

# SARGENT SECONDARY SCHOOL



**“HOME OF THE FARMERS”**  
**Secondary Activity/Athletic Handbook**  
**2022 - 2023**

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### **STATEMENT OF PHILOSOPHY**

The Board supports the concept that a wide variety of extracurricular activities should be made available to students. Included in such activities shall be interscholastic athletics. However, **participation in such activities is a privilege and not a right.** The interscholastic athletic program of this district shall be considered as an extracurricular part of the total school program. The purpose of the athletic programs in the secondary school shall be:

#### **1. To develop a program of competitive sports:**

- By developing good attitudes, pride, sportsmanship, and ethical behavior in students, participants, and spectators.
- By providing opportunities for all students to experience success.
- By promoting athletic programs that teach and develop learning outcomes through educational experiences not otherwise provided in the curriculum.
- By promoting such values as good citizenship, good sportsmanship, high behavioral and ethical standards.
- By encouraging and developing athletes in all school-sponsored sports and providing sufficient opportunity, especially at the junior high level, for students to develop individual ability.
- By developing and maintaining a good relationship between athletic teams and the student body, faculty, administration, and community.
- By teaching fundamentals and techniques of each sport in a progressive sequence as appropriate for students at higher-grade levels.

#### **2. To provide a wide basis of participation in both team and individual sports and in interscholastic competition.**

### **GENERAL ELIGIBILITY AND PARTICIPATION REQUIREMENTS:**

**(Fees must be paid before a student may participate in an event.)**

*See Fee Schedule below*

1. If a student becomes 19 years of age after August 1, he/she is eligible to compete the remainder of that school year, and if he/she becomes 19 before August 1, is not eligible for any part of the school year.
2. Colorado High School Activities Association requires that all students be enrolled in and passing two and one half Carnegie units of credit and 5 classes. Eligibility lists are submitted to the state four times per year. (CARNEGIE UNIT: Typically each class represents .5 Carnegie

units. Therefore in a 7 period day, a participant in activities/athletics must not be failing at the time of participation in more than one course to be passing 2.5 Carnegie units.

3. A student must have insurance and parent waiver forms filled out and signed by a parent and put on file in the Activities/Athletic Director's Office before the student participates or is issued athletic gear.
4. Every athlete must have had a physical and have the physical form on file in the Activities/Athletics Director before the student participates or is issued practice gear.
5. The athlete must either be insured by school insurance or insurance at home and have his/her form signed by parent or guardian as evidence of insurance.
6. A student **must attend school at least three (3) class periods of the school day** in order to participate in practice or a game that day unless previous arrangements have been made with the administration. In case of an out of school suspension, a student cannot participate in any school activity (i.e., practice, competition, banquet, etc.) until the student has been declared in good standing with the school. This is established on the next school day following a suspension term.
7. The athlete is ineligible for practice or participation while suspended from school or carrying less than 2.5 Carnegie units.
8. In the event of an absence due to a vacation or personal leave, a student must:
  - a. Contact the head coach/sponsor prior to the absence.
  - b. Be willing to assume the consequences related to their status on the squad (i.e. first chair, starter, second string, etc.)
9. Any high school student who quits one sport after having competed in one or more contests, may not participate in another program until that specific sport season he/she quit has completed its season.

### WEEKLY ELIGIBILITY

To be eligible to participate in extracurricular activities, a student must be passing 2.5 Carnegie units and have acceptable citizenship status.

Eligibility lists will be given to teachers and coaches by *noon on Tuesday. A student who has 1 F or 2 D's will be considered ineligible. All student work is due to teachers by noon on Monday in order to be included in the eligibility period. The eligibility period runs from Wednesday through Tuesday night for the designated week or period, one-week or longer.*

Students who are ineligible cannot participate in an event until they are reassessed for the new period which begins on the following Wednesday. Students receiving "Incomplete" are eligible to compete when the "I" is converted to a passing grade prior to the competition (and is passing 3.5 Carnegie units). **Period exceptions: At the end of the nine weeks the eligibility period is 2 weeks, and Thanksgiving week stays the same as the previous week. At the beginning of each nine weeks the eligibility period is 2 weeks based on the final grades for the previous nine weeks.**

Ineligible students will not be allowed to miss class for any activity held during the school day. Ineligible players cannot travel with the team nor can they sit with the team during competition.

