

AVIANO MIDDLE/HIGH SCHOOL

STUDENT ATHLETIC/EXTRA-CURRICULAR

POLICIES HANDBOOK

SCHOOL YEAR 2016-17



"HOME OF THE SAINTS"

Aviano Middle/High School's colors are Red, White, and Blue



Dear Parents and Students:

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills. At Aviano Middle/High School, we are pleased to offer a wide variety of activities in support of these goals. We also strive to develop strong character traits to include fairness, trustworthiness, responsibility, and respect.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics
- Behavior
- Practice and Participation Time

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing Aviano Middle/High School will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with local, DoDDS, and National Federation policies (NFHS).

All student athletes must have a current physical on file with the school to participate in sports. Students may not practice until their entire signature page is on file with the athletic director.

An athletic and extra-curricular code has been established for the members of all athletic teams, organizations, and clubs at Aviano Middle/High School. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parent(s) must sign the DoDDS Europe Student Behavioral Expectations memorandum. Anyone having any questions concerning the athletics program and extra-curricular activities at our school should contact the Athletic Director or Principal prior to signing these **required** documents.

Kenneth Harvey, Principal

Christopher Liles, Assistant Principal

Mark Fix, Athletic Director



INTERSCHOLASTIC ATHLETICS



DoDDS at Aviano Middle/High School provides multiple interscholastic sports. Due to student interest levels, availability of coaches, and funding this list is subject to change.

FALL	WINTER	SPRING
Cheerleading (co-ed)	Basketball (M/W)	Baseball
Cross country (co-ed)	Cheerleading (co-ed)	Softball
Football	Swimming (co-ed)	Soccer (M/W)
**Swimming (co-ed)	Wrestling	Track/Field (co-ed)
Volleyball (M/W)		

**Swimming is a community activity. High school students can letter if they meet the requirements in the MOU between EFSL and DoDDS/Aviano.

Season SY15-16	First Practice
Fall	17 August 2016
Winter	14 November 2016
Spring	6 March 2016

Aviano Middle/High School offers a wide range of curricular and extracurricular activities for students. Some of these are Speech/Drama Festival, Language Festival, Honors Band and Chorus, Music Festival, JROTC Drill Competitions, JROTC Leadership Training, and various clubs depending on student interest and sponsor availability. The policies, eligibility criteria, and code of conduct developed for the interscholastic athletic program apply to any regularly occurring school activity. Involved students must meet the same academic eligibility as athletes. "The final determination of eligibility for students in all curricular or extra-curricular activities/trips resides with the Principal."

ATHLETIC & EXTRA-CURRICULAR ACTIVITY CODE

(Excerpts from the DoDDS-E Interscholastic Athletic Program Manual, July 2010, which is currently our regulating document and is only superseded by sport specific documents which include the NFHS rule book for each sport and the DoDEA handbook for each sport.)

Staff, administration, and parent representatives have established the Aviano Middle/High School Athletic and Extra-Curricular Code. This code governs/rules all participants in interscholastic athletics and extra-curricular activities. Individuals are expected to adhere to the code during the season and/or school year. The season begins the first day of practice or first meeting and ends with the sports awards or final meeting. Each coach or sponsor may establish additional requirements for group membership.

(1) **AGE/8 Semester Rule** To be eligible to participate in Aviano Middle/High School athletics, a student must not have reached or passed his/her 19th birthday as of August 1st of the current school year. Students beyond the eighth semester of high school are ineligible to participate in interscholastic athletics.

(2) **PHYSICAL EXAMINATION** Athletes must submit a completed Physical Examination, Parent Consent for Interscholastic Sports, and Power of Attorney for current year **prior to the first practice**. Students may not attend practice until the physical is complete and signed by a physician. A physical is valid for one school year. Whenever possible, physical exams should be scheduled during the summer for returning athletes. It is the athlete's responsibility to plan ahead for this requirement.

