

HIGHLANDER  
CHARTER  
SCHOOL

STUDENT ATHLETE HANDBOOK

2015-2016



**HIGHLANDER**  
**HAWKS**

## **HIGHLANDER CHARTER SCHOOL**

### **NONDISCRIMINATION POLICY**

Highlander Charter School does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, or citizenship, or employment in its educational services, programs and activities, including admissions, athletics and other District programs. Any person aggrieved by a violation of this policy may file a complaint with the following: The Rhode Island Commission for Human Rights, 180 Westminster Street, Providence, RI 02903; The Equal Employment Opportunity Commission, One Congress Street, Boston, MA 02114; Office of Civil Rights, U.S. Department of Education, 140 Federal Street, Boston, MA 02110. The full policy is available upon request.

**TABLE OF CONTENTS**

Introduction.....	4
Philosophy.....	5
Objectives.....	6
Code of Conduct for Student Athletes.....	7-8
Substance Abuse Policy.....	9
NCAA Academic Eligibility and Recruiting.....	10-11
Equipment/Team Selection/Transportation.....	12
Parent and Coach Communication.....	13
Athletic Contract.....	14-16
Medical Release.....	17
Emergency Contact Form.....	18

## INTRODUCTION

The purpose of this handbook is to provide student athletes and their families with an overview of the Highlander Charter School Athletic Program and the policies, procedures and rules that govern it. Questions regarding any material in this handbook, as well as questions about any aspect of the program not addressed in this booklet, should be directed to Mr. Melo, Director of Athletics.

Highlander Charter School is a member of the Coastal Prep League, whose purpose is to organize, regulate and promote secondary athletics for Rhode Island schools. As a member of the Coastal Prep League, Highlander Charter School abides by their rules and regulations, and subscribes to the guidelines set forth by this organization. In addition, the school policies and rules also govern the school's athletic program.

Being a member of a Highlander Charter School athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of the Highlander Hawks, you have inherited a tradition, which you are challenged to uphold. When you wear the colors of your school, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them.

## PHILOSOPHY

The athletic program at Highlander Charter School is an integral part of a student's life. A well-rounded program of athletic activities is vital to the academic and social/civic development of students to promote sportsmanship, character development, and leadership. As a result, the Highlander Charter School athletic programs goal is to provide a variety of experiences that help students achieve the social and civic learning expectations of the school's Mission, Vision and Values.

### **Our Mission:**

Using innovative education practices as a catalyst for social change. Highlander Charter School is working to ensure that all children have the educational opportunities and support they need to achieve their full potential.

### **Our Vision:**

We design and provide research-based, quality educational services. We strive to make these accessible to all learners, as well as, to their teachers and families.

### **Our Values:**

Highlander Charter School works to further the causes of accessibility, empowerment and excellence in education.

## OBJECTIVES

### **To provide an attractive program for the student-athlete:**

- Provide the student-athlete with an enjoyable and rewarding experience
- Make player safety and welfare our highest priority

### **To give quality instruction in the fundamentals of each sport offered:**

- Specific athletic skills and strategies
- Sportsmanship, ethical conduct, and fair play

### **To be an integral part of the secondary school curriculum:**

- Inspire all athletes to give their highest effort in the classroom, as well as on the playing field
- Stress the importance of self-discipline in the classroom, the community, and on the field
- Teach our athletes that dignity, self-worth, and self-esteem are achieved through hard work
- Create a positive school climate that is enhanced when student-athletes and remaining student population work together as a team to represent their school during competition
- Develop concepts of goal attainment through hard work and rigorous self-discipline. Provide a vehicle for the development of interest in curricular school programs, and for post-secondary educational opportunities

### **To make the athletic program a source of both school and community pride:**

- Help each athlete to interact positively with faculty, community, and fellow students
- Make the team a positive influence on all who come in contact with them
- Demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations

## Code of Conduct for Student Athletes

Expectations for student athlete behavior are based on the philosophy that participating in athletics is a privilege for some rather than a right for all. Abuse of any privilege may result in its removal.

Student athletes are representatives of themselves, their teammates and coaches, their school, their families and their hometowns. It is important to realize that in order to continue representing their team and/or town, athletes must exhibit a high standard for personal conduct. Student athletes are always expected to exhibit: sportsmanship, honesty, integrity, and respect for themselves and others.