### PROTECT YOUR ELIGIBILITY

A student is eligible for competition if and only if he/she meets **all of the following criteria**:

**ACTIVITIES:**

- Have the parent's signed permission form (fall, winter, spring).
- Have an accident insurance form.
- Completed emergency form.
- Have signed the Sargent Athletic handbook form.
- Previous semester grades indicate that 3.0 Carnegie units were passed.

**ATHLETICS:**

- Maintain amateur status.
- Have a physical examination every year as confirmed on the CHSAA physical examination form.
- Have the parent's signed permission form (fall, winter, spring).
- Have an accident insurance form.
- Completed emergency form.
- Have signed the Sargent Athletic handbook form.
- Previous semester grades indicate that 3.0 Carnegie units were passed.
- Outside competition: As a participant in any high school sport, you **may not** practice with a non-school team while you are a member of your school team **WITHOUT THE PRIOR CONSENT OF THE COACH AND PRINCIPAL.**

**NOTE:** Eligibility rules regarding make-up work.

- **Weekly:** all make-up work must be to the teacher prior to the teacher reporting the grades on each Thursday.
- **End of a semester:** All make-up work must be completed and turned in by the end of the semester. Semester grades will not be changed after the fact.
- **Summer school:** All make-up work must be turned in by the end of summer school. Summer school credit or its equivalent credit accepted by the school may be used to replace any Carnegie Units or their equivalent (of the subject) on credit failed during the previous semester(s).

**REGAINED ELIGIBILITY**

If at the end of the semester (January or May) a participant received a non-passing grade or incomplete in two or more subjects, the participant will be ineligible the ENTIRE FOLLOWING QUARTER. **Make-up work is NOT PERMITTED after the close of a semester for purposes of becoming eligible.** HOWEVER, students who have not met the academic requirements at the close of a semester may REGAIN ACADEMIC ELIGIBILITY on the **sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10th for the second semester** if the participant demonstrates proficiency by passing at least 3.0 Carnegie Units at the time of the above designated days.

**PARTICIPATION**

1. Under CHSAA rules, a **student may not participate** on any non-school team of the same sport, during the competitive season.
2. An athlete **can drop a current sport to participate in another if** and only if the decision to do so happens *before* he/she participates in the first contest of the sports season or a scrimmage prior to the sports season beginning.
3. **At no time may an athlete use gymnasium equipment or facilities without supervision** by a coach, certified personnel or an approved designated adult by administration.
4. It is the **athlete's responsibility to return** all school issued athletic equipment to the coach upon completion of a contest, season, or quitting a team. Any loss or undue damage of equipment by athletes has to be paid to the Activities/Athletic Office before issuing other equipment for that sport or entering another sport.
  - Once equipment is issued, it becomes entirely the athlete's responsibility. The cost of lost or damaged equipment shall be the responsibility of the athlete/athlete's family. If the athlete later finds the missing gear, it may be presented to the Activities/Athletic Director and the money will be refunded.

### CONDUCT

1. **Behavior:** An athlete is to act as a gentleman or lady at all times; must be courteous to teachers, students, fellow athletes and adults.
  2. **General Appearance:** An athlete must dress and look the part of an athlete. Hair well groomed, skin clean and clothes clean and neat.
  3. **School:** An athlete is to be in class regularly, complete class work as delegated, and be pleasant and respectful at all times.
  4. **Poor Attitude, Swearing, Horseplay, Leaving Dressing Room Messy:** An athlete may be dropped from the team at any time the coach believes his/her attitude is detrimental to the team or he may take any reasonable action to see that infractions of the above do not occur.
- NOTE:** individual cases involving "Conduct" may result in penalties ascribed by the coach, the Activities/Athletic Director, or the Principal.

### MOST IMPORTANT: PERSONAL CONDUCT

All participants shall conduct themselves in such a way as to reflect positively on themselves, their family, and their school, on and off the performance areas.

### HAZING

- **Whereas,** The Colorado High School Activities Association (CHSAA) defines Hazing as, "Any conduct or method of initiation, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person."
- **Whereas,** The NCAA defines Hazing as, "Any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and **occurs regardless of the**

willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.”

