

# Fort Payne High School

## Athletic Handbook



### FORT PAYNE CITY BOARD OF EDUCATION

*“Providing child-centered learning so every student may pursue any dream”*

### INTRODUCTION

The purpose of this booklet is to inform students and parents of some of their basic rights, as well as the responsibilities that go along with these rights. The rights and responsibilities in no way diminish the legal authority of school officials and the Board of Education.

No student has the right to interfere with the education of a fellow student. Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to legitimate rules and regulations. Responsibility is inherent in the exercise of every right.

### FORT PAYNE CITY BOARD OF EDUCATION

#### **BOARD OF EDUCATION MEMBERS**

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**Mr. Jim Cunningham, Superintendent**

### Philosophy

All Fort Payne High School Athletic Programs will be conducted in accordance with existing national, state and local policies, rules and regulations. Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior.

# Athletic Administration

Superintendent Fort Payne City Schools

Jim Cunningham..... (256) 845-0915

Fort Payne High School Principal/Athletic Director

Brian L. Jett..... (256) 845-0535

Fort Payne Middle School Principal/Assistant Athletic Director

Shane Byrd..... (256) 845-7501

Fort Payne High School Assistant Principal/Assistant Athletic Director

Patrick Barnes..... (256) 845-0535

Athletic Bookkeeper

Carol Hazell..... (256) 845-0535

Chain of Command

Assistant Coach - Head Coach - Athletic Director - Superintendent

## Frequently Called Numbers

Fort Payne High School	845-0535	Fort Payne Middle School	845-7501
Williams Avenue	845-0626	Wills Valley	845-3201
Transportation	845-9288	Central Office	845-0915
High School Gymnasium	845-0791	Fieldhouse	845-0578

## Sportsmanship

Sportsmanship is character displayed within the realm of sport. People of character live by the “Six Pillars of Character,” universal values that can be used to define a good person: *Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship*. Sportsmanship can be broken down according to each pillar:

**Trustworthiness:** Always pursue victory with honor – Demonstrate and demand scrupulous integrity – Observe and enforce the spirit and letter of rules – Don’t compromise education and character-development goals – Don’t engage in or tolerate dishonesty, cheating, or dishonorable conduct

**Respect:** Treat the traditions of the sport and other participants with respect – Don’t engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane, or belligerent “trash talking,” taunting, and unseemly celebrations – Win with grace and lose with dignity

**Responsibility:** Be a positive role model on and off the field and require the same of athletes – Further the mental, social, and moral development of athletes and teach life skills that enhance personal success and social responsibility – maintain competence including basic knowledge of: 1) character building; 2) first aid and safety; and 3) coaching principles, rules, and strategies

**Fairness:** Adhere to high standards of fair play – Treat players fairly according to their abilities – Never take unfair advantage – Be open-minded

**Caring:** Assure that the academic, emotional, physical, and moral well being of athletes is always placed above desires and pressures to win

**Citizenship:** Avoid gamesmanship and promote sportsmanship by honoring the rules and goals of the sport – Establish codes of conduct for the coaches, athletes, parents, and spectators – Safeguard the health of athletes and the integrity of the sport by prohibiting the use of alcohol and tobacco – Demand compliance with all laws and regulations, including those relating to gambling and the use of drugs

## Sportsmanship for Parents

Being the parent of a student-athlete can be a great experience. Parental support is very important to the athletes, the school, and the community. To ensure a rewarding experience, we offer the following suggestions on being a supportive athletic parent:

Attend games when possible. Your presence is very important to your child. Having first-hand knowledge of the event offers an opportunity for sharing with your student-athlete.

Be positive. Being on a school team is an accomplishment. Do not let playing time dictate the athletes' happiness". Celebrate the fact that the student was good enough to make the team. When things are not going well for your student or the team, be positive and supportive.

Be supportive of the coaching staff in the presence of your student-athlete. Nothing can damage teamwork faster than athletes doubting the capabilities of their coaches. If you have concerns, please contact the coach or the Athletic Director at the appropriate time.

Be part of a parent network. Socializing with other parents at games, after games, at team dinners, etc., fosters special relationships. Be positive with each other and remind one another about remaining positive at all times. If you hear a "rumor" that concerns you about an athletic issue, call the coach or Athletic Director to clarify what you heard.

**Never** should a parent approach or direct specific derogatory remarks to an official **before, during** or **after** any game. "Under state law, it is a crime to assault sporting event officials in the State of Alabama. Legislation passed in December 2001 makes it a specific crime to harass, menace or assault a sports official in the first, second and/or third degree if the crime is committed against a sports official that is performing official duties at a sports event. Under AHSAA rules, each case is judged on its own merits, but the usual penalty is a monetary fine plus probation, restrictive probation and or suspension for the school. The school may be prohibited from playing contests when the individual (or individuals) responsible for the assault is present." It is obvious the state has made a strong stand against this type unsportsmanlike behavior and at Fort Payne High School; we intend to uphold the same.

## **Student-Athletes and Academic Priorities**

Student-athletes attend Fort Payne High School primarily for a quality education. Nothing should interfere with this objective. Athletics are a part of education, requiring student-athletes to use discipline and demonstrate good work habits in organizing a study schedule which will help lead to academic success. A student's grades should not suffer because of athletics. However, academic difficulties can occur because of a student's inability to organize their workload adequately. Participation in athletics requires a great deal of personal commitment from the student-athlete. Each student-athlete is expected to organize and discipline him/herself so that academic and athletic endeavors do not conflict.

## **Student-Athlete Code of Conduct**

1. Team members are expected to be present at all practices, meetings and games. Doctor's appointments or other similar outside activities should be arranged to avoid conflicts with practices or games.
2. Coaches may determine student participation in athletic events based on practice attendance, skills, effort, team strategy, and understanding of rules.

3. Any serious breach of school policies, both on and/or off campus, could result in suspension of athletic participation and/or removal from the team.
4. Students suspended from school will not be allowed to participate in athletic events while they are on suspension. If a student has to attend in school suspension, the student will be required to complete the detention over any athletic activity.
5. Attendance in academic classes is mandatory on a game day. Students must be in attendance at school to be eligible to participate in athletics. A student cannot miss more than half the school day or they will be unable to participate in any athletic activity.
6. Team uniforms are the property of the school and should only be worn during athletic contests. Uniforms should be returned to the coach immediately after the season has been completed. Lost uniforms are the responsibility of the athlete. If an athlete loses or damages a uniform (other than the normal wear and tear), he or she is responsible for reimbursing the school full replacement cost for the uniform. If the athlete does not return the uniform in a timely manner, his/her report card will be held until the uniform is turned in.
7. Travel attire to away games for students is up to the head coach. Regardless of the specifications, Fort Payne student-athletes should always project a favorable image of the team and the school.
8. Students are expected to complete coursework in the allotted time frame. Make-up exams or incomplete academic work that interferes with practices or games are considered, and will be treated as, unexcused absences. Any student in poor academic standing will jeopardize his/her athletic status. A student-athlete must attend tutoring during fourth block if necessary. This applies to academic assignments and graduation exam requirements.
9. Student-athletes are expected to maintain high standards of behavior and sportsmanship. Use of profanity and displays of anger toward teammates, coaches, officials, opponents, and fans will not be tolerated. Any infringement could result in disciplinary action.
10. Hazing is intolerable in any form and will result in disciplinary action.  
(Student Code of Conduct Handbook)
11. Coaches are not allowed to give private lessons or extra help and receive compensation in any form to student athletes trying out for teams they will be choosing.

## **Conduct Eligibility**

### **Rule 1**

Student - Athletes shall not possess, use, transmit or be under the influence of tobacco, alcohol and/or other drugs such as marijuana, controlled drug substances (hallucinogens, stimulants, depressants, or any other narcotic or controlled drug) or possess, use or

transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician will not constitute a violation.)

