

**CARROLL JUNIOR/SENIOR
HIGH SCHOOL**

ATHLETIC HANDBOOK 2016-2017

CARROLL CONSOLIDATED SCHOOL ADMINISTRATION

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CARROLL JUNIOR/SENIOR HIGH SCHOOL

ATHLETIC HANDBOOK

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ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

TITLE IX COMPLIANCE

The Carroll Junior Senior High School does not discriminate on the basis of sex in the educational programs which it operates either in employment or in admission in any extra-curricular activity where required by Title IX.

Carroll Consolidated School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, handicap, or age in its programs or employment policies as required by the Indiana Civil Rights Acts (IC 1971, 22-9-1); Public Law 218 (IC 1971 title 20); Title VI and VII (Civil Rights Act, 1964); The Equal Pay Act of 1973; title IX (1972 Education Amendments); Public Law 92-112, Section 504. The superintendent of school acts as the contact person in matters related to discriminatory treatment. The superintendent may be contacted at:

Office of the Superintendent
2 South Third Street
Flora, Indiana 46929
Phone: 574-967-4113

The high school principal acts as the contact person for Title IX and may be contacted at:

Carroll Junior Senior High School
2362 East State Road 18
Flora, Indiana 46929
Phone: 574-967-4157

INTRODUCTION

This Athletic Handbook is designed to be a source of information for all student/athletes of both Carroll High School and Carroll Junior High School (grades 7-12 and 6th grade boys and girls Cross Country, Track, and Swimming).

This Athletic Handbook will, from this point on, describe an athlete as a student/athlete. The Carroll Athletic Department strives to have all student-athletes achieve in the classroom as well as on the athletic field. The emphasis is on academic success, which leads to success in life.

The responsibilities of the student/athletes are also the responsibilities of the parent(s)/guardian(s). Student/Athletes are to be a positive influence and display sportsmanship, good manners, as well as obeying and supporting the rules and regulations contained in the athletic and school handbook. Student/Athletes are required to complete the various forms at the back of this handbook. All forms are to be returned to the Head Coach of the sport before practice or tryouts.

Junior high and senior high school cheerleading will be considered part of the Athletic Department; therefore; cheerleaders shall also abide by this handbook.

DEFINITION OF A STUDENT- ATHLETE.

Student – Athlete: Once a student becomes an official member of a sport's roster, he or she is considered a student-athlete for the duration of the sport season including tournament. The official sport's roster is in effect until a new roster is created at the start of the sport's season the next year.

THE “COUGAR” WAY

The following are a set of rules/guidelines that will set the standard of Carroll High School/Junior High School Student-Athlete.

- **MUST BE A STUDENT IN GOOD STANDING AT ALL TIMES.**

- **MUST REPRESENT THE ATHLETIC DEPARTMENT, SCHOOL AND COMMUNITY IN A POSITIVE MANNER AT ALL TIMES.**
- **MUST BE A POSITIVE ROLE MODEL AND PROVIDE POSITIVE LEADERSHIP.**
- **THE TEAM WILL ALWAYS COME FIRST BEFORE ANY INDIVIDUAL ACCOLADES.**
- **I WILL BE AN AMBASSADOR OF THE CARROLL CONSOLIDATED SCHOOL CORPORATION.**

Multi-Sport Athletes

At Carroll Jr.-Sr. High School, our administrators and coaches encourage multi-sport participation by students. It is our belief that through education based athletics we have the ability to influence students, build relationships, and develop positive character traits. Studies show that multi-sport athletes have better grades, higher attendance rates, fewer discipline problems, decreased injury rates, and develop into a more “well rounded” student. Our athletes and coaches work extremely hard to give their team the best possible chance to succeed. The administration and athletic staff will continue to encourage and support multi-sport student athletes to build “well rounded” young adults and successful athletic programs.

ATHLETIC HANDBOOK

Philosophy

The guiding principle of the athletic program with the Carroll Consolidated School Corporation shall be the promotion of the general welfare of all student/athletes. The athletic program is an integral part of the total educational program. The athletic programs are an extension of the classroom, serving as a laboratory for learning. Every student/athlete should enjoy a positive experience in the programs. Interscholastic athletics are provided to promote the following goals through membership on an interscholastic athletic team.

- A. Teamwork and cooperation.
- B. Good Health and Physical fitness habits.
- C. Good Sportsmanship and fair competition.
- D. School Spirit and Loyalty.
- E. Moral Development and training.
- F. Social Skill Development.
- G. Development of Emotional Maturity.

The success of the athletic programs is not based on the “win – loss” record of teams, but on the word “success” which means having the opportunity to be the best one (team) can be. The programs are to give each participant an opportunity to reach his/her maximum potential. The success of the athletic program(s) is based on educational objectives.

The athletic program offers many opportunities for development of individual character and leadership in the student/athlete. Every student/athlete has the privilege to be a part of the athletic program. If the student/athlete decides to become a part of the program, he/she must understand and accept not only the privileges and benefits of participation, but that he/she has taken on certain obligations and responsibilities. Student/athletes are expected to

conduct themselves in compliance with the athletic code of conduct, which will not bring discredit or embarrassment upon the school, team, or themselves. Student/athletes shall comply with the standards established by the Carroll Athletic Department and by the Indiana High School Athletic Association (IHSAA).

Insurance

IT SHOULD BE NOTED THAT NEITHER THE IHSAA NOR CARROLL JR. /SR. HIGH SCHOOL CARRIES ANY KIND OF MEDICAL INSURANCE FOR ATHLETIC INJURIES. FOR INFORMATION ABOUT THE OPPORTUNITY TO PURCHASE STUDENT INSURANCE, SEE THE MAIN OFFICE.

