

# Irvington Community Schools

Irvington Preparatory Academy

Irvington Community Middle School



2023-2024

Student-Athlete Handbook

## Irvington Community Schools Leadership Team

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# INSIDE RAVENS ATHLETICS

## 2023-2024 Projected Sports:

### High School

#### Fall/Winter/Spring Seasons

Girls Volleyball  
Coed Soccer  
Coed Cross Country  
Football  
Girls Basketball  
Boys Basketball  
Cheer  
Softball  
Baseball  
Track & Field

### Middle School

#### Fall/Winter/Spring Seasons

Girls Cross Country  
Boys Cross Country  
Girls Soccer  
Boys Soccer  
Girls Volleyball  
Football  
Girls Basketball  
Boys Basketball  
Cheer  
Boys Baseball  
Girls Softball

**Baseball Conference Champions 2021, 2022**

**Volleyball Conference Champions 2022**

**Members of the IHSAA**

**Members of the IIAAA**

**Members of the GIAC**

## **ABOUT IRVINGTON COMMUNITY SCHOOLS**

Irvington Community Schools is one of the oldest Public Charters Schools in Indiana, opening its doors in 2002. A K-12 charter school corporation located in the [Irvington Historic District](#) of [Indianapolis, Indiana](#). Originally Chartered by Ball State University, ICS, Inc is currently chartered by the Indianapolis Mayor's Office of Education Innovation.

ICS, Inc. provides a liberal arts focus: all students K-12 participate weekly in Physical Education, Music, an Art program, and Foreign Language.

- Irvington Community Schools Inc.'s three schools are each, by design, small community schools:
- Irvington Community Elementary School has three classes per grade level (K-5) and serves just over 400 students;
- Irvington Community Middle School (Grade 6, 7 & 8) serves approximately 240 students;
- Irvington Preparatory Academy, (Grade 9 through 12) enrolls approximately 340 high school students.

## **MISSION STATEMENT**

- Provide a small, safe learning community where respectful behaviors are modeled and expected.
- Offer a college-prep, career-readiness curriculum that focuses on developing a strong work ethic and creative thinking.
- Prepare all students for post-secondary success.
- Develop responsible citizens through involvement in service learning and community engagement for the betterment of local and global communities.

## **Belief Statement**

- Every ICS employee is here to support classroom success.
- Every decision is to be made in the best interests of our students.
- Every ICS parent/guardian is considered a partner in student development.
- Children learn best when they feel safe and have a sense of belonging.
- Every child we serve deserves a student-centered educational experience.
- Teacher autonomy, creativity, and expertise are essential to developing engaging, meaningful learning experiences for all students to accomplish our schools' goals.
- A healthy learning environment for students is directly related to a healthy school culture.
- Our role is to develop students to be responsible members of the community they live and learn in.
- All children have the potential to be successful learners and members of society.
- Our business is building our students' future.

## **The Irvington Way**

All ICS, Inc. community members — students, staff, parents, and board members — are expected to commit to “The Irvington Way” as a way of conduct. It is a pathway to success both in the school setting and in any post-secondary educational or professional endeavor. The Irvington Way has five basic principles:

- Be Respectful
- Be Responsible
- Be Safe
- Be Involved
- Be Focused

## **PHILOSOPHY/PURPOSE**

The Irvington Athletic programs strive to provide the best opportunities beyond the school day for students to excel in knowledge, skills, teamwork, self-discipline, and moral character. This athletic handbook is designed to inform athletes and their parents or guardians of the rules, regulations, and information that helped develop the rich experience of competing at ICS. Participating in high school athletics is not a right but a privilege that carries with it honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration along with additional specific coaches' rules for their sport. Student-athletes and parents are expected to represent Irvington Community Schools, your family and community in a positive manner. The policies in this handbook are in force the year around and apply to all IHSAA sanctioned sports, non-IHSAA sports and all sanctioned club sports at Irvington Community Schools.

The philosophy of the Irvington Community Schools Athletic Department is to provide the best opportunity for its student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. Student-athletes will learn to work with others, enjoy athletics, and develop personal health habits.

The purpose is to provide each participant with experiences that will be positive, helpful in developing teamwork, responsibility, loyalty, good sportsmanship, fortitude, and enhancement of particular knowledge and skill. The primary purpose of athletics is to help young adults grow as informed citizens. By following guidelines set forth in this handbook, the ideals you exemplify as athletics will become a part of your personality and character and will be a model to those who watch you perform.

You assume many responsibilities when you wear the colors of Irvington Community Schools. Most athletes are responsible people and succeed because of this characteristic. Those who fail to meet their responsibilities, as an individual and team member, may be a detriment to themselves, the team and the school.

Interscholastic athletics, historically a significant part of the total educational program, contributes effectively to the lives of the participants by providing competitive opportunities, fostering initiative to succeed, providing leadership experience, and numerous opportunities for self-discipline.

The success and tradition of the Irvington Community Schools Athletic Program involves responsibilities for all prospective and participating athletes. Those entering the program should have an idea of these responsibilities and have the willingness to accept and maintain them. The student/athlete's conduct, on and off the field, must at all times comply with the general directives and overall mission statement of Irvington Community Schools. Also, a student/athlete's behavior towards and interaction with other players, participants, students, parents, faculty and third parties must at all times comply with the general directives and overall mission statement of Irvington Community Schools.

## **GENERAL EXPECTATIONS**

1. Each individual shall put the good of the team first and foremost.
2. Good sportsmanship will always be the focal point of the Irvington Community Schools athletic department. It will be reflected in how we treat our teammates, coaches, officials and opponents.
3. Each individual shall accept responsibility for the care of all equipment and school property. Damage due to negligence shall result in financial accountability for the offending individual.
4. Each individual shall obey the specific guidelines set forth for each team as given by the coach.
5. Each individual shall be a good citizen at all times, displaying honesty, self-discipline, courtesy, responsibility, and respect for self, others, and property.
6. Each individual shall strive to be a positive influence in all he/she tries to do, representing the team, school, and community with pride and dignity.
7. Each individual shall refrain from the use of profanity, refrain from engaging in negative language, disrespectful and violent behavior, and other behaviors that will bring discredit upon themselves, their teams, their families, and their school. In short, Irvington athletes are expected to maintain a higher standard of conduct than that of those not involved in athletics.
8. No individual shall participate in any unlawful act as stated in **Public Law 162** regardless of local laws. These unlawful acts shall include, but are not limited to, the involvement of student/athletes with drugs, alcohol, tobacco, weapons, gambling, theft, forgery, vandalism, falsification of grades and/or records, assault and endangering the health, safety and/or welfare of others.
9. Each individual shall comply with the standards set forth in this handbook, core values of Irvington Community Schools, student handbook, and school policies and regulations or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
10. Each individual shall comply with the standards as set forth by the IHSAA or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
11. Each individual shall comply with local, state and federal laws and regulations or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
12. The student athlete/ participant must acknowledge and understand that participation by student athletes is a privilege, not a right and such participation may be limited, suspended and/or terminated by the school at its sole discretion.