(3) **ACADEMIC ELIGIBILITY** Eligibility to participate in interscholastic and extra-curricular activities requires a minimum GPA of 2.0 and no more than one failing grade. 2nd Semester grades from the previous school year are used to determine eligibility for fall sports. 1st Quarter grades determine eligibility for winter sports and 2nd Semester grades are used for spring sports. All student participants will be monitored for D's and F's on a weekly basis throughout the semester. Students who earn/have more than one failing grade are ineligible for competition or participation. A student participant who has been ineligible for three consecutive weeks may be dropped from the team. Students not meeting the GPA/F requirement may request reinstatement of eligibility after three weeks of ineligibility. This request must be supported by demonstrated academic achievement meeting the basic GPA eligibility requirement and no more than one failing grade. All incoming 9th grade students are eligible for the fall sports/activity if they are not failing more than one class weekly.

(4) **FALSIFYING OFFICIAL FORMS** Falsifying official forms required for participation will result in immediate dismissal from the athletic/activity for the season.

(5) **USE OF ALCOHOL, TOBACCO, DRUGS** The student/athlete will neither use nor possess alcohol, tobacco, or non-prescribed drugs. Violations will result in removal for at least one contest and could result in the removal for the season. The student/athlete who, during the SEASON (1st day of practice through the awards ceremony), violate this policy on or off school property (to include while riding to or from school, school events or school busses) or while attending/participating a DoDDS-E function or not attending a DoDDS-E function/activity, is under the jurisdiction of the school. Student/athlete who condones any team member's actions who violate this policy may also be subject to the jurisdiction of the school and may lose their rights to participate in the athletic/extracurricular program(s).

(6) **INJURY** If a student/athlete is injured in a game or practice where medical attention is required, medical personnel must give written notice to the coaching staff/school nurse that the student can "return to practice and games." This is not up to the discretion of parents or coaches. Any student/athlete that has a back or head injury will not be permitted under any circumstances to re-enter the event/game/activity until a full medical examination is rendered by a physician and a min. of 24 hours has passed before beginning participation in athletics.

(7) **INDIVIDUAL COACHES'/SPONSORS' RULES** Students/athletes must meet the written requirements, rules, policies, and expectations of the coaches or sponsors during the season.

(8) **DROPPING AND TRANSFERRING SPORTS** Students/athletes may not change team membership following the opening contest (first game/event/scrimmage) of each sports season. A student/athlete does not have to participate in a contest for this to be in effect, only be listed as a member on the team roster.

(9) **SCHOOL ATTENDANCE AND PARTICIPATION** Students/athletes may not participate in an athletic contest or extracurricular event if they are absent from school on the day of that activity due to illness. If the student is absent from school or practice on the Friday due to illness, he/she may not play on Friday, but may play on Saturday with a doctor's written clearance. Students/athletes must attend school the full day prior to (or the day of) any scheduled contest or event in which he/she is to participate. The only exception to this policy is a scheduled medical appointment, which may not exceed three hours of absence from school. Approval for the student/athlete to participate in the scheduled event will be determined by the principal. Students/athletes are expected to be in class the day following a contest or on Mondays following away events. Students with numerous absences may be dropped from team or activity. In this case, the student, sponsor (or coach), administrator, and the student's

parents will meet to review the matter.

(10) **SUSPENSION** A student/athlete who is suspended from school is ineligible for one week from the date of the suspension commencing on the date the suspension begins. This includes in-house or overnight suspension. The student/athlete may not attend practice, wear a team uniform, and/or participate in any activity associated with the team and/or school. A minimum of one game suspension will be enforced.

(11) **UNIFORMS AND EQUIPMENT** Aviano MHS provides uniforms for its athletes. All uniforms and equipment must be returned at the end of the season or departure from the team. No athlete will be eligible for another sport if they have not cleared a previous sport.

(12) **CONDUCT** Students/athletes who have serious misconduct problems or display a tendency towards criminal behavior do not meet our standards of conduct and therefore will not represent our school or community. Serious criminal activity occurring outside (or inside) of school will affect participation in the athletic program.

(13) **TRAVEL** All students/athletes must travel to and from all out of town events in transportation provided by the school but can be released to their parent or guardian if written permission has been provided in advance and granted by the coach/sponsor.

(14) **RELEASE FROM SCHOOL** It is the responsibility of all students to see their teachers the day before the classes they will miss because of an athletic contest or away event. All work will be made up promptly. All students are required to travel with schoolwork of some kind to complete while traveling.

