

Athletic Department

Parent
Handbook



Welcome

“It’s great to be a Longhorn!”

On behalf of the Athletic Department of the Payson High School, we welcome you to the new sports seasons. We are very proud of our Payson Longhorns and are excited to have your child as part of our programs.

Athletics is one of the most important elements in the overall education of our students. Sports provide an opportunity to extend the learning process onto the fields and courts through interscholastic competition.

Why Athletics?

The answer is simple: it assists the educational process in instilling and developing skills necessary for future success.

What skills?

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| Leadership | Communication |
| Goal Setting | Organization |
| Work Ethic | Self-Discipline |
| Perseverance | Cooperation |
| Loyalty | Honesty |
| Perspective | Relationships |
| Self Advocacy | |

Athletic Department Philosophy

Athletics are an extension of the classroom experience for the student-athlete. We are assisting in Empowering All Students to Succeed in a Changing World.

We are not a separate entity unto ourselves. We exist to enhance the experiences student-athletes receive first in the classroom.

Goal/Motto

We cannot be all things to all people. We will do what we expect our student-athletes to do – the best we can within the framework of our situation.

Objectives

The objectives we are striving to meet within Payson Unified Schools department of athletics are to:

- (1) Develop key skills for success as an adult.

- (2) Develop fundamental physical skills for athletic endeavors.
- (3) Develop life-long vocational and recreational interests.

Parent's Creed

As parents, you are an invaluable part of your child's educational and athletic development. Your attitudes and actions have the most impact upon the outcome of your child's learning in the athletic arena. Therefore, it is important that you see athletics for what it can do to help your child's development. The Parent's Creed is as follows:

I will be the positive role model my child needs to become a successful adult. In victory, I will be gracious, humble, and thankful. In defeat, I will be strong, honest, and accepting.

The Key Commandments for Athletic Parents

- (1) I will make sure my child knows he/she is loved in the thrill of the victorious moment and the period of agony brought on by defeat.
- (2) I will accept my child's strengths and weaknesses as they are – and focus on helping him/her to just do his/her best.
- (3) I will let the coaches coach – my role is to support, encourage, and motivate progress on a daily, weekly, monthly, and yearly basis.
- (4) I will teach my child to enjoy the thrill of competition – the fulfillment of just being part of it all – and the satisfaction of having done one's very best.
- (5) I will not re-live my athletic career through my child in any way.
- (6) I will not compete with the coach – together we will be a team to work toward the improvement of my child as a person, student, and athlete.
- (7) I will never compare and contrast the skills, courage, or attitude of my child with that of his/her teammates or opponents in a negative manner.
- (8) I will temper my reactions towards my child's tales of woe or heroism – we all tend to inflate reality to make it kinder to our personal standing.
- (9) I will prioritize the agenda that drives my interest in the athletic program or any individual sports: the team agenda comes first – my personal agenda follows.
- (10) I will **NOT** allow the sport or game my child is part of to take on a life of its own.

Priorities

In order to bring some perspective to the athletic department and its decision-making system, the following are our priorities in the order of their importance:

Athletes - Coaches
Programs
Public

When we make decisions about the direction the department or a sport is going to proceed, we do so based on the above criteria. The needs of the coaches and athletes come first because without them there is no athletic department. Programs are next followed by anyone from the public who is involved.

When coaches make decisions about athletes and the various situations that come up as the seasons roll along, these are the priorities in the order of their importance by which decisions will be made:

Faith and Family
Education
Team

All other elements, jobs, friends, etc. will be prioritized by the individual athletes based upon their particular needs or wants.

Parents and Sportsmanship

The following are just a few reminders of the important role parents play in modeling behaviors when involved in athletic programs:

- (1) You are a fan and spectator – that’s your role – play it well.
- (2) You are not the coach – so don’t coach.
- (3) You are not an official – so don’t referee.
- (4) You are the host for all visiting teams – treat them with respect and dignity.
- (5) Cheer for our team – not against the opponent.

Remember – you are a role model for your child and others who are part of the team and overall program as well as a representative of our community – how do you want to be remembered?