### Listed below are a few simple rules student athletes to live by:

- Keep your priorities in mind. The body goes where the mind takes it.
- Set a high standard for yourself and others will follow.
- No foul, abusive language and/or disrespect towards any coaches, teammates, officials, school faculty/staff or opponents.
- Be a positive representative of the entire athletic department in all daily interactions. If you have a problem, work it out in the manner of an educated citizen.
- Appreciate your opportunities to compete and avoid compromising those opportunities with thoughtless behavior off the court/field.

### Discipline

The following forms of discipline may be used by the Athletic Department for warranted reasons, which include, but are not limited to the categories listed on these pages.

- **TEAM:** Coaches and their assistants are granted the capacity to help set team rules that provide common experiences for each team member within the parameters and scope of the mission of Highlander Charter School. Team members, with the guidance and monitoring of the coaching staff, will construct a social contract to be followed for the sport season. This allows each team to define how they wish to act and be evaluated. Matters that affect only the team and its day-to-day operation are handled within the team structure. However, severe disciplinary actions, such as dismissal from team or prolonged suspension, must be reported to the Athletic Director for the purposes of record keeping, consistency and appropriateness.
- **STUDENT:** The Athletic Department recognizes that high school-aged students may on occasion make inappropriate decisions in their personal life within our community. The Department reserves the right to decide if an offense infringes on our mission and integrity and hand out an appropriate sanction ranging from suspension to removal from the team.

- **GROUP:** The Athletic Department and the high school reserve the right to withhold privileges from the entire team should egregious acts be committed anywhere by any numbers of team members in the name of the team.

### **Behavior Probation**

- If a student receives 3 disciplinary referrals in one month for different infractions, s/he will automatically be placed on behavior probation for two weeks.

### **Academic/Athletic Probation**

- The intent of Academic Probation is to provide students with opportunities to meet their competencies by the end of the semester and receive credit for courses upon their first attempts. Competencies will be reviewed at the end of October and at the beginning of December for Semester 1 classes, and at the end of February and the beginning of May for Semester 2 classes. Upon review and teacher recommendation, students scoring below a 3 in any competency may be placed on academic probation until the student proves mastery in that competency and the teacher signs off on it. During academic probation students will be ineligible to participate in extracurricular activities including but not limited to: student government, school clubs, choice time, non-academic field trips, interscholastic athletics, and scholastic social events. Students will have opportunities during school and after school to receive academic support.

### **Progress Report Dates For Athletics**

<b>Sport</b>	<b>1<sup>st</sup> Check-in</b>	<b>2<sup>nd</sup> Check-in</b>
<b>Soccer</b>	<b>September 21<sup>st</sup>-25<sup>th</sup></b>	<b>October 12<sup>th</sup>-16<sup>th</sup></b>
<b>Basketball</b>	<b>January 25<sup>th</sup>-29<sup>th</sup></b>	<b>February 22<sup>nd</sup>-26<sup>th</sup></b>
<b>Baseball</b>	<b>April 25<sup>th</sup>-29<sup>th</sup></b>	<b>May 16<sup>th</sup>-20<sup>th</sup></b>



## **Substance Abuse Policy**

The purpose of this policy is to promote and maintain a safe and healthy environment for the entire school community. In order to meet this goal, Highlander Charter School adopts a substance abuse policy, which delineates a plan of action that will aid students to abstain from the use of alcohol & drugs. Highlander will intervene when student use is detected, take corrective disciplinary action, and provide aftercare for said student.

### **PREVENTION AND INTERVENTION**

Highlander Charter School will provide students with a varied program of instructional activities that will focus on preventing students from using alcohol and drugs. The school has a school psychologist and social worker onsite if students need additional services.

### **DISCIPLINARY ACTION**

- Any student found possessing, using, or selling illegal or unauthorized drugs or alcohol or possessing illegal drug paraphernalia shall be immediately suspended.
- Law enforcement officials may be notified after administrative assessment of the situation. In his case, all evidence will be kept in a secured location until it is turned over to the appropriate
- The parent/guardian of the student will be notified, and a conference with the administrator will be scheduled as soon as possible.
- The Student Athlete will be removed from the team, parent/guardian will be notified immediately and incident will be documented. Any other questions regarding this policy, please see the student-handbook policy.

## **NCAA ELIGIBILITY**

**To be ELIGIBLE to play college sports at the Division I and II level, prospective student athletes must:**

- Complete and sign a NCAA clearinghouse student release form and mail white copy and fee to the NCAA clearinghouse.
- Give the yellow and pink copies of the clearinghouse form to your school counselor to forward.
- Have an official transcript mailed from any other high school attended.
- Have SAT scores sent to the NCAA clearinghouse.
- Complete the NCAA Amateurism Certification Questionnaire.