Parent Meeting

In order to communicate the beliefs and needs of the various athletic programs, there will be a high school and junior high school Parent Night for each program before each athletic season in that particular sport. It is strongly recommended that parents and student/athletes attend these informational meetings. The meeting will include a discussion on the following items:

1. Introduction of the coaching staff.
2. Purpose of Athletics.
3. Rules and Regulations.
4. Eligibility.
5. Head Coach's Philosophy.
6. Winning verses participation.
7. The Athletic Code of Conduct.
8. Game and Practice Schedules.
9. Health and Physical Conditioning.
10. Sportsmanship, safety, fair play, motivation, winning and losing, model behavior and leadership, and game rules.
11. Procedure for care of injuries.
12. Coaches' Needs.
13. Weight Room Policies

THE 10 COMMANDMENTS OF BEING A PARENT DURING AN ATHLETIC SEASON

1. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reactions when your children bring home tales of woe, or heroics.
2. Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, his/her sportsmanship, and his/her actual skill level.
3. Be helpful, but don't coach on the way to the practice field, court, etc. or on the way back or even at breakfast.
4. Teach him/her to enjoy the thrill of competition. Don't say, "Winning doesn't matter," because it does.
5. Please try not to relive your athletic life through your child in a way that creates pressure. Don't pressure your child because of your pride.

6. Don't compete with the coach. Remember in many cases the coach becomes a hero to his/her athletes, a person who can do no wrong.
7. Don't compare skill, courage, or attitudes of your child with that of other members of the team.
8. You should always get to know the coach so you can be sure his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to expose your child to him/her.
9. Make sure your child knows that win or lose, you love him or her, appreciate their efforts, and are not disappointed in them.
10. Make a point of understanding courage, and the fact that it is relative. Some of us climb mountains but fear a fight. Some of us fight but turn to jelly if a bee buzzes nearby. A child must know: Courage is not absence of fear, but rather it is doing something in spite of fear.

Responsibility of a Student/Athlete

The student/athlete will:

1. Display high standards of acceptable social behavior.
2. Display outstanding sportsmanship.
 - a. Pay proper respect to our flag.
 - b. Pay proper respect to your opponent and your opponent's school.
 - c. Applaud and take pride in all members of all athletic teams, representing Carroll Junior/High School, both on and off the field.
3. Display proper respect for those in authority, including teachers, coaches, and officials.
4. **Attend every practice and event.**
5. **Travel to and from sporting contests with the team on the team bus.**
6. **Playing time will never be discussed unless initiated by the coach of the sport.**
7. Use language that is socially acceptable.
8. Hair color and dress must be respectable, acceptable and in accordance with coaches wishes.
 - a. Dyed hair must be that of a natural hair color unless approved by administration for a special event. (IE: Coaches vs Cancer)
9. Display a real spirit of cooperation.
10. Remember he/she is a student first and an athlete second.
11. Attend the athletic banquet to receive awards.
 - a. His/her coach **prior** to the banquet must excuse Student/Athlete.
 - b. Athletic Banquets will be held upon completion of the fall, winter, and spring seasons.

Requirements for Participation

1. Athletic forms

The following forms must be completed prior to a student/athlete participating in any practice or tryout session for any interscholastic sport. These forms must be completed, signed by parents, and turned into the main office. Some forms may require the signatures of students and doctors.

- A. Physical Examination Form
- B. Concussion/Cardiac Arrest Acknowledgement and Signature Form
- C. Athletic Responsibility Acknowledgement Form

- D. Drug Testing Policy (Completed in Main Office)
- E. Substance Abuse Policy (Completed in Main Office)

2. Physical examination

A yearly physical examination is required. The physical form must be completed by the physician, parents, and submitted to the coach prior to **ANY** participation. The physical covers all sports for the entire school year provided the examination occurred after April 1. (IHSAA Rule) Both the junior high and high school forms will be kept on file in the Main Office/Nurses Office.

3. Concussions/ Sudden Cardiac Arrest

IC 20-34-7 and IC 20-34-8 require schools to distribute information sheets to inform and educate student athletes and their parents on the nature and risks of concussion, head injury, and sudden cardiac arrest to student athletes, including the risk of continuing to play after concussion/head injury. These laws require that each year, before beginning practice for a interscholastic or intramural sport, a student athlete and the student athlete's parent must be given an information sheet, and both must sign and return a form acknowledging receipt of the information.

4. Parental acknowledgement of athletic policies

A student/athlete prior to tryout for any athletic team will be presented with an athletic handbook containing some of the necessary forms and information for participating in athletics. Each student/athlete must then present this athletic handbook to his/her parent or guardian.

5. Insurance

The school district **does not** provide insurance to cover student athletic injuries. Parents will need to sign and return the insurance verification form before participation.

6. Residency Requirements

Student-athletes must be residents of the Carroll School Corporation district, be an eligible transfer student, or be sanctioned through court mandate in order to participate in athletics at Carroll Jr./Sr. High School. This means that the student must reside within the legally defined attendance areas of the Carroll School Corporation or be an approved transfer student. In order to be eligible for athletic competition during any semester, students must have entered some high school within the first (15) days of the semester in which the contest occurs.

7. Scholastic/Athletic Eligibility

High School/Junior High

It is a long-standing fact that success in life (work, home, social) depends on developing good personal habits in class as well as in extra-curricular participation. We recognize this and encourage you to get involved any way you can.

Conduct that is determined to be undesirable of a Carroll student/athlete may force the administration to declare the student/athlete ineligible for participation according to the principal's discretion and the student/athlete's due process code in conjunction with rules listed in the student handbook. A student/athlete serving an out of school suspension or In-school is ineligible for all extra-curricular activities for the assigned day(s) of the out of school suspension or In-school. A student/athlete is ineligible until the following day. The student/athlete cannot participate in practice or an athletic contest during an out of school suspension or In-school.

Scholastic eligibility for all students (7-12) participating in any extra-curricular activities shall be determined by the following:

Athletic Eligibility

This summary of eligibility requirements applies to all students at Carroll Jr. /Sr. High School who participate in interscholastic athletics.