## **ELIGIBILITY STANDARDS FOR PARTICIPATION IN ATHLETICS AT Irvington Community Schools**

The Indiana High School Athletic Association and Irvington Community Schools both have minimum requirements for participation in high school athletics, conditioning programs, and club sports. Failure to meet these requirements will render that student athlete ineligible for participation. The following requirements for athletic participation at Irvington Community Schools must be met before participation can begin

- Students new to Irvington Community Schools who have transferred from another high school must first be enrolled in Irvington Community Schools and must have completed an IHSAA Transfer Form before they can begin practice with a team, this includes summer programs.
- Students new to Irvington Community Schools who have transferred in from another high school are ineligible until an IHSAA Athletic Transfer Form from the previous school has been completed and ruled upon by the IHSAA. The new student, through the Irvington Community Schools Athletic Department, must initiate this transfer. The athlete will not be allowed to participate with a team until the transfer has been completed. This includes summer programs.
- The transfer student must have been in good standing in their previous school to begin participation at Irvington Community Schools. Penalties imposed by the athletic department and/or the previous school's administration will be applied or the equivalent Irvington Community Schools Athletic Department penalty will be applied to

those students transferring into Irvington Community Schools. Student athletes who have been denied athletic participation at their previous school will be denied participation at Irvington Community Schools

- Every Irvington Community Schools student athlete is required by the IHSAA and Irvington Community Schools Athletic Department to have an IHSAA physical examination form completed and on file with the Athletic Department before conditioning, participation in a camp and when practice begins in any sport. **Physical exams are the responsibility of the athlete and their parents. Physical exams for athletics expire April 1 of each year. Physical exams for the upcoming year must be completed and dated after April 1.**
- Every Irvington Community Schools student-athlete and parent/guardian is required by Indiana Law to have a completed concussion form signed and on file with the Athletic Department before conditioning or participation in practice begins in any sport.
- Every Irvington Community Schools student-athlete and parent/guardian is required by Indiana Law to have a completed Sudden Cardiac Arrest for signed and on file with the Athletic Department before conditioning or participation in practice begins in any sport.
- Every Irvington Community Schools student-athlete is required to have a completed profile on Final Forms prior to participation in practice in any sport. Athlete profiles must show green prior to participation.
- Every Irvington Community Schools student-athlete is required to meet all academic standards set by the IHSAA and ICS

### **Irvington Community Middle School Guidelines**

- AGE- ("Interscholastic Guidelines for Middle-Schools"-IHSAA) Students participating in the sixth, seventh, or eighth-grade athletic contests should be eligible within the following guideline:
- 6th Grade- A student who is or shall be 14 before or on the scheduled date of the last athletic contest in a sport shall be ineligible for athletic competition in that sport.
- 7th Grade- A student who is or shall be 15 before or on the scheduled date of the last contest in a sport shall be ineligible for athletic competition in that sport.
- 8th Grade- A student who is or shall be 16 before or on the scheduled date of the last contest in a sport shall be ineligible for athletic competition in that sport.

Middle School Programs will be run through the IPS Leagues and the GIAC. In addition to the IHSAA Physical Exam, signed waivers will be required through Afterschool HQ.

### **ATTENDANCE POLICY**

Each member of an Irvington Community Schools Athletic team must assume the responsibilities associated with such a position. The athlete has an ethical obligation to the team and the school. This obligation includes regular attendance at practices and athletic contests. Commitment to Irvington teams should come before any club or outside team. If a practice or competition is missed due to outside commitments, there will be consequences for missing the Irvington practice or competition.

It is possible, of course, that emergency situations may arise (e.g., illness, death in a family, etc.) that render it impossible for an athlete to attend a practice session or an athletic contest. Absences should be few and far between and arranged with the coach as early as possible. (see varsity letter attendance policy)

When athletic team practices occur on school vacation days all varsity athletes are expected to be in attendance, if the coach requires attendance during that time. If a conflict arises and the athlete may have to miss a practice it is of utmost importance that the athlete communicates this with the coach immediately knowing that consequences may follow. Summer and off-season activities are strongly encouraged but cannot be required by coaches.

Each team member must practice a minimum of ten (10) separate days prior to the first contest. If they are moving from one season to the next within the same school year a team member must practice a minimum of five (5) times. (IHSAA Rule 50/101)

If a student athlete misses five (5) to ten (10) consecutive days of practice/contests, he/she is required to participate in four (4) practices before returning to contest play. If a student athlete misses more than ten (10) consecutive days of practices/contests, he/she is required to participate in six (6) practices before returning to contest play. (See IHSAA rule 9-14.c)

Absences from practice sessions or athletic contests will be handled in the following manner:

<b>ABSENCE FROM PRACTICE</b>	
Excused absence	No action, communication with coach required
Unexcused absence – 1 <sup>st</sup> Offense	Conference with coach and discipline of athlete
Unexcused absence – 2 <sup>nd</sup> Offense	Suspension from the next interscholastic contest
Unexcused absence – 3 <sup>rd</sup> Offense	Dismissal from team (Athlete forfeits all awards)

<b>Absence from Athletic Contest</b>	
Excused absence	No action, communication with coach required
Unexcused absence – 1 <sup>st</sup> Offense	Suspension from next two interscholastic contests
Unexcused absence – 2 <sup>nd</sup> Offense	Dismissal from team (Athlete forfeits all awards)

Students are required to attend all practices, team meetings, service projects, fundraising events, etc. that the coach deems as necessary. Students must attend a **minimum of 50% of the school day** in order to qualify for participation in an athletic activity after school. Approved field trips or school activities constitute attending school, any exceptions must be granted by the Athletic Director.

An athlete who is absent five or more consecutive school days due to illness or injury must present written verification to the coach or Director of Athletics from a licensed physician stating that the athlete may resume competition (**IHSAA By-Laws**).



## **FINANCIAL OBLIGATIONS**

Student-athletes/guardians are required to pay all fees associated with each activity by the established due dates. Need requests and/or arrangements for a payment plan must be made in writing to the Director of Athletics. Fees are required prior to the receipt of the goods. **Unpaid fees will result in the inability for the student-athlete to tryout for an athletic team during the following season.**

## **PARTICIPATION STANDARDS & GOOD SPORTSMANSHIP FOR Irvington Community Schools STUDENT ATHLETES**

The following Participation Standards for Student Athletes and Good Sportsmanship for Student Athletes reflect the standards by which Irvington Community Schools and its Athletic Department expect all student athletes to abide. Participation by student athletes is a privilege, not a right. It must be earned through demonstrated commitment, honesty, loyalty and hard work. The coaches of each sport, with authority of the athletic department and the Principal, will enforce the specific elements of the Code of Conduct.

- The good of the team is first and foremost.
- Athletes are responsible for the uniforms and equipment. The Athletic Department will replace uniforms damaged or destroyed by competition. Student athletes will reimburse the Athletic Department for uniforms and equipment that has been lost, damaged with uses not associated with athletics or not turned in at the end of the season.
- If your team conducts fundraisers, all team members are expected to participate.
- The coaches of individual teams may supplement the Irvington Community Schools Athletic Department Student Athletic Handbook with their own additional rules that are specific to their sport. These rules carry the same weight as those of the Athletic Department and may carry specific penalties that would be administered and enforced by the coach of that team. These penalties may be in addition to those imposed by the Athletic Department.
- Irvington Community Schools student athletes are expected to be a positive role model to other students in our school and to the young people of the community.
- Student athletes are expected to read, understand and abide by the rules found in this handbook.