Common (vs.) Personal Agendas

Longhorn athletics offer many opportunities to grow and develop in ways that are beneficial to the group as a whole and as individuals. It is important to understand that for real success to be achieved and growth to take place, everyone needs to be on the same page – which means to have a common agenda.

Teams that work together to reach common goals are the most successful. Teams that are unsuccessful – even though they may be winning – are those that have personal agendas prioritized ahead of the team agenda.

Every athlete should have personal goals and aspirations. However, they must be secondary to the common agenda set for the team. If you are more worried about your points, statistics, place, or playing time instead of the team – we no longer have a team. What we have is a group of individuals – no one ever wins for long under these circumstances, no matter how good as individuals.

Common agendas lead to team success – personal agendas that are within the framework of the team agenda will lead to personal success.

The Athletic Department's Chain of Command

Board of Education
Superintendent
Principals
Athletic Director
Head Coaches
Assistant Coaches

It is encouraged that athletes initiate communication at the lowest possible level in the chain of command.

Athletic Opportunities

The following are the athletic opportunities afforded the students our District by season:

Fall Season: Cheerleading, Girls Cross Country, Boys Cross Country, Boys Football, Girls Soccer, Boys Soccer, Girls Volleyball

Winter Season: Girls Basketball, Boys Basketball, Cheerleading, Wrestling

Spring Season: Boys Baseball, Golf, Girls Softball, Girls Track, Boys Track

The starting and ending dates for all of the above activities, 9-12, are found in the Appendix.

School Calendar

The school calendar for the current year can be found on Edline.

Athletic Schedules

Athletic schedules for this sports season, 9-12, can be found on Edline.

Athletic Questions and Concerns

Questions, concerns, or complaints regarding athletic programs are best handled between the athletic director and those with a question, concern, or complaint. All conversations will be held in the strictest confidence.

The Team/Training Rules

The parents and athletes need to know the Team/Training Rules and understand goals, procedures, and penalties. The Team/Training Rules for each sport will fall within the following parameters: "I will do nothing, at any time, to harm myself or the team."

AIA Eligibility Requirements

ELIGIBILITY RULES

1. Enrollment Rule Reference: Bylaw 15.3

You must be enrolled and attending classes in your high school no later than the 14th school day of the semester in order to establish eligibility.

If you have been enrolled in school for 15 or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

2. Academic Rule Reference: Bylaw 15.4

You must be enrolled in a minimum of five (5) courses the first six semesters of high school and a minimum as determined by your school during the 7th and 8th semester.

3. Domicile Rule Reference: Bylaw 15.5

Except as otherwise stated in Article 15, you, whether an adult or not, are privileged with eligibility for interscholastic competition only at the school in the district in which your parents are domiciled. In multi-school districts, you are eligible only at the school in the attendance zone in which your parents are domiciled.

4. Age Limit/Birth Record Rule Reference: Bylaw 15.6

If you become 19 years of age on or before September 1, you are NOT eligible for any part of that school year.

You must submit an acceptable record of birth before your name is placed on an eligibility list for varsity competition.

5. Physical Examination Rule Reference: Bylaw 15.7

You must have a physician's record of a physical examination on file with the principal stating that you are physically fit for interscholastic athletic competition.

Your physical examination for the following year must be given on or after March 1.

6. Parent or Legal Guardianship Rule Reference: Bylaw 15.8

You must get signed permission to participate from your parents or guardian on a form provided by the school.

7. Maximum Participation Rule Reference: Bylaw 15.9

You are eligible to participate for only four seasons in each sport and no more than eight semesters.

You may be eligible for no more than eight semesters you attend school after you enroll in the ninth grade. If you attend school for fifteen (15) days or more in a semester, that counts as a semester of attendance.

8. Transfer Rule Reference: Bylaw 15.10

If you move with your parents to a new school district, you will be eligible at your new school provided you meet all other eligibility requirements.

If you transfer schools and your parents do not move into the district of your new school you will be ineligible for 365 days.