**Consequences:**

A student violating the substance abuse rule, on the first offense, may be required to meet with the head coach and athletic director to evaluate the situation. Parents will be notified immediately and given the opportunity to attend the meeting with their child. The head coach must inform the athletic director of the situation and arrange a meeting to determine consequences of the violation. With approval of the athletic director, the head coach will set appropriate actions to be taken.

A student violating the substance abuse rule, on the **second offense**, will be placed on suspension from athletic competition for a minimum of two weeks or 25% of their scheduled playing dates for the season, whichever is greater. Circumstances may warrant a longer suspension or removal from the team. Any **succeeding offense** may result in permanent dismissal from athletics.

**Student Athletes are expected to leave situations immediately where drugs and/or alcohol are present. Failure to do so may imply guilt and violators will be dealt with accordingly.**

**Rule 2**

Violation of school rules, disruptive behavior, showing disrespect toward school staff, unsportsmanlike conduct, sexting and/or committing any act that reflects negatively on Fort Payne High School will not be tolerated and such action(s) may lead to eligibility restrictions, probations or suspension.

**Rule 3**

A student who is uncooperative, i.e. sleeps in class, disrupts, refuses to complete work, etc., will be considered a discipline problem which could result in suspension from athletic competition.

## **Conduct Notes**

Conduct rules apply to all student athletes grades 7 -12. Consequences for off campus violations of the Code of Conduct will not be based on hearsay or rumor. When there is reasonable suspicion (a belief or opinion based on the facts or circumstances) or when there is an admission of guilt by the athlete to a violation of the Athletic Code of Conduct in the Athletic Handbook rules will be enforced. Penalties for violations take effect immediately upon determination of any violation and will include games in succession; season schedule, tournaments and state series, in order of competition. If the violation occurs in the last part of a sport and the violator cannot fulfill the terms of his/her consequences in that sport, the suspension does carry over until the suspension is fulfilled.

**If school rules are broken, the student athlete will be subject to the normal punishment for misbehavior as well as subject to penalties under the Athletic Handbook. In no case will athletic rules circumvent or take the place of school rules.**

## **Athletic Code of Conduct**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. Fort Payne High School and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound athletic program.

Any conduct that results in dishonor to the athlete, the team, or the school is considered to be unacceptable. Acts of unacceptable conduct tarnish the reputation of everyone associated with the athletic program and with Fort Payne High School. Such acts will NOT be tolerated.

## **Alabama High School Athletic Association**

The Alabama High School Athletic Association, AHSAA, is a self-supporting organization made up of both public and private school throughout the state of Alabama. The purpose of the AHSAA is to promote pure amateur athletic competition in the high schools of Alabama.

### **Basic Eligibility Rules**

**Enrollment Rule** - A student must be enrolled within the first 20 days of a semester as a regular student in the school system where the student will participate. The 20-day requirement may be waived under extenuating circumstances. Note: A regular student is one who is enrolled at the school and is taking six new subjects of work.

**Age Rule** - A high school student who has reached his/her 19th birthday before Aug. 1 is ineligible. Any junior high (ninth grade) student who has reached his/her 16th birthday before Aug. 1 is ineligible. Any middle school student who has reached his/her 15th birthday before Aug. 1 is ineligible.

**Eight Semester Rule** - A high school student may be eligible only eight consecutive semesters in attendance after entering the ninth grade. School attendance of 15 days or more of any semester is counted as a semester. A student can be eligible only four fall semesters and four spring semesters after entering the ninth grade. The last two semesters, the seventh and eighth of a four-year high school and fifth and sixth of a three-year high school, must be consecutive. A junior high student may be eligible only three seasons in any one sport. A middle school student may be eligible only two seasons in any one sport.

**Participation Rule** - No student may participate in any one sport for more than six years (seasons) after entering the seventh grade or for more than three seasons after entering the 10th grade. A student who officially participates in one contest of a sport is credited with one year of participation in that sport.

**Outside Participation Rule** - A student who is a member of any school athletic team (grades 7-12) may not participate (includes practice) on a non-school team in the same sport during the school season of that sport. Also, a member of any school athletic team may not participate in an outside sport activity in the same sport during the school season

of that sport. Private individual instruction is not considered an outside sports activity. A team's season begins the day of that team's first contest and ends when that team's season has been completed.

A student who violates this rule becomes ineligible to compete on that school team or in that school sports activity for the remainder of that school season. Any student who participates on an outside team after the school sport season begins is ineligible to join that school team for the remainder of the season. **Fifty Percent Rule-** Participation (includes practice) during the school year by students from any high school team (varsity and junior varsity/B-team) on a non-school team during the off-season is limited to 50 percent of the number of players required to play the game of that sport (i.e., three in basketball, six in soccer, five in baseball, etc.) A freshman team is considered a junior high team. The rule does not apply to seniors who have completed their high school eligibility in that sport nor to middle and junior high school students that will not play on any high school team the following season.

**Independent Rule** - A student who is a member of any school swimming, track, cross country or wrestling team may participate as an independent in two outside activities on non-school days during the season of that sport. The schedule of the school team, including the championship play, takes precedent over any outside participation by an individual. (Members of tennis and golf teams are exempt from this rule.)

A member of a school soccer team may participate in one Olympic Development Program evaluation period per month as long as there is no loss of school time. The evaluation must be under the guidance of ODP.

**Amateur Rule** - Only amateurs are eligible. An amateur is one who does not use his/her knowledge or athletics or athletic skill for gain. A student may not receive an award of any kind having a monetary value of more than 50 dollars-other than medals, trophies, plaques or championship rings.

**Academic Rule** - Students entering the 10th, 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core courses must be included in those units passed and averaged. English, mathematics, science and social studies are core curriculum courses.

Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible.

Students may regain eligibility at the end of the first semester by meeting the same requirements listed above during their last two semesters in attendance and summer school, if applicable. All first semester work used in regaining eligibility must be completed by the fifth day of the second semester.



**Transfer Rule** - A student is eligible in the school zone in which his/her parents reside (public, private or parochial schools). Any student who completes one year's attendance at a school outside his/her home school zone and fulfills all other requirements becomes eligible in that school. (This does not apply to foreign exchange students.)

**The approved school zone for Fort Payne High School lies within the City Limits of Fort Payne. To be eligible immediately, a student transferring to Fort Payne High School must live within the city limits of Fort Payne or else they will be ineligible to participate in contests for 1 year from the date of enrollment.**

A student whose parents make a *bona fide* move completely out of one school zone into another school zone may transfer all his/her rights and privileges to the member school that serves the area where the parents reside. The following factors are basic guidelines for determining a bona fide move: a. The household furniture of the family must be moved into an unoccupied house or apartment. b. All principal members of the family must reside in the new place of residence c. The original residence should be closed, rented or disposed of and not used by the family. D. Nine months at the new residence will be required to make a move bona fide. **Note:** If a family moves into a new school zone and remains there for less than nine months, the move will not be considered bona fide and the family's child who is enrolled in the new school zone becomes ineligible there the day the family leaves the new school zone. The student remains ineligible for a full calendar year from the date the family moved out of the new zone. However, if the student did not participate in athletics, the period of ineligibility will be 12 months from the date of the student's enrollment. Custody or legal guardianship set up with anyone will not establish immediate athletic eligibility.

**Divorce:** The eligibility of a student whose parents are divorced is determined by the following:

- (a) If there has been a divorce or a legal separation in a family and sole or physical custody has been awarded by the court granting the divorce to one of the parents, the athletic eligibility of the student will be established at the school that serves the area where that parent resides. **Note:** If joint custody has been awarded and a transfer is involved, the student must attend the new school for one year before becoming eligible.
- (b) If it becomes necessary at a later date for the student to reside with the other parent, the move will be accepted as a bona fide move if the court that granted the divorce changes the custody to this parent. This type of move will be accepted for immediate athletic eligibility purposes only one time. Therefore, if a student subsequently decides to return and reside with the first parent in a different school zone, the student will be ineligible for a period of one year.