→ **Therefore, The Sargent School District expressly forbids hazing in any form. Any person participating in such activities shall be subject to discipline according to Board policy and to possible suspension or expulsion. Offenders may also be subject to criminal prosecution in accordance with state law.**

## CITIZENSHIP

**Citizenship is a highly valued attribute** recognized at Sargent School District. It is very important that our student athletes represent themselves, their parents, their school, and their community with respect on and off the playing field.

→ **Disciplinary problems** during the sport season on school grounds, at school functions, on school time, traveling to or from school activities, while under direct school supervision, will be handled in the same manner as teachers manage their classrooms. Issues of tardiness, attendance, adherence to team expectations, and proper decorum will be handled by the coaching staff.

**Violations of the district’s Code of Conduct and School Policies Manual, the Student Handbook, or violations of municipal, state, or federal statutes** will be handled by the appropriate school/district administrative personnel and consequences will be implemented according to district guidelines. In conjunction with district consequences, student behavior may also be subject to disciplinary action by the player’s coach or the Athletic Director.

**The coaches and staff members must report all violations to the school administrators.**

→ Students who are suspended from school during the competitive season will receive the following consequences:

◆ **1st offense:** The athlete will be suspended from the team for the time of school suspension and cannot practice.

◆ **2nd offense:** The athlete is expelled from the team, but may compete in the next sports season if conduct warrants.

→ **Disciplinary problems that occur during the sport season, off school grounds, during non-school functions, during non-school hours, while not under direct school supervision** may also result in disciplinary action. This includes any infractions of city, county, state, or federal laws other than minor traffic violations. Behavior off school grounds can impact the school’s ability to provide an education to its students.

**Colorado law allows schools to discipline students as follows: “Student behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior creating a threat of physical harm to the child or to other children; and repeated interference with a school’s ability to provide educational opportunities to other students. §§ 22-33-106(1)(a)-(c) and (e), C.R.S.**

→ Because of the nature of a wide variety of situations in violation of these laws, it is impossible to write one rule that will cover all situations.

- We will endeavor to apply discipline and consequences fairly and evenly whenever possible; however, each situation or case will be judged separately as to its nature.

### **DRUG, ALCOHOL AND TOBACCO**

Sargent School District **does not, under any circumstances, condone** the use of drugs, alcoholic beverages and/or tobacco. The use of drugs, alcoholic beverages and/or tobacco will not be tolerated. Use is defined as any consumption or possession of illegal drugs and/or alcohol and possession or consumption of tobacco products.

#### **Student violators will serve the following penalties:**

- **1st time:** Ten (10) days of out of school suspension, as well as a suspension from play in the amount of 25% of that sport/activities regular season competition. Example volleyball has 23 regular season games, 25% would be a 5 game suspension.
- **2nd time:** Dropped from the team for the rest of the season. However, if the incident occurs within the last 20 days of that specific competitive season, a student will be suspended from participation in his/her next choice of activity up to but not to exceed 20 days.
- **3rd time:** Dropped from athletics for the remainder of the year (calendar year; from the time of the infraction). However, to be fair to all competitive seasons, if the infraction occurs during the winter or spring seasons, the student will be suspended from being able to participate during the fall or winter competitive seasons or both during the following school year. (Documentation of attending a rehabilitation program is required upon return). **Attendance at parties** where there is illegal consumption and/or possession of drugs and/or alcohol **may be construed as active participation** of an illegal act. Immediate removal of the student athlete from the premises, **either on their own or by their legal parent/guardian**, is strongly recommended.

### **OVERNIGHT TRAVEL AGREEMENT**

Students/Athletes may have the opportunity to attend an event that requires overnight accommodations. Each student/athlete **will be expected to maintain the highest level of integrity**. All rules within this handbook will apply to all in attendance. It is each member's responsibility to be accountable for their actions and to promote a positive reflection on behalf of Sargent Schools.

