

# Highland Athletic Program

Athletic Handbook

# Highland Athletic Program Handbook

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# Highland Rebels

## Athletic Handbook

### Core Values

- Academic Performance

We hold that all student/athletes will be adamant about performing in the classroom. Each student athlete will meet AAA guidelines to be eligible for extra-curricular activities. Or be enrolled in SIP program. Student athletes will be subject to coaches' team rule outside of AAA guidelines.

- Respect

Respect can be both given and received. Respect is often thought of as earned or built over time. Caring interactions are required to maintain or increase feelings of respect. The Highland Athletic program requires all student-athletes to show faculty, coaches, teammates, officials and community members the proper degree of respect. The Highland Athletic program requires the Highland coaching staff to treat student-athletes with respect.

- Accountability

Accountability is answerability. Accountability is the expectation that an individual will answer for his/her actions. The Highland Athletic program will require that student-athletes be accountable for his/her actions to their team and coaches. Athletic team rules will apply to each individual. Coaches of the Highland Athletic program will be accountable to their student-athletes, coaches and administration. Student/athletes will be accountable to team rules of behavior.

- Ethics

Ethics are rules of behavior based on the ideas about what is morally good or bad. Highland student-athletes will exhibit high ethics in all relationships and communications with coaches, teammates, faculty, officials and community members. The Highland Athletic program requires student-athletes to exhibit strong ethics and morals. Team rules will apply.

- Attitude

Attitude is a way of feeling or thinking that affects the way a person acts or behaves. The Highland Athletic program expects all student-athletes to display a good attitude when participating in extra-curricular activities. Attitude is very important to the success of any athletic team. Good attitudes are crucial to team chemistry, success and an individual's experience in extra-curricular activities. Team rules will apply.

## Athletic Administration Philosophy

The Highland Athletic program will strive to exhibit the qualities of attitude, ethics, accountability, respect and academic performance. Student-athletes, coaches and other participants will be worthy competitors who invite challenge, win with humility, handle defeat with dignity, are advocates for all sports programs and will be positive role models.

We believe that the program of athletics is an important component of the overall educational structure. While we will work to make our teams as competitive as possible, our main objective is to help our student-athletes acquire important skills that will help them to be successful in their adult lives. Our efforts as coaches will be focused on teaching our athletes how to win on and off the field/court. Through positive reinforcement and purposeful teaching, we will show our athletes how to succeed with humility and persevere through setbacks in a productive manner.

In partnership with our teachers and administrators, every effort will be made to provide athletic experiences for as many students as possible. We will strive to offer as many athletic teams as can be properly coached, managed and supported. We will place student-athletes on teams appropriate to their physical and emotional abilities. At the varsity level, our coaches will select players and decide playing time based on the coaches judgements that will make the team as competitive as possible. At the sub-varsity levels, there will be more focus on player development, although playing time may not always be equal.

Our coaches will strive to be positive role models who show knowledge of their activity, have an ability to teach, exhibit strong leadership and ethical behavior and be interested in the development of our student-athletes. We will strive to create memorable experiences for our student-athletes as well as create life-long relationships.

# Highland School District

## Athletic Mission Statement

The Highland Athletic Department will create and foster an environment that provides opportunities for student-athletes to enrich their high school experience through participation on athletic teams, which are competitive at all levels.

Our administration and coaching staffs will work together in creating a safe and student-athlete centered atmosphere. We are dedicated to providing opportunities, which will enhance the attitudes, athletic performance, accountability, ethics and respect of each individual. These are our core values.

Dear Highland student-athlete/Parents/Guardians:

This handbook is presented to you because your child has indicated a desire to participate in extra-curricular activities, and you have expressed your willingness to permit your child to participate. The Highland Athletic program believes that a dynamic program of student activities is vital to the educational development of the student. The Highland Athletic program will provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life.

The Highland School District is very proud of the wide variety of opportunities for athletic participation. These opportunities are believed to be a critical part of a student's total development as they assist in the building of positive character and leadership qualities.