## **STANDARDS OF GOOD SPORTSMANSHIP**

- Good sportsmanship will always be the focal point of the Irvington Community Schools Athletic Department. It will be reflected in how we treat our teammates, coaches, officials and opponents.
- Student athletes at Irvington Community Schools will place the positive and supportive relationship with their teammates and coaches as their highest priority. Regardless of the sport, individual or team, we are only as strong as how we treat each other.
- After all contests, Irvington Community Schools athletes are expected to shake hands with the athletes and coaches for the team (s) that we have competed against.
- After all contests, regardless of whether we agree or disagree with their calls, Irvington Community Schools athletes will thank the officials for their work in officiating the contest.
- After any contest where ribbons, medals or trophies are presented to opposing team (s), Irvington Community Schools athletes will stay and watch and applaud the efforts of the athletes and teams involved in that contest. At no time will Irvington Community Schools athletes ever leave the field or floor while a presentation is being made.

- Irvington Community Schools athletes will not use inappropriate language while taking part in any contest or practice.
- Though all sports have some level of physical contact, and recognizing that hard physical aggressive contact is a major part of all sports, at no time will a Irvington Community Schools athlete engage in physical play that would result in unsportsmanlike conduct that would jeopardize the safety of the opposing athlete or the integrity of the Irvington Community Schools team.
- All Irvington Community Schools athletes will stand and remain quiet during the playing and/or performing of the National Anthem. If this is against the athlete's religious beliefs, the athlete may remain seated or wait to come on to the floor or field.
- Athletes are required to wear school issued uniforms during all contests
- Any athlete ejected from a contest for an unsportsmanlike act shall be suspended from the next inter school contest at that level of competition and all other interschool contests at any level in the interim.
  - The athlete may attend, determined by the coach, the next competition but may not be in uniform or participate.
  - If the ejection is the last contest of the season, the penalty will carry over to the next sport season the athlete participates in and finishes in good standing.
  - Prior to returning, the athlete is required to take an online sportsmanship course with the NFHS
  - A second offense in the same school year involves suspension for 20% of the current or next season in which he/she participates.
  - A third offense will carry a one-year suspension from the date of the third offense.

### **CODE OF CONDUCT FOR STUDENT ATHLETES**

- Athletes must attend all practices and games unless excused by the coach.
- Athletes who miss practice must notify the coach or Athletic Office prior to the absence for it to be excused.
- Athletes are expected to be on time for all practices, games, and bus departures.
- Athletes must demonstrate good sportsmanship and must conduct themselves as ladies and gentlemen both on and off the field of play. Poor classroom, school, or school-related events behavior will not be tolerated.
- Athletes are to follow rules established by the coaches. These may include the rules of grooming, appropriate dress, curfew, diets, etc. These rules are not to be excessive!
- Athletes will be financially responsible for all equipment issued to them. Athletes will not be allowed to participate in another sport until all previous athletic financial obligations are complete.
- Athletes may not quit one sport in the same season to compete in another sport. Athletes who choose to quit a team during the season will not be eligible for reinstatement and will be required to meet with the Athletic Director prior to joining any future teams.
- Cell phones and cameras may not be used inside a locker room or rest room for any purpose. This means no texting, no calling and obviously no pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room or rest room at any time. **NO EXCEPTIONS TO THE RULE.** The rule applies to all players, manager, and coaches (coaches may use a cell phone in their office, not the locker room). Should an athlete receive a call or text while he/she is in the locker room or rest room, he/she should take the phone (still in the backpack, book bag, gym bag, etc.) out to the hall or outside the building before use. **CAMERAS AND PHONES MAY NOT BE IN USE OR NOT IN VIEW IN THE LOCKER ROOM OR REST ROOM FOR ANY REASON.**
- The following (but not limited to) acts by a student on or off school premises will be sufficient cause for discipline, suspension, or expulsion deemed appropriate by the administration:
  - Disruptive conduct
  - Disobedience of reasonable instructions of school authorities
  - Refusal to identify oneself
  - Unauthorized absence from a practice or game

- Cheating
  - Immoral conduct
  - Vulgarity and profanity
  - Destruction or defacing property
  - Extortion
  - Intimidation
  - Harassment (racial/ethnic/sexual/religious) of another student or employee
  - Assault of another student or employee
  - Verbal abuse or offensive behavior
  - Gambling
  - Stealing
  - Possession or use of any dangerous weapons or objects
  - The commission of any criminal act defined by law or citation received
  - The use, sale or possession of tobacco
  - The use, sale or possession of alcoholic beverages
  - The use, sale or possession of drugs and/or related paraphernalia.
- The Athletic Code of Conduct deals with specific violations that should be applied within every athletic program; however, this code is not intended to be all-inclusive. Because something is not explicitly mentioned in the code does not mean it is not prohibited. If no penalty is listed in the code for a violation, the head coach has the authority to determine the penalty (consistent with the philosophy of the code) with consultation of the Athletic Director.
  - A student athlete who has violated a school rule and has completed discipline procedures with Irvington Community Schools Administration may be subject to additional punishment under the Irvington Community Schools Athletic Department and/or an individual coach's policy. Student athletes suspended out of school are also removed from participation in practice and contests for the duration of the suspension.

## **VIOLATIONS:**

**Reporting of Violations:** Violations of the Code of Conduct for Student Athletes or violation of any portion of the Athletic Handbook should be reported immediately to the appropriate head coach and the Irvington Community Schools Athletic Department.

**Carry Over of Penalties from Season to Season:** If the violation of the Code of Conduct for Student Athletes or a violation of Irvington Community Schools rules occurs and the student athlete cannot fulfill the remaining terms of their penalty in that sport, the remaining portions of the removal from participation will carry over into the next interscholastic sport that the student athlete will be involved.

**Serving of Penalties:** Penalties for violation of the Code of Conduct for Student Athletes or any other violation of Irvington Community Schools rules or those rules of the coach within a sport will be imposed immediately and will be served in the order that the contests are scheduled.

**Athletic Participation During a Period of Removal from Participation:** During the period of time that a student athlete has been removed from participation and with the exception of the student athlete that has been removed from attendance, for practices and contests, the student athlete is expected to be present at all athletic contests and practices involving the team. The student athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend a contest or practice or any other function scheduled by the coach, credit will not be given toward fulfilling the requirements of the removal from participation.

## **PROCEDURES**

Upon reasonable suspicion of a student's violation, the Administrative Team, and/or the Athletic Director will conduct an investigation. Following the investigation, the student and family will be notified by the Director of Athletics as to the consequences described in the athletic handbook.

## **APPEALS**

**Appeals to the Athletic Department:** A student athlete and his/her parent(s) or guardian(s) have the right to a hearing on a removal from participation by notifying the Irvington Community Schools Athletic Director by phone or in writing within two (2) school days after the removal. The right of appeal is forfeited if this is not requested within this two (2) day limit. The purpose of the appeal hearing is to inquire into the student athlete's alleged violation and allow the athlete and parents or guardians to present evidence on the behalf of the student athlete. The removal from participation will remain in effect during the appeal hearing.