- Accommodations will be made so that at **no time shall male and female student/athletes be in the same room** unless supervised by a school official, student/athlete will be assigned to their designated room. Any person(s) not assigned to the room must be approved by the supervising official.
- A **curfew** will be imposed by supervisory staff. All students/athletes will be expected to be in their designated room. Thirty (30) minutes after curfew a "lights out" will be imposed.
- Students/athletes **must remain** in their designated room. In the event of an emergency, illness, or unforeseen event, student/athlete must notify the supervisory staff immediately.



- Sargent school, **at its discretion reserves the right to** search any luggage, bag, personal belonging and room, prior to, upon arrival, or departure of said event.
- Failure to abide by the policies set forth within this handbook may result in notification of student(s) parent/guardian and the removal of the student from the event.
  - ◆ In the event that a parent/guardian is notified, it will be the responsibility of the parent/guardian to arrange transportation back to Sargent Schools at their own expense. Student/athletes will not be able to participate in said event.

**Students/Athletes need to understand that it is a privilege to attend an overnight event and that their actions are a direct reflection upon their families, themselves and the school as a whole.**

### **DUE PROCESS**

- The coach/sponsor of the particular activity **shall be the initial source of investigation** to any alleged violations by an athlete as it pertains to the Sargent Athletic Code or team rules. (The coaches and staff members must report **all** violations to the school administrators.)
- The **Activities/Athletic Director (A.D.) will be involved** in cases where there is a direct violation of the Sargent Athletic Code, team rules. School administration will be brought in, as previously stated, when there are violations of the district's Code of Conduct and School Policies Manual, the Student Handbook, or violations of municipal, state, or federal statutes. Consequences will be implemented according to district guidelines.
- The **A.D./ Administration will** investigate the allegation and render a decision as soon as possible. During the time of the investigation, the **athlete may be restricted** from participation in any contest, not to exceed 5 days.
- The **athlete may then appeal** the decision within 3 days. If there is no request for an appeal, the A.D./Administration's decision will be final.

District Policy applies for further review.

### **SQUAD CUTS**

All reasonable attempts will be made (particularly at the sub-varsity levels) to forego the cutting of squad members. However, in certain co-curricular programs, limitations related to facilities, equipment, and manageable numbers may make it necessary to limit the number of participants.

### **TIME-OFF BETWEEN SPORTS**

- **Mandatory:** Athletes will be given a minimum of three (3) school days off (no practice or competition) when going directly from one sport season to the next.
- **Exception:** Due to post-season play where the play-offs overlap the beginning of another season; the athlete may join the new team immediately, once the play-offs have concluded.

### **QUALIFICATIONS FOR VARSITY LETTERING**

**NOTE:** The Sargent School District RE-33J letter jacket/**school colors are black and gold.** When a **varsity letter has been earned**, it must be worn on the traditional Sargent letter jacket only. If a student chooses not to purchase the specific jacket, then it is their only option to display the earned letter at home. If a student wishes to display their earned letter on a non-traditional

letter jacket, then it is the administrator's duty to ask that student to remove the varsity letter and/or return it to the activities/athletic department.

All activities/athletics **lettering is at the discretion of the head coach**, however, suggested qualifications follow:

→ **Football:**

1. Athlete will participate in at least 50% of the quarters for the regular season or 50% of the quarters in postseason competitions.
2. Athlete will participate in 75% of the lifting days during the summer and complete the football season.

→ **Volleyball:**

1. Participation in (at least 50% of all varsity games played) during the regular season or 50% of the varsity games during post season play.

→ **Cross Country:**

1. Must earn 15 points to letter
  - 5 points – for finishing in the first third of a race.
  - 3 points – for finishing in the second third of a race.
  - 1 point – for finishing in the final third of a race.
  - 1 point – for every varsity meet you compete in and finish.

→ **Basketball (Boys and Girls):**

1. Participation in at least one more varsity quarter than the total number of varsity games scheduled. (i.e.; 18 games = 19 quarters or more played) or 50% of the varsity games during post season play.

→ **Wrestling:**

1. Earn more than 15 team points in varsity matches.
2. Place in the top 4 at the League or Regional Tournament.

→ **Baseball:**

1. Participation in one inning over one-half of the innings played during the regular season or 50% of the innings played during post season play.