9. Amateur Rule Reference: Bylaw 15.11

You must be an amateur. This means that you have never used and are not using your knowledge of athletics or athletic skill in an athletic contest for financial gain.

You shall participate and always have participated under your own name.

10. Recruitment Rule Reference: Bylaw 15.12

The bylaws prohibit recruiting of high school students for athletic purposes. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

If the recruitment rule is violated, you will not be eligible as a member school until reinstated by the AIA Executive Board.

11. Non-School Participation Rule Reference: Bylaw 14.4

If you are a member of a school team, you may not practice or compete with a non-school team in the same sport during the same season.

You will become ineligible if you violate the above rule.

12. Sportsmanship Rule Reference: Bylaw 16.4

If you are ejected from an interscholastic contest for unsportsmanlike conduct, you will be ineligible for your team's next contest.

You may also be subject to other penalties

Athletic competition can be one of the most rewarding activities students will experience during their school years. Honor, dedication, commitment, integrity, perseverance, interdependence, and self-reliance are several important life skills and virtues student athletes can strengthen by participating in these activities. Athletic involvement serves as a positive and healthy complement to the classroom experience by providing additional opportunities for physical and mental growth.

Our sports programs are team-oriented so it is essential that the needs of the team are considered. Our student athletes represent their team, their school and their community. They must sign a code of conduct stating that they will maintain a high degree of respectful, positive and healthy behavior.

The Payson Unified School's dedication to excellence extends to our competitive athletic program. We believe that the athletic program is an extension of the classroom. It is our goal to provide our students with many different learning opportunities. Co-curricular activities enhance the learning that takes place in the classroom. All team members will be given the opportunity to develop their work ethic, sense of commitment, and social and athletic skills.

We encourage students to participate in our athletic program, and we would like to involve as many students as possible in an educationally sound and successfully competitive program. High school athletics is a competitive experience; therefore, not everyone that tries out for the team will make the team, nor do those who make the team receive the same amount of playing time in contests.

Our coaches and advisors should be passionate about Payson High School activities and to have the interest of the students and all the school programs in mind as we work as a team to provide positive learning experiences.

We expect our coaches and advisors to:

1. Set a good example for the athletes and fans to follow.
2. Exemplify the highest ethical and moral behavior.
3. Demand that sportsmanship will be our number one priority.
4. Recognize that academic success must be achieved before there can be success in extra-curricular activities.
5. Respect the judgment of all officials.
6. Treat all participants with respect.
7. Develop and enforce penalties for participants who do not abide by sportsmanship standards.

Team Structures and Goals

In the great majority of our athletic offerings, we will have three team levels – each with structure and goals. The following system, or segments of it, will be used throughout the athletic department as funding and participation allow:

School Programs

(1) Freshman - Entry-level programs. Emphasis on introducing interscholastic sports to as many students as possible and teaching them the sport, the basic skills needed by the sport, and to have fun. Key elements – participation and competition. Playing time decisions will be based upon these two elements.

(2) Junior Varsity – 2nd level programs. This is the varsity preparatory level. We continue to develop the sport; it's basic and complex skills, and the fun element at the levels just below the requirements for varsity competition. Playing time decisions shift to a greater emphasis on competition and lesser emphasis on participation.

(3) Varsity – 3rd level program. This is where we put to use everything that has been developed and learned through previous programs. Basic skills continue to be extremely important. Complex sport skills are critical. The number of athletes at this level will be limited. Playing time decisions will be based primarily upon competition.

Participation Selection

Certain teams at certain levels have limitations on the number of participants. These limitations are the result of factors including time, facilities, equipment, staffing budgets, and tradition. We do not like to limit participation on our teams. In fact, cutting players is the most difficult decision any coach has to make, but in some instances, it has to be made.

You should know that many factors are considered before the coaching staff makes limitation decisions. Perhaps the most important element may be the roles to be played on the team and how each part fits into the entire puzzle.

We will make the necessary decisions about limiting teams to certain numbers in as fair and a professional manner as possible. Questions concerning such decisions should be directed to the Athletic Director's office.