Young people learn a great deal from their participation in extra-curricular activities. Lessons in sportsmanship, teamwork, competition and how to win and lose with dignity and humility, are just a few of the lessons we hope to teach. Also, our core values of ethics, respect, academic performance, accountability and attitude will be exhibited.

The student-athlete, by participating in extra-curricular activities, commits to upholding the core-values of the Athletic program. It is the Athletic programs intent for each student-athlete to be familiar with the policies in this handbook.

These policies need broad-based community support to be effective. This is only achieved through communication among all parties involved. It is our wish that this handbook is a source of information.

Go Rebels,

Athletic Director



# Highland Athletic Handbook

## Student-Athletes, Parents and Coaches

### Address:

Highland High School

#1 Rebel Circle

Highland, Ar. 72529

### Contacts:

Athletic Director: Jeremy Lewis 870-219-4447

Principal: Annette Scribner 870-373-2833

MS Principal: Paulette Crouthers 417-247-5947

Superintendent: Don Sharp 870-856-3275

HIGHLAND HIGH SCHOOL  
ATHLETIC CONSENT FORM

PLEASE SIGN AND RETURN TO COACH

\_\_\_\_\_

Date

\_\_\_\_\_

Athlete's Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Current Grade

\_\_\_\_\_

Athletes Signature

\_\_\_\_\_

Parent's signature

1. We hereby give consent for the above named student to compete in approved sports and go with the team/coach on any approved trips.
2. We give consent, in case an injury occurs, for the coaches to secure treatment at the best facility available.
3. We have reviewed the Athletic Handbook and agree to abide by all rules and policies.
4. We understand that there is a chance a participant may be injured. It is understood that the school assumes no responsibility in case an accident/injury occurs.

My son/daughter is allergic to: \_\_\_\_\_

My son/daughter's most recent tetanus shot was on: \_\_\_\_\_

Please list all pre-existing injuries that we should be aware of:

\_\_\_\_\_

Please list all medications that are taken on a regular basis: \_\_\_\_\_

Parent/Guardians Phone:

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

#### Student Insurance Information

1. Name of insured: \_\_\_\_\_
2. Insurance Company: \_\_\_\_\_
3. Policy/Group Number \_\_\_\_\_

Emergency Contact (Other than parent)

Name \_\_\_\_\_

Phone \_\_\_\_\_

## Social Media

The Highland Athletic program recognizes that social media is a large part of today's culture. While the Athletic program does not want to limit an individual's rights and freedoms regarding this issue, the Athletic program recognizes that certain restrictions need to be in place regarding social media posts that negatively affect sports teams and personnel. The Highland Athletic program believes that only positive uplifting social media posts should be used when referencing sports teams or personnel.

Social media posts that are negative will be subject to discipline actions by Highland Athletic program coaches and administrators and may be subject to punishment under the Highland High School handbook, according to school board policies.

## Bullying/Cyberbullying

Respect for the dignity of others is the cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Highland School Board/Highland Athletic program. Students who bully another person shall be held accountable for their actions whether it occurs on school equipment or property, off school property or approved school function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stop.

A school coach, teacher or administrator who receives credible report or complaint of bullying shall promptly investigate the complaint or report and make record of the investigation and any action taken as a result of the investigation.

(Highland High School Handbook)

## Policies Specific to the Highland Athletic Program

1. All Highland Athletic program practices, games and functions will have a certified coach present.
2. Any athletic contests that are added to schedule will be approved by the superintendent and/or athletic director.
3. All players, managers or other students associated with a specific athletic team will ride in a school vehicle to contests.
4. There MUST be a certified coach/administrator on any school vehicle that is transporting student-athletes to and from athletic events.
5. Any give-aways at athletic contests must be approved by the superintendent/AD and distributed by school teams or personnel.
6. School vehicles will not stop to drop-off student athletes after athletic contests except at school or origination of trip.