1. Each contestant who is not passing at least 70% of the maximum number of full credit subjects or their equivalent at the end of a grading period will lose eligibility for the entire next grading period.
2. Each contestant passing 70% of the maximum number of full credit subjects of their equivalent at the end of the grading period, but do not have passing grades in all courses will be ineligible until mid-term. Students will be required to participate in a study table including weekly grade checks. Grades will be rechecked at midterm and if the athlete has raised the failing grade to passing the contestant may resume competition. If the contestant is still failing he/she will remain ineligible for the entire grading period.
3. At midterm all student athlete grades will be checked. Students with failing grades will be required to participate in a study table including weekly grade checks. Teachers are encouraged to contact the athletic director to recommend study table participation for any student athlete in need of academic support.
4. Student who are ineligible will be allowed to participate in practices, but not contest. Students still have to meet all IHSAA requirements.
5. At the end of the second and fourth grading periods, the semester grade will be used to determine eligibility. Students will become eligible or ineligible for extra-curricular activities on the report card distribution date.
6. Incoming seventh graders and ninth graders will be the school year eligible for extracurricular activities. Incoming ninth graders with one or more failing grades from the spring semester of their 8th grade year will be required to participate in the study table. Eligibility for the beginning of the fall sports season for all other students will be determined by grades from the spring semester of the previous school year. If a student successfully completes a course in summer school, and that was the only course that was failed in the spring, then eligibility will be restored for the beginning of the fall sports season. If a student fails a summer school course, he/she is not eligible to begin the fall sports season.
7. Any player, who participates in an athletic contest as a member of any other similar team the same season, shall be ineligible to compete in IHSAA competition for the remainder of that season.
8. Before a student's first practice, he/she shall have on file in the principal's office for each school year a Parent and Physician's certificate of physical fitness, giving the written consent of the parent/guardian for athletic participation. The physical examination shall be made prior to the student's first practice for any interscholastic athletic contest by a physician licensed to practice medicine in Indiana. The completed form must be verified in the main office and all parent/student signatures areas must be complete.
9. Any student, whose conduct or character is such, in the judgment of the school principal or the Board of Control of the IHSAA, as to reflect discredit upon his school or upon the IHSAA, is not eligible to participate.
10. Eligibility rules, as well as other rules, are published periodically by the athletic department. Any boy or girl desiring to participate in athletic activities should be familiar with these rules. These rules are available by request from the athletic office. At the beginning of each sports season, athletes will receive from his/her coach information regarding code of conduct, awards, and eligibility requirements.

ELIGIBILITY DATES 2016-2017		
Report	End Date	IHSAA CertificationDate
Progress Report	9/02/2016	9/12/2016
Grading Period	10/07/2016	10/17/2016
Progress Report	11/11/2016	11/21/2016
Grading Period	1/04/2017	1/12/2017
Progress Report	2/03/2017	2/13/2017
Grading Period	3/03/2017	3/13/2017
Progress Report	4/07/2017	4/18/2017
Grading Period	5/26/2017	6/06/2017

Risk of participation

All student/athletes and parents must realize the risk of serious injury, which may be a result of athletic participation. Carroll High School and Carroll Junior High School will use the following safeguards in an effort to eliminate injury:

- A. The Athletic Director and coaching staff for each sport season will conduct a parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
- B. The coaching staff for each sport for each season will instruct all student/athletes about the dangers of participation in the particular sport.

Financial obligations

- A. Uniforms-student/athletes will be required to maintain game uniforms unless otherwise directed by the head coach.
- B. Equipment-Each student/athlete is responsible for the proper care and security of equipment issued to him/her. School-furnished equipment is to be worn only for contests and practices. All equipment not returned in good condition (excluding normal wear and tear) at the end of the season will be subject to a financial penalty.
- C. FACILITIES-Each student/athlete is responsible for the proper care and security of the facilities at Carroll Jr. Sr. High School. Any damage caused by a student/athlete will require full restitution be made by those responsible.

Communication

- A. All athletes and coaches will communicate using Remind or email.

ATHLETIC CODE OF CONDUCT

1. Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards set by the Carroll Consolidated School Corporation. The community, school administration, faculty, and coaching staff of Carroll Jr./Sr. High School feel strongly about high standards of conduct and citizenship of the their student/athletes. These standards are essential in maintaining a sound athletic program. The welfare of the student/athlete is the Carroll

Athletic Department's major consideration and transcends any other consideration. All student/athletes shall abide by a code of ethics, which will earn the student/athlete the honor and respect that comes with participation and competition. Any conduct resulting in dishonor to the student/athlete, the team, the school, and the school corporation community will be subject to the penalties prescribed.

2. Training Rules and Violations

The Athletic Code consists of training rules and violations for student/athletes. These training rules give student/athletes the knowledge of what is expected and may be referred to throughout the year. **The Athletic Code is in effect during the entire calendar year for all student/athletes grades 6-12.** This applies to student/athletes and cheerleaders in and out of an athletic season, and offenses are cumulative for grades 6-12. Student/Athletes will be deemed a member of such sport from the official starting date according to the IHSAA. Penalties may be carried over from one sport season to another if the penalty timelines are not completed. All penalties will remain on record until completed. The Athletic Code and Training Rules are minimum standards.

Sports season discipline percentages will carry over to the next sports season, if necessary.

Any coach may set rules, which are stricter, as long as they do not contradict the provisions or intents of this handbook. Questions or concerns shall be reviewed by the Athletic Council at the request of any member of the coaching staff, student/athlete, and/or parent or guardian. Copies of any additional rules from coaches shall be cleared with the Athletic Director and Principal and then placed on file in the Athletic Office. Upon approval, the coach will distribute these additional rules to the student/athlete.

3. USE OF PERFORMANCE ENHANCING SUPPLEMENTS PROHIBITED

It is the position of the Board of Trustees of Carroll Consolidated School Corporation that optimum nutritional health is derived from a healthy diet including nutrient dense carbohydrates, complete proteins and essential vitamins and minerals found in a generally healthy diet. Use of any supplements, whether or not marketed as "natural" is considered to be a "short cut" and unapproved method for students to attain their maximum physical and mental potential, as well as posing a serious potential health risk to student athletes.

Carroll Consolidated School Corporation strongly recommends that all staff, students, student-athletes and their parents/guardians should consult with their physicians before taking any drugs, medications, nutritional supplements or sports supplement products.

Carroll Consolidated School Corporation is concerned about the safety of such products. Most of these products are unregulated by the Food and Drug Administration (FDA), and may contain harmful ingredients, including (but not limited to) creatine, ephedrine or excessive amounts of caffeine (Energy Drinks). Use of any supplements banned or discouraged by IHSAA and NCAA is prohibited as a health risk to student athletes who are growing and developing during the high school years.