(15) **PARTICIPATION ON Non-DoDDS TEAMS** Students participating on non-DoDDS teams and on a Aviano MHS team at the same time must participate in all DoDDS practices and scheduled games to maintain eligibility for an Aviano High School team.

(16) **VACATION POLICY** Taking vacations or attending non-DoDDS sponsored activities during a sport season is discouraged. Parents/athletes wishing to do so should reassess their commitment to being a team member. In the event an absence due to a vacation/trip is unavoidable, an athlete must contact the head coach no later than two weeks before the scheduled event/trip/vacation and be willing to assume the consequences related to his/her team status and lettering. Multiple absences from contests or practice(s) could result in removal for the season.

(17) **FINANCIAL OBLIGATIONS** Students/athletes are financially responsible for all equipment issued to them. All equipment is to be returned within five days of the last contest or meeting, clean and in good condition. School furnished equipment/uniforms are to be worn only for contests and practices. All equipment not returned in good

condition at the end of the season will be subject to a financial penalty. Athletic letters will not be awarded until the issued uniform/equipment is cleaned and returned to the respective coach.

(18) **LETTERING** To qualify, an athlete must complete the season in good standing and have met all requirements set forth by the coach at the beginning of the season. A season begins with the first practice and ends at the awards ceremony. Coaches will set lettering criteria after approval from the principal. All lettering policies will be approved by the principal.

(19) **CODE OF ETHICS** All students shall abide by a code of ethics. Any conduct that results in dishonor to the student, team, or school will NOT be tolerated. Acts of unacceptable conduct include (but are not limited to) attending/being in inappropriate locations (such as a bar), theft, vandalism, disrespect, and/or violations of the law. These actions tarnish the reputation of everyone associated with the athletic and extra-curricular programs and will result in immediate dismissal from the team and/or suspension from school. Negative behavior reports may be grounds for suspension from practice and/or competition; this is at the discretion of the principal.

(20) **HAZING** Students engaged in ANY type of hazing face suspension from school and the team, club, or activity. This includes verbal, physical, cyber, and/or any action deemed as hazing. Students at Aviano Middle High School are not required to take part in any kind of hazing activity in order to be accepted onto a team/club. Hazing can be described as “any activity expected of someone that humiliates, degrades, abuses, or endangers, regardless of the person’s willingness to participate,” *Alfred University*.

(21) **DUE PROCESS FOR STUDENTS** A student who wishes to have the Athletic/Extra-Curricular Council review an action taken against him/her by the coach or sponsor may request a review of the actions when extenuating circumstances appear to have occurred. The student must submit the request, in writing, to the Athletic Director within 24 hours of the action. The review council will be comprised of the following individuals: Athletic Director (chair), Assistant Principal, Additional coach or sponsor, Faculty Representative, Parent Representative, and a Student Representative. *The council will make its recommendation to the Principal, whose decision IS final.*

(22) **SOCIAL MEDIA AND CYBER BULLYING** Any conversation online to include chat sites, texting, tweeting, etc. that is inappropriate, demeaning, non-factual, that mentions a student or activity at AMHS is considered Cyber-Bullying and students will face disciplinary action. Aviano HS is committed to providing all students with a safe and supportive school and athletic environment. Such conduct interferes with an individual's rights, well-being, and creates an intimidating, hostile and personally devastating environment. Aviano High School has a zero tolerance for bullying and harassment.

(23) **PARENT BEHAVIOR** Parents are expected to adhere to appropriate spectator behavior to include no harassment of officials, coaches, or players. Any parent who has a concern during a competition should bring it to the attention of the administrator or athletic director. Parents should model good sportsmanship or they may be dismissed from the event/games/tournament and possibly not be permitted to return to any event for the rest of the school year.

(24) **INSURANCE** Students who are not US Military I.D. card holders must show proof of private insurance. Medical care resulting from a student's/athlete's participation in any aspect of interscholastic and/or extra-curricular activities is the sole responsibility of the parents and not DoDDS-Europe or Aviano Middle/High School.