**Appeals to the Administration:** The student athlete has the right to appeal the decision of the Athletic Department to the school Administration. The notification of the intent to appeal to the administration must be made by phone or in writing within two (2) school days after the meeting with the Athletic Department. The right of appeal is forfeited if this is not requested within this two (2) day limit. The purpose of the appeal hearing is to inquire into the student athlete's alleged violation and allow the athlete and parents or guardians to present evidence on the behalf of the student athlete. The removal from participation will remain in effect during the appeal hearing. Following the hearing with the administration, the student athlete and the parent(s) or guardian(s) will be notified within two (2) school days by the Principal as to the decision.

## **ENFORCEMENT**

All coaches, teachers, administrators, staff, athletes, and parents should work together to uphold and enforce the Student-Athlete Handbook. A possible code violation shall be reported promptly to the athletic administrator, who will include the athlete, parent, coach, and Principal when needed in an investigation of the matter.

If the athletic administrator decides that an Athletic Code of Conduct violation might have occurred, the administrator will contact the athlete and his or her parent/guardian immediately.

Upon further investigation, if it is decided that an athlete has violated the Athletic Code of Conduct and will be temporarily or permanently excluded from interscholastic athletic participation, the athletic administrator will inform the athlete and his or her parent/guardian of the administrator's decision and the consequences of the athlete's action(s).

## **Irvington Community Schools DRUG TESTING POLICY**

Irvington Community Schools has the right to randomly drug test any student who participates in any athletic activity or co-curricular activity. Irvington Community Schools has the right to drug test any student for whom Irvington Community Schools has reasonable cause to suspect may be using an aforementioned substance. Possession or use of any illicit substance are strictly prohibited and will result in an intervention and consequences including confiscation, suspension, Students who arrive at school under the influence of alcohol or illegal substances, or are suspected of being under the influence, may be subject to their personal property being searched as well as possible testing for the presence of these substances (as provided in SB 147). This may be determined by behavior, appearance, smell, and impaired speech or motor function.

In addition, students who are or are suspected to be under the influence at school will receive the following consequences:

**1st Infraction:** Student will be placed in ISS until the effects of the alcohol or illegal substance have dissipated. Parents/guardians will be called.

**2nd Infraction:** Student will spend the entire day in ISS and will complete an assignment about drug and alcohol abuse. Parents/guardians will be called.

**3rd Infraction:** Student will be suspended (3-5 days). Parents/guardians will be called and must attend a behavior contract meeting to develop a plan that will be implemented upon the student's return to school through the end of the school year.

Students who are suspended are not permitted at practice or competitions until the suspension has concluded. Additional discipline may be issued by the coaching staff.

### **Prohibition of Bullying/Hazing in Irvington Athletics**

#### **Purpose**

The purpose of this policy is to maintain a safe team and coaching environment that is free from hazing for student athletes and staff members. Hazing activities of any type are inconsistent with the mission and core values of Irvington and are prohibited at all times.

#### **General Statement of Policy**

No student athlete, coach, administrator or other Irvington employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

No student athlete, coach, administrator or other Irvington employee, contractor or volunteer shall permit, condone or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization or team shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

Irvington will act to investigate all complaints of hazing and will discipline or take appropriate action against any student athlete, teacher, coach, administrator or other school employee, contractor or volunteer who is found to have violated this policy.

#### **Hazing Defined**

"Hazing," means committing an act against a student athlete, or coercing a student athlete into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, team, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of Irvington policies or regulations.

### **Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate Irvington administrator designated by this policy.

The athletic director is the person responsible for receiving reports of hazing within the athletic department. Any person may report hazing directly to any Irvington teacher or administrator.

Coaches, teachers, administrators, other Irvington employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, team standing or work assignments.

### **Irvington's Action Steps**

Upon receipt of a complaint or report of hazing, Irvington will undertake or authorize an investigation by school officials or a designated third party.

Irvington may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, Irvington will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, termination or discharge. Disciplinary consequences will be administered consistently. Irvington will appropriately discipline prohibited behavior and deter others from hazing. Action taken for violation of this policy will be consistent with other school policies.

### **Reprisal**

Irvington will take appropriate action against any student athlete, coach, teacher, administrator or other employee, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **STUDENT ANTI – HARASSMENT POLICY**

Irvington Community Schools ("School" or "Irvington") is committed to providing a learning environment free of unlawful harassment based on a student's race, religion, color, age, sex, national origin, sexual orientation, disability or any category protected by law. The

School is committed to protecting students from such unlawful harassment whether from other students, administrators, faculty members, other staff or anyone with whom students interact at school, on school property or while participating in school-related activities. Prohibited conduct includes any behavior or action which violates law or this policy, regardless of where such behavior or action occurs. The School's commitment further includes protecting students from any type of offensive, intimidating misconduct that interferes with their educational pursuits. Unlawful harassment and/or prohibited misconduct against any student are reprehensible and will not be tolerated. All employees, students, volunteers and members of the School's religious community are expected to exhibit the highest ethical standards and personal integrity.

Harassment may be physical, verbal, written, visual, non – visual and/or non – verbal in nature.

Harassment may include, among other things:

- Epithets, slurs, stereotyping or threatening, intimidating or hostile acts that relate to a student’s race, color, age, religion, sex, national origin, sexual orientation, disability and/or any other category protected by law;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, age, religion, sex, national origin, sexual orientation, disability and/or any other category protected by law.

In addition, sexually harassing behavior may include, among other things, unwelcome sexual advances, requests for sexual favors or other comments or conduct of a sexual nature when:

- Submission to such behavior is made, either explicitly or implicitly, a term of a student’s academic status or progress;
- Submission to or rejection of such behavior by a student is used as a basis of educational decisions affecting the student;
- Submission to or rejection of such behavior by the student is used as the basis for any decision affecting the student’s school – related opportunities, benefits and services;
- Such conduct is so severe, pervasive and objectively offensive that it has the purpose or effect of depriving the student of access to educational opportunities, benefits or services.

To clearly define unacceptable behavior, a list of inappropriate conduct/behavior is provided below. Examples of inappropriate behavior include, but are not limited to, the following:

- Offensive or vulgar jokes
- Name calling
- Comments about one’s body
- Offensive or sexually-related physical gestures
- Comments about one’s or other’s sexuality, sexual history or sexual practices
- Display of any pornographic, sexually explicit or sexually oriented material, magazines,
- Any form of physical restraint
- Any type of massage (except with respect to authorized personnel engaged in appropriate and legitimate athletic/training endeavors)
- Use of school resources or property to download, upload, display or distribute any pornographic, sexually explicit or sexually oriented material (this does not apply to legitimate educational material, such as material relating to the study of art, etc.)
- Nudity (this does not apply to legitimate educational material, such as material relating to the study of art and as appropriate in locker rooms, changing facilities, shower rooms, etc.) or inappropriate attire
- Inappropriate physical contact, such as full body or lengthy embraces, kissing,
- pinching, patting, fondling or touching of another’s body including, but not limited to, genital areas, chest, buttocks, legs and/or thighs
- Punishing or retaliating against a person for refusing to comply with implied or explicit sexual advances
- Any unwelcome conduct or behavior which implicitly or explicitly seeks sexual contact or sexual relationship

The above examples of inappropriate conduct/behavior are not intended to be a complete list of prohibited conduct/behavior. It is provided as a list of examples of such prohibited conduct/behavior. A good general rule is: if you have any question about whether conduct or behavior is appropriate, then do not engage in the behavior.