**To be CERTIFIED by the NCAA clearinghouse, a student must:**

- Graduate from high school
- Earn a grade point average of at least 2.0 on a 4.0 scale in a core curriculum of at least 16 academic core courses during grades 9 through 12
- Division I prospects must earn a minimum sum score of at least 1010 on the SAT with a GPA of 2.0
- Division II prospects must earn a minimum sum score of at least 820 on the SAT with a GPA of 2.0

Note: For additional NCAA information please speak with your school counselor and view the following websites [www.ncaa.org](http://www.ncaa.org) and [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) (guide for the college bound athlete link).

### **DIVISION III**

These requirements do not currently apply to Division III colleges, where eligibility for financial aid, practice and competition is governed by institutional, conference and other NCAA regulations.<sup>19</sup>

### **NAIA COLLEGE SPORTS**

An entering freshman must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution and meet two of the three following requirements:

1. Achieve a minimum of 18 on the Enhanced ACT or 860 on the SAT.

2. Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale.
3. Graduate in the top half of your high school class.

To register or gather more information about playing at a NAIA College please speak with your school counselor and visit the following website <http://www.PlayNAIA.org> Every student who plays in the NAIA for the first time must have their eligibility determined through the NAIA Eligibility Center.

## **EQUIPMENT**

All equipment issued to an athlete is expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the Athletic Department for the lost or damaged equipment. Failure to return equipment or to compensate the school for lost or damaged equipment will result in forfeiture of all athletic awards for that sport. No athlete may practice or tryout for another sport until all issued equipment has been turned in, all bills paid, and has been cleared by the previous sports coach. The athletic director will release the names of the athletes who have been cleared to all coaches for the next sports season. Remember that stealing or wearing stolen equipment is a violation the Code of Conduct. Equipment may not be worn during the school day, at home or on the streets without approval of the coach of that sport.

## **TEAM SELECTION POLICIES**

Coaches of the varsity sports at the Highlander Charter School have their own policy on how they will choose their teams. In some sports, cutting a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at their first meeting. An athlete may be removed from a team at anytime during a season.

## **TRANSPORTATION**

Highlander athletes are required to travel to an athletic contest and special events in school-approved vehicles under adult supervision provided by the school. Appropriate behavior and citizenship is expected of all students who ride in school-approved vehicles. For some sports, athletes must provide their own transportation to and from practice. The only exception to the rule is in the case of an emergency or special circumstance as determined by the coach. Upon approval, only transportation with parents of the athlete will be considered as an appropriate alternative.

The principal must approve released time from class for athletic trips. Students are responsible for all work that is missed. The missed work must be made up in a reasonable period of time, to be determined by the teacher.

**Parent-Coach Communication Rules:**

1. There is a 24-hour cool down period after games. Coaches will meet with parents about something that happened in a game 24 hours after the game. This meeting will never take place in the gym after a game.
2. We will not discuss playing time. That decision is a coaching staff decision and is not up for discussion.
3. The coach will never talk about another player on the team with parents. You would not want the coach to talk about your child with other parents so s/he will only discuss your child with you.

**Highlander Charter School  
Athletic Contract**

**Player's Name:** \_\_\_\_\_ **Team:** \_\_\_\_\_

Congratulations on becoming a member of a Highlander Charter School Athletic Team! Being a Student Athlete is a privilege and with privileges come responsibilities. As one of our athletes, we expect that players will comply with the following expectations and responsibilities.

- 1. Athletes will perform to the best of their abilities in all classes. You are a student first and an athlete second. Failing to complete assignments, submit work, or give your best effort in class, indicates an inability to handle the load of being a team member as well as a student. If teachers are not satisfied that you are working to your potential, you may be suspended from competition until improvement is shown.**
- 2. Athletes will attend and be on time for all classes. Any player who has missed classes during the day will not be permitted to compete in evening practices or games. This will be considered an unexcused absence.**
- 3. Athletes are expected to demonstrate citizenship and leadership in all classes. This includes showing respect to teachers and other students, demonstrating cooperation, and responsible behavior at all times. Behavior should not interfere with the learning opportunities of others.**
- 4. Athletes will commit to participate fully in the Athletics program at Highlander Charter School.**  
This includes:
  1. Committing to all practices, games and team experiences.
  2. Committing to staying on the team until the end of the season, unless mutually agreed upon by the coach and athlete.
  3. Athletes must choose to conduct themselves in a manner that displays respect for coaches, teammates, game officials, and opponents.
  4. Taking good care of uniforms and equipment issued for player use.
  5. Living a healthy lifestyle. They will abstain from drugs, alcohol, tobacco, and illegal activities.