Coach, Parent, and Athlete Relationships

It is critical to the success of every sport and the entire athletic department that solid lines of communication exist between coaches, athletes, and parents. The needs of the three key elements in the sport, coaches, athletes, and parents, are best met when we all know what each other's role in the activity is and we play that role.

To allow our sports to be successful in any sense of the term, it is imperative good communication between coaches, athletes, and parents. To allow this to happen, it is very important to understand what should and should not be topics of discussion between coaches, athletes, and parents.

We believe that there are three topics that are off limits in discussions between coaches, athletes, and parents:

- (1) Playing time
- (2) Coaching strategy
- (3) Other athletes

The reason we feel this way is simple – playing time and coaching strategy decisions are the responsibility of the coaching staff. Also, discussion of another athlete with anyone outside of the immediate coaching staff is unprofessional. Discussions about how to become better and help the team are always open, best initiated by the athlete themselves.

Additionally, just because one parent is talking to a coach, this does not mean that parent's child is going to get preferential treatment in that sport. Please, don't jump to any conclusions about a public or private meeting between a coach and parents.

If you need to talk to someone about any situation that concerns you about a coach or the team, come and discuss it with the athletic director. Nothing is off limits with the athletic director, and all conversations are confidential.

Mandatory Meetings

The athletic department has three mandatory meetings each year – these will be at the start of our fall, winter, and spring sports season. The reason for a mandatory meeting is to start the season off on the right foot, convey our philosophy, goals, rules, regulations, and make every athlete and parent aware of the possible dangers associated with athletic activities.

Awarding of Letters

Each sport will have a specific system for awarding letters. The lettering system is explained in the appendix

Practice Philosophy

Our philosophy for practice is very simple – every athlete will be at every practice unless excused by the head coach for that activity. **Athletes serving sport related suspensions will also be expected to be at practice and games during their suspension unless otherwise excused by the coach. During school discipline related suspensions the athlete may not attend or participate in practices or games.** Each head coach will determine the consequences for non-excused absences

In order for an athlete to practice, or compete, on any given day, he/she must be in school for a full day – exceptions to this rule would be medical appointments, death or illness in the family, or other special circumstances beyond the control of the athlete, approved by administration.

Athletes should never be allowed to stay home and rest before or after any event – no matter how important it may seem.

Gifts or Awards

Under the rules of eligibility for interscholastic competition set forth by the Arizona Interscholastic Association, no athlete can accept any gift or award that has a value of more than the \$200.00 limit allowed by the AIA .

Weight Room

The weight room is one of the most important facilities in our entire athletic department. It is in the weight room that our athletes get bigger, stronger, and faster. Parents need to encourage the use of this facility.

Care of Equipment

Every athlete will be assigned equipment and/or uniforms provided by the Payson Unified School District. Athletes are responsible for these items. Lost or damaged items will result in a fine being levied upon the athlete's bookstore account pending replacement.

Concussion Policy

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, loss of memory, personality changes, or balance problems) shall be immediately removed from the contest and shall not return to participation (including practice) until cleared by an appropriate health care professional.

What is a concussion?

A concussion is a mild traumatic brain injury that interferes with normal brain functioning.

Returning to play before symptoms disappear can result in long term effects.

All head and assistant coaches, whether paid or volunteer shall complete the NFHS online education course entitled "Concussion in Sports – What You Need to Know".

Source:

http://www.cdc.gov/concussion/HeadsUp/high_school.html#2

Fundamentals of Coaching

All head and assistant coaches, whether paid or volunteer shall complete the NFHS online education course in coaching fundamentals and concussions.

Transportation

The athletic department policy is that all athletes ride with their team to and from all activities. Coaches may choose to permit players to ride home with written release from the parents at the game site; in this case the coach will have the form for the parents to sign. **If it becomes necessary for a player to use alternative transportation to or from a game or match and parents are unable to be at the game or match to give written permission, it must be cleared through the athletic director prior to departure for the event.**

Inclement Weather Situations

When school is dismissed early due to inclement weather, no mandatory practice will be conducted. All students will go home. When the school start time is delayed due to inclement weather, no AM practices or open gym will be held. When school is canceled due to inclement weather, no practice will be held.