Any student or parent who believes a student has been subjected to behavior that violates this policy is encouraged to and has a responsibility to immediately report the concerns to the Dean of Students or the Principal’s Office. No action will be taken against any student because he/she or his/her parent reports behavior believed to violate this policy.

The School will respect the confidentiality of the student reporting concerns and the individual(s) about whom the report is made to the greatest extent possible consistent with the School's legal obligations and necessity to investigate alleged violations of this policy. The school will take appropriate disciplinary action when inappropriate behavior has occurred.

All students are assured that the School will take appropriate steps to investigate any alleged violation of this policy and to take appropriate corrective action to ensure that students have an opportunity to learn in an environment free of inappropriate comments and conduct.

It is the responsibility of all administrators, faculty, staff, volunteers and students to behave in accordance with the letter and spirit of this policy to maintain a productive educational environment of which all can be proud.

## **TRIP GUIDELINES**

In order to participate in any athletic-sponsored trip, the following conditions must be met. Before departure, the student must:

1. In season, overnight stay requests must be approved by the Athletic Director.
2. Post-season, overnight stays will be discussed with team members, guardians and the Administrations prior to approval. A minimum of 1 parent/guardian is required to stay overnight with the athlete in the same hotel.
3. Be a member of the ICS team, club, or organization taking the trip.
4. Pay the full amount due for this trip and any other prior commitments.
5. Return the signed parent permission and have medical forms on file with the school nurse.
6. Have a parent or guardian attend the pre-trip meeting, if required.

While on the trips, students will be governed by all the applicable rules and guidelines listed in the school Student Handbook, including the Student-Athlete handbook and the following:

7. Stay with the group and use only the transportation provided. Chaperones are always notified of a student's whereabouts.
8. Abide by all guidelines set by the group chaperones regarding meals, arrivals, departures, room checks, etc.
9. Be accountable and responsible for your own actions and belongings at all times.
10. Do not remove any items from the hotel rooms. Violators will be reported to school officials. Theft is a suspension/expulsion offense as well as a crime.
11. Members of the opposite sex shall not be permitted in the same rooms at any time.
12. Bring enough money for meals and any spending money you wish.
13. Be in rooms with lights out at designated time.
14. Do not use or be in the possession of drugs, alcohol, or tobacco regardless of local laws.
15. School officials will not be responsible for any student arrested during the trip. We will make every attempt to contact the student's parent.
16. Remember that the purpose of this trip is educational in nature. You are representing yourself and your school – you must be courteous and cooperate at all times.
17. Violations of these rules will result in a phone call to the student's parent or guardian, after which the student may be sent home immediately at the parent or guardian's expense. Further disciplinary consequences may also be imposed



## **IHSAA BY-LAWS THAT WILL RESULT IN A STUDENT ATHLETE BEING DECLARED INELIGIBLE**

The following are brief guidelines to a variety of rules that might cause a student athlete to be declared ineligible. This is a partial list of minimum requirements. Student athletes and their families are encouraged to contact the Irvington Community Schools Athletic Department for further clarification and specific information or visit [www.ihsaa.org](http://www.ihsaa.org)

- A student athlete who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport.
- A student athlete will violate their amateur standing and will be declared ineligible if they play under an assumed name, accept remuneration directly or indirectly, sign a professional contract or participate in athletic activities, tryouts, auditions, practices or games held or sponsored by professional athletic organizations, clubs or their representatives.
- A student athlete will be declared ineligible if they accept commercial awards that advertise any business firm or individual, accept awards, gifts, trips, or honors from colleges or their alumni or accept awards or prize money for contests that they have entered.
- A student athlete will be declared ineligible if undue influence has been used to attract that student athlete at Irvington Community Schools for athletic purposes.
- A student athlete will be declared ineligible if they have not enrolled in Irvington Community Schools within the first fifteen days of a semester.
- A student athlete will be declared ineligible if they participate in a sport under an assumed name representing another school.
- A student athlete will be declared ineligible if they participate in sports in excess of eight semesters of high school education beginning with the ninth grade.
- A student that has been absent for five (5) or more days must complete four (4) separate days of practice before they can compete in interscholastic competition. If a student athlete is absent more than ten (10) consecutive days, they must complete six (6) separate days of practice before they can compete in interscholastic competition.
- Student athletes must be enrolled in Irvington Community Schools. This includes homeschool and online students. A minimum of 1 class is required.
- Student athletes must complete ten (10) separate days of organized practice under supervision of the coaching staff in order to participate in a contest.

## **IHSAA AND Irvington Community Schools INTERSCHOLASTIC ATHLETIC ELIGIBILITY**

**Rule 18 – Scholarship** of the Indiana High School Athletic Association’s *General Eligibility Rules* pertains to the student athlete’s academic performance. IHSAA Rule 18 states the following:

“...the primary focus of any Indiana secondary school should be to provide educational opportunities for its students in accordance with the requirements set forth by the Indiana department of Education. This academic training should progress toward an adequate education and ultimately in earning a high school diploma. Participation in interschool programs is a privilege for which reasonable standards should be established and enforced for the educational and personal welfare of the students who participate. If students cannot successfully carry and pass a normal minimum load of formal classroom work and simultaneously undertake the extra demands upon time and energy required by interschool participation, they should postpone their commitment to interschool programs and concentrate time and effort on achieving in the classroom. On the basis of these premises, minimum academic achievement requirements have been established by the IHSAA.”

**Rule 18 requires a student to receive a passing grade and earn credit on their most recent Grade Report in at least 70% of the maximum number of full credit subjects that a student can take in order to be eligible to participate in the athletic program. Grades below 70% will not receive credit.**

**Grade Report Check Point Dates 2023-2024(subject to change, pending teacher's due dates)**

Fall: June 2, 2023

Winter Session 1: October 11, 2023

Winter Session 2/Spring Session 1:December 20, 2023

Spring Session 2:March 20, 2024

Taking the overall wellness of the student athlete into consideration, any athlete that has a significant drop in grades during a season will be required to meet with the Director of Athletics and/or the academic advisor to help find the source of the regression.

Coaches are permitted to conduct weekly/bi-weekly grade checks for student-athletes and are permitted to attach approved and appropriate consequences. (example: playing time restricted)

**TRANSFER STUDENTS**

A student who transfers his or her enrollment to Irvington Community Schools from a different high school, or from a junior high school if that school includes the freshman year, is required to complete an IHSAA Athletic Transfer Report. The parent or guardian of the transfer student must contact the athletic administrator as soon as possible upon enrollment at Irvington Community Schools to begin the reporting process. The report is then sent to the student's former (sending) school and the IHSAA. The IHSAA makes the eligibility determination for the athlete **(IHSAA By-Laws)**.

Three eligibility rulings are possible:

1. No eligibility.
2. Limited eligibility: Participation is allowed at the freshman or junior varsity level for 365 days from the date the athlete last completed at his/her previous school.
3. Full eligibility: Participation is allowed at the freshman through varsity levels immediately upon notification from the IHSAA.
4. Irvington Community Schools does not grant eligibility for interscholastic competition before receiving the IHSAA ruling.

**ATHLETIC PARTICIPATION OUTSIDE THE Irvington Community Schools ATHLETIC PROGRAM**

An athlete who participates as a member of a non-school team in the same sport (example: CYO high school basketball during IHSAA basketball season) is ineligible for the Irvington Community Schools team. An athlete who wishes to participate on a non-school team in a sport different from the sport he or she plays at the time of non-school participation should check as soon as possible with his or her coach or the athletic administrator to determine eligibility based on IHSAA standards.

