

HOLYOKE
JR/SR HIGH SCHOOL
2017-2018

Reach Higher!

Activity / Athletic Handbook
Holyoke State Championships

2017 Boys Basketball

2010 Boys Basketball
2003 Boys Track & Field
2002 Boys Track & Field
2001 Boys Track & Field
2000 Boys Track & Field
2000 Cheer & Spirit

1999 Boys Track & Field
1996 Boys Track & Field
1995 Football
1985 Boys Track & Field
1984 Boys Basketball
1984 Boys Track & Field
1982 Football
1939 Football

State Runner-Up Finishes

2010 Cheer & Spirit
2009 Boys Basketball
2008 Cheer & Spirit
2006 Girls Basketball
2002 Girls Track & Field
1997 Football

1996 Boys Basketball
1994 Baseball
1973 Boys Track & Field
1998 Boys Track & Field
1973 Boys Track

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HOLYOKE SCHOOL DISTRICT RE-1J ACTIVITY / ATHLETIC MISSION STATEMENT

“Through competition, Dragon Athletics will encourage athletes to REACH HIGHER by providing them with foundational pillars that lead to success.”

Foundational Pillars:

Senior Athletes’ selections: LEADERSHIP, AMBITION, PRIDE, DEDICATION

Coaches’ selections: TRUST, ATTITUDE, EFFORT, WILLINGNESS TO LEARN

ACTIVITY / ATHLETIC GOAL STATEMENTS

The goal of the Holyoke RE-1J Activity / Athletic program is to help participating students to achieve their potential through the following:

1. Promoting and developing the concept of teamwork while building character and self-esteem.
2. Encouraging academic success by providing the student/participant-athlete with an incentive to do well in school.
3. Facilitating an understanding of exemplary sportsmanship while emphasizing the value of discipline and responsibility.
4. Providing extra-curricular activities that promote school spirit.
5. Offering positive experiences that encourage lifelong learning and participation beyond high school.

CHAIN OF COMMUNICATION

Participants/Athletes and/or parents with concerns about certain aspects of the Activity / Athletic program at Holyoke Jr/Sr High are encouraged to use the following procedure:

1. As soon as the participant/athlete has a concern, they should endeavor to set up a meeting with the advisor/coach in order to bring it to their attention. This will usually be the quickest way to get the concerns resolved.
2. The meeting with the advisor/coach should be set at a time convenient to both parties. It is never a good idea to confront the advisor/coach at the end of the contest, follow a 24 hour guideline so that both parties have time to gather their thoughts.
3. If meeting with the advisor/coach does not resolve the concern, a second meeting needs to be arranged; this time with the parents, the advisor/coach, and the Activities Director.
4. If after that meeting the concern is still not resolved, a meeting of parents, advisors/coaches, and the Activities Director will be set up with the Principal.
5. If after meeting with the Principal the concern continues to remain unresolved, the parents, advisors/coaches, Activities Director and Principal should then meet with the Superintendent.

INTERSCHOLASTIC ACTIVITIES / ATHLETICS

The Interscholastic Activity / Athletic program of the Holyoke School District shall be considered as extracurricular. The program is neither required nor part of the basic instructional program. Interscholastic Activities / Athletics will be available for grades 7-12. Sixth grade participation is subject to BOE and LPAA approval.

PHILOSOPHY OF HOLYOKE JR/SR HIGH SCHOOL ACTIVITIES / ATHLETICS

The focus of Activities / Athletics at Holyoke Jr/Sr High should be on skill development, understanding the fundamentals of the game, encouragement for all to play their best, and the involvement of all participants.

The philosophy of our Activity / Athletic programs is to build character in students by teaching them good sportsmanship, teamwork, a positive self-concept, good self-control, a strong work ethic, pride in a job well done, and a sense of fairness. It is our obligation to make that opportunity available to as many students as possible.

Holyoke Interscholastic Programs have a no-cut policy. All students who want to participate will be given an opportunity to do so. However, playing time at the Varsity Level is not guaranteed.

Holyoke School District offers the following clubs, organizations, and activities that are subject to this handbook and the RDT policy.

**Fall Musical
Spring Play
FCCLA
FBLA
FFA
Select Choir
Jazz Band**

Also any trip or activity where students are representing Holyoke School District including the Senior Trip, Field Trips, etc.

The Board of Education of the Holyoke School District RE-1J has approved the following interscholastic sports for the Junior and Senior High Schools:

Junior High: Fall Sports: Football, Volleyball
Winter Sports: Boys Basketball, Girls Basketball, Wrestling
Spring Sports: Boys and Girls Track
Multi-season Activity: Cheerleading

Senior High: Fall Sports: Football
Volleyball
Softball
Boys' Golf
Winter Sports: Boys' Basketball
Girls' Basketball
Wrestling
Girls' Swimming
Spring Sports: Boys' Track and Field
Girls' Track and Field
Baseball
Girls' Golf
Multi-season Activity: Cheerleading

HOLYOKE SCHOOL DISTRICT EXPECTATIONS OF PARTICIPANTS / ATHLETES

Participants/Athletes are expected to:

1. Know, understand, and strive to achieve the goals as outlined in the 7-12 Activity / Athletic Goal Statement.
2. Maintain academic eligibility.