→ **Track (Boys/Girls):**

1. An athlete must earn a total of at least 40 varsity team points during the regular track season.
2. Place within the top 6 positions of an individual event or within the top 3 positions of a team relay race during a League, District, or Regional Meet.
3. Qualify for the State Track Meet.

→ **Athletic Varsity Managers/Statisticians** (Letters will be awarded on the following conditions):

1. Attend all practice sessions; exception--excused absences.
2. Be present at all competitions.

3. Perform tasks outlined by the head coach.
- **Swimming (Girls): - 3 Year Term - Sargent Host School (2020-2023)**
1. Swim in 6 varsity events/meets.
  2. Discretion of coach based on special circumstances.

### **DOCTOR RELEASE FOR INJURED ATHLETES**

The CHSAA Board of Control approved a proposal submitted by the Intermountain League which states that; “If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release form doctor before participating again. **Note:** The release may be satisfied if upon removal the doctor specifies the duration of the student’s restriction from participation.” A couple situations that have been raised concerning the above ruling.

- **Situation 1:** During a contest a student is injured and removed from participation by a doctor. When may the student return to practice or competition?
- ◆ **Ruling 1:** The student may return when he/she has presented a written statement from the doctor that he/she is medically fit to participate.
- **Situation 2:** In a similar situation to Situation 1, except that a home team doctor removes an injured member of the visiting team from competition, must the student have written verification from the same doctor who removed him?
- ◆ **Ruling 2:** Upon returning from the away game the student may go to his/her own doctor for an examination but a written statement from that doctor must accompany his/her return to participation.

### **CLEARANCE TO PLAY PROCEDURE**

The clearance to play policy is in place to clarify who has the final decision as to when an athlete can return to the activity. This procedure is in adherence with Colorado Senate Bill 11-04, CHSAA rule 1780.2 and 1780.21. Sargent High School utilizes an Athletic Trainer provided by San Luis Valley Health. All return to play decisions are made by the physician and/or the school athletic trainer. The athletic director, coaches, and parents will be informed that the decision of the athletic trainer and physician is the final decision regarding return to play and they must stand behind that decision. Any questions regarding return to play need to be directed to the treating physician of the school athletic trainer.

**The following is the ruling from CHSAA on practitioners who can release student athletes:**

- **“CHSAA rule: 1790.2 states: If at any time during participation, a licensed practitioner removes an athlete from participation because of illness or injury, the athlete must have a written release from a licensed practitioner before participating again. The licensed practitioners are MD’s, DO’s, Nurse Practitioners and PA’s.”**

### **CONCUSSION PROTOCOLS**

Anytime a student/athlete sustains a concussion, the athletic trainer will inform the student/athlete's parents/guardians directly. If a student-athlete sustains a suspected head injury when the athletic trainer is not present, the parent/guardian, coach or peer should inform the athletic trainer as soon as possible. A head injury information sheet will also be given to the parents/guardians at that time with instructions on what symptoms to monitor their child for. All athletes must successfully complete a post-injury ImpACT test and the gradual return to play progression before returning to full sports participation. Coaches will be notified of the protocol for concussion injuries during a pre-season meeting.

### **HEAD INJURY INFORMATION**

Quite often, signs or symptoms of head injury do not appear immediately after trauma, but hours after the injury. The purpose of the fact sheet is to alert you to the symptoms of significant head injuries. If the individual in question experiences one or more of the following signs or symptoms after sustaining a head injury, medical help should be sought through your family physician or an emergency room.

#### **Signs and Symptoms:**

- Severe headache, particularly in a specific location
- Difficulty remembering recent events or meaningful facts
- Mental confusion or strangeness
- Bleeding or clear fluid dripping from ears and nose
- Dizziness, poor balance or unsteadiness
- Weakness in either arms or legs
- Abnormal drowsiness or sleepiness
- Convulsions
- Unequal pupils
- Persistent ringing of ears
- Slurring of speech
- Nausea or vomiting
- Blurred or double vision

#### **Other instructions:**

1. Do not have an athlete take any medications in the initial 24 hours, unless directed to do so by a physician.
2. Even if mild symptoms persist without improvement 24 to 48 hours after a head injury, a physician evaluation should be sought.
3. If at any time there is a question of the well-being of the athlete, seek medical attention immediately.
4. Mental and physical rest is very important:
  - Stay away from phone screens, TVs, loud music and anything that will dramatically increase heart rate and/or blood pressure.

