

# HOME OF THE DEAF HOOSIERS



High & Middle School  
**Student-Athlete/Parent Handbook**  
**2018-19**

School Administration

Dr. David Geeslin, Superintendent  
Kim Kause, Director of Instruction  
Andy Alka, Principal  
Matt Krueger, Student Life Director  
Paul Wood, Athletic Director

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## **PURPOSE**

The purpose of this Handbook is to provide pertinent information and expectations to students and families participating in the Indiana School for the Deaf Athletic Program.

Students are expected to read and become familiar with its contents. Coaches, teachers, and administrators expect student-athletes to have knowledge of the contents of the Handbook and will refer to this Handbook whenever questions arise.

Parents are requested to discuss the contents of the Handbook with their son/daughter. Having a common understanding of the rules and regulations that govern extra-curricular activities will assist in significantly reducing concerns and unforeseen problems.

## **MISSION STATEMENT**

The Indiana School for the Deaf Athletic Department is committed to provide a competitive and inclusive sports program that promotes physical and mental development and well-being for all student-athletes.

## **PHILOSOPHY**

The Indiana School for the Deaf expects its student-athletes to have such attributes as dedication, self-sacrifice, and the sincere desire to be the best athletes possible, 365 days of the year. These people should have great pride in their school, the athletic program, and above all, in themselves! All of those involved with any part of the athletic program should conduct themselves in a manner which sets an example for the younger people in our community. They should have a thorough understanding of the rules, regulations, requirements, and standards which make up our athletic program. Participation in athletics is a privilege. The responsibilities of the student-athletes are greater than those of other students.

## 1. AGE ELIGIBILITY

A student 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 who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport. (IHSAA Rule 4-1)

## 2. PARENTAL CONSENT

Each high school athlete shall have his/her parents complete and sign the IHSAA form. Signing the form will authorize the following: A.) Permit your son/daughter to participate in all or specific sports, B.) Authorize the student to accompany any school team of which he/she is a member on any of its local or out-of-town trips, C.) Allow the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletic activities or such travel.

## 3. PHYSICAL EXAMINATION

A yearly physical examination is required for high school sports. The athlete shall submit the completed physical examination result, completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, to the appropriate school personnel, prior to becoming a member of any athletic squad or team.

The physical examination covers all sports for the entire school year provided the examination occurred after April 1 of the previous academic year. The IHSAA form can be obtained from the Athletic Director and Athletic Trainer's offices. **The form can be downloaded at <http://www.isdorioles.com/new/athletic-forms/>.**

## 4. SPORTS OFFERED AT ISD

Fall Sports	Winter Sports	Spring Sports
Football Volleyball Cheerleading Cross Country	Boys and Girls Basketball Wrestling Cheerleading	Baseball Softball Track & Fields

## 5. ACADEMIC REQUIREMENTS

To be eligible scholastically, students must have received passing grades and earned credits at the end of their last grading period (quarterly) in school in at least seventy percent (70%) of the maximum number of full credit subject that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects that a student can take. Students must pass 5 out of 7 classes at Indiana School for the Deaf.

## 6. ATHLETIC/ACTIVITY FEES

A full payment **must** be paid before the athlete can play game/event. The outstanding balance must be paid before the athlete can travel out of state tournament.

Refunds will not be given if the student-athlete quits or leaves the sport after the first game. This can be reviewed by the Athletic Director.

Families on the free/reduced lunch program will be assessed by Student Life Director and/or Director of Instruction.

## 7. COMMITMENT TO ATHLETIC PARTICIPATION

An athlete may participate in one or two sport(s) per season with **permission from both sport coaches and the Athletic Director**. He/she is expected to stay on the team(s) until the season is finished. No one shall change sports without the consent of each coach involved.

**Athletes will have a two week grace period at the beginning of a new sport season to decide if he/she wants to remain on the team or change sport.** When an athlete quits a **team after the two week grace period**, he/she is

ineligible for any sport during that season and next season. This principle applies the same if a parent/guardian withdraws his/her child from the team after two week grace period due to academic or behavioral issue.

