I. Burton High School.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as inflicted as is otherwise provided by law for the punishment of such felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, in civil court, the person (s) guilty thereof, whether adults or infants.

Training Rules and Regulations

Medical research clearly substantiates the fact that use of tobacco, alcohol, and any type of mood modifying substances produce harmful effects on one's body. Athletics cannot be compromised by substance abuse. The athlete who wishes to experiment with such substances should remove himself/herself from the team before he/she jeopardizes team morale, reputation, success, and inflicts physical harm to himself/herself. It is also a fact that when athletes have a strong interest to participate in athletics, their desire to use these substances is greatly reduced.

TOBACCO ALCOHOLIC BEVERAGES, AND DRUGS

The use, possession or distribution of tobacco, alcoholic beverages or drugs is a violation of federal, state, and school system policy.

PENALTIES FOR VIOLATIONS ON CAMPUS, OFF CAMPUS, SCHOOL RELATED ACTIVITIES

FIRST VIOLATION PENALTY

Tobacco- After confirmation of the first violation, the athlete will be dealt with appropriately by the head coach, in regards to that coach's specific team rules. Head coach will document action(s) taken and report to building administration.

Drugs and Alcohol- After confirmation of the first violation, the athlete will be suspended immediately for one game.

SECOND VIOLATION PENALTY

Tobacco - After first offense, athlete is then subject to school code of conduct. Result may be suspension of one or more games.

Drugs and Alcohol- After confirmation of the second offense, the athlete will be suspended for three games.

THIRD VIOLATION PENALTY

Tobacco—After confirmation of the third violation, the athlete will be suspended for the rest of that school year.

Alcohol and Drugs—After confirmation of the third violation, the athlete will be suspended from participation in athletics for the remainder of his/her high school career. After the elapse of one calendar year, the status of the athlete may be reviewed by a committee consisting of the parent, coach, and professional counselor.

SUSPENSION/APPEALS PROCEDURE

The following regulations shall be observed in the administration of the athletic program.

■ **General**

The training rules are developed for all athletic teams. In addition to these training rules, each coach may develop additional rules for his/her particular team. These rules must be on file in the Athletic Director's office. Athletes are to be notified in writing of both the training rules and the coach's team rules.

- The coach must administer reasonable disciplinary action for violation of these rules including suspension from the activity for a temporary period or removal from the activity altogether.
- Violation of athletic training rules will result in immediate suspension or removal from the team by the coach. For these violations, the coach must follow the procedures as outlined below (Temporary Denial of Participation).
- Violation of the coach's specific rules may result in suspension from the team only; however, before denying participation in the activity, the coach should communicate with the parents, discuss the situation with the athlete, and administer other appropriate action.

Temporary Denial of Participation

Temporary denial is defined as any suspension less than a permanent denial of participation.

Under certain circumstances or given acts of misconduct, the coach does have the authority to immediately remove a player from any team function (game, practice, etc.) as deemed necessary by head coach. After such removal, policy will be followed as stated below.

When a coach denies participation of an athlete in an activity, the athlete must be informed of the intended action by completing (Form A). It is then the responsibility of the coach to discuss the situation with the athlete and determine whether or not to deny the athlete participation. If the athlete is denied participation, the coach must complete (Form B).

The student may appeal to the athletic director within 72 hours of the denial of participation.

The athletic director will then take the appeal to the appeals board. The appeals board consists of the Assistant Principal, Athletic Director and a coach within the school system, selected by the Superintendent, not involved in that specific sport.

Procedures for conducting the appeal hearing are as follows:

The athletic director shall serve as chairperson of the board.

The coach who is denying participation will present reasons for denial.

The athlete and/or parents may then present evidence or reasons why the athlete should not be denied participation.

The appeal board shall make its decision within 24 hours of the hearing to either uphold, modify, or repeal the denial of participation.

During the appeal process, the athlete shall not participate in the group's activities.

The decision of the appeal board will be based upon general accepted parliamentary procedures with a majority vote of the members of the appeal board necessary to take action.