Cancellation of Events

In the event any scheduled athletic event has to be canceled or postponed the athletic office will inform the news media in the community, as soon as possible. Changes will be posted on Edline and School Messenger notice will be sent. Listen to the radio stations or call the athletic office at 474-2233.

Hazing

It is the policy of the District that hazing will not be permitted in any way, shape, or form. Athletes who violate this District guideline will be punished accordingly. Parents are encouraged to report any incidents of this type to the athletic office.

Summer Participation Philosophy

The athletic department believes the summer participation situation needs to be kept in proper perspective. Athletic development during the summer months needs to focus on the development of individual skills and strength. Team skills are secondary in nature. Student-athletes should organize their summer around the following priorities following AIA guidelines:

- (1) Weight Room, Open Gym & Passing League
- (2) Individual Skill Development
- (3) Individual Camps
- (4) Team Skill Development

Remember – neither the coaches nor the parents can make the student-athlete the best he/she can be – that’s a personal responsibility. One gets better by the

following process:

- (1) get bigger, stronger, and faster (weight room)
- (2) develop individual skills (self-motivated activities)
- (3) learn new skills and correct your mistakes (open gym)
- (4) be motivated to get better (individual camps)
- (5) put your new and developed skills to work (team camps)

Appendix A

Payson High School Rules of Eligibility for Interscholastic Activities

Extra-Curricular Co-Curricular

Regulations

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EXTRACURRICULAR ACTIVITY ELIGIBILITY

Pursuant to policy of the District requiring appropriate scholastic standards in order to participate in extracurricular activities, the following procedures shall be followed:

Extracurricular activities are:

- All Interscholastic activities that are of a competitive nature, and involve more than one (1) school, where a championship, winner or rating is determined. **Note:** This will include athletic, theater or music competitions for championships, winners or ratings.
- Endeavors of a continuous and ongoing nature for which no credit is earned in meeting graduation or promotional requirements that are organized, planned or sponsored by the District consistent with District policy. **Note:** This will include cheer and school-sponsored clubs.

Co-curricular activities are:

- School activities that are co-curricular in nature and connected by requirement to the internal, regular school program that require participation in certain non-class events in order to obtain a grade.

PURPOSE AND PHILOSOPHY:

To provide participants with values and skills, such as a positive attitude and a strong work ethic that will contribute to their success beyond their high school endeavors.

1. Participating in co-curricular /extra-curricular activities is a privilege, and each participant is expected to conduct himself/herself in an exemplary manner at all times, on and off campus.
2. A student becomes a participant in an activity when a blue card is issued for an AIA sanctioned, extra-curricular activity, or when he/she signs up for a co-curricular class or organization.

REQUIREMENTS:

The student must:

- Provide proof of insurance or sign a waiver of insurance.
- Provide parental authorization to travel to co/extra-curricular activities.
- Travel to and from co/extra-curricular activities by school-supplied or designated travel arrangements. **Any exception requires the prior approval (before leaving on a trip) of a written parental request, of the sponsor/coach and the Assistant Principal or Athletic Director.**
- Be in attendance in all classes on the day of an activity in order to participate in the activity for that day. **Exceptions require the prior approval of the School Administration.**
- Be eligible during the prior grade-reporting period to participate in any Athletic or Extra Curricular activity, or to participate in a Co-Curricular activity taking place during normally scheduled classes.

Any student who is ineligible for the first week of a 2-week break will retain the ineligible status for the duration of the break. Upon returning to school after the break, these students will be eligible for that week.

J-4561

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SPECIAL REQUIREMENTS FOR THE FOLLOWING EXTRA-CURRICULAR ACTIVITIES:

1. The student along with a parent/guardian must attend a meeting with the coach in order to participate.
2. The student's birth certificate must be recorded at the office of the Assistant Principal or Athletic Director (AIA).
3. The student must pass a yearly physical. The school-approved form must be on file prior to the first practice.
4. The school will supply an Arizona Interscholastic Association physical examination form for this purpose. (AIA)

5. The student must not compete on a team outside the school, if it is in the same sport as the one in which he/she is currently participating. (AIA)
6. Students must return or pay for all equipment issued to them. Debts must be cleared before going out for another sport or receipt of school transcript records. (PHS)

Ineligible students may not miss other teacher's classes for co/extra-curricular activities. Students may not be penalized in a class if ineligible and not permitted to attend an activity. Therefore, teachers must offer an alternative out of class activity for the ineligible student.