**Home Rule** - A student attending a member school outside his/her school zone may return to his/her home school (where the parents reside) and be eligible at the beginning of any school year if all other requirements are met.

**Overlapping School Zones** - A student whose parents reside in an area served by more than one school lives in the zone of each school, thus in overlapping school zones. A student who changes schools within these overlapping school zones is ineligible for one year at the new school.

**Practice** – Outside the sports season during the school year (includes the school day), no coach or non-faculty coach from a school’s staff in any sport may hold organized practice or competition in that sport for students from his/her school or feeder school(s). The only exceptions are the allowable fall evaluation periods for spring sports and the spring practice periods for football, basketball and volleyball.

A **Fall Evaluation Period** for each spring sport is permitted for a maximum five days in a consecutive 10-school day calendar period anytime during the first semester with all students allowed to participate.

During the school year, exclusive of allowable dates, a school’s gymnasium and other facilities may not be open after school for practice and no balls or equipment of any sport may be used to develop skills.

**Use of School Facilities:** During the school year, exclusive of allowable dates, a school’s gymnasium and other facilities may not be open after school for practice and no balls or equipment of any sport may be used to develop skills. Weight training and conditioning programs are exempt from these restrictions.

### **ATTENDANCE ELIGIBILITY**

Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after-school activity he/she must be present in school on the day of the activity.

**A student is considered absent if he or she misses more than half the school day. A student missing more than half the school day on the day of a school-sponsored extracurricular activity will not be eligible to practice or participate in that activity. If a team is leaving school early for an event, student athletes must be in class prior to the teams’ dismissal. Any exceptions must have the approval of the principal.**

### **EXTRACURRICULAR PARTICIPATION AFTER ABSENCES**

Students who participate in official school sponsored activities shall be marked present and allowed to make-up missed work according to the excused absence policy.

Students who are absent from school for an unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholars’ bowl, etc.).

Seniors shall be allowed school participation absences to visit a college or university, with prior principal approval. These students will be required to provide validation of their visit. (Visitor forms are available in the counselor’s office)

### **Multi-Sport Participation**

For Fort Payne High School to have a successful athletic program, it is of utmost importance that our student-athletes participate in as many sports as possible. Therefore, when possible, athletes will be allowed to participate in more than one sport during a

season. For this to happen, a spirit of cooperation and shared goals must exist among members of the coaching staff and athletes. Knowing that this can be a very sensitive area, the following guidelines will be in place:

1. Student-athletes that wish to participate in more than one sport during an athletic season may do so. However, he or she must designate their primary and secondary sport. This rule only applies if both sports are in season and the primary sport coach is in agreement.

2. The athletic director will resolve any and all conflicts regarding the sports that the student-athlete participates in.

3. Student athletes may not participate in activities involved in overlapping sports until the in-season sport is completed.

4. Coaches are encouraged to communicate with the student-athlete and coaches involved in overlapping seasons to provide the best opportunity for the student to participate in both.

Having this opportunity can greatly enhance our athletic program, as well as the high school athletic experience for our student-athletes. Coaches should always use good judgment and have a shared vision for athletic department success. At all times the interest of the student-athlete should be at the forefront with regards to conflicts over sharing athletes.

\*\*\*The Spring Season is the most common time for multi-sport participation. There are some areas that are already a known NO for playing two sports at the same time. They are volleyball-cheerleading (at all levels), volleyball-cross country, and HS basketball-cheerleading or wrestling.

## **Dismissal**

Athletes will be placed on athletic suspension until the season ending date of the sport the student was dismissed from. An appeal may be heard by the athletic director if circumstances warrant consideration. Any athlete on school suspension is prohibited from practicing, playing, or traveling with any team. The athlete may not be on the sidelines, in the locker room, or dugout during his or her suspension.

## **Athletes Participating in Outside Sports**

A student who is a member of any school athletic team (grades 7–12) may not participate (includes practice) on a non-school team in the same sport during the season of that sport. The school athletic program will take priority and is not expected to work around conflicts involving outside sports teams. The head coach of the school team may work with a student athlete: however, conflicts may result in the athlete making a choice of which team to participate.

## **Team Travel Guidelines**

1. Fort Payne High School athletic rules require that student-athletes travel to and from athletic contests with their team when transportation is provided or arranged by the school.

2. All members of an athletic team are expected to travel to out of town games on school provided transportation (when applicable). This includes games to other area high schools on days when school is in session, regardless of time of departure.
3. A student-athlete will not be permitted to drive his/her own vehicle or to transport other students to and from his/her athletic contests when school transportation has been provided or arranged.
4. Parents may be asked by the coach to help transport student athletes to away athletic events or practices when school transportation is not provided. Students are not allowed to ride with or transport other student athletes.
- 5. Please refer to the transportation policy.**

## **AHSAA Sportsmanship Conduct Rule**

Penalties for coaches and players ejected from one or more contests are as follows:

**First Ejection:** Minimum penalty of a \$300 fine

**Second Ejection:** Minimum penalty of a one game suspension and a \$500 fine

**Third Ejection:** Minimum penalty of a suspension for the remainder of the season plus a \$750 fine.

On first offense, if the student athlete completes within 10 days of the ejection a designated Sportsmanship Course Online, the fine will be reduced to \$100.

**If a student-athlete receives a fine due to an ejection, his/her family will be financially responsible for paying the fine to the AHSAA. All Coaches will also be responsible for the fines set forth by the AHSAA for misconduct and displays of poor sportsmanship.**

## **Parent Pickup**

A coach or designated adult will remain with athletes until all are picked up after practices and games. Please respect the time of our coaches by picking up your student-athlete immediately following practices and/or games. If you are not able to transport your student-athlete home, please make other arrangements prior to the event.

## **The Parent/Coach Relationship**

Parents should discuss any concerns they may have about their student-athletes emotional or physical status. Parents should also request from the coach any information about ways the athlete might improve his or her performance.

Coaches are professionals. They make decisions based on what they believe is best for the team and all student-athletes involved. Sometimes it is difficult to accept that a student is not playing as much as he or she or the parent desires. However, the judgment and authority of the coach to make decisions regarding playing time must be respected.

It is also not appropriate for a parent to question or challenge a coach's decisions regarding play calling or strategy. It is never appropriate for a parent to discuss with a coach the status of another student-athlete.

There are situations that require a conference between the coach and the parent. These meetings are encouraged. If a parent has a concern and would like to discuss it, he or she would call to schedule an appointment with the coach. If the coach cannot be reached, please feel free to call the athletic director to arrange a meeting for you.

If a parent has an unresolved concern and would like to discuss it further, he or she should call to schedule an appointment with the athletic director.

When a student athlete begins a sport, we ask that they fulfill their obligation to themselves and their teammates by finishing the season. Before a parent decides to remove their child from a team during the season for any length of time due to grades, discipline or any other reason, please schedule a conference with the coach and athletic director in advance to go over the impact that will be created. Many situations may be avoided if effective communication has taken place prior to removing a child from the team.

### **Athletic Lines of Communication**

As students become involved in athletics, they will experience some of the most rewarding moments of their lives. It is important to understand at times students may experience disappointment and frustrations. At these times, student initiated discussions with the coach are recommended and encouraged. Parent involvement should be secondary but if it is necessary, the following steps should be taken:

1. The first step is talking to the coach directly about the concern. Make an appointment with the coach. Never approach the coach immediately after a game unless the coach requests this.
2. If the coach cannot be reached, call the athletic director to set up a meeting with the appropriate coach.
3. If the meeting with the coach does not result in resolution of the problem, call and set up an appointment with the Athletic Director.