## Booster Club

The Highland Athletic Program has one Athletic Booster Club for grades 7-12. The purpose of this organization is to support all Highland Athletic programs. We need and will solicit parent/athlete help for approved fundraisers. We encourage you to become a Highland Booster Club member. For more information, please call the Highland High School office. 870-856-3273.

## Fundraisers

All athletic fundraisers must be approved by the Athletic Director, Principal and Superintendent. Coaches are required to get permission for any athletic fundraiser BEFORE the start of fundraiser.

# **STUDENT DRUG TESTING**

## **MISSION STATEMENT**

The Highland School District recognizes that drug abuse is a significant health problem that detrimentally affects the overall health, behavior, learning ability, reflexes, and total development of each individual student. The Highland Board of Education resolves to assist students by providing another option for them to resist drug and alcohol use and abuse. Drug abuse includes, but is not limited to, the use of illegal drugs and alcohol and the misuse of legal drugs and medications.

## **PURPOSE OF A DRUG ABUSE POLICY**

1. To allow students of the Highland School District to know that the school is concerned about their total well-being. The school is interested in helping the students who may be having problems with illegal drugs or alcohol.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use to their health.
3. To confirm and support state laws which restrict the use of such mood-altering and other illegal chemicals.
4. To assist students of the Highland School District to resist the peer pressure that directs them toward the use of chemical substances.
5. To establish standards of conduct for students who are considered leaders and standard bearers among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood-altering and other illegal chemicals.
7. To provide referrals for students who need evaluation regarding their use of mood altering and other illegal chemicals.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.
9. To deter chemical abuse or misuse by all students through the use of testing those who are determined under reasonable suspicion to be using, selling, or under the influence of drugs or alcohol at school or a school event.

## DEFINITIONS

**Drug:** Any substance considered illegal under Arkansas statutes or which is designated as a controlled substance by the Food & Drug Administration, unless prescribed by a licensed physician.

**Participants:** Any student who participates in an activity that meets the guidelines of Arkansas Activities Association, participates in any extracurricular activity, or drives to school. Students who are enrolled in Driver's Education courses at Highland High School must also abide by the same policy and procedures as students driving or parking on campus.

## PROCEDURES FOR STUDENTS

**Consent:** Each program participant and the student's custodial parent or guardian shall consent in writing to drug testing in accordance with the district's drug testing program. Written consent shall be in the form attached to this policy as Form A. No student shall be allowed to participate in any activity program or to retain parking privileges without this consent.

**Student Selection:** At the option of the district, all students enrolled in the drug-testing program may be tested at the beginning of the school year. In addition, testing will be conducted randomly during the school year.

Students selected for testing will be determined by random selection from a "pool" of all students participating in the testing program. The random selection will be conducted by the testing agency.

**Assurance:** The superintendent shall take all reasonable steps to ensure the integrity, confidentiality, and random nature of the selection process, including but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the process by the least intrusive means possible while ensuring brevity and privacy.



## **TESTING AGENCY**

The district will choose a qualified agency for the purpose of collecting and processing sample results and maintaining privacy with respect to test results and related matters.

## **PRESCRIPTION MEDICATION**

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive test" has been satisfactorily explained. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

## **SCOPE OF TESTS**

The testing procedure will screen for one or more illegal drugs. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a control measure, the school reserves the right to send any sample that appears unusual to a laboratory for testing.

## **LIMITED ACCESS TO RESULTS**

The results will be reported only to the superintendent or his/her designee.

## **FIRST POSITIVE RESULT**

Following a positive result, the student and his/her custodial parent or legal guardian will be notified. The student will be placed on probation for a period of twenty (20) days during which time the student will not be allowed to drive on campus or participate in any extracurricular activity. At the conclusion of the probationary period, the student will be retested during the next random school drug test.