ACADEMIC ELIGIBILITY TO PARTICIPATE IN EXTRA/CO-CURRICULAR ACTIVITIES:

1. To be eligible, students must be passing all of their classes at the end of each one-week grading interval. An ineligible student has one week to make up any deficiency from the time of notification and will remain ineligible for the duration of that week.
2. The first 3 weeks of each semester will be considered a "Grace Period." All students must be passing all of their classes by Thursday of the 3rd week of each semester to be eligible to participate in extracurricular activities the 4th week of each semester.
3. Beginning the 4th week of each semester, student eligibility will be determined on a week to week basis. The period of eligibility begins on Monday and runs for seven consecutive days.
4. A "**D**" is the lowest passing grade.
5. Academically deficient students will be notified in a manner that will ensure confidentiality for the period of ineligibility.
6. Coaches and sponsors will be advised under the same procedure.
7. **PHS:** Not being enrolled in five (5) courses for credit during any of the first six semesters of high school; (4 are required during the seventh & eighth semester).
8. **PHS:** After the 11th week, if a student drops a class due to a failing grade, or a student is removed from class for discipline or attendance, and no is credit given, the student will receive an F for the remainder of the semester. The student shall be declared ineligible for the next period of one week. If that same student drops another class for said reasons, he/she will be ineligible due to not being enrolled in five (5) classes for credit, per AIA bylaws.
9. Students participating in Co-Curricular activities who do not meet the above eligibility requirements and become academically deficient will be unable to participate in co-curricular activities during regularly scheduled school hours from Monday through Friday.
10. Students participating in Co-curricular activities who are academically deficient will be allowed to participate in co-curricular activities beyond the school day such as before and after school or during the weekend.

Although students will be notified of pending ineligibility through Edline postings or notification from PUSD staff, **it is the student's responsibility to be aware of grades in each of his/her classes and to seek help when needed.** Any student having difficulty in a class may seek assistance from the guidance office. Each student will then be directed to an appropriate support program.

OPERATIONAL PROCEDURES:

For each student who is failing a course, following the three-week grace period at the beginning of each semester, weekly notification of ineligibility will be made to the student/parents; every three weeks, printed progress reports will be given to the student to share with the student's parents regarding the student's progress in each class.

- Grades will be updated weekly to Edline.
- Grades will be submitted to the guidance office at the conclusion of each week.
- The office of the athletic director shall determine which students are ineligible after a review of all grades.
- Parents and students will be notified through Edline and the weekly ineligibility report. Students will also be notified in person by the coach or sponsor.

EDUCATIONAL SUPPORT SERVICES:

Students will receive academic assistance through a variety of support services, which may include, but are not limited to:

- Individual assistance from teachers, coaches, sponsors and counselors.
- Supervised study.
- Peer tutors.
- Other programs as provided by the individual schools.

Students may contact counselors or coaches/sponsors for specific information regarding academic assistance.

If the scholarship standards of this policy are not met, the student, in concert with the guidance office, shall take the initiative in arranging the appropriate support program. It is the responsibility of each appropriate faculty member to provide educational support to students declared ineligible.

A student who becomes ineligible at the end of any eligibility report interval will be permitted to participate in practice sessions, but may not dress out or participate in team or group competition or performance. The student may attend club meetings, but may not participate in any organized activity or business discussions and may not maintain voting privileges until the student has met eligibility requirements.

ATHLETIC CODE OF CONDUCT:

The Athletic Department will help student-athletes achieve as much success as possible, however, proper sportsmanship is a primary objective. Athletes are to recognize that decisions and consequences are a part of the learning process. Disregard for sportsmanship and rules will not be tolerated. To help ensure fairness and uniformity, the following minimal guidelines will be required. The rules and consequences under the Athletic Code are in addition to those required and imposed by the school district.