An athlete who wishes to participate as an individual in a non-school athletic event (example: a Irvington Community Schools swimmer who wishes to participate in a non-school sponsored swimming event), should check as soon as possible with his or her coach or the athletic administrator to determine eligibility based on IHSAA standards.

## **AMATEURISM/ COLLEGE-BOUND ATHLETES AND RECRUITING**

To retain amateurism athletic status, a criterion for interscholastic athletic participation, an athlete may not play under assumed names, accept payment directly or indirectly for athletic participation, or participate in athletic activities, tryouts, auditions, practices, ad games held or sponsored by professional sport organizations, clubs, or their representatives. An athlete may not accept awards, medals, recognition, gifts, and other honors from colleges/universities or their alumni (**IHSAA By-Laws**). College recruiters visit Irvington Community Schools regularly to talk about their school with our student athletes. These visits should be arranged between the school, the family and the coach. These appointments should be made during non-classroom time such as: lunchtime, or after dismissal from school.

## **MEDICAL SERVICES/INJURIES**

Irvington Community Schools contracts certified athletic training services for all sports and cheerleading. Trainers will be provided at all home events and may do weekly injury checks at the High School.

Unless an athlete's injury is extremely severe, he or she is strongly encouraged to seek medical care and guidance first from the Irvington Community Schools certified athletic trainer. Athletic health care professionals have extensive knowledge and experience in the prevention, rehabilitation, and management of sports injuries. All accidents or injuries incurred in practice or a contest in the IHSAA sanctioned sports and cheerleading are to be reported to the trainer and/or coach immediately. This will allow for the appropriate sports medicine support from our sports medicine staff. Participation in high school athletics carries with it the very real potential for injury. It is reasonable to believe that at least one time during the four-year career of our student athletes that they will face an injury that will result in missing one or more days of practice or contests. We need your help as a student athlete and as a family. Proper rest, nutrition and the adherence to the rules and guidelines established by the Irvington Community Schools Athletic Department and the coaches of your sport will go a long way to assure that injuries do not happen.

## **GUIDELINES FOR THE RETURN OF INJURED ATHLETES TO PRACTICE AND COMPETITION**

When working with an injured athlete and their return to practice /competition the following guidelines should apply.

- The decisions of our trainers/Doctors are final and not subject to review by the parents or coaches.
- If the family of an injured athlete approaches the trainers or coaches in regard to putting their child back into the contest or practice, participation is to be denied until a Sports Medicine physician has completed an evaluation or the family can provide to the trainer documentation from the family physician or appropriate health care provider as to the appropriate return to practice or competition.
- If an injured athlete has been denied participation in practice or a contest by a Sports Medicine physician and a family member who is also a physician approaches the trainer or coach, the athlete will continue to be denied participation until a Sports Medicine physician can be consulted.
- If the athlete is injured during a contest or needs an evaluation after a contest, and the trainers are approached by a family member who is also a physician or the family physician of that injured athlete, the trainer may work with that parent or family physician as to the appropriate return to competition.
- If the family of the injured athlete seeks help from a health care provider such as an emergency room due to an injury during a contest, and the family can provide documentation as to what the athlete may or may not continue to do, the trainers may make their decisions based upon that paper work and consultation with the family. If the athlete has sought professional help on their own and provides the necessary documentation, regardless of the decisions of the health care provider, participation will be denied until the parent is contacted. This also applies to athletes who are eighteen years of age or older.
- If a physician not associated with the family approaches the trainers, the decisions of the trainers will be final.

In the event that none of the above criteria apply, the athlete will not participate until reasonable contacts and decisions have been made.

## **INSURANCE**

The Irvington Community Schools coaching and athletic training staff prioritize the health and safety of our participants above winning. The staff is trained to instruct athletes in the safe and proper skill and training techniques of their individual sport(s). Due to the nature of athletic activity, however, injury, sometimes serious, may occur.

Student athletes are required to take physicals prior to participation. Part of the IHSAA physical form to be filled out requests Insurance information. Each student athlete must have health insurance to participate. Irvington Community Schools **DOES NOT** carry insurance on any of their student-athletes. All parents are responsible for all of the insurance needs of their student athlete.

Irvington Community Schools does carry accidental insurance that may cover out of pocket expenses that may have incurred during your medical care. The coverage may cover out of pocket expenses incurred by the family after the health insurance has responded. Families have 90 days from the incident to submit claims to Irvington Community Schools.

The IHSAA carries insurance to cover catastrophic injuries incurred during participation in IHSAA-sanctioned competitions only. More information about the IHSAA catastrophic injury insurance plan and the accidental insurance is available upon request from the athletic office.

## **SCHOOL AND PERSONAL PROPERTY**

### **Facilities and Individual Items**

All athletes and team members are expected to care for equipment, uniforms, supplies, and facilities as if they were personally owned. This responsibility includes proper attention to washing and drying instructions, inspections, and security of all items.

Athletic lockers should be clean and organized. All team members share in the responsibility to fulfill this expectation for the health and safety of the team. Athletes are expected to keep their personal areas organized and their personal items clean.

Unauthorized use of another person's personal or school-issued items will not be tolerated. Participants will be expected to reimburse the school for school-owned items that are not returned at the designated time in specified condition. A bill for such items will be passed on to the Accounting Office and be passed on to parents/guardians responsible for the account.

## **GENERAL INFORMATION FOR STUDENT ATHLETES**

**Activity Buses/Transportation:** Activity buses (when provided) transport students to and from athletic contests. When activity buses are not available, it is the responsibility of the student athlete's family to provide transportation. A parent permission form is highly recommended for students riding with other parents/students.

**Changing a Sport:** If a student athlete is cut from a team, they may join another team in that sport season, unless the student athlete was cut for disciplinary reasons. A student athlete cannot quit one sport to join another sport until their original sport season has concluded. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches and the Athletic Director.

**Adding a Sport:** All new and emerging sports will be approved by the Athletic Director.

**Multiple Sport Policy:** To fully accomplish the mission statement of Irvington Community Schools athletics, coaches and athletic administrators must encourage all our student-athletes to participate in multiple sports. A multiple-sport student-athlete has two to three times the opportunity to develop appropriate friendships, positive character, competitive experience, and reap the benefits of training for that particular sport.

If a student-athlete approaches a coach or athletic administrator about the student-athletes thoughts on the pros and cons of being a multiple sport athlete, it is our job to carefully give the student-athlete an objective evaluation of the options for the student-athlete. Never should a coach discourage participation in other sports. Coaches should share as much information with the student-athlete as possible to help student-athletes make the best-informed decision.

**Bad Weather:** Lightning, severe storms, hot and cold extremes: The Athletic Directors in consultation with the coach, trainer and officials (during contests), will make decisions based on the IHSAA guidelines for student athlete safety. On the day of games, decisions are made by the host school as close to team departure time as possible.