## **SECOND POSITIVE RESULT**

Following a second positive result in the same year or any two consecutive semesters, the student will be suspended from participating in activities and/or operating a vehicle on campus for a period of one (1) calendar year. Following the one year suspension from activities or operating a vehicle on campus, the student will be tested during the next random school drug test and must have a negative test to regain eligibility for activities or operating a vehicle on campus.

## **THIRD POSITIVE RESULT**

For the third positive result, the student will be suspended from participating in activities or the operation of a vehicle on campus for the remainder of his/her enrollment with the school.

## **NON-PUNITIVE NATURE OF POLICY**

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests in accordance with this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities without legal compulsion by valid and binding subpoena or other legal process. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

## **OTHER DISCIPLINARY MEASURES**

This policy does not preclude the district from enforcing and administering other disciplinary policies in effect with district discipline policies, state laws, or federal laws.

# Concussion Guidelines

(AAA)

1. Every coach and registered volunteer must receive training on concussions once every three years.
2. Every athlete and parent must read and sign a “Concussion Fact Sheet for Athletes and Parents”. Example of form is attached.
3. Any athlete who is suspected by school personnel or school medical staff of having a concussion should not return to play or practice on the same day.
4. Any athlete suspected of having a concussion should be evaluated by an appropriate healthcare professional that day (Neuropsychologist, MD, DO, Advanced Practice Nurse, Certified Athletic Trainer, or Physician Assistant).
5. Any athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
6. After medical clearance, return to play should follow a 5 day step-wise protocol for delayed return to play based upon the return of any signs or symptoms. Return to Play Protocol Sheet Attached.

# Physicals

1. Each student athlete is required to have a physical to be eligible to participate in athletics.
2. The Highland Athletic program will set up an athletic physical day so that all students who wish to participate may acquire a FREE physical.
3. An athletic physical is good for one year and the physical day will be within a year.
4. All physicals will be kept in a central location (AD office).
5. Coaches are required to verify that all athletes have appropriate physical BEFORE any participation.
6. A student may be required to see their personal physician or specialist before being allowed to participate.
7. Physicals must be performed by a medical doctor or nurse practitioner.
8. AAA physical form is attached.

## HIPPA Release

HIPPA stands for Health Insurance Portability and Accountability Act. This act was created to increase privacy of an individual's personal health information. Under this law, athletic trainers will no longer be able to speak to anyone, including coaches, in regards to athletic injuries or conditions, unless a release is signed.

By signing this consent form, it is giving the abiding athletic trainer/doctor the right to release any injury information that he/she deems necessary. To any of the persons listed below: coaches, athletic directors, parents, physicians, medical staff, insurance agents, or teachers. I, understand, that in not signing this release form, that my son's/daughter's athletic trainer/doctor cannot release any information to ANYONE, including coaches and other medical staff. I also understand that if this is not followed, I may file a complaint to the US Health and Human Resources Department.

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Athlete's Name

Signature of Parent/Guardian

# INSURANCE

To: Parents and Guardians of all students who participate in athletics and/or AAA sponsored activities

From: Jeremy Lewis (Athletic Director)

Date: June 15, 2016

Re: Accidental Insurance for students in AAA activities

The following facts should be fully understood by the parents and guardians of all Highland School District athletes and students who participate in school sponsored activities in grades 7-12.

1. The Highland School District has entered into a contractual agreement with A-G Administrators, Inc. for athletic and extracurricular insurance for athletes in grades 7-12. This coverage is for AAA sponsored activities, including all AAA athletic events. Your child will be covered while participating in, practicing for, and traveling to and from such an activity in a school furnished vehicle.
2. Highland School District assumes no responsibility as a result of injuries that occur during an athletic or AAA event, however, this insurance is provided at the school's expense. This is SECONDARY INSURANCE to whatever health insurance that parent or guardian has for their child, and all claims should be filed with the primary health insurance the parent/guardian has and with A-G Administrators. You will need to indicate on the claim form who your primary coverage is with.
3. The parent/Guardian should indicate on the form if they have no primary insurance.
4. All policies have limitations. A-G Administrators will pay up to the amounts that are listed on the student handout. Parent/Guardians will be responsible for any amounts that remain due to ANY health care providers.