Discussing issues with other parents, teachers, board members or administration is inappropriate and will not result in positive resolution of the situation.

### **Insurance**

Student athletes are required to be covered under medical insurance provided by the family. All-Kids or the National Security Group insurance is available to provide a basic Student Accident Insurance Policy for all students which may or may not cover all medical expenses outside of your normal insurance. These forms may be picked up in the school office or from the coach of a sport. Fort Payne High School is not responsible for the payment of any medical expenses related to any claims whether or not the incident was related to participation in athletic events or practice.

The CATASTROPHIC INSURANCE obtained from the AHSAA should in no way be interpreted as replacing regular insurance and accident coverage which a student must have. Catastrophic insurance only becomes effective after \$10,000 in medical expenses have been incurred within one year.

## Admission and Fees

All Varsity Sports \$6.00

Middle School \$3.00

Children 5 and under no charge

**Exception:** Season Passes are not accepted at playoff games / tournaments sponsored by the AHSAA nor spring football jamborees if applicable.

### Eligibility Requirements

**Before a student's name is sent for eligibility approval, the following items must be completed:**

1. **Birth Certificate** – Every student athlete must have on file a valid birth certificate in order to participate in interscholastic athletics. A passport is accepted for students from another country.

2. **Physical** - In order for a student to be eligible for interscholastic athletics, he or she must have a current AHSAA Physical Form on file at the school. A physical is considered valid for 1 calendar year from the date the physical is taken.

3. **Sportsmanship Requirement** – In order for a student to be eligible for interscholastic athletics, he or she must complete the “STAR Sportsmanship Course”. High school students take appropriate grade level 10-12 version, all Middle School Athletes should take the Enhanced Middle School version of the sportsmanship program.

4. **Concussion Form** – Every student athlete must complete this form and it must be on file in the principal's office.

5. **AHSAA Release Form**- Every student athlete must complete this form and it must be on file in the principal's office.

6. **Emergency Information Card**- Every student athlete must complete this card. The head coach will issue the card and athletes must complete and return with parents signature before participation.

### Directions for Sportsmanship Requirement

Go to [www.ahsaa.com](http://www.ahsaa.com)

Look down the page and find section SPORTSMANSHIP

Click on Star Sportsmanship - This will take you to the sign in page.

Click on “Student Sign In” Fort Payne High School is: **star01178**

click OK

Next window pops up confirming Fort Payne High School

click OK

Next box will ask you to select your grade. High school students click on appropriate grade (9-12), Middle school students (7-8) scroll down to the last one listed „Advanced Middle School” and click on it.

**Middle School Students - Do Not Click Your Actual Grade -Click on Advanced Middle School at the bottom**

The next box will ask you to register if your name is not already listed...click register then put your First and Last name in.

click OK - The Star Program immediately pops up - click start

Make Sure you print the completion certificate at the end and give a copy to your coach. For additional rules regarding eligibility and participation please contact the Athletic Director's office or visit the AHSAA website at [www.ahsaa.com](http://www.ahsaa.com).

## NCAA Information

If you have a student-athlete with aspirations of playing sports at the collegiate level, you should begin your academic planning and preparation prior to registration of your freshman year. Information about NCAA initial-eligibility requirements for those students who hope to compete at the collegiate level may be found on-line at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or just google NCAA Clearinghouse. Initial-eligibility requirements have changed dramatically over the past few years and continue to do so. Please have your son/daughter maintain constant contact with school counselors about credits, core-courses for NCAA, grade point average, class rank, etc., on a regular basis (at least once a year). The NCAA recommends that student athletes register with the clearinghouse **at the beginning of their junior year in high school**. Students can register online at the NCAA Clearinghouse website. Do not wait until it is time to graduate to register!

\*Please encourage your student athlete to pass each course in their assigned class during the year as the NCAA is questioning the approval of “non-traditional courses” such as software-based credit recovery, virtual, online, independent study, and correspondence courses. Also, always encourage your student to do their very best in each course taken in high school as each quality point is vitally important.

### BEFORE THE FIRST PRACTICE:

The following things are required by the student-athlete **before the first practice** with any team:

1. Meet academic eligibility requirements.
2. Take and pass physical examination (administered by a MD or DO) complete with parent and student athlete signatures.
3. Provide emergency contact and medical information, as well as insurance information.
4. Attend parent/athlete team meeting; parent and athlete sign consent form which is an “Acknowledgement of the Athletic Handbook Document”.
5. Have a signed/completed Concussion Information Form on file. (State Law-June, 2011)

### Accidents/Injuries

All accidents or injuries, at home or away, or at practice are to be reported to the trainer and/or coach immediately.

### Athletic Seasons

Fall Sports:	Cross Country, Football, Volleyball, Cheer
Winter Sports:	Basketball, Indoor Track, Wrestling
Spring Sports:	Baseball, Golf, Outdoor Track, Soccer, Softball, Tennis

# ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

## Concussion Information Form

*(Required by AHSAA Annually)*

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- Loss of consciousness
- Seizure or convulsion
- Amnesia
- Headache
- "Pressure in head"
- Neck Pain
- Nausea or vomiting
- Dizziness
- Blurred vision
- Balance problems
- Sensitivity to light
- Sensitivity to noise
- Feeling slowed down
- Feeling like "in a fog"
- "Don't feel right"
- Difficulty concentrating
- Difficulty remembering
- Fatigue or low energy
- Confusion
- Drowsiness
- More emotional
- Irritability
- Sadness
- Nervous or anxious

### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

**(Continued on Page 2)**

*AHSAA Form adapted in 2011 and revised in 2012.*



**AHSAA Concussion Information Form (Page 2)**

**What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to a student-athlete's safety.

**AHSAA Concussion Policy:** Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from the contest and shall not return that day. Following the day the concussive symptoms occur, the student-athlete may return to practice or play only after a medical release has been issued by a medical doctor.

Any health care professional or AHSAA certified coach may identify concussive signs, symptoms or behaviors of a student athlete during any type of athletic activity. Once concussive signs are identified, only a medical doctor can clear an athlete to return to play. Any school in violation of the AHSAA policy application of the National Federation rule will be subject to sanctions.

**If you think your child has suffered a concussion:**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity on the same day he/she sustained an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. The athlete may return the following day or anytime thereafter with written clearance from a medical doctor. Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out. This form is required by Alabama Law established in June 2011. The form was revised in April 2012, coinciding with the current AHSAA Concussion Policy.

**I have reviewed this information on concussions and am aware that a release by a medical doctor is required before a student may return to play under this policy.**

_____	_____	_____
Student Athlete Name Printed	Student Athlete Signature	Date
_____	_____	_____
Parent Name Printed	Parent Signature	Date

*AHSAA Form adapted in 2011 and revised in 2012.*

**FILE: JFCA**

## **Fort Payne City Board of Education Anti-Harassment policy**

### **Section 1, Harassment, Violence, and Threats of Violence Prohibited**

No students shall engage in or be subjected to harassment, violence, threats of violence, or Intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subjects to disciplinary sanctions.

### **Section 2. Definitions**

- (a) The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristics fails into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another students or damage to the property of another student.
- (c) The term “threat of violence” as used in this policy an expression of intention to inflict injury or damage that is made by a student ad directed to another student.
- (d) The term “intimidation” as used in this policy means a threat or other action that is Intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating on or taking advantage of any school program, benefit, activity or opportunity for which the students is or would be eligible.
- (e) The term “student” as used in the policy means a student who is enrolled in the Fort Payne City School System.

### **Section 3. Description of Behavior Expected of Students**

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonable perceived as being motivated by any personal characteristic of the student that is identified in this policy.

- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race;
  - The student's sex;
  - The student's religion;
  - The student's national origin; or
  - The student's disability.