Students, student-athletes, school personnel (including coaches and any assistant coaches, volunteer coaches or support personnel) should not possess, dispense, recommend or endorse any drug, medication or supplement except in accordance with state regulation and Corporation policy. Any such products found on campus or at a school-sponsored event will be confiscated and destroyed. Teachers and coaching personnel will not promote the use of such substances, on or off campus.

4. Extra Curricular Activities/Random Drug Testing

- Students involved in extra curricular activities and students driving to and from school need to be exemplary in the eyes of the community and other students. This program is designed to :
Prohibit students from driving to and from school or participating in extra-curricular activities with

drug or alcohol residue in their bodies, and

Encourage safe behavior among students, protect the health and safety of students, and offer guidance to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. Refer to student handbook for further information.

5. **Participation Rules**

- Athletes participating in any sport for Carroll Jr. /Sr. High School will be subject to the following participation rules. The following infractions will result in a loss of 1 athletic contest during the current season in which the student is participating (this is in addition to contests missed due to the disciplinary action itself...i.e.-In-School or OSS):
 1. Use of tobacco products. Police will be notified.
 2. Major discipline problems related to school.
 3. Unauthorized possession of athletic equipment belonging to Carroll or an opposing school.
 4. Gross misconduct while representing Carroll at any type of event.
 5. Staying at a social gathering where there is underage drinking of alcohol or where illegal drugs are present.
- Second violations of the above infractions will result in a 20% loss of eligibility. Subsequent violations will result in an additional 20% loss of eligibility for each violation. (3rd=40%, 4th=60%, etc.)
- If a student is charged with a felony or serious misdemeanor, the Principal, Athletic Director, and Athletic Council will meet to determine the athlete's eligibility.

6. **Parties**

Attendance at social events such as parties, dances, etc. is up to the athlete and parent/guardian. If a student athlete chooses to knowingly stay at a social gathering where there is underage drinking of alcohol or where illegal drugs are present without seeking the assistance of a parent or guardian they are subject to penalty. This is a violation of the Code of Conduct. Do not be guilty by association.

7. **Athletic Code of Conduct Revision**

Once a year, the Athletic Council will conduct an annual review of the Athletic Handbook for possible revision(s) of the Athletic Code and Training Rules.

Requests for revision of the Athletic Code and Training Rules must be brought before the Athletic Council. If the Athletic Council deems the request valid, the Assistant Principal will appoint a revision committee.

The revision committee recommendation(s) will be presented to the Jr./Sr.High School principal for approval. Upon approval, the recommendation will be presented to the Carroll Consolidated School Corporation Board of Trustees for final approval.

ELIGIBILITY

HIGH SCHOOL STUDENT/ATHLETES

Participation in competitive athletics at Carroll High School is a privilege and an honor. The rules of the Indiana High School Athletic Association (I.H.S.A.A.) are administered and enforced by the school. Student/Athletes and parents are to be familiar with the following rules.

1. **Attendance and Extracurricular:**

Any student absent from school for ANY PART of the day except when obtaining a drivers permit/license, attending a funeral, attending a college visitation day, or obtaining a certified doctors note will not be

allowed to attend or participate in any after-school activity (including athletic practices or contests), unless they have received prior approval from the Administration. Violation of this policy will result in the absence being unexcused and/or disciplinary action.

2. Age
In all sports, a student athlete cannot be 20 years of age prior to or on the schedule date of the I.H.S.A.A. State Finals tournament in a sport.
3. Amateurism – A Student/Athlete will lose his/her amateurism if he/she:
 - Plays under an assumed name.
 - Accepts money or merchandise directly or indirectly from athletic participation.
 - Signs a professional contract.
4. Awards or Gifts – A student/athlete cannot:
 - Receive in recognition any award not approved by the principal or the I.H.S.A.A.
 - Accept or use merchandise as an award, prize, gift or loan purchase for a token sum.
 - Accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.
5. Changing Schools – A student/athlete cannot:
 - Be eligible in a new school if he/she was not eligible in the school from which he/she transferred.
 - Participate in a high school varsity athletic contest in any sport if his/her parents did not make a corresponding change of residence to the new district.
6. Enrollment- A student/athlete will be ineligible:
 - If he/she did not enroll in school during the first 15 days of the semester.
 - If he/she has been enrolled more than four fall semesters and four spring semesters beginning with grade 9.
 - If he/she has represented a high school in a sport more than 8 semesters.
7. Consent and Release Certificate (Physical Form/Concussion Information Acknowledgement) – A student/athlete is ineligible:
 - When the completed certificate is not on file with the Athletic Director each school year, between April 1 and the first practice.
8. Conduct/Character – A student/athlete is ineligible:
 - If the conduct in or out of school reflects discredit upon the school or the Association (IHSAA).
 - If he/she creates a disruptive influence on the discipline, good order, morale, or educational environment in the school.
9. Physical – A student/athlete is not eligible:
 - Unless between April 1 and the student/athlete's first practice in preparation for interschool athletic participation, the student/athlete shall have had (1) a physical examination or certification by a physician and (2) written consent of parent or guardian for such participation unless emancipated.
 - Unless evidence of both, including on the Consent and Release Certificate, shall be on file in the main office prior to the student/athlete's first practice. Such certificate may suffice for the entire year.
 - Unless a student/athlete is properly certified to participate in interschool athletic activities, who are absent from school for five consecutive days due to illness or injury or who are physically unable to practice for five consecutive days due to illness or injury, must present to their principal a statement from a physician that he/she is again physically fit to participate in interschool athletics.

10. Participation, Practices, Games, Contests, and Scrimmages: A student/athlete is ineligible: (See the principal for details)
- If he/she participates as a member of any other similar team, in the same season not under supervision and management of his/her school.
11. Undue Influence – A student/athlete is ineligible if any person uses influence to retain or secure him/her as a student or to retain or secure their parent(s) as resident.
- **This is only a summary of the rules. Contact the High School Principal or Athletic Director for further information and before participating outside of your school.**

JUNIOR HIGH SCHOOL STUDENT/ATHLETES

Participation in competitive athletics at Carroll Junior High School is a privilege and an honor. The rules are administered and enforced by the administration of Carroll Junior High School and the athletic department. Student/Athletes and parents are to be familiar with the following rules.