5. The Highland School District and its employees are NOT responsible for any costs for treatment to your child by any Health care provider.
6. In case of injury, it is the responsibility of the parent to file a claim form. These forms are available in the principal's office, from a coach or at the central office. NO school district employee is responsible for initiating the claim.
7. As with any policy, there are policy exclusions. Please review the policy Exclusions and Limitations that are listed in the brochure.
8. Since the Highland School Districts insurance is a supplemental policy, you may wish to purchase additional insurance for your child.

If you have any questions, please feel free to call Jeremy Lewis (AD): 870-856-3273, or ask a coach or sponsor. I have read and understand that the coverage provided by the Highland School District is secondary and has certain limitations. I further understand that the Highland School District and its employees are not responsible for accidents and are not responsible for payment of any medical payments that are not paid by A-G Administrators.

Students Name: \_\_\_\_\_ School: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Registered Volunteer Coaches

Any coach who wishes to have a registered volunteer coach help with their program must first get permission from the Athletic Director or Superintendent. Permission for a volunteer assistant will not be given if the Head Coach of that specific program has not been given permission from AD or Supt. to proceed.

Registered Volunteers are only permitted to serve as assistants in Football, Basketball and Track. If permitted, registered volunteers must complete all AAA paperwork BEFORE any contact with student-athletes is permitted. All volunteers must meet school and AAA criteria.

## Home School Participation

Home school students wishing to participate must enroll with the Highland School District. Home school students must follow all guidelines established by the AAA and the ADE.

Home school students can contact the Central Office at 870-856-3275. High School Office at 870-856-3273.



## Cost of Participation

It is the wish of the Highland Athletic Department that each student-athletes cost of participation be kept to a minimum. The Highland School District and the Highland Athletic Department want everyone child to have equal opportunity to participate and no student-athlete should be left out because of inability to pay.

Coaches of each athletic program will make every effort to keep cost of participation to a minimum. However, there will be some costs associated with participation. Costs to student-athletes could be, but are not limited to: personal equipment (shoes, apparel, individual preferences, etc.), camps, spending money for away games.

Each coach shall make every effort to keep cost of participation in a specific sport to \$200 or less. Any child who needs assistance with money for participation should communicate with his/her coach.

# HIPPA

## Right to Privacy

The Highland Athletic Department will adhere to laws concerning the right to each individual's privacy. No Athletic Department employee will release any information regarding a student-athlete's personal information without the express written consent of the student athlete and that student's guardian.

I/We give our consent for the Highland Athletic Department to release information concerning issues relating to injuries/health, stats and other areas concerning issues involving participation in athletics.

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Student/Athletes signature

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Parent/Guardian signature

## TRIP GUIDELINES

Inasmuch as the administration and teaching staff of the Highland Athletic Department will be assuming the supervisory responsibility of your son/daughter on a trip away from school, we feel it is important that the student/athlete and the parents fully understand the rules which govern such trips. It is our feeling that a trip is a continuation of the school of the school day and as such, students participating on these trips are subject to the rules and regulations that govern our school while they are on campus. Because the students will be representing the Highland School District, and because their conduct, behavior and safety are our responsibility, we have established the following guidelines that must be adhered to while they are away from home.

- The luggage and personal effects of the students may be inspected prior to departing and at any time during the trip.
- Any student found to be in possession of, or under the influence of alcohol or any controlled substances will be left home if this determination is prior to departure. Students found in possession of alcohol or controlled substances after departure are subject to arrest and being sent home at their parent's expense.
- Students must observe all civil laws and regulations. Apprehension by law enforcement agencies leading to a substantiated charge will not be the responsibility of the Highland School District or the Athletic Department.
- If the trip requires overnight lodging, students will not disturb other guests at the lodging and will abide by all rules and directives issued by the group advisor, chaperones, or coaches.
- In the event you are injured or become ill while on the trip, the coach will immediately seek medical attention and contact parents or

guardians as soon as possible.