**Schedules:** The scheduling of all athletic events and practices is determined by the Athletic Director in cooperation with each coach. The coach will issue a schedule to the students and parents as soon as possible in each season. If practice is understood to be every day, there may not be a printed practice schedule issued. Athletic practices may be scheduled on Saturdays, but there will never be any practice on Sunday. On occasion an athletic event may be scheduled on a day or weekend when school is out on vacation. When this is determined to be necessary, the dates will be given out as far ahead as possible and all athletes are expected to be in attendance. All schedules will be listed on eventlink.com

**Team Pictures:** A professional photographer (Lifetouch) will take team and individual pictures early in each season. These pictures are purchased by the students or parents and must be pre-paid online or may be purchased after the student athlete receives the proofs two to three weeks after pictures are taken. Any problems or mistakes with the orders should be reported to the Athletic Department immediately.

### **School Equipment**

1. Students are responsible for all equipment issued to them. Athletic uniforms are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose.
2. When the season is over, all equipment and uniforms are to be returned to the coach who will keep inventory of all items issued to the team. The coach will then submit the end-of-season inventory list to the Athletic Director in a timely manner following the season.
3. The parent is responsible for the dollar replacement cost of any lost or damaged school issued equipment or uniforms.
4. Uniform budget will be allocated and reviewed by the Athletic Director according to a rotation schedule.
5. Parents are not permitted to purchase uniforms/spiritwear without the approval of the athletic department.

**Extracurricular Conflicts:** If a conflict arises involving an athletic contest and an event related to another school activity, the coach and teacher/sponsor will discuss whether accommodations can be made to allow the student to participate in both events. If an agreement cannot be reached in this manner, the student and parent(s) will decide how best to proceed keeping the best interest of the student in mind. Teachers and coaches may assign alternative work/tasks in place of the missed event. No additional or punitive penalties may be assessed beyond the loss of benefits (e.g., grades, **participation**) inherent in the event itself. It is understood that post-season contests/performances will take priority over regular in-season contests/performances.

**Cloth Good Purchase:** Student athletes who purchase cloth goods as part of being rostered on a team, i.e. hooded sweatshirts, equipment or shoes etc, are responsible for the cost of those items regardless of whether they remain with the team or quit prior to or during the season. Failure to pay will result in those costs being placed on the student athlete's Irvington Community Schools account.

**Pre-Season Meetings:** All parents of student athletes are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of all rules for their sport as well as the rules of Irvington Community Schools and the IHSAA.

**Dress:** As representatives of Irvington Community Schools Athletics, when competing in a contest, student athletes are expected to wear the issued uniform, warm up, shooting shirt, etc that have been approved by the IHSAA, Athletic Director and Head Coach. Failure to wear the approved uniform may result in loss of playing time, etc.

**Dress during the school day:** On days of contests, student athletes are not permitted to dress up. Student-athletes must follow all dress code policies set forth by Irvington Community Schools.

**NCAA/NAIA Forms:** Student athletes who expect to compete on a collegiate level must first enroll with the NCAA/NAIA. No college coach will speak with a prospective student athlete until the form has been completed and approved by the NCAA/NAIA. These forms are available online. It is the responsibility of the student-athlete and guardians to register and provide information to the NCAA/NAIA.

**Practices: Regular, Vacation and on School Closing Days:** Student athletes are expected to attend all practices unless excused by their coach. The coach sets practice schedules during school vacations and only the coach can excuse. If there is a school closing, the coach will contact the individual team members and advise as to what will happen.

**Closed Practice Policy:** To avoid distracting the players and coaches, all practices are closed. No one but the players and coaches may be on the gym floor or in view of the gym floor. It is okay for parents to watch from the lobby, if available. Parents sitting in the gym throughout the practice are not only a distraction for the players but also the coaches. If a practice is held in a location that allows parents to watch from anywhere out of the direct line of sight then they are permitted and welcome to watch provided they make no noise or otherwise distract the players and coaches. Parents are not permitted to coach from the sidelines during any practice.

**Selection of Teams:** Each varsity coach at Irvington Community Schools will have their own policy as to how they will choose their teams. Most of our sports allow all those who come out to participate while others require a selection process in order to have the appropriate number of student athletes on the team. At the beginning of the season, if appropriate for that sport, the head coach will review with the student athletes who are trying out for the team what selection criteria will be used for selection to the team.

## **AWARDS**

Athletic awards can be earned in all IHSAA sports and approved clubs at Irvington Community Schools when the appropriate criteria are met. Awards are presented at the discretion of the Head Coach and the Athletic Director. The awards and criteria are as follows:

1. Letters/Chevrons/Pins are to be presented on the basis of Varsity participation.
2. A letter should be presented when the student athlete has demonstrated the qualities that are deemed desirable for athletic participants.

3. An athlete shall only be allowed to purchase a letter jacket when he/she has earned a varsity letter. An athlete should not list a sport in which he/she has not lettered on their letter jacket. Letter jackets may be purchased through the Athletic Office.
4. Junior Varsity Athletes are not eligible for lettering in a varsity sport but are eligible for team awards.
5. Auxiliary awards/patches that an athlete may receive (Tournament Championship, Sectional championship, etc.) can be worn on the letter jacket.

### **Attendance Requirements**

In all sports, players are required to attend a minimum of 90% of all required practices to earn a Varsity Letter. The remaining 10% must be communicated to the Head Coach prior to the absence and also approved by the Head Coach. Absences should be reserved for emergencies only such as a death in the family, medical illness, etc. Unexcused absences may result in lack of playing time, removal from a varsity roster and/or dismissal from the team.

### **Participation Requirements**

In all sports, a player must complete the season and must have remained academically eligible to complete the following individual sport requirements for earning a varsity letter:

1. Baseball and Softball: Must have averaged three (3) innings per seven (7) inning game or one (1) at bat per total games played and made the sectional roster.
2. Basketball: Must have competed in one-half of the total number of quarters played and made the sectional roster.
3. Cheerleading: Cheered in one-half of the total number of games required by the Head Coach and successfully completed the season as determined by the coach.
4. Cross Country: Top seven (7) plus one to five (1-5) more if they improved their times during the season and made the sectional roster.
5. Boy's and Girls' Soccer: Must have competed in one-half of the total number of halves played and made the sectional roster.
6. Football: Must play in a minimum of 75% of the total number of eligible quarters and make the sectional roster.
7. Track/Field: Letters are awarded based on a point-system whereby 90% of the total points must be earned. Points are received based on practice attendance, meet performance, and/or participation in the state competition.
8. Boy's and Girls' Volleyball: Must have competed in one-half of the total number of games played and made the sectional roster.

### **Irvington Community Schools Parent Guidelines and Code of Conduct**

Irvington Community Schools's philosophy of educating the whole child applies to athletics and sports as well as to their academic life. When students participate in club sports, intramurals, fitness activities or varsity teams, they do so as a part of their total educational experience – building skills of commitment, sportsmanship, leadership and teamwork.

Interscholastic athletics at Irvington offer proof that athletic and academic success may thrive together in a supportive environment. As your children become involved in the athletic programs at Irvington Community Schools, they will experience some of the most rewarding moments of their lives. Research indicates that a student involved in an extracurricular activity has a greater chance of success during adulthood. Many of the character traits required to be a

successful participant in the Irvington athletic program are exactly those that will promote a successful life after high school. We hope the information provided within this Parent Guidelines and Code of Conduct makes both your child's experience and your experience with the Irvington Community Schools Athletic Program enjoyable and beneficial.