CHANGING SPORTS:

1. Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches in the first 3 weeks of practice, in good standing with the coach/school, and with the approval of the athletic director.
2. Any athlete who quits a sport during the season will not be allowed to join another sport. It will be necessary to wait until the sport season is over before joining the next sport team, etc.

J-4561

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ATTENDANCE:

1. Student must attend all practices.
2. Unexcused Absences:
 - A. First Offense- misses next game.
 - B. Second Offense- misses next 2 (two) games.
 - C. Third Offense- off team.
3. To compete, an athlete must attend school on the day of the activity. Approved shortened schedules for seniors, doctor or dentist appointments, or funerals shall serve as exceptions.
4. Athletes who report to school late or are absent any period following an athletic contest will not practice or play on that day unless cleared by the principal/Athletic director. Participation in practice is up to the discretion of the coach.
5. In the event a student–athlete is inadvertently allowed to participate after an attendance violation, the student will forfeit participation on the next appropriate occasion.
6. An athlete who is suspended from school may not participate in practice or play during the period of suspension. This period is defined as from the morning of the first day of suspension to the beginning of the day allowed back in school.
7. Participation during non-school day following an absence from school shall be left to the discretion of the coach.
8. A doctor’s release must be submitted to the athletic trainer for approval before an athlete returns to practice after an injury or hospital stay.

GOOD CONDUCT RULES:

1. All athletes are required to conduct themselves in a manner, which makes them a credit to Rim Country Middle School, Payson High School and the Arizona Interscholastic Athletic Association.
2. Athletes who display behavior, which causes a negative effect on the athletic program at any time during the season of practice or play, will jeopardize their chances of participation. Disregard for sportsmanship conduct and team rules will clearly result in disciplinary action.
3. Consequences for violations of the “Good Conduct Rule” will be administered upon approval of his/her immediate supervisor.
4. If a student-athlete chooses to appeal the disciplinary action taken, he/she shall take the following steps:
 - a. The student must file a written appeal with the athletic director within 48 hours of the

decision to administer disciplinary action.

- b. The athletic director will appoint an Athletic Appeals Board consisting of three (3) faculty members and him/herself. The athletic director will chair the Board.
- c. The Appeals Board will follow the necessary procedure to resolve the appeal.
- d. During the appeal process any suspension shall be postponed.

TEAM RULES:

- 1. Coaches may elect to include additional team rules suited for their sport provided:
 - a. The Athletic Director will approve team rules.
 - b. Parents and team are informed of the rules in writing prior to the start of the season.
 - c. Only coaches and administrators can do the selection and administration of discipline.

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PUBLIC CONCERNS/COMPLAINTS ABOUT ATHLETICS

Trust in staff members and support for their actions should be such that employees are freed from unnecessary, spiteful, or negative criticisms and complaints.

In spite of this, criticisms and complaints may be forthcoming from the community. These complaints are best handled starting at the school level and, when necessary, should proceed through the various administrative levels.

Parents who have concerns should follow the chain of command by first meeting with the Coach and then, if not resolved, meeting with the Athletic Director; if not resolved at that level, meeting with the Principal is the next step. If necessary, after meeting with the Principal, a formal written complaint can be filed at the School District Office.

STUDENT DISCIPLINE

(Rim Country Middle School and Payson High School Extra-Curricular and Co-curricular Discipline Regulation)

The philosophy of discipline for extracurricular activities in Rim Country Middle School and Payson High School is that individuals are responsible for their actions and the benefits or consequences of those actions.

It is the District's position that it is illegal to participate in substance abuse of any kind, which includes possession or consumption of:

- Alcohol
- Drugs (legal or illegal)
- Tobacco

The Rim Country Middle School and Payson High School administrations may take disciplinary action against any other violation of school rules or misconduct, which is such that the student's continued participation in extracurricular or co-curricular activities jeopardizes discipline for the health, welfare, or safety of other students or staff.