- Students will be expected to know and observe the time and location of all departures. The group will not be delayed by the tardiness of individuals.
- The establishment and enforcement of any guidelines not covered in items listed above, guidelines that are necessary to insure the success of the trip, will be left to the discretion of the administrator or his/her representative in charge.

Any student caught in an infraction of the above listed rules may be sent home at the parent's expense and will be subject to further disciplinary action by the school. Participation in a field trip is an extracurricular activity. It is a privilege that will be denied hereafter for a period of time to be specified by the group advisor and administration, if , in their opinion, the group has misrepresented Highland School District or the Highland Athletic Program through inappropriate behavior.

## TITLE IX

The Highland Athletic Department adheres to Title IX guidelines. Highland Athletic Program coordinator is the Athletic Director. The AD may be reached at 870-856-3273. Mail: #1 Rebel Circle, Highland, AR. 72542.

## Dropping/Transferring Sports

### Missing Classes

- If an athlete quits one sport, he/she cannot start another sport until the end of the sport that he/she quit if it is after the first two weeks of practice in that particular sport. In other words, the athlete has two weeks after the first scheduled practice to decide whether or not to stay with that sport. Coach's discretion.
- Students who miss school or check out early on the day of an athletic event will not be allowed to participate, unless they missed for an emergency or the building principal excused their absence.

# ELIGIBILITY AND SUPPLEMENTAL INSTRUCTION PROGRAM

The Highland Athletic Department encourages academic excellence for all athletes. The eligibility requirements are those set forth by the Arkansas Activities Association, and the Department of Education. No student will be allowed to try-put, participate, or be a manager unless they meet all eligibility requirements. Rules are as follows:

- A student promoted from the sixth to seventh grade automatically meets the academic requirements. A student promoted from the seventh to the eighth grade automatically meets the academic requirements. The second semester eighth grade student and the first semester ninth grade student meet the academic requirements by passing four academic courses the previous semester, three of which shall be in the core curriculum areas (math, science, English, and social studies) as specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.
- First semester ninth grade students must pass four academic courses to be eligible second semester of the ninth grade.
- Ninth grade students must meet the senior high academic requirements by the end of second semester to be eligible for senior high athletics.
- The requirement for senior high (10-12) eligibility shall include: Passing four academic courses and a minimum GPA of 2.0 based on the previous semester.
- The student must have passed four academic courses in the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the ADE.

- All other AAA guidelines will be followed.

## SUPPLEMENTAL INSTRUCTION PROGRAM

- To participate in interscholastic competition, students passing four academic courses but failing to meet the 2.0 requirement must be enrolled and attending 100 minutes per week in the SIP program.
- SIP criteria are established by the AAA.
- Students deemed eligible for SIP must have SIP forms signed and completed by guardians and returned prior to start date of SIP for that particular semester.
- Students who fail to follow SIP guidelines will be ineligible for participation.
- Roger Nicholson is the SIP coordinator for the Highland Athletic Program.
- All SIP applicants must contact Roger Nicholson or AD prior to participation.
- See AAA handbook pg. 30-31 for a complete list of requirements for participation in SIP.

## Athletic Passes

- Students may purchase an “arm band” for \$5.00 that will allow them admittance to all home athletic events. Except for regional or state events.
- Admission to home athletic events will be \$4.00 for adults and \$3.00 for adults.
- Senior Citizens may acquire an athletic pass to home events at the Central Office. Contact Tracy Webb. 870-856-3275.
- Conference passes and State passes will be honored at all Highland home athletic events.
- State and Regional contests: local passes and arm bands cannot be honored. AAA admission prices will prevail.
- Students may acquire arm bands from front offices at their respective school.