## **8. PRACTICE AND GAME ATTENDANCE**

It is the obligation and responsibility of athletes to attend all scheduled practices, meetings, special occasions, and games regularly and on time. Athletes must receive prior approval from the coach to miss practice. Being late is considered an unexcused absence and will be handled by the coaches.

On returning to practice from an absence or lateness, athletes/team members must present to the coaching staff an excuse slip from the doctor's office, faculty, staff, or parent indicating the reason of absence or lateness.

All team members are required to attend their scheduled classes on the day of a team contest. Any student absent from classes on the day of an activity will not be permitted to participate that day unless an excuse has been granted by the Principal. If an athlete is sick and misses more than a half day (**11:00 a.m.**) of classes during the day of a scheduled game, he/she cannot participate in that day's practice or competition. **If the Athlete arrives after 11:00 a.m. at school on a Friday, he/she will not be permitted to participate in the weekend's games.**

If a student-athlete misses five to ten days of scheduled practice sessions, he/she is required to attend and participate in four practice sessions on four separate days prior to the day of the contest. If a student-athlete misses more than ten consecutive practice sessions, he/she is required to attend and participate in six practice sessions on six separate days prior to the day of the contest. (IHSAA Rule 9-14)

## **9. EARLY DEPARTURE FROM CLASS**

Student-athlete/team members are responsible for making arrangements with teachers to make up class work and assignments. They are not to use athletic events as an excuse for not completing assignments or not doing quality work.

## **10. STUDENT CODE OF CONDUCT AND PERSONAL APPEARANCE**

Athletes are required to comply with ISD's Code of Conduct and will receive consequences as stated. Athletes are expected to demonstrate sportsmanship, respect, team pride, responsibility, positive attitude, maintain excellent academic grades, and maintain neat appearance. Any violations will result in consequences determined by the coach and the Athletic Director. Serious violations such as smoking, illegal drugs, alcohol or fighting will result in consequences as noted in ISD's Code of Conduct.

Members of an athletic team are expected to be well-groomed and dressed appropriately at all practices and games. Any kind of head decoration, jewelry, or poorly groomed facial hair (goatee, beard and sideburns) is not allowed at practices and games. Student-athletes/team members who do not dress appropriately for sport games will be required to change and return in more appropriate clothes. This applies to all athletic related events, including pep rallies and awards programs.

Student-athletes will at all times demonstrate respect for fellow team members including managers, coaches, Athletics Department personnel, other schools/team members, officials, and anyone involved in interscholastic sports. It is expected that the student-athletes will conduct themselves in a manner that will be positive for the school.

## **11. CLOSED PRACTICE POLICY**

Practices, which are considered valuable instructional time, are closed to all parties with the exception of coaches, players, Athletic Director, administrators and invited or previously approved guests. Guests must receive permission from the coach or Athletic Director well in advance (at least 24 hours in advance). Guests are expected to refrain from disrupting practice (instructional) sessions in any way, including conversing with the coach or players.

## **12. MEDICAL RELEASE TO PLAY AGAIN**

All injuries that occur while participating in athletics should be reported to the coach and Athletic Trainer. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed **by the Health Center**. If an athlete is seriously injured, he/she must have a doctor's release before he/she can practice or compete in athletic contests. **The Athletic Director and Athletic Trainer reserve the right to remove an injured player from a game.**

### **13. OUT OF STATE TRIPS**

Student-athletes are required to have parent/guardian's permission one week before they are allowed to participate in competition on a weekend. No out-of-state trip is granted if the permission form has not been signed by a parent/guardian.

If a student-athlete/team member misses a school day on the Monday after the out-of-state trip, they will not be allowed to play in the next game. Exceptions will be reviewed by Athletic Director and Student Life Director.