#### **Section 4. Consequences for Violations**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student conduct or any rule or standard adopted under authority of this policy.

#### **Section 5. Reporting, Investigation, and Complaint Resolution Procedures**

- (a) Complaints alleging violation of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal's designee will, at their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts, and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonable calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- (c)
- (d) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student conduct.
- (e) The complaint for developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is report, the principal or the principal's designee will inform the student's parent or guardian of the report.

#### **Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Fort Payne City Board of Education's Web site.

**Fort Payne City School System  
Report of Harassment Form**

A complaint of a student alleging the violation of harassment must be signed by the student and/or the student's parent or guardian and delivered to the principal or the principal's designee either by mail or personal delivery. See Policy JCF. If a threat of suicide is reported, the principal or designee will inform parent or guardian.

Date : \_\_\_\_\_

Student's Name : \_\_\_\_\_

School: \_\_\_\_\_

Description of Harassing

Incident(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use back page if more space needed:

Student(s) Involved

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's or Parent's/Guardian's Signature,

\_\_\_\_\_

\_\_\_\_\_

Students

Parent

Principal's/Designee's Documentation on back or attached;

**Fort Payne City Schools**  
**Extracurricular Activity/ Student Parking Privilege Substance Abuse Policy**  
**Timeline for Implementation**

The Fort Payne City Board of Education in conjunction with the Partnership for a Drug-Free DeKalb will begin voluntary drug screening on April 3, 2006 and will continue with this voluntary screening through the end of the 2005-2006 school year. This voluntary screening will be referred to as *phase I* of the implementation of **the Extracurricular Activity/ Student Parking Privilege Substance Abuse Policy**. All students who choose to volunteer *and are randomly selected* will be provided a full and comprehensive screening and the results of the screening will be treated in the same manner as any other screening with may occur in the future. It is important to note that should a student test positive for a prohibited substance in this voluntary screening, the penalties and sanctions described in the Fort Payne City School's **Extracurricular Activity/Student Parking Privilege Substance Abuse Policy** shall be in full force and effect at that time. No student will be afforded preferential treatment or less severe penalties due to the fact that this was a voluntary submission. *Phase II* ( full implementation) of the program will officially begin on June 5, 2006. At this time all students who are involved in any extracurricular activity or who choose to park on any of the campuses of the Fort Payne City School System will be required to submit a form indicating their willingness to be included in the random selection pool. Once the form has been submitted, the student will be eligible to be chosen for drug screening at any time.

**Adopted by the Fort Payne City Board of Education on March 27,2006.**

## FORT PAYNE CITY BOARD OF EDUCATION

### Extracurricular Activity / Student Parking Privilege

#### Substance Abuse Policy

The Fort Payne City Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance – enhancing drug use and abuse, thereby setting an example for all other students of the Fort Payne City School System, proposes to adopt the following policy for drug testing extracurricular activity students and students choosing to operate a motor vehicle on school property and parking said vehicle on school property. (***This policy is being developed in conjunction with The Partnership for a Drug Free Dekalb, and initial funding is being provided by a grant received from the Partnership.***)

Participation in school- sponsored interscholastic extracurricular activities and/or operation of a motor vehicle on the grounds of the Fort Payne City Board of Education are privileges. Students who participate in extra- curricular activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra- curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Also, students who choose to operate a motor vehicle on school property have an additional safety responsibility to remain drug free.

#### I. OVERVIEW

The fort Payne City Board of Education (the Board) recognizes its students as present and future assets to the educational process. Students who participate in extracurricular activities serve as role models for other students and are keys to the goal of providing the best possible education for all students. To achieve that goal and to maximize the skills and talents of all students, it is important that every student, as well as employees of the school system, understand the dangers of drug use.

Substance abuse is a serious threat to the school system, its students, visitors, and its employees use of drugs by students significantly affects the health and safety of the using student, the student's classmates , and the school community, as well a undermining the educational process practical experience and research indicate that appropriate precautions are necessary to safeguard students and participants in the school community from the dangers of illegal drug use and misuse. The Board has decided that a drug- testing program is one such appropriate precaution.

## **Fort Payne City**

**Adopted by the Fort Payne City Board of Education on March 27, 2006**

Two groups of students have been selected for inclusion in this testing program- those who **choose** to participate in competitive extra- curricular activities and those who **choose** to obtain a parking permit for the purpose of parking their vehicle on school property. Students who participate in competitive extracurricular activities serve as role models for other students and are expected to adhere to high standards of leadership and conduct. Extracurricular programs all involve some degree of interdependence among members and students participating in those programs. Participating students represent not only themselves, but their teammates, the school and their community. Significant time, effort and funds are expended by students, sponsors, parents and volunteers to make the programs successful, and the expectation is that all participating students be at their best while participating. Moreover, many extracurricular activities involve physical contact, athletic performance and participating. Moreover, many extracurricular activities involve physical contact, athletic performance and demanding decision-making that are essential to success in the activity and safety of the participants. The dangers posed by drug use can be immediate and tragic in those activities or can be more subtle but nonetheless detrimental.

Likewise, students who drive automobiles or other motorized vehicles on campus have safety responsibilities beyond those of the average student. Students who wish to take advantage of driving a vehicle on school property and parking a vehicle on school property should be allowed to do so in a safe, drug free environment. The dangers posed by drivers who are not attentive, not alert, not cautious and not focused are well established. These dangers are even more prevalent among those who have just began driving, who lack experience and who are expected to exercise care, caution, and concern among numerous other drivers who are similarly inexperienced. The impact of drug use ( or the secondary effects of that use) by driving students may have immediate, tragic and devastating consequences, not only for the student involved in drug use but also for other members of the school community.

It is the belief of the Board and the Fort Payne Community that the benefits derived from a drug-testing program that requires testing of students involved in extracurricular activities and students with parking privileges outweigh the potential inconvenience to students. The Board earnestly solicits the understanding and cooperation of all students report to school, practices, and competitive events without prohibited substance in their system. The Student Code of Conduct provides prohibitions against drug use, distribution, dispensation, and prescribes consequences for violating those prohibitions. The Board has elected to implement this testing program as an additional and complementary measure to prevent and deter drug use.

In order to enforce these rules, the Board reserves the right to require all students who desire to participate in extracurricular activities or who wish to park on Board property at any time while under the supervision or care of the school system to submit to drug testing to determine the presence of prohibited substances.

## **Fort Payne City**

**Adopted by the Fort Payne City Board of Education on March 27, 2006**

Students applying to participate in extracurricular activities or to obtain parking privileges may be tested for drugs as a conditions to participation in the activity of their choice or to issuance of a parking permit. Students may also be required to undergo screening in conjunction with any scheduled physical examinations, on a random basis, without advance notice, and as a part of follow- up testing in the event of a violation of the program. Violations of these rules (including testing positive and/or refusal to undergo screening) have consequences, including suspension from competitive extracurricular activities or parking privileges, in accordance with the provisions set forth herein. No student testing positive, refusing to test, refusing to cooperate with testing, or being in violation of this program will be penalized academically. The Board reserves the right to depart from these policies and procedures where it deems appropriate. This policy addresses drug testing only, and the guidelines herein apply when a drug test shows the presence of drugs. Additionally, whenever this occurs, the consequences prescribed by this program shall be imposed. However, when Board rules in the Student Code of Conduct regarding rules are broken, disciplinary action will be imposed, and the authority of the Board shall not be limited by anything in this program.

### **II. OBJECTIVES**

- A. To create and maintain a safe , drug- free environment for all students on campus, particularly for those participating in competitive extracurricular activities and for those who drive and park on campus.
- B. To encourage any student with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
- C. To reduce the likelihood of incidents of accidental personal injury to students and/or damage to property.
- D. To minimize the likelihood that school property will be used for illicit drug activities.
- E. To protect the reputation of the school system and its students.
- F. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse the use of prohibited substances.
- G. To prevent and deter drug use by students who participate in extracurricular activities and for those who park on campus.