Participating in extracurricular activities is a privilege, and each participant must conduct himself or herself in an exemplary manner throughout the year.

Each head coach or advisor shall have a discipline plan approved by and on file with the athletic director or assistant principal for his or her particular activity. Copies will be given to all participants and their parents. The athletic director will evaluate each coach/sponsor in writing.

Prior to the beginning of any activity competition, the coach/sponsor will conduct a mandatory meeting for all participants and their parents/guardians. A student may not participate in the activity without the student's parent/guardian attending a meeting with the coach. However, the head coach or designee will contact any parent/guardian not attending the meeting and go over the team guidelines.

Penalties

All student violations of this regulation will be referred to the athletic director or the assistant principal or designee for evaluation. It will be that person's responsibility to investigate the violations of this regulation. If, in that person's reasonable judgment, the student is found guilty, a penalty will be imposed, within the following limitations and not necessarily restricted to a single season, sport, or year:

- First (1st) occurrence. Suspension from all extracurricular and co-curricular activity for one-fifth of the allowable season contests. If the athlete cannot complete the

suspension at the end of a season, the suspension will carry into his/her next season of participation. The student will be required to attend and participate in practices during the suspension when applicable.

- Second (2nd) occurrence. Suspension from all extracurricular and co-curricular activities for the remainder of the season.

School consequences, as necessary, are assigned in addition to the consequences imposed on students through co and extra-curricular activity participation.

As per the Payson High School student handbook, persistent level III behaviors, including assault and anything related to alcohol, drugs, or tobacco, will result in escalated consequences with each occurrence over the course of a student's years enrolled at Payson High School. J-4612 JK-RB

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In-Season Rules, On or Off Campus

- Stealing. The stealing infraction is defined as taking articles from the school or any other public or private establishment. This includes the wearing or having possession of unauthorized school equipment.
- Drinking. This includes having in possession or having consumed any alcoholic drink.
- Drugs. This includes using illegal drugs or drugs prescribed for another person, possessing illegal drugs or paraphernalia, or selling illegal drugs to others.
- Tobacco. Tobacco is defined as the use or possession or tobacco in any form including: dipping, chewing, or carrying.

The penalty for any of the above violations is:

- First (1st) occurrence. Suspension from all extracurricular and co-curricular activity for one-fifth of the allowable season contests. If the athlete cannot complete the suspension at the end of a season, the suspension will carry into his/her next season of participation. The student will be required to attend and participate in practices during the suspension when applicable.
- Second (2nd) occurrence. Suspension from all extracurricular and co-curricular activities for the remainder of the season.

School consequences, as necessary, are assigned in addition to the consequences imposed on students through co and extra-curricular activity participation.

DUE PROCESS:

At the beginning of the season, each student will be presented a written statement of the activity code of conduct and accompanying regulations and penalties. Parents/guardians and students will sign, affirming they have read and understand the rules prior to the athlete participating in their first game. These forms must be returned and kept on file in the athletic department's office prior to the first game.

Immediately upon receipt of information regarding a violation of the code, the coach will discuss the matter with the student.

If the coach is sure that a violation has occurred, the coach will:

- Notify the assistant principal/athletic director of the exact nature of the violation. That person shall notify the student's parents, giving the same information before the penalty takes effect.
- The assistant principal/athletic director will then notify the athlete and parents/guardian of the violation and the consequences.

When the student and/or the student's parents/guardians are unclear as to the reason for the disciplinary action, or are dissatisfied with the determination or consequences, the parents/guardians may request, in writing, a review by the principal. The request must be made within five (5) school days from notification of the disciplinary consequences.

If the parents/guardians are dissatisfied with the principal's ruling, they may, within five (5) days, present their case to the Superintendent, who will make the final determination on eligibility.

Appendix B

2012-2013 Payson High School Athletic Schedules

Please check Edline for the most up to date versions of the schedules. Weather, facilities conflicts, transportation issues are a few of the reasons that schedules are changed during the year. Go to www.edline.net/pages/MWS and click on Extra-Curricular then Sports.