### **14. TRANSPORTATION**

When transportation **TO** away competitions is coordinated by the school, student-athletes are expected to ride to and from the event on school-coordinated transportation. However, under special circumstances, exceptions may be made to allow student-athletes to be transported **FROM** the event by their parents/guardians or other specified adult. If a student-athlete/team member wants to ride with another adult/parent after the game, a written note or email from the student-athlete's parents is required and must be turned in to the coach. If a student-athlete/team member joins his/her parent(s) right after the game, verbal communication between coach and parent is required prior to the student-athlete leaving the event.

No special transportation is allowed. If a student-athlete misses a road trip with the team and coaches, he/she is not allowed to play at all during that event. Parents are responsible to contact the transportation department of their school district on any changes on pick-ups after practices, games and after school activities.

Parents need to pick up their son/daughter from practice or games on time.

### **15. GAME CANCELLATION PROCEDURE**

Due to weather conditions, the Athletic Director will determine and announce if the game is still on or not (on game days) before 2:00 p.m. The Athletic Director will send an email to all coaches, families and staff of this decision. The Athletic Secretary will assist in calling some parents who don't have email, follow up, etc.

### **16. LOCKER ROOM AND FACILITIES**

It is the student-athlete/team member's responsibility to take good care of the locker room and facilities and to respect their own and other student-athletes/team members' belongings. Graffiti or putting some kind of tape or sticker on the locker is not permitted. Horse playing and throwing towels or other objects is not allowed in the locker room. No glass containers are permitted in locker rooms. Equipment, gear, and uniforms must be removed from the lockers at the conclusion of each sports season. Items left behind will be disposed of.

The Athletic Department is not responsible for any missing valuables, money, or personal items. It is **STRONGLY** recommended that you put your valuables, money or personal items in the locker with a combination lock.

### **17. EQUIPMENT AND UNIFORMS**

Athletic equipment and uniforms are loaned to team members at the start of the season. Athletic equipment and uniforms are to be worn only by appropriate team members during practice sessions and interscholastic contests, or by permission of the Athletic Department personnel.

All athletes/team members will be required to return uniforms and gear to their coaches immediately after the season is finished. Theft, loss, or damage of any equipment, gear, or uniform becomes the athlete's financial obligation. If gear or uniform is not returned, replaced, or paid for, the letter award shall not be awarded nor any gear and uniform issued for the next sport.

### **18. WEIGHT ROOM / STRENGTH & CONDITIONING PROGRAM**

Athletes may train only in the presence of the instructor, coaches, or the Athletic Department personnel. All team members must wear proper attire and work with a partner. There will be no loitering, improper conduct, horseplay, or equipment abuse during the workouts.

Strength & Conditioning Program is available to student-athletes only during their sports season.

### **19. PARENT/COACH RELATIONSHIP**

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

#### Communication You Should Expect from Your Child's Coach

- Philosophy of the coach.
- Expectations the coach has for your child as well as all the players on the team.
- Location and times of all practices and contests.
- Team requirements (i.e. fees, special equipment, off season conditioning).
- Procedures should your child be injured during practice or contests.
- Discipline that result in the denial of your child's participation.

#### Communication Coaches Expect from Parents

- Concerns expressed directly to the coach (by appointment only)
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at the Indiana School for the Deaf, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

#### Appropriate Concerns to Discuss with Coaches

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's academic progress.
- Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those following, must be left to the discretion of the coach.

#### Issues Not Appropriate to Discuss With Coaches

- Playing time
- Team Strategy
- Play Calling
- Other Student-Athletes

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

#### Procedure to Use in Discussing Concerns with a Coach

1. Email to set up an appointment. Please keep in mind that most of our coaches are classroom teachers and contractors. The available meeting time during the academic day and daytime job outside ISD may be limited. Coaches email addresses can be found on the athletic website.
2. If the coach cannot be reached, please contact Paul Wood, Athletic Director at [pwood@isd.k12.in.us](mailto:pwood@isd.k12.in.us)
3. Please do not attempt to initiate a discussion or confront a coach before or after a contest or practice. This can be an emotional time for all parties. Meetings in this setting usually do not promote resolution.