(25) **ILLEGAL ACTIVITIES WHILE AWAY** Should a student/athlete be involved in an illegal activity while traveling to or from a DoDDS sponsored event which results in arrest or detainment by police authorities, parents will be required to travel to the site to assume responsibility of the student, at no cost to DoDDS-Europe and/or Aviano Middle/High School. Should this situation arise, procedures will be coordinated with parents, administration, command, and police officials. At no time will a team be delayed at a site to accommodate a student who has been apprehended by police authorities for a violation of law or military regulations.

(26) **ACTIVITY BUS** The activity bus is provided as a special service for student/athlete activities. It is solely for the use of authorized students. Students who ride the activity buses to and from practice, must adhere to all rules and regulations published in the School Bus Handbook. Coaches are not always on the activity buses due to the need to transport equipment, water, and medical supplies to the practice area. Any student/athlete not following bus rules will risk loss of bus privileges and dismissal from the sports team or club.

(27) **NATIONAL FEDERATION RULES** National Federation Rules govern all athletic play. All participants at an athletic event/competition are expected to fully adhere to these expectations. Sanctions by the coach will result for violations.

(28) **DoDDS-EUROPE REGULATIONS** DoDDS manual 2740.3, the Interscholastic Athletic (IAP), and AMHS policies complement or extend the NFR requirements.

(29) **TRAVEL** Each coach or sponsor will provide a trip itinerary that includes locations, times, and contact phone numbers to students at least three days prior to travel. Items needed for travel to include food, money, or foreign currency, and any special equipment will be part of the travel packet. Parents are reminded to contact the traveling coach's cell phone or Law Enforcement desk after school hours to check on return times. LE desk DSN 632-7200 or CIV 0434-307200.

(30) PARENTAL ACKNOWLEDGEMENT OF ATHLETIC AND EXTRA-CURRICULAR POLICIES Each parent or guardian shall read these policies and verify they have received a copy of the athletic eligibility rules and extra-curricular policies of Aviano Middle High School. The signed documents will be kept on file with the Athletic Director.

AVIANO MIDDLE/HIGH SCHOOL ~ DoDDS-E DRUG & ALCOHOL POLICY

The possession, use, or sale of controlled or mind-altering substances, tobacco, alcoholic beverages, hallucinogenic drugs, inhalants, or combination of drugs or paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and or used that are held out to be, or represented to be, controlled substances by any student is prohibited.

- A. 1. Members of an athletic team, club, activity, who, during the season (1st day of practice through the awards ceremony), violate the controlled substance policy during the school day, on or off school (to include while riding to and from school, school events or school buses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, will be removed from the team, event, club, activity, for the remainder of the season.
- 2. Violations occurring during the post season championships (to include qualifying tournaments) will result in suspension from participation in the next sports season.
- 3. 2nd Offense during the school year: Team member is removed from athletic, club, activity, participation for the remainder of the school year.
- B. 1. Members of an athletic team, club, activity, who, during the season, possess/use tobacco and/or alcohol-outside of the time and events stated above in point A are subject to the following:

1st Offense during the school year: team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games, events, are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition, event, and activity. This includes if the team member is found in a location where alcohol is served (such as a bar or club) and the team member doesn't prevent other members from drinking,.

For the team member to be reinstated to the team, the student-athlete, club member, must show proof of attending one counseling session, and scheduling and attending at least two more counseling sessions with the next three weeks. If the offense occurs at the end of a sports season, the seven calendar days and one athletic competition will carry over to the next season in which the athletic club member participates.

2nd Offense during the school year: team member is removed from athletic, club, activity, participation for the remainder of the school year.

**Violations to the Drug and Alcohol Policy are cumulative for the entire school year. They do not start over each sports season.

AVIANO STUDENT BEHAVIOR EXPECTATIONS

DoDDS-EUROPE STUDENT ACTIVITIES

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities (to include athletics) positive. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference, hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions, and programs, tours, etc.
4. Students must observe curfew regulations as they pertain to "in the room" and "lights out."
5. Electronic music devices are not allowed "on" during instruction or after "lights out."
6. Students will turn cell phones off during activity instructions and presentations.
7. Students will be responsible for their personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by the United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulations 2051.1-to include age requirements).
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding "Zero Tolerance for Weapons." Such items are not reported at any time during a student activity will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.
10. Students will dress properly for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are "off limits" to members of their opposite sex.
12. Students will ensure that supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words "please" and "thank you" are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include but not be limited to daily class assignments, projects, examinations, and system-wide tests.