1. Attendance and Extracurricular:

Any student absent from school for ANY PART of the day except when obtaining a drivers permit/license, funeral, or obtains a certified doctors note will not be allowed to attend or participate in any after-school activity (including athletic practices or contests), unless they have received prior approval from the Administration. Violation of this policy will result in the absence being unexcused and/or disciplinary action.

2. Age – In all sports a student/athlete cannot be 16 years of age.

3. Conduct/Character – A student/athlete is ineligible:

- If the conduct in or out of school reflects discredit upon the school or corporation.
- Creates a disruptive influence on the discipline, good order, morale, or educational environment in the school

4. Physical – A Student athlete is not eligible:

- i. Unless between April 1 and the student/athlete's first practice in preparation for interschool athletic participation, the student/athlete shall have had (1) a physical examination or certification by a physician and (2) written consent of parent or guardian for such participation unless emancipated.
- ii. Unless evidence of both, including on the Consent and Release Certificate (Physical Form), shall be on file in the principal's office prior to the student/athlete's first practice. Such certificate may suffice for the entire year.
- iii. Unless a student/athlete is properly certified to participate in interschool athletic activities, who are absent from school for five consecutive days due to illness or injury or who are physically unable to practice for five consecutive days due to illness or injury,

must present to their principal a statement from a physician that he/she is again physically fit to participate in interschool athletics.

A physical form is available at the main office or athletic department's office. All forms will be kept at the main office. A physical examination covers all sports for the entire school year

GENERAL POLICIES

1. **SUBSTANCE ABUSE/ DRUG TESTING POLICY**

A. Refer to Student Handbook for all substance abuse and drug testing policies.

2. **ATHLETIC PARTICIPATION**

A. Philosophy

The Carroll Athletic Department strongly believes student/athletes need to be committed to the Carroll athletic programs. This commitment should not be affected by outside programs. The time and energy necessary to compete at the middle school and high school requires total commitment.

OPEN GYM

B. Philosophy

The Carroll athletic department encourages student/athletes to participate when offered "Open Gym" time for various athletic programs. "Open Gym" is allowed by the I.H.S.A.A. (15-2.6 pg.40 and 15-3.3 pg. 41) for any student/athlete who wishes to participate. Student/Athletes, who are in season with Carroll sports, are discouraged to participate in the "Open Gym" programs. The student/athlete is encouraged to participate in various "Open Gym" when they are not participating in a sport and the student/athlete is considered "off-season."

High School Participation in Two Sports in One Season:

C. Philosophy

Athletes must meet with the Athletic Department prior to the beginning of a sports season if the athlete desires to participate in more than one sport during the same season. The Athletic Director will inform the athlete as to the conditions for dual participation. The coaches, parents, and athlete will meet, discuss the possibilities, and formally agree which sport will be the primary and secondary sport. Attendance at practice will be worked out between the coaches involved. Participation in a second sport must not deprive another athlete of any competition opportunity. The athlete must realize that extra time for practice is necessary to compete in two sports in one season. If academic performance of the athlete significantly drops during performance of the two sports, the athlete must drop the secondary sport. The athlete must meet the practice requirements of both sports before participation can occur. If the requirements of one or both sports are not met, the athlete will have to return to the primary sport. Athletes may only receive a varsity letter in their primary sport.

Junior High School Participation

D. Philosophy

- Junior High cheerleaders are not eligible to participate in volleyball, but are eligible to participate in the girls' basketball program. Junior High School cheerleaders will not begin to practice with the girls' basketball team until the cheerleading season has been completed.
- Cheerleaders will be allowed to tryout for the girls' basketball team. But will need to make the

necessary arrangements with the coaches if there are any conflicts with cheerleading and basketball tryouts.

- A boy's basketball player after the completion of the boy's basketball season may participate in wrestling provided the student/athlete has ten (10) days of practice and begins practice before the first regular scheduled contest.

3. Dropping a sport (High School and Junior High School)

If a student/athlete decided to stop a sport for any good reason(s), the student/athlete must:

- Consult with his/her immediate coach and then the head coach.
- Report his/her situation to the Athletic Director.
- Check in all equipment issued.
- A student/athlete who does not complete the season and wishes to begin a new sport in the next season must receive approval from the previous coach and the new coach.
- If release is denied, the student athlete may appeal to the athletic council provided neither sport has begun their competition schedule before the appeal is filed.

4. Care of Equipment and Facilities (High School and Junior High School)

The proper care of the equipment is expected and is the student/athlete's responsibility. Only the student/athlete may use or wear the equipment or uniform during the season. The student/athlete will be held responsible for reimbursing the cost of lost equipment. Student/athletes will not be allowed to participate in a sport unless all equipment from the preceding sport has been turned in or reimbursement has been made.

5. Practice (High School and Junior High School)

A student/athlete must have a minimum of **10 days** of supervised practice by a coach of that sport. Conditioning may be counted, but **10 days** of practice must be completed before he/she can participate in a scheduled contest.

Note: Girls' Golf according to I.H.S.A.A is the exception to the rule.

A student/athlete or cheerleader is expected to attend all practice sessions and try-outs unless excused in advance by the coach or advisor. In order to practice, a student/athlete or cheerleader must be in attendance every period of the day with the exception of obtaining a drivers license, attending a funeral, or verified medical note. These excuses need to be verified in advance by the school administration. Student/athletes absent from school on Friday with a contest the following day (Saturday) will be eligible to participate, providing the absence is cleared through the coach and, if necessary, with the school administration. A physician's written statement will be acceptable.

6. Travel (High School and Junior High School)

All student/athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department unless the student/athlete's parent or guardian and the coach for exceptional situations make previous arrangements.

- a. Student/Athletes will remain with their squad and under the supervision of the coach when attending away contests.
- b. All regular school bus rules will be followed.
- c. Student/Athletes will dress appropriately and in good taste.
- d. Junior High School: If a parent/legal guardian desires to take his/her student/athlete

home, the parent/legal guardian must contact and confirm the desire with the coach prior to going home. Athletes may only ride home with their parent or guardian unless arrangements with the coach are made ahead of time.