### **Consequences for not adhering to student athlete responsibilities.**

School-Practice-Game Attendance and Behavior:

Any athlete that is found using or in possession of alcohol, illegal drugs, or tobacco will be immediately dismissed from the team for the remainder of the season.

Athletes must be mindful of what is posted on social media sites. Posting lewd, inappropriate, compromising, illegal, or unacceptable pictures or comments will be met with consequences.

All players will be required to be on time for practices, games, and bus departures. For practices, players must be dressed and on the floor when practice is to begin.

#### **Unexcused Absence:**

Any player with an unexcused absence for any period during the school day will not be allowed to participate in any practice or game that day.

#### **Excused Absence:**

Any student who has an excused absence from school will not be penalized for missing a practice or a game. However, if you are excused from school, you will not be able to participate in that day's game or practice.

Any student who has an excused absence/tardy for the first half of the school day and is back to school by 11:30 am may participate in that day's game or practice.

Remember that as an athlete you are representing yourself and Highlander Charter School. Your conduct and sportsmanship should always reflect on you and the school in the best possible way.

We know that being a part of this athletic program will require sacrifices, adjustments, and extraordinary commitment on the part of the players, their families, and the coaches. However, we are working to achieve an extraordinary team success that demands extraordinary effort on all of our parts. In return, we have an opportunity to create a positive experience that could affect our lives forever.

The players will be constantly evaluated on their demonstration of coach-ability, hustle, mental and physical toughness, loyalty to team, unselfishness, and their desire to improve. Our goal is to field a team of players that consistently demand more of themselves, than is demanded by the coaching staff.

I understand that as a part of this athletic program, I agree to abide by these expectations described on this contract.

**Player signature** \_\_\_\_\_

My child has shared with me these expectations and I agree to give them all possible help to meet them successfully.

**Parent signature** \_\_\_\_\_



## PHYSICAL EXAMINATIONS

Every student-athlete is required by the Highlander Charter School to have a current physical examination and a Consent/Release certificate completed and on file with the athletic office prior to the first practice of any sport. Physical examinations and submitting the completed forms to the coaching staff and or athletic directors are the responsibility of the athlete and his/her parents/guardian. All athletes and parents/guardians should check with the athletic department for the details.

### HIGHLANDER CHARTER SCHOOL Medical Release for Athletics

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

I give permission for my child, to participate in the athletic program at the Highlander Charter School. My child will be permitted to travel with his/her team to scheduled away games. In the event of a medical emergency, if I am unable to be reached, I authorize the personnel of the Highlander Charter School to arrange for emergency medical treatment as necessary.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*In order to participate in athletics, students must have been examined by a licensed physician who has found the student to be in good health.

Check if...

\_\_\_\_\_ Current school physical form on file at the Highlander Charter School or please have your physician complete bottom portion of this form.

#### **Physician's Information (required only if current physical form not on file at HCS.)**

The above named student has had a physical examination within the **last twelve months** and is in good physical condition, able to participate in strenuous athletic activity.

Examining physician's signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date of last exam: \_\_\_\_\_ Telephone: \_\_\_\_\_

Recommendations or restrictions:

**High School Athlete Emergency Information Form for All Sports**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
(street) (town) (state) (zip)

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Work/Cell Phone \_\_\_\_\_ (mother's)

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Work/Cell Phone \_\_\_\_\_ (father's)

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Allergies/Medical Conditions \_\_\_\_\_

Medications \_\_\_\_\_

Date of Last Tetanus Shot \_\_\_\_\_

**Insurance Information**

\_\_\_\_\_  
(Name of Insurance Co) (address) (phone)

\_\_\_\_\_  
(Name of Policy Holder) (Employer)

\_\_\_\_\_  
(Policy #) (Group #)

**Parent or Guardian Authorization**

If I cannot be reached in case of an emergency, I hereby consent for a qualified physician or surgeon to examine, diagnose and to prescribe or perform treatment, including surgery, which is deemed advisable for the welfare of the above named participant.

\_\_\_\_\_  
**(Parent or guardian signature)** **(Date)**