Minor rules infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.).

AVIANO MIDDLE/HIGH SCHOOL AND DoDDS-E Behavioral Expectations Continued

Serious infractions of any of the above items, as well as those discussed at the activity by the sponsors/chaperones will result in student removal for the semester. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be notified immediately. The student will be sent home at the earliest possible moment. **Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity, sporting event, tournament, etc.**

AVIANO MIDDLE/HIGH SCHOOL ~ REQUIREMENTS FOR EARNING A VARSITY LETTER ~ ATHLETICS

- An athlete must participate in any community service required by the coach before, during, and/or after the sports season. Exception must be excused two weeks prior to the service date.
- An athlete must attend the sports banquet or they will not receive a certificate, letter or any other awards. Exceptions must be excused two weeks prior to the banquet date.
- An athlete must not miss any games or events because of participation in a non-school club, recreational, etc. activity. Exceptions must be approved by the coach and principal two weeks prior to the event/activity.
- An athlete must display sportsmanship, leadership, and conduct which exemplify the school to his/her opponent, spectators, team mates, and officials and must conform to practice and game rules/regulations as established by the DoDEA, DoDDS-E, NFHS, Aviano Middle/High School and the coach of that sport.
- An athlete must conform to all training rules established by the coach for that sport.
- An athlete must return all equipment issued to him/her to the satisfaction of the coach and the athletic director.
- In the event of injury or other legitimate extenuating circumstances, letter winners will be made on the recommendation of the coach and the athletic director.
- Only one varsity letter will be awarded to an athlete in attendance at Aviano Middle/High School.
- When a letter is awarded to an athlete, the athlete will also receive a representative pin for that sport. A representative pin for that sport will designate letter winners in more than one sport. Athletes who have earned a letter in a sport for more than one season will be given a service bar for each letter awarded.
- Certificates will be given to all team members who participated for the full season and met varsity requirements as determined by the coach.
- Athletes must maintain eligibility to include academic eligibility the entire season.
- Athletes must participate as a varsity participant in 51% of all events. (Individual coaches may set a higher standard.)
- Any senior who has not met the awards requirements, but has been a member in good standing for two or more years.

AVIANO MIDDLE/HIGH SCHOOL ~ CONCUSSIONS EDUCATION FORM

It is the policy of Aviano Middle/High School for Interscholastic Athletics and Extra-Curricular Activities that all participating student-athletes and their parents/guardians are informed about risks associated with student-athlete continuing to play after sustaining a head injury and/or concussion. A student-athlete who returns to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death.

What is a concussion?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, soccer ball, or contact with other athletes.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- **Can happen even if you do not lose consciousness.**

How can I prevent a concussion?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

**AVIANO MIDDLE/HIGH SCHOOL ~ PARTICIPATION STATEMENT FOR
SY 2016-2017**

I have read and agree to abide by the policies set forth in the Aviano Middle/High School Athletic/Extra-Curricular Handbook. I am aware that any violation of these policies may result in disciplinary action up to the point of expulsion from all extra-curricular activities and sports. In this case, I will not earn a letter.

I understand that it is a privilege to ride the activity bus to and from practice. I know I must follow all school and bus rules while I ride the bus. I understand that there may not always be a coach or sponsor on the activity bus because of his/her obligation to transport equipment and provide transportation in the case of an emergency.

Furthermore, I will treat my peers with respect at all times. I understand that hazing of any kind and physical, verbal, and cyber harassment is not condoned nor accepted at Aviano Middle/High School. If I participate in any negative behavior, I will be dismissed from the team, club, or activity and lose my right to earn a letter, certificate of participation. Depending on the severity of the actions, further school disciplinary action could result. It is my responsibility to help create the most positive environment possible for my fellow students.

This application to participate in athletics and extra-curricular activities is voluntary on my part. It is made with the understanding that I have never received any money or any gifts for participation in athletics or extra-curricular events, other than medals, fobs, ribbons, letters, trophies, and memorabilia which are usually given. I have never competed nor participated under an assumed name.

As a member of an Aviano Middle/High School athletic team, club, activity, I will attend all required practices and scheduled events.