- e. Transportation to and from boys and girls golf practice will be provided.

7. College Requirement Policy

In the event a college recruiter should contact a student/athlete personally, he/she has an obligation to work through his/her coach and/or the Athletic Director. A student/athlete should inform his/her coach of such a contact as soon as possible. College recruitment information is available in the athletic office, as are NCAA and NAIA standards. Any athlete wanting to participate in NCAA I and II must complete an application for the NCAA Clearing House. (An application is available in the High School Guidance Department.)

8. Conflicts in Extra-curricular Activities (High School)

An individual student/athlete who attempts to participate in several extra-curricular activities will, undoubtedly, have conflicts of obligations.

The Athletic Department recognizes that each student/athlete should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts.

A Student/athlete has a responsibility to do everything he/she can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty/sponsors/coaches/ involved immediately when a conflict does arise. If the decision requires going from one school to another, student/athlete, along with their parent/guardian will be responsible for transportation.

When two state competitions take place at the same time and date, the Principal will make the decision based on the following guidelines.

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make.
4. How long each event has been scheduled.
5. A talk with the parents.

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by either faculty/sponsor/coach. If it becomes obvious a student cannot fulfill the obligation of the school, he/she withdraws from the activity.

9. Release from Class (High School)

It is the responsibility of student/athletes to see their teachers the day before the classes they miss because of an athletic contest. All work shall be made up at the convenience of the teacher.

10. Practices: Regular, Vacation, and School Closings

All team members are expected to attend all practices. The coach sets practice schedules

during school vacation and only the coach can excuse an athlete from practice. If a practice is held during a time that school is closed due to weather, attendances at these practices are considered voluntary. The Principal and the Superintendent must approve the scheduling of this type of practice.

11. Squad Selection

In accordance with the philosophy of athletics at Carroll Jr. Sr. High School, the administration desires to see as many student/athletes as possible participate in the athletic program. The Athletic Department encourages coaches to keep as many student/athletes as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preferences and other factors will place limitations on the most effective squad size for any particular sport.

12. Try-outs (High School and Junior High School)

Choosing the members of athletic squads is the sole responsibility of the coaches for their squads.

Upon completion of tryouts, the student/athlete will personally be informed of the decision by the coach, including the reason(s) for the action.

Coaches will discuss alternative possibilities for participation in the sport or other areas in the activities program for those who do not meet the criteria for making the team.

13. Reporting an injury (High School and Junior High School)

All injuries, which occur while participating in athletics, should be reported to the coach. Injuries (other than minor injuries) must be reported to the school nurse on an injury report within 24 hours. In addition, 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 coach and given to the school nurse. Once a physician treats student/athletes, the student/athlete must obtain the doctor's permission to return to the activity.

14. Locker Room Regulations (High School and Junior High School)

1. Roughhousing and throwing towels or other objects are not allowed in the locker room. HAZING IS NOT ALLOWED!!!!!!!! THIS FORM OF HARRASSMENT WILL NOT BE TOLERATED!!!!
2. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players are allowed in the locker room.
4. No glass containers or food is permitted in locker rooms..
5. Athletes participating in outdoor sports are to remove their spikes/cleats, and any mud or dirt on them, prior to entering the building. Cleats are never permitted inside the building outside of designated locker areas.

15. Truancy (High School and Junior High School)

Any student/athlete who is declared truant will be ineligible from practice/games(s) for each day truant.

16. School Discipline Referral (High School and Junior High School)

Any student/athlete referred to the office for violation of the Student Handbook may be denied the privilege of participation in all athletic activities for a period determined by the assistant principal.

17. Fighting in Interscholastic Sport (High School or Junior High)

Fighting in any sport shall be construed as unsportsmanlike. If a student/athlete is removed/ejected by game officials for a personal foul or unsportsmanlike conduct the violation will bring an automatic suspension for the remainder of the game and will be suspended from the next scheduled game. Additional penalties are possible, from reports and recommendations from I.H.S.A.A. officials.

18. Theft and/or Destruction of Property

Theft and/or destruction of property will not be tolerated by a Carroll Jr. Sr. High School student/athlete. Upon verification of theft and/or destruction of school/personal property by a student/athlete full restitution is required, disciplinary action by the school will be taken and possible legal action will result. This violation refers to home and away activities.

ATHLETIC PARTICIPATION POLICY

Carroll High School and Carroll Jr. High School athletic programs are based upon the following:

1. **Junior High School** – Every attempt will be made to carry as many student/athletes as possible. The number of student/athletes per sport and per team is dependent upon the number of students interested and the discretion of the coaching staff.
2. **Freshmen Programs**
 - Boys and Girls Freshman teams are dependent upon the number of students interested.
3. **Junior Varsity Programs**
 - Competition at the Junior Varsity level requires advanced skills; therefore, participation is left to the discretion of the coach. No player will be allowed to play beyond the maximum number of games/events allowed by I.H.S.A.A.
4. **Varsity Level Competition**

The Varsity level programs' philosophy is to be the best they can be. The varsity coach will determine whom and when each athlete will have an opportunity to participate.

NUMBER OF CONTEST REGULATIONS

The Indiana High School Athletic Association (I.H.S.A.A.) sets the maximum number of contests for high school per season, per sport. Carroll Junior High School determines the maximum number of contest per season, per sport.

Middle School Sport

	<u># of contests</u>
7 th & 8 th Grade Football	8 games
7 th & 8 th Grade Volleyball	15 games with tournaments
7 th & 8 th Grade Basketball (boys & girls)	15 games with tournaments
6 th Grade Basketball (boys & girls)	12 games with tournaments
7 th & 8 th Grade Wrestling	10 meets with 3 tournaments
7 th & 8 th Grade Track (boys & girls)	10 meets with invitational
7 th & 8 th Grade CC (boys & girls)	
7 th & 8 th Grade Swim (boys & girls)	

High School Sport

	<u># of contests</u>
Boys' Tennis	14 matches plus 2 tourneys or 16 matches
Cross County (boys & girls)	14 matches
Football	9 games plus scrimmage
Girls' Golf	18 matches
Volleyball	25 matches plus 2 tourneys
Girls' Swimming	18 meets
Wrestling	18 meets
Boys' Swimming	18 meets
Boys' Basketball	22 games or 20-games/1 tourney
Girls' Basketball	22 games or 20-games/1 tourney
Boys' & Girls' Track	16 meets
Boys' Golf	18 matches
Baseball	28 games or 26 games/1 tourney
Girls' Tennis	14 matches and 2 tourneys
Soccer	14 matches plus 1 tourney or 16 matches
Softball	28 games or 26 games/1 tourney

STATE TOURNAMENTS ARE NOT INCLUDED IN THE ABOVE LISTINGS OF CONTESTS PER SPORT.