### **RETURN TO PLAY**

When an athlete sustains a concussion this is the protocol that will be followed to determine their return to play:

- **STEP 1:** Symptom limited activity with gradual reintroduction of home and then school activities. Goal is to limit physical exertion to only those required for activities of daily living.
- **STEP 2:** Light aerobic activities such as walking or stationary bike at a slow to moderate pace keeping intensity below 70% maximum predicted HR for 15- 20 minutes. NO resistance training. Goal is to increase physical exertion in activities of daily living.
- **STEP 3:** Sport specific activities. No head impact activities or resistance training. Goal is to add movement to activity.
- **STEP 4:** Non-contact training drills with progression to more complex training drills. May start progressive resistance training. Goal is to exercise, add coordination and increase thinking.
- **STEP 5:** Full contact practice with participation in normal training activities. Goal is to restore confidence and assess functional skills by coaching and athletic training staff.
- **STEP 6:** Return to competitive play with participation in a normal game and practice schedule with clearance determined by and documented by the athletic trainer in charge of the care of the student athlete in conjunction with the student athlete's medical professional.

Prior to beginning the step-wise program, all athletes must be completely symptom-free, have a medical release note from their family physician and have completed a follow-up ImPACT concussion test with scores that match their baseline exam. If at any point in the step-wise program ANY signs or symptoms of a concussion return, athletes will start back at the last completed step on the program where symptoms were not experienced. A return to learn protocol will be followed as well and no student should return to sport (step 3 of RTP) without completion of the Return to Learn protocol. There will be NO EXCEPTIONS to this return to play protocol.

#### **LOCKER ROOMS AND CARE OF EQUIPMENT**

- The locker rooms are for players and coaches only during the interscholastic contest.
- There shall be no horseplay in locker rooms at any time.
- Locker rooms are to be kept clean. (On away trips, we pride ourselves on leaving the locker rooms cleaner than when we arrived).
- Each student is responsible for the proper care and safekeeping of the school equipment issued. Lockers must be secured before and after practices or competition.
- Lost or stolen school supplies items must be paid through the AD's office and receive a receipt.
- No student will be allowed to practice with another activity/athletic program until all equipment and/or uniform obligations are cleared up with his/her previous coach/sponsor.
- Any damage that a student causes must be paid for before that student may participate in practice and/or competition.

### **ATHLETIC FEE SCHEDULE**

→ **High School Sports \$40 per sport (free and reduced \$25)**

→ **Junior High School Sports \$25 per sport (free and reduced \$15)**

*Fees are collected for the first two sports.*

### **TRANSPORTATION REGULATIONS**

Participants and their coaches must use transportation provided by Sargent School District RE-33J, to and from contests. The only exceptions are:

- ◆ **Injury or illness** to a participant requiring alternate transportation.
- ◆ Arrangement between the participants' parent/guardian and **ONLY** these authorized persons. **Requests must be in writing, dated and signed.**
- ◆ **Prior written approval** from the school administrator on a case-by-case basis, as needed.

**UNDER NO CIRCUMSTANCES MAY PARTICIPANTS DRIVE THEMSELVES!**

**RETURN TO ACTIVITIES/ATHLETICS DEPARTMENT**

**Student/Parent Signature Page**

I hereby certify that I have read the Sargent Activities/Athletic Handbook and further certify that I understand and agree to abide by its contents.

I understand by signing this Handbook Signature page that I have read and agreed to abide by the suspension policy for the use of tobacco, alcohol, and drugs as stated within the SARGENT ACTIVITIES/ATHLETICS HANDBOOK.

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Parent/Guardian PRINTED Name

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Parent/Guardian SIGNATURE DATE

---

Student/Athlete PRINTED Name

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Student/Athlete SIGNATURE DATE

**INSURANCE REQUIREMENTS**

Parents are advised that before your student can participate in athletics or sports programs, the student must be covered by insurance. Please indicate below the insurance information requested.

---

Type of Insurance Policy Number

---

Name of Company

---

Parent/Guardian Signature DATE

---

Address

---

Phone Number