### III. DEFINITIONS

- A. **Extracurricular Activities**:-Any middle or high school sanctioned or Sponsored extracurricular activity involving competition, comparison, or judging of the Individuals (s) or groups with other individuals (s) or groups, Extracurricular Activities include, but are not limited to, athletics events, cheerleading, band academic Competitions (team or individual), choir , or career technical competitions.
- B. **Parking Privileges**- The Privilege of a student to drive a vehicle on school property and/ or Park in any parking space on school property or otherwise park on the property owned or under the control of the Fort Payne City Board of Education.
- C. **Prohibited Substance**- Alcohol, amphetamines, anabolic steroids, benzodiazepines, methadone, opiates, phencyclidine,. Propoxyphene, barbiturates, cocaine, cannabinoids, marijuana. Hallucinogenic drugs, and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/ or the State of Alabama classify as illegal or controlled. Prohibited substances also include prescribed medications taken by a student, unless such medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician.
- D. **Authorized, Trained School Employee** – A principal, teacher, supervisor, counselor or other School official or designee who has been trained for at least one hour on alcohol misuse and an Additional one hour on controlled substance misuse. The training will cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and other prohibited substances. Documentation of training attendance must be maintained by the Drug Program Coordinator.
- E. **Drug Testing Agent** – The licensed and qualified independent agency or medical office Selected by the Board to carry out the screening of students.
- F. **Drug Program Coordinator** – An employee of the Fort Payne City Board of Education appointed by the Board and being responsible for the overall implementation of this program.
- G. **Medical Review Officer(MRO)** – A licensed physician employed by the Drug Testing Agency responsible for interpreting and evaluating the data generated from screenings.

#### IV. GENERAL PROVISIONS

Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs, or alcohol can impair judgment and reflexes, which can create unsafe conditions for students. The use of controlled substances can have serious results for students engaged in competitive extracurricular activities and for those operating motor vehicles on campus. Students who use drugs are a threat to co-participants, other students, and themselves and may make injurious errors. For these reasons, the Fort Payne City Board of Education has included in its Student Code of Conduct provisions designed to prevent the use and prescribe consequences for those who do. In addition, those provisions are designed to ensure that all school or school-related events and students are completely free from the effects and/or the presence of other prohibited substances. The use of drugs while participating in any such activities, or while driving an automobile, is extremely dangerous and detrimental to those involved. The effects of drug use "off campus" or while participating in activities not directly related to school has secondary consequences that are similarly detrimental and harmful to students themselves and the school community. Accordingly, drug testing will reduce the dangers that may be posed by such "off campus" use, will make it more difficult for students to conceal such use (whether the use is related in time to school activities or not), and will deter any and all use by Students.

- A. **Drug Use/Distribution/Impairment/Possession** – All students participating in extracurricular activities and students who have been granted parking privileges are prohibited from using, possessing, distributing, manufacturing, or having prohibited substances; abusing prescription drugs or any other mind-altering or intoxicating substances; or having any prohibited substance while practicing, participating in competitive events, driving a vehicle on campus, or otherwise while under the care of the school system.
  
- B. **Alcohol Use/Possession/Impairment** – All students participating in extracurricular activities and students who have been granted parking privileges are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol while at practice, participating in an extracurricular event, while driving a vehicle on campus, or while under the care of the school system.
  
- C. **Prescription Drugs** – The proper use of medication prescribed by a physician is not prohibited; however, the Board prohibits the misuse of prescribed (or over-the-counter) medications and requires all students participating in extracurricular activities and students granted parking privileges using medications at the direction of a physician to notify their coach, sponsor, and/or school administrator when taking these medications, and said drugs must be intended specifically for the student.

## V. SUBSTANCE SCREENING

The Board will require students participating in any competitive extracurricular program or activity, and those wishing to obtain parking privileges, to submit to drug testing as a condition of that participation. The following three (3) types of testing may be required under this program

- A. **Pre-participation Screening** – Drug testing may be required for students before being allowed to participate in extracurricular activities and before being granted parking privileges. Such testing may be included with a physical examination required under other applicable rules and regulations. Before participation in competitive extracurricular programs or activities is permitted, students and parents will be required to sign the Extracurricular Activity/Student Parking Privilege consent and Release Form which authorizes drug testing under this Program. Similarly, before parking privileges are extended to any student, the student and his/her parent or guardian will be required to sign the Extracurricular activity/Student Parking Privilege Consent and Release Form, which authorizes drug testing. A student will not be allowed to participate in any competitive extracurricular program or activity or exercise Parking Privileges if the student refuses to submit to the testing of if the student or parent fails to execute the applicable consent and release form.
  
- B. **Random Screening** – All students participating in extracurricular programs or activities or being granted parking privileges will be subject to random unannounced drug tests. The Drug Program Coordinator will provide a master list of all students subject to random testing (both those in the extracurricular activity programs and those who have been granted parking privileges) to the drug testing Agency. The Drug Testing Agency will produce, from the master list, random sample lists of students and present the random sample list to the Drug Program coordinator. Students whose names appear on the random sample list will be notified and required to report to the designated collection sites for testing immediately. Each time a random test is conducted, the foregoing procedure will be used, and all students will have an equal chance of being chosen for a random test each time a test is given. The fact that a student was selected for one random test does not eliminate that student from the master list used in the following random test selection process.
  
- A. **Follow-Up Screening**- All Students who have been suspended from participation in extracurricular activities or whose parking privileges have been suspended for violations of this program will be subject to follow-up testing for a period of not less than 12 months and not more than 60months following their reinstatement to competitive extracurricular activities. The specific length of time a student will be subject to the follow-up testing and the frequency of the follow –up testing will be determined by the Drug Program Coordinator after consultation with the MRO.

## VI, SCREENING PROCEDURES

- A. **General Guidelines-** The Board and the Drug Screening Agency shall utilize, when practical well-established screening procedures and methods which may include those set forth by the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R parts 40.1 through 40.39, the Omnibus Transportation Employee Testing Act provided in 49 C.F.R parts 382, 291,392 and 395, the Alabama Code and implementing regulations.

**1. *Scope of Substances to be detected by Screening***

Students may be screened for any prohibited substance. The specific substances screened shall be determined by the Drug Program Coordinator and may be expanded at the discretion of the Coordinator.

**2. *Methods of Screening***

The Board reserves the right to utilize blood hair breath saliva or urinalysis testing procedures or a combination thereof. All urine specimens that test positive for prohibited substances will be confirmed by gas chromatography/mass spectroscopy (GC/MS) or other appropriate confirmation process.

**B. Collection Sites** – The Drug Program Coordinator will designate collection sites for student screening. Screening shall be conducted on-site at the student’s home school, when feasible.

**C. Collection Procedure** – The Board, the Drug Testing Agency, and its laboratory will develop and maintain a documented procedure for collecting, shipping and accessing urine and other specimens. A tamper-proof sealing system, identifying numbers, labels and sealed shipping containers will also be used for specimen transportation. The Board, the Drug Testing Agency, and its laboratory will utilize a standard custody and control form for all student screenings.

The school will provide instructions and training emphasizing the responsibility of the supervisory personnel to protect the integrity of the specimen and adhere to appropriate collection procedure. In addition, to protect the reasonable privacy interests of those being screened, all screening involving a urinalysis will be monitored by a school official of the same gender as the student being screened and shall allow each student providing a urine sample a private location in which to provide the sample that is not in plain view of the employee or other students. The designated school official may, however, monitor the provision of the sample if he/she reasonably believes there have been attempts to alter any sample.