CARROLL ATHLETIC COUNCIL

- A. The Athletic Council will consist of the Athletic Director, Assistant Principal, and all Varsity Head Coaches, and a representative from the Athletic Boosters. The Assistant Principal will be responsible for convening meetings and will chair the CAC. The CAC will meet to advise the Principal on programs and policies that impact the athletic program. The CAC will work to unify coaching objectives and procedures.

- B. Appeal process – The student/athlete and the parents/guardians have the right to appeal the decision of the Athletic Director and Principal. If an appeal is desired, a written appeal must be

submitted to the Principal of the school. Upon receipt of the written appeal, the Principal will contact parents and the student/athlete to set up a meeting. At the meeting, the Principal will hear the appeal, and within five days a written decision will be rendered

ATHLETIC AWARDS

CARROLL JUNIOR HIGH SCHOOL

Student/athletes will receive a certificate of participation upon completion of their season.

CARROLL HIGH SCHOOL

Athletic Award Policy:

1. Athletes, student staff, student trainers and cheerleaders are eligible to earn awards. Each sport gives the same type awards and the school purchases all awards. The STUDENTS purchase jackets. Candidates must complete the season's play in order to receive an award; however, injuries may waive this stipulation. No awards will be issued until equipment is turned in to the coach. Freshman and sophomores are eligible for varsity competition and can earn their varsity award at any time. New athletes to Carroll Jr. /Sr. High School (move-ins) cannot exchange awards from their previous school. Athletes cannot buy, substitute or make up for awards not previously won.
2. A student/athlete must complete the season in order to be eligible for an award. Injured athletes will be the exception. The doctor must present verification of such injury to the coach.
3. In order for any student/athlete to earn his/her award(s), he/she must be in attendance at his/her sports banquet; or their coach PRIOR to the banquet must excuse him/her.
4. All athletic awards will be worn only on an athletic jacket.
5. Varsity letters and jackets will be worn only by a student/athlete who has earned such honor.
6. Transfer students will qualify for all athletic awards upon verification.

TYPES OF AWARDS

A. Bars

Upon receiving a previous letter, a student/athlete will receive a bar to represent the additional varsity letter.

B. Letter

A student/athlete will receive a varsity letter upon satisfactory completion of requirements for a particular sport. Only one letter will be awarded throughout the student/athlete's four (4) year career.

C. Pin

Each student/athlete will receive a Pin for each varsity sport in which he/she earns his/her first varsity letter.

D. Certificates

1. Varsity Letter Award Certificate: In any sport a student/athlete earns a varsity letter, he/she will receive a Varsity Letter Award Certificate.
2. Reserve Athletic Award Certificate: In each sport a student/athlete participates at the J.V. level, he/she will receive a Reserve Athletic Award Certificate.
3. Freshmen Athletic Award Certificate: In each sport a student/athlete participates at the freshman level, he/she will receive a Freshmen Athletic Award Certificate.

Athletic Participation Awards

Awards are made on the basis of coaching staff recommendations. An athlete must complete his/her sports season to be considered for an award.

Managers: A student, boy/girl, who is a manager in any non-varsity sport, may receive a junior varsity certificate or a freshmen numeral award. Any student, boy/girl, who is managing a varsity sport, may receive a varsity award upon completion of that season and the recommendation of the coach. A varsity manager must fulfill the written requirements given by the head coach to qualify for a varsity letter. (Awards will be the same for both boy and girl managers).

Freshmen: A freshmen that earns an award receives a freshmen certificate.

Jr. Varsity: An athlete who participates on an athletic team above the freshmen level, who does not qualify for a varsity letter, will receive a certificate.

Varsity: Varsity athletes will receive varsity certificates.

Jackets: Carroll athletes may purchase a letter jacket when the student is a sophomore and has earned two varsity letters.

Patches: Championship patches may be purchased by the Athletic Department for a team that wins the highest tournament championship. The patches will be awarded to the participants selected by the coach. The athlete through the Athletic Director purchases Patches for individual honors except IHSAA individual awards.

Wall of Fame Award: Sectional Champion teams and individual sectional champions have pictures placed on the Wall of Fame. Individual state champions and Indiana All Stars have pictures placed in the main gym lobby.

Team Requirements for a Varsity Award: Coaches determine the standards for receiving letters and with the Athletic Director's approval, may present a letter due to an athlete who makes a special contribution to a team but does not meet minimum standards. The requirements for all sports offered at Carroll High School are listed on the next page.

VARSITY LETTER REQUIREMENTS

Boys:

Football

- A student/athlete must participate ½ of the total quarters.

Cross-Country

- A student/athlete must be one of the upper seven Carroll scorers or run a time of 19:00 on a regular 5K course.

Basketball

- A student/athlete must participate in 1/2 of the total quarters.

Track

- A student/athlete must earn 15 or more points during the season to earn a varsity letter. Any student/athlete receiving less than 15 points will receive a certificate.

Wrestling

- A student/athlete must wrestle $\frac{3}{4}$ of all the meets in one season or earns 30 points thru the season (Pin - 6, Decision - 3, Lose - 1, Forfeit - 0, Draw - 2)

Baseball

- A student/athlete must participate in 1/2 of the games (exception made for pitchers).

Tennis

- A student/athlete must participate in half the varsity meets.

Golf

- A student/athlete must compete in half of the varsity meets or have a stroke of 48 or less. This average is to be computed on varsity meets only; practice rounds do not count.