**Fundraising:** Parents/guardians are encouraged to volunteer and participate in all team scheduled fundraisers. Parents/guardians are not permitted to host fundraisers as representatives of Irvington Community Schools without permission from Irvington Community Schools Administration. This includes but is not limited to setting up a Go Fund Me account or any other online fundraising site.

**Spirit Wear/Fan Gear:** Team Spirit wear is available through BSN each season and also on [www.eventlink.com](http://www.eventlink.com) Parents, guardians, athletes, etc. are not permitted to create spirit wear using Irvington Community Schools logo or colors without permission from Irvington Community Schools Athletic Department.

## **COMMUNICATION**

**General Information:** The best resource for information is our Athletics Website. In addition, a weekly newsletter will be sent out to all families with important information regarding athletics.

**Cancellations:** It is necessary, at times, to cancel games and practices at the last minute due to inclement weather. Please do not call the school on these days! We will update cancellations on the athletics twitter (@IPA\_Athletics, @ICMSAthletics) and teamsnap pages continually as cancellations are made and information comes in. If it is a home event that we have scheduled, the Athletic Director will try to make the cancellation call by 2:00 pm if at all possible. If it is an away event, the opposing school Athletic Director makes the cancellation decision. As soon as we receive that information the website and twitter will be updated. The cancellation/s will be announced immediately from the respective school office and students will be allowed to call their parents at that time to make arrangements for pick up.

**Twitter:** You can get up game reminders, score updated and athletic information by following the athletic department on twitter (@IPA\_Athletics, @ICMSAthletics)

**Weekly Newsletter:** The ICS Weekly Newsletter and the Athletics homepage will provide you with information about upcoming athletic events, news, and other athletic department related activities.

## **Parent/Coach Communication**

Both parenting and coaching are challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to the student-athletes. As parents, when your child becomes involved in our program, you have a right to understand the expectations that are placed on your child. This begins with clear communication from the coach of your child's team.

Parents and players are required to join the team communication tool. (example: band, teamreach)

## **Communication You Should Expect from your Child's Coach**

1. Information about members of the coaching staff and which coaches may be specifically working with your child.
2. Expectations the coach has for your child as well as all the players on the team.
3. Location and times of practices and contests. Schedule changes.
4. Team requirements, i.e. fees, special equipment, off-season conditioning, specific team rules.
5. Procedures should your child be injured during practice or a contest.
6. Discipline procedures that may result in the denial of your child's participation.



### **Communication Coaches Expect from Parents**

1. Specific medical problems that could adversely impact your child's performance or safety.
2. Concerns expressed directly to the coach.
3. Notification of any schedule conflicts well in advance.
4. Specific concerns in regards to a coach's philosophy and/or expectations.

It is important to understand that there also may be times when things do not go the way you or your child wish. At these times, face-to-face discussion (not texting and emailing) with the coach is encouraged.

### **Appropriate Concerns to Discuss with Coaches**

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. Family concerns that may have an emotional impact upon your child and his or her athletic participation.

It is very difficult to accept your athlete not playing as much as you may hope. We understand that every parent wants their student-athlete to play as much as possible. Coaches make judgment decisions based on what they believe to be best for the team and for all the student-athletes involved. Many factors are taken into consideration regarding starters and playing time. As you have seen from the list above, certain things may be and should be discussed with your athlete's coach. Other things, such as the items below, must be left to the discretion of the coach.

### **Issues Not Appropriate to Discuss with Coaches**

1. Playing time
2. Team strategy
3. Play calling
4. Lineups
5. Substitutions
6. Other student-athletes on the team

### **Unacceptable Contact Times with Your Athlete's Coach**

1. Prior to and during practice.
2. Prior to, during or after a contest.
3. Concerns via text message.

These are typically either very busy times or, in the case of a contest, emotional times for all parties involved. Things may and will be said that are not meant. Meetings of this nature do not promote resolution.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution.

We ask that your athlete speak to the coach first as we believe open communication between coaches and athletes is of the utmost importance. We then ask for parents to make contact with the coach first. Though we understand your

desire to talk with the Director of Athletics or Administration first, those phone calls first will be referred to the appropriate coach.

Parents are NEVER permitted in the team locker rooms.

**If You Have a Concern to Discuss with a Coach, this is the Procedure You Should Follow:**

1. Call/email the coach to set up an appointment with the coach.
2. If the coach cannot be reached, call the Athletic Department to help schedule the meeting.
3. Do not text message concerns to the coach as context can often be misunderstood.

**What Can a Parent Do If the Meeting with the Coach Did Not Provide a Satisfactory Resolution?**

1. Call and set up a meeting with the Athletic Director to discuss the situation, do not approach the Athletic Director at games or practices.
2. At this meeting the appropriate next step may be determined.

**Irvington Community Schools Athletic Program Parent or Guardian Code of Conduct**

The purpose of the Parent or Guardian Code of Conduct is to develop parental support and positive role models for our athletic program. In the tradition of excellence, one purpose of Irvington's athletic program is to promote the physical, moral, mental, social, and emotional well-being of each student and all of our student-athletes. Parents and guardians are an integral part of this process.

**Parent or Guardian Code of Conduct**

1. Pledge to provide positive support, care and encouragement to my student-athlete and his or her team.
2. Pledge to provide positive support and encouragement to the visiting team, their coaches and school.
3. Maintain positive behavior and attitude at all athletic contests.
4. Respect the position and professionalism of the game official.
5. Refrain from the use of foul language.
6. Refrain from yelling criticism at my student-athlete and his or her coach or team.
7. Refrain from making derogatory comments to players, other parents, game officials or school administrators.
8. Refrain from interfering with the coach.
9. Willing to let the coach be responsible for my son or daughter during practice, games and team-related activities.
10. Will assist in providing for student safety and welfare.
11. Willing to assist in team fundraising, if necessary.
12. Adheres to the Closed Practice Policy.
13. Will sign and submit, with accurate information, all required student-athlete handbook forms to the Athletic Department.
14. Will attend all mandatory parent meetings.
15. Will not attempt to circumvent any rules or guidelines of Irvington Community Schools or the Indiana High School Athletic Association.

**Violation of this Code of Conduct will be handled on a case-to-case basis.** Failure to adhere to the Code of Conduct may result in temporary or permanent removal from a practice or a contest and may include a mandatory meeting with the Principal and Athletic Director. **Per the IHSAA, Parents/guardians who are ejected from a contest will be suspended from 2 consecutive completions and will also be required to take a sportsmanship course through the NFHS prior to returning to home events. A second infraction may result in suspension from all contests during the season.**

## Parent/Guardian Agreement

### **The Parent or Guardian agrees to:**

1. Abide by the parent or Guardian Code of Conduct at all athletic events involving Irvington Community Schools.
2. Know and understand the information covered in the Student-Athlete Handbook and encourage my son or daughter to abide by the Student-Athlete Handbook.
3. Encourage good sportsmanship by personally demonstrating positive support for all players, coaches and game officials.
4. Treat all players, coaches, fans and officials with respect, regardless of race, sex, creed or ability.

*I/we, the parent(s) or guardian of the student-athlete, acknowledge that I/we have read the terms of this Parent/Guardian Code of Conduct. I/we agree to conduct myself/ourselves according to the terms of this Code of Conduct. I/we also understand and agree that any violation of this code of conduct will be cause for suspension, dismissal or permanent expulsion from future athletic contests. I have read, understand and agree to the parent/guardian code of conduct.*