**D. Evaluations and Return of Results** – The Drug Testing Agency will transmit, in writing, the results of the test to the Medical Review Officer. The Medical Review Officer will be responsible for reviewing test results of the students who have tested positive for prohibited substances. Upon confirmation of a positive test, the Medical Review Officer shall notify the student and the student’s parent or legal guardian and give them an opportunity to discuss the results. Any unreasonable delay by the student and/or the student’s parent/legal guardian could be viewed as a waiver of this meeting.

If, after examination of the results and conferring with the student and the student’s parents and/or legal guardian, the Medical Review Officer is of the opinion that the student has violated the Extracurricular Activity/Student Parking Privilege Substance Abuse Policy, the Medical Review Officer will promptly report to the principal the name of the student and the result of the test. The principal will then schedule a conference with the student and the student’s parent or legal guardian to discuss the Medical Review Officer’s report and the disciplinary action to be taken.

**E. Request for Retest** – The student and/or parent/guardian may request a retest of any specimen or split specimen within seventy-two (72) hours of notification of a positive screening. Any request for a retest must be submitted in writing to the Medical Review Officer and must be within seventy-two (72) hours. The expense of any retests will be the sole responsibility of the requesting party.

**F.**

**G. Release of Screening Results** – All information, interviews, reports, statements, memoranda,

and test results, written or otherwise, received by the Board through its Extracurricular activity/student Parking Privilege Substance Abuse Program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with the Extracurricular Activity/Student Parking Privilege Consent and Release Form and as provided by applicable law,

It is the responsibility of the principal to maintain the confidentiality of all documents relating to student screenings and to implement procedures to prevent the unauthorized release of such information. The Medical Review Officer and the principal shall maintain individual student screening results for a reasonable period of time.

## **VII. VIOLATIONS**

A student will be found to have violated this program if he/she tests positive for prohibited substances. Testing positive shall occur when a drug test administered under this Program shows the presence of any prohibited substance. Any attempt to alter any test or any specimen, compromise the specimen or to fail to abide by any provision of the program, whether enumerated specifically in this subpart or elsewhere in these regulations shall be construed as a violation. Any student who violates this policy shall be subject to the following:

### **A. Upon the First Violation :**

a.) The student shall be suspended from competition in any extracurricular activity for a minimum of 2 weeks of the regularly scheduled competitions, beginning no earlier than the opening event for that activity. If a student is not participating in an in-season activity, the 2 weeks suspension will be applied to the beginning of a next in-season activity in which he/she participates. The student may not be reinstated to the extracurricular competitions until he/she tests negative for any prohibited substances. Parking privileges will also be suspended for a period of 2 weeks and will not be reinstated until he/she tests negative for any prohibited substances.

b.) The student's parent(s)/guardian(s) will be notified.

c.) There will be mandatory attendance required of both the student and the parent(s)/guardian(s) in an approved counseling program by a licensed drug/alcohol professional. The parent(s)/guardian(s) will be solely responsible for paying the licensed drug/alcohol counseling agency and shall have the agency furnish an appropriate report to the Drug Program Coordinator,

d.) The student will be placed on a regular drug screening schedule for the next 12 calendar months during his/her involvement in the extracurricular programs of the Fort Payne City School System.

**B. Upon the Second Violation:**

- a.) The student shall be suspended from competition in any extracurricular activity for a minimum 4 weeks of the regularly scheduled competitions, beginning no earlier than the opening event for that activity. If a student is not participating in an in-season activity, the 4 week suspension will be applied to the beginning of the next in-season activity, in which he/she participates. The student may not be reinstated to the extracurricular competitions until he/she tests negative for any prohibited substances. Parking privileges will also be suspended for a period of 4 weeks and will not be reinstated until he/she tests negative for any prohibited substances.
- b.) The student's parent(s)/guardian(s) will be notified.
- c.) There will be mandatory attendance required of both the student and the parent(s)/guardian(s) in an approved counseling program by a licensed drug/alcohol professional. The parent(s)/guardian(s) will be solely responsible for paying the licensed drug/alcohol counseling agency and shall have the agency furnish an appropriate report to the Drug Program Coordinator.
- d.) The student will be placed on a regular drug screening schedule for the next 24 calendar months during his/her involvement in the extracurricular programs of the Fort Payne City School System.

**C. Upon the Third Violation :**

- a.) The student shall be suspended from participating in any extracurricular activity and/or forfeit parking privileges for a minimum of one calendar year. The student may not be reinstated to the extracurricular group until he/she tests negative for any prohibited substances.
- b.) The student's parent(s)/guardian(s) will be notified.
- c.) There will be mandatory attendance required of both the student and the parent(s)/guardian(s) in an approved counseling program by a licensed drug/alcohol professional. The parent(s)/guardian(s) will be solely responsible for paying the licensed drug/alcohol counseling agency and shall have the agency furnish an appropriate report to the Drug Program Coordinator.
- d.) The student will be placed on a regular drug screening schedule for the remainder of his/her involvement in the extracurricular programs of the Fort Payne City School System

**D. Upon the Four Violation:**

- a.) The student shall be suspended from participating in any extracurricular activity in the Fort Payne City School System for the remainder of his/her years of enrollment.
- b.) The student's parent(s)/guardian(s) will be notified.

### **VIII. SCOPE OF PROGRAM**

The disciplinary actions outlined herein are in addition to those in the Fort Payne City School

Student Code of Conduct which shall continue in full force and effect. Disciplinary action pursuant to the Code shall not be imposed solely because of a positive drug screenings but may be imposed if the facts and circumstances underlying that screening result constitute a violation of the Code. In that case, however, the disciplinary action shall be based on conduct other than simply screening positive for drugs. The availability of this program shall not limit the other protective measures implemented by the Board to identify and eliminate the use of drugs by students. For example, the Board reserves the discretion to conduct searches on school property and may conduct those searches in the event of a positive drug screening. On-campus and school-related use, distribution, possession or impairment shall continue to be addressed utilizing the Student Code of Conduct.

The program does not and shall not be construed to create a right or entitlement to be selected for or to participate in any activity or to park on campus. No right or entitlement not otherwise provided by law is extended by the operation of this program.

### **IX COSTS**

All costs associated with the initial screening and any other costs associated with the implementation of this program, unless specifically outlined herein, shall be borne by the Board. (The exception to this will be the initial funding from the grant obtained through. The Partnership for a Drug Free Dab)

### **X. APPEAL**

If the student is dissatisfied with the findings of the Drug Program Coordinator or wishes to provide additional facts or information that are relevant to application of this policy, or the consequences proposed by the Director, the student or parent/guardian may present all such facts, circumstances, contentions, or requests in writing to the Board within seventy-two(72) hours of notice of action taken under this Program. Any removal of privileges for by this Program shall continue in full force and effect while said review is pending. The Board may review all said materials and reconsider any consequences imposed. The decision of the Board shall be final.

**STUDENT DRUG TEST DATA FORM**  
(To be completed on the day of specimen collection)

**FORT PAYEE BOARD OF EDUCATION  
EXTRACURRICULAR ACTIVITY/STUDENT PARKING PRIVILEGE  
SUBSTANCE ABUSE POLICY**

I have read and understand the Fort Payne City Board of Education Extracurricular Activity/student Parking Privilege Substance Abuse Policy, and I have signed a Consent and Release Form giving the Board of Education and its agents permission to collect urine, breath, hair and/or blood samples and to perform appropriate tests thereon to identify the presence of prohibited substances.

I agree for the Board of Education and the drug testing agent to release any and all information concerning the results of any drug/substance screening to the Board of Education/s Medical Review Officer.