Swimming:

- A student/athlete must average three (3) points per dual meet with Championship meets counting as bonus points.

Soccer:

- A student/athlete must participate in one-half (1/2) of the halves.

Girls:

Volleyball

- A student/athlete must participate in $\frac{1}{2}$ of the games.

Cross Country

- A student/athlete must be one of the upper seven Carroll scorers or run a time of 22:45 on a regular 5K course.

Swimming

- A student/athlete must average three (3) points per dual meet with Championship meets counting as bonus points.

Track

- A student/athlete must earn 15 or more points during the season to earn a varsity letter. Any student/athlete receiving less than 15 points will receive a certificate.

Basketball

- A student/athlete must participate in 1/2 of the total quarters.

Tennis

- A student/athlete must participate in 1/2 of the varsity matches.

Golf

- A student/athlete must compete in 1/2 of the varsity meets or have a stroke average of 58 or less. This average must be computed on varsity meets only. Practice rounds do not count.

Softball

- A student/athlete must participate in 1/3 of total innings (exception made for pitchers).

Cheerleading

- A student/athlete must participate at the varsity level for 3/4 of the boys varsity football and basketball games. Each season cheerleaders will receive a varsity letter, fall and winter seasons shall be considered separate.

Soccer

- A student/athlete must participate in one-half (1/2) of the games.

Managers

- A student, boy/girl, who is a manager in any non-varsity sport, may receive a junior varsity certificate or a freshmen numeral award. Any student, boy/girl, who is a manager in a varsity sport, may receive a varsity award upon completion of that season. **A varsity manager must fulfill the written requirements given by the head coach to qualify for a varsity letter.** (Awards will be the same for Boy Sport Managers and Girl Sports Managers).

EXCEPTIONS TO THE ABOVE QUALIFYING STANDARDS:

1. Any senior member by virtue of four years of faithful service to his/her team will receive a varsity letter.
2. If illness or injury prohibits the attainment of a varsity letter by ordinary standards, the student/athlete may be granted a letter upon the recommendation of the coach and Athletic Director.
3. If a coach wants to recommend a player who does not fulfill the letter requirements for their sport, the coach will need to fill out a letter of recommendation to be reviewed by the athletic council. Upon the review, the Athletic Director and Principal will make a decision.

SPECIAL AWARDS

Athletic lettering

- A student/athlete **must earn 2 varsity letters** to be eligible to order his/her letter jacket through the athletic department. The athlete may purchase the jacket at the beginning of their sophomore season.

Blanket

- A student/athlete must earn ten (10) varsity letters in order to receive a blanket, which will be purchased by the athletic department and presented during the Carroll Awards Night during the student's senior year.

State Plaque

- Special recognition will be given to a boy, girl, or team who advances to the state finals in any sport. Those individuals will also have an 8x10 individual picture in the hall of fame.

Carroll High School Athletics: Sports Offerings by Season

Fall

- Varsity Football
- Boys/Girls Cross Country
- Varsity Boys Tennis
- Varsity Girls Volleyball
- Varsity Cheerleading
- Co-ed Varsity Soccer

Winter

- Girls Varsity Basketball
- Boys Varsity Basketball
- Boys Varsity Wrestling
- Girls Varsity Swimming
- Boys Varsity Swimming
- Varsity Cheerleading

Spring

- Varsity Baseball
- Varsity Boys Golf
- Varsity Boys/Girls Track
- Varsity Girls Tennis
- Varsity Girls Softball



CARROLL HIGH SCHOOL/MIDDLE SCHOOL ATHLETIC DEPARTMENT
ATHLETIC RESPONSIBILITY ACKNOWLEDGEMENT

ATHLETE'S NAME

YEAR

Prior to participating each year in any practice or tryout session for any post, each athlete must turn into the Head Coach or the office of the Athletic Director.

1. Successfully pass a physical examination by a registered physician and the copy of such examination must be on file in the main office. One current physical examination per year is sufficient for all sports during that school year. Effective date for a physical is April 1.
2. Return to his/her coach the Athletic Responsibility Acknowledgment Form properly signed.
3. Properly fill out and return the Emergency and Medical Treatment Form.
4. Properly fill out and sign Insurance Verification Forms. Insurance coverage is required to participate. (Located on Physical Form)
5. Properly fill out substance abuse policy form at registration day.
6. Properly fill out the drug testing policy form at registration day.

As a Carroll Jr. /Sr. High School athlete participating voluntarily in interscholastic athletics, I understand that:

1. I, along with my parent(s), certify that I have read and understand all of the Carroll Jr. /Sr. High School Athletic Policies in the handbook and in order to be eligible for participation. Failure to follow the rules of the Athletic Handbook will have consequences.

2. I will conduct myself in an exemplary social manner at all times.
3. I will be responsible for all athletic equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
4. I will not use or be in possession of tobacco, alcohol or narcotics. If I use any of these substances, am in possession of such substances, or am suspended from school for use or possession of these substances, I will be subject to disciplinary actions as outlined in the athletic handbook.
5. I acknowledge that I have been properly advised, cautioned and warned by administrative and coaching personnel of the Carroll Consolidated Corporation that I am exposing myself to the risk of injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete impairment in the use of my limbs, brain damage, paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury.

Student Signature _____ Date _____
 Parent/Guardian Signature _____ Date _____

Signature Form

This receipt needs to be signed by the student athlete and the parent/guardian as proof that Athletic Handbook has been offered. I _____ have been offered a copy of the 2016-2017 Carroll Junior/Senior High School Athletic Handbook. I am aware that I may pick up a hard copy of the handbook or view it online at www.carroll.k12.in.us under the athletics page of Carroll Jr. Sr. High School.

Student Signature _____ Date: _____
 Student Print _____ Date: _____

As a parent of a Carroll Jr./Sr. High School athlete, I understand that good conduct and fair sportsmanship are critical characteristics of any athlete. I understand that there are consequences for failing to abide by the standards and guidelines provided to the students. I promise to encourage my child to exhibit the exemplary conduct, both as a student athlete and as a representative of Carroll Jr./Sr. High School.

Parent Signature _____ Date: _____
 Parent Print _____ Date: _____

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