The appeal board is responsible for notifying the athlete in writing of its decision and the reasons for the decision by using (Form C). A copy of the report shall be forwarded to the principal, the coach, and the Superintendent.

There is no provision for appeal beyond the appeal board in the case of a temporary denial to participate in an extracurricular activity.

Permanent Denial of Participation

If an athlete is to be permanently denied participation in an activity, the coach shall notify the athlete in writing on (Form D).

The appeal board will then conduct a hearing with the coach and athlete if the athlete or parents requests a hearing concerning the possible permanent denial. If the athlete attends such hearing, the steps outlined above shall be observed in conducting the appeal. However, at the conclusion of the hearing, the appeal board shall prepare a written recommendation to the building principal regarding the matter. It is then the responsibility of the principal to either uphold the denial, modify the denial, or reinstate the athlete to the activity.

The principal is responsible for evaluating the report of the appeal board and for rendering a decision within 24 hours after receipt of the report.

The principal shall then notify the athlete, the coach, the appeal board, and the superintendent of his decision in writing by using (Form E).

During the appeal process, the athlete is denied participation in the activity until the appeal process is completed.

SQUAD SELECTION

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as possible without unbalancing the integrity of their sport. However, when developing policy in this regard, the coach will strive to maximize the opportunity for athletes without diluting the quality of the program.

Cutting Policies

Responsibility

- Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- Sub-varsity coaches must have approval from the Head Coach before selecting final team rosters.
- Prior to trying out, the coach shall provide the following information to all candidates for the team:
 - a. extent of try-out period
 - b. criteria used to select team
 - c. practice commitment if one makes the team
 - d. game commitment

Procedure

- When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - have competed in a minimum of three practice sessions.
 - have been afforded the opportunity to perform all skills involved in the activity.
 - have been personally informed of the cut by the coach and the reason for the action.Cut lists are not posted.
Coaches will discuss alternative possibilities for participation in the sport, or other areas in the athletic department.
If a coach foresees difficulties arising as a result of squad cuts, he/she will discuss the situation with the athletic director.

Quitting

Once a team is selected, quitting becomes a serious matter. We strongly encourage any athlete who feels it necessary to quit a team to discuss his/her feelings with the head coach prior to quitting. In the event that the athlete decides to quit, he/she must do the following:

- Turn in all issued equipment to the head coach.
- Turn in all uniforms to the head coach.

TRANSPORTATION POLICIES

General Transportation Policy

The Norton City School System shall provide transportation for all players, personnel, and coaches in authorized school vehicles when the contest has been scheduled away from the school site.

Approved Modes of Transportation

School Bus—driven by school system employees licensed to operate a school bus.

- **Licensed Private Carriers**—specially chartered trips.
- **Other City Owned and Approved Vehicles**—i.e., city cars, activity buses.
- **Privately Owned Vehicles**—an emergency situation where an athlete's safety is in question, he/she may be driven in a privately owned vehicle by a coach, school administrator, or parent.

Approved Modes of Transportation

Only under circumstances of exceptional situations where it creates a hardship to the family, may athletes be excused from riding from an athletic event on school authorized transportation. Individual athletes may be released to his/her parents. This privilege is to be kept to a minimum. Our philosophy continues to be that an athlete is a part of a team in all phases of team activity. In no case will an athlete be allowed ride home with a student.

SCHOOL ATTENDANCE AND ATHLETIC PARTICIPATION

If an athlete is unable to attend school during the day, he/she should not participate in practice or a scheduled contest for that day. The only exception is a death in the family, appearance in court, or such legitimate circumstances as the principal may approve. Also, athletes are expected to complete classroom assignments for the following day after an activity and to be in attendance in school.

GRADE LEVEL PARTICIPATION

All varsity and sub-varsity sports are offered to any student in the high school who meets the requirements for participation. Eighth grade students are to participate in the middle school programs. If the middle school does not offer a particular sport, then an eighth grade student may participate on the sub-varsity level according to School Board Policy and Superintendent's directives. Seventh graders are not to participate in interscholastic activities, however 7th graders are permitted to participate in middle school programs.