As a further condition of my participation in Fort Payne City Board of Education Extracurricular Activity/Student Parking Privilege activities, I authorize the Fort Payne City Board of Education, its agents, employees, and its Medical Review Officer to release any and all information concerning the results of any drug/substance screening to my parents(s) or legal guardian(s)

_____	_____
Student Signature	(PRINTED NAME)
Parent or Guardian Name: _____	
Mailing Address: _____	
_____	
_____	

Parent or Guardian Phone Numbers:

Home : \_\_\_\_\_

Work : \_\_\_\_\_

Cell : \_\_\_\_\_



**FORT PAYNE CITY BOARD OF EDUCATION  
EXTRACURRICULAR ACTIVITY/STUDENT PARKING PRIVILEGE  
CONSENT AND RELEASE FORM**

I have read and understand the Fort Payne City Board of Education Drug Testing Program for Students Participating in Extracurricular Activities and for Students with Parking Privileges and agree to abide by the terms and conditions of the program. I understand that the program prescribes drug testing, and I agree to submit to those tests at any times as a condition for my initial or continued participation in competitive extracurricular activities or to utilize parking privileges. I specifically consent and agree to submit urine, breath, hair, and/or blood samples for testing to determine the existence of prohibited substances. I authorize any laboratory or medical provider to release test results to the Board, the MRO, the Drug Program Coordinator, persons providing counseling as required by the program and local school officials who have a need to know.

I also expressly authorize the Board and/or the MRO to release any test-related information, including positive results (a) as directed by my specific, written consent authorizing release of the information to an identified person, (b) to the court or attorneys representing any party in any lawsuit, grievance, or other proceeding initiated by or on behalf of myself, and/or (c) under compulsion of law.

I understand that my refusal to submit to testing for the use of prohibited substances will prohibit me from my initial and continued participation in the competitive extracurricular programs offered by the Fort Payne City Board of Education and will render me ineligible for parking privileges.

I understand that it is a privilege, not a right, to be allowed to operate a motor vehicle and to park on Board owned properties and to participate in the extra curricular programs offered by the Fort Payne City Board of Educational and that I must comply with the terms and conditions of the Program in order to be offered the privilege to participate in these events.

This document will remain in effect and serve as my continued consent and release while I am a student in Fort Payne City School System, unless and until revoked by me or my parent/guardian in writing.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents/ Guardian

\_\_\_\_\_  
Date



## Participant Agreement, Consent, And Release

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the most recent signature.

### Part 1. Student Agreement, Consent, And Release (to be signed by student at the bottom)

I know of no reason why I am not eligible to represent my school in interscholastic athletic competition. If accepted as a representative, I agree to follow the rules of my school and AHSAA and to abide by their decisions. I know that athletic participation is a privilege. I know of the risks involved in athletic participation and choose to accept such risks. I hereby authorize the use or disclosure of my individually identifiable health information should treatment for illness or injury become necessary. I hereby consent to the disclosure by my school to AHSAA, upon its request, and hereby grant AHSAA the right to review all records including my SSID number relevant to my athletic eligibility including, but not limited to, my records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness. I hereby grant the released parties the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

### Part 2. Parental/Guardian Agreement, Consent, And Release (to be completed and signed by a parent(s)/guardian(s) at the bottom; where divorced or separated, parent/guardian with legal custody must sign.)

A. I hereby give consent for my child/ward to participate in any AHSAA recognized or sanctioned sport EXCEPT for the following sport(s):

\_\_\_\_\_.  
*List sport(s) exceptions here*

B. I know of, and acknowledge that my child/ward knows of, the risks involved in interscholastic athletic participation. I authorize emergency medical treatment for my child/ward should the need arise for such treatment while my child/ward is under the supervision of the school. I further hereby authorize the use or disclosure of my child's/ward's individually identifiable health information should treatment for illness or injury become necessary. I consent to the disclosure, by my child's/ward's school, to the AHSAA, upon its request, of all records relevant to his/her athletic eligibility including, but not limited to, his/her records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness. I grant the released parties the right to photograph and/or videotape my child/ward and further to use said child's/ward's name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

C. I am aware of the potential danger of concussions and/or head and neck injuries in interscholastic athletics. I also have knowledge about the risk of continuing to participate once such an injury is sustained without proper medical clearance.

D. I agree that in the event I/we pursue litigation seeking injunctive relief or other legal action impacting my child (individually) or my child's team participation in AHSAA contests, such action shall be filed in the Montgomery County, Alabama, Circuit Court.

### I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE (Only one parent/guardian signature is required)

\_\_\_\_\_  
Name of Parent/Guardian (printed)

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (printed)

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE (student must sign)

\_\_\_\_\_  
Name of Student (printed)

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## Fort Payne City Schools

### Travel Guidelines for Student Athletic, Academic Teams, or any other activity that involves student transportation

It is the position of the Fort Payne City School System that students be transported to and from school and school related events in the safest manner possible. Situations where students will not be transported in school buses will be strictly limited and must be approved by the Superintendent of Education.

1. Transportation regulations for Fort Payne City Schools require that student-athletes or academic team members travel to and from contests/competitions with their team when transportation is provided or arranged by the school. Exception: Parents may only transport their own student athlete or academic team member to an athletic contest/academic competition or practice when they have permission of the Coach/Sponsor and Principal/Athletic Director. Parents cannot transport student athletes or academic team members of which they are not the custodial parents.
2. All members of athletic or academic teams are expected to travel to out of town games on school provided transportation (Fort Payne City School buses or approved Charter Bus Agencies). This includes games or competitions involving other area schools on days when school is in session, regardless of the time of departure.
3. A student-athlete will not be permitted to drive his/her own vehicle or to transport other students to and from his/her athletic contest.
4. Outside the school day, when playing a local school, the coach may elect for the team to meet at a designated time at the away school. It is the individual parents' responsibility to ensure safe transportation to and from the site for their child when school arranged transportation is not provided. Parents may only transport their own children to such events. ***If this method of transportation is used, permission of the Superintendent and Building Principal must be requested in writing and have their signed approval. This method of transportation should always be viewed as the exception and never the rule!***
5. Sponsors and/or Coaches that are certified employees of the Fort Payne Board of Education can transport students if the following criteria is met:
  - a. Hold a valid Alabama Teaching Certificate and are employed by the Board of Education as a Teacher and Coach/Sponsor of the specific team
  - b. Have a valid Alabama Driver's License (Copy must accompany the trip application)
  - c. Provide a copy of their comprehensive and liability automobile insurance to the Principal/Athletic Director to be kept on file
  - d. The Driver's name, vehicle identification information, and insurance cards must all match
  - e. There must be a seat belt for every passenger
  - f. Have signed consent forms from the parents of the involved students
  - g. **Have signed permission to travel in a Sponsor/Coach's vehicle by the Building Principal and the Superintendent**

## Fort Payne City Schools Student Travel Request

Sponsor's Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Full description of the request and rationale for using a personal vehicle for student transportation :

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Vehicle Model and Make \_\_\_\_\_

Vehicle registration # \_\_\_\_\_

Does the vehicle have seat belts for all passengers? Yes or No

Insurance Company \_\_\_\_\_ Limits of Liability \_\_\_\_\_

Medical Limits \_\_\_\_\_ Uninsured motorist coverage \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

# Fort Payne High School

## Athletic Handbook



### **ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK**

I acknowledge access to the athletic handbook and have read the rules concerning eligibility and conduct for Fort Payne High School student athletes. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program, school rules as addressed in the student handbook and with any other specific rules of my coaches.

#### **Student Athlete**

- I. I have read this athletic handbook and agree to abide by all regulations set forth. I understand participation in athletics is a privilege and agree to represent Fort Payne High School with character, integrity and sportsmanship on and off the field or court.

\_\_\_\_\_  
SIGNATURE OF STUDENT ATHLETE

\_\_\_\_\_  
DATE                      PRINTED NAME OF STUDENT

#### **Parent/Guardian**

I have read this Athletic Handbook and understand the policies and regulations of Fort Payne High School will be enforced.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE                      PRINTED NAME OF PARENT