## The Next Step

### What Can a Parent Do if the Meeting with the Coach did not Provide a Satisfactory Resolution?

1. Email and set up an appointment with the Athletic Director to discuss the situation further with you, your son or daughter, the coach, and the Athletic Director.
2. At this meeting, further appropriate steps can be discussed and determined.

Research shows us that participation in extracurricular activities in high school gives the student a greater chance of success during adulthood. A recent survey of America's CEOs revealed that over 40% of these individuals participated in extracurricular activities while in high school. We are confident that the athletic program at ISD will aid in the preparation of those students who chose to participate in our programs. We are also hopeful that the information provided in this brochure will enhance both student and parent participation in our athletic program.

## **20. SUBSTANCE ABUSE**

Members of an athletic team will refrain from the use of alcoholic beverages and controlled substances (drugs) of any kind. Verification of alcohol/substance abuse will result in dismissal from the team. Student-athletes/team members will lose all rights and privileges, including any awards or post-season recognition.

The Athletic Department and coaches do not support student-athletes/team members smoking. If any student-athletes/team members are found using tobacco, including smokeless tobacco, disciplinary action will be taken. This includes suspension from suiting up for games or suspension/dismissal from the team. Repetitive smoking shall result in expulsion from the team for the remainder of the season and all rights and privileges, including any awards or post-season recognition, will be lost.

## **21. HAZING**

The Indiana School for the Deaf believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. See additional information located in the school handbook regarding hazing.

## **22. AWARDS**

Any drug violation or suspension (by case) can affect all athletic awards. Awards are made on the basis of coaches and athletic staff recommendations. An athlete must successfully complete his/her sport season to be considered for an award. An athlete cannot be considered if she/he receives suspension during the school year. The coach of each sport reserves the right to recommend any athlete who, in their estimation, has contributed unselfishly to the team and to the Indiana School for the Deaf. All athletes must have returned all clothes loaned to them to the satisfaction of the coach and the Athletic Director.

## **23. MEDICATION ADMINISTRATION ON OUT-OF-STATE OR OVERNIGHT TRIPS AWAY FROM ISD CAMPUS**

In preparation for any out of state or overnight athletic events, parents of day students are required to safely package any needed medications, treatments or inhalers needed on the trip for their child. Medications should be packaged in a prescription bottle with the dosage and directions for the medication clearly written on the label. Please put medication bottles in a business sized envelope with the student's name written on the outside and a schedule for when medications are to be given. Coaches can then document when each dose is given on this envelope and return it to the parent at the end of the event.

Any inhalers or other treatments needed should be sent in a prescription box with label including dosage and directions attached. Medications and/or treatments should be given to the coach in a large envelope with a schedule for times to be given. Coaches will document administration of any treatment items, as well as including any that are given "as needed". The coach may decide to delegate the task of medication administration, but the coach remains responsible that all doses



are given. Residential student medications will be packaged by the Health Center (HC) and administered by the coach. All remaining doses, inhalers or treatments are to be returned to the HC upon return from the event.

Students are not permitted to self-administer their meds. This is in violation of both school and athletic policy. Students should not bring over the counter medications with them, unless they are accompanied by a Dr's order that is attached. Please contact the HC if you have any questions or concerns about this policy.

#### **24. VOLUNTEER HOURS**

Each parent(s) of a student-athlete will be expected to contribute at least 3 hours of volunteer time per season. It includes scorekeeping, line judges, statistics, concession stands, etc... A signup sheet will be provided before each season for parents to reserve spots.

#### **25. ADDITIONS, CORRECTION OR AMENDMENTS TO HANDBOOK**

The **Student Life Director and Athletic Director** reserve the right to amend any portion of this handbook as deemed necessary.