School Attendance

Due to concerns regarding student safety, practices or games will NOT take place when school is closed or dismissed early due to inclement weather without Superintendent permission.

FORMS

II. Denial of Participation Forms
A. Student Notice Form A

**STUDENT NOTICE OF INTENDED DENIAL OF PARTICIPATION IN AN
EXTRACURRICULAR PROGRAM**

_____ (Name of Student)
_____ (Date)

You are hereby advised that it is possible you will be denied temporary participation in _____ for the following reasons:

_____ (Activity) _____ Nature of misconduct, date and time of occurrence and code section(s) violated

You will have an opportunity to meet with me to discuss this denial and to challenge the reason (s) for the action or otherwise explain your actions on _____ at _____.
(Time and Place)

If you are denied participation you will be able to attend practices, but cannot participate in contests or performances of the group/team.

Signature of Coach/Advisor

I have read, understand, and hereby acknowledge receipt of this notice of denial in an extracurricular program. I understand my acknowledgment does not constitute an admission of the alleged misconduct.

cc: Principal
Athletic Director

Signature of Student

Parent Notice Form B

**PARENT NOTICE OF DENIAL OF PARTICIPATION
IN AN EXTRACURRICULAR PROGRAM**

Student

Name of Parent, Guardian or Custodian (Date)

(City) (State)

You are hereby notified that your son/daughter has been denied temporary participation

in _____ for _____
(Activity) (Length of Denial)

The denial begins on _____, ending _____.
(Date) (Date)

The incident which caused this action has been discussed at a meeting with your son/daughter.

This action was taken for the following reasons: _____

(Nature of the misconduct, date and time of its occurrence, and conduct code section (s) violated.
During this denial _____ is expected to attend practice, but he/she will
not be permitted to participate in
_____ until _____.
(Activity) (Date)

You will have the right to appeal this action to the activity appeals board, consisting of the
assistant principal, student council advisor and three other teachers. Notification of your
decision to appeal must be made within 72 hours of the date the denial is to begin. If you wish to
appeal this matter, please contact me so that arrangements can be made.
If you have any questions about this situation, please contact me.

Signature of Advisor/Coach

Appeals Board Decision Form C

NOTICE OF DECISION OF ACTIVITY APPEALS BOARD DENIAL OF PARTICIPATION IN AN EXTRACURRICULAR ACTIVITY

(Student) (Date)

(Name of Parent, Guardian or Custodian)

(Address)

(City) (State)

The Activity appeals Board held a hearing to review the denial of participation of

_____ in _____
(Student) (Activity)

Following the hearing, the group took action to

(Affirm, Reverse, or Modify)

Signature of Chairman of Activity Appeals Board

- cc: Students File
- Members of Activity Appeals Board
- Principal
- Athletic Director
- Superintendent

Intended Permanent Denial of Participation Form D

**NOTICE OF INTENDED PERMANENT DENIAL OF
PARTICIPATION IN AN EXTRACURRICULAR
PROGRAM**

(Student) (Date)

Name of Parent, Guardian or Custodian)

(Street)

(City) (State)

You are hereby advised that I will recommend that
_____ be permanently
denied participation for the remainder of the year/season in
_____.
(Activity)

The reason (s) for this recommendation are as follows:

(Nature of misconduct, date and time of occurrence and code section (s) violated.)

You have a right to an appeal hearing with an activity appeals board to challenge the reason for this possible action. Please contact me to arrange a time for the hearing. The activities appeal board consist of the assistant principal student council advisor and three other teachers. The activities appeal board will then make a recommendation to the principal, who will then render a decision on the matter. You may request a time extension for the hearing if you are unable to attend at the time on the date specified. Please notify me by phone immediately if you wish to reschedule the hearing at _____.

Also, if you do not wish to appear at the hearing, please notify me.

Signature of Coach/Advisor

Athlete/Parent Consent Form F

We have read, understand, and support the Norton City School System's Student Athletic Handbook and will abide by the policies and regulations contained within.

Student

Date

Parent

Date