3. Take responsibility for his/her own behavior and to set a good example on the playing field, in the classroom, and outside of school.
4. Commit themselves to the activity/sport in which they are competing by a willingness to work hard and to give 100%.
5. Show good sportsmanship and respect to teammates, opponents, officials, advisors/coaches, parents, and other students.
6. Keep open and honest communicate with teammates, advisors/coaches, and parents.
7. Develop a clear understanding of the fundamentals of their sport, and to improve in their ability to participate both physically and emotionally.
8. Be prepared mentally, physically, and emotionally for practice and games.
9. Set realistic goals and to strive to achieve them.
10. Keep things in perspective and always work toward maintaining a hard-working, positive attitude.
11. Enjoy themselves and have fun during their activity/athletic experience in Holyoke Public Schools.

HOLYOKE SCHOOL DISTRICT EXPECTATIONS OF PARENTS

Attendance at your child's activities is a privilege and not a right.

Holyoke school district expects all parents to:

1. Know, understand, and support the Holyoke School District Activities and Athletics mission and goals.
2. Attend pre-season meetings held by advisors/coaches in order to better understand the goals of the advisor/coach and their program.
3. Strive to support the efforts of the entire program, not simply their own child.
4. Recognize the advisor/coach as head of the program, to respect him or her accordingly, and to avoid trying to coach their own child in a manner contrary to the advisor's/coach's expectations.
5. Encourage their son or daughter to handle his or her own problems whenever possible.
6. Resolve a conflict with an advisor/coach by following the established chain of communication, trying to resolve any problem at the lowest level possible, and allow for the "24 hour rule".
7. Encourage their children to perform to the best of their ability, to be positive in their support, and to be realistic about their child's Activity / Athletic ability.
8. Recognize that they are important role models for their children and to demonstrate respect and appreciation for all individuals involved in the programs, including advisors/coaches, officials, opponents, their own child, and his/her teammates.
9. Be supportive of the District in enforcing the participation rules.
10. Encourage their student-athlete to complete his/her commitment to the activity/sport through the year.

11. Encourage their student/participant-athlete to take care of Activity / Athletic equipment and to return it on time to the school.
12. Promote the goals and enforce the handbook guidelines with their own child when school is not in session.

HOLYOKE SCHOOL DISTRICT EXPECTATIONS OF ADVISOR/COACH

Advisors/Coaches are expected to:

1. Know and to teach the goals as outlined in the 7-12 Activity / Athletic Goal Statement.
2. Help each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.
3. Demonstrate the basic ability to communicate effectively and to get along with young people.
4. Show support of other advisors/coaches and their programs by encouraging students to participate in various programs and by working at other activities and by attending other activities throughout the school year.
5. Demonstrate the ability to treat students, officials, opponents, and fans in a sportsman-like manner.
6. Know and enforce the rules of the School District, League, State, National Federation, and the sport.
7. Plan, organize, and conduct activities / practices that teach fundamentals leading to the success of the group.
8. Strive to instill a positive work ethic and healthful life skills in students.
9. Complete all necessary paper work to meet various deadlines. (All player paperwork and user fees must be turned in before individuals will be allowed to participate / practice).
10. Promote their sport and the Activity / Athletic program through sound public relations, particularly in working with the media.
11. Stay abreast of the latest methods and techniques of their activity in every way available, including attending in-service programs and clinics.
12. Insure a healthy and safe environment by using safe procedures and being responsible for the safety of those in the Activity / Athletic program.
13. Supervise their activities until the activity/sport is over and the students safely leave school property.
14. Fill out an accident report if an accidental injury occurs under their supervision.
15. Be responsible for the care and security of equipment and facilities.

HOLYOKE SCHOOL DISTRICT EXPECTATIONS OF ADMINISTRATORS

Administrators are expected to:

1. Know, understand, and be committed to the 7 -12 Activity / Athletic Mission and Goal Statements.

2. Know and enforce the rules of the School District.
3. Support on a fair basis all participants/athletes and advisors/coaches who are involved in the Activity / Athletic programs.
4. Follow the District chain of communication policy, especially in terms of encouraging the resolution of the problem at the lowest level possible (usually at the participant-advisor/coach level).
5. Make sure that there is a process in place to handle problems efficiently and effectively through the chain of communication, making sure of follow-up on the results.
6. Provide proper supervision of advisors/coaches to ensure that the provisions of the 7-12 Activity / Athletic Mission and Goal Statements are being addressed.
7. Help to discover and to provide opportunities for advisors/coaches to attend appropriate clinics and in-services.
8. Work with the Superintendent and School Board to find the resources to provide proper equipment and facilities for the safe conduct of the Activity / Athletic programs.
9. Help educate parents and community members toward understanding the 7-12 Activity / Athletic Goal Statement.
10. Organize and to facilitate the Activity / Athletic program while managing the Activity / Athletic budget, facilities, and equipment.
11. Provide job descriptions, evaluation procedures, and annual in-service programs for advisors/coaches.

I. ACTIVITY / ATHLETIC PARTICIPATION

A. The Participant/Athlete

1. Any Holyoke Public School student, grades 7-12, interested in competing in any of the activities/sports offered at Holyoke Jr/Sr High School and who meets the criteria of the eligibility policy, is encouraged to participate.

B. Team Managers

1. Coaches, through the use of the school information systems, will make it known that managers for their particular sport are needed. Coaches will then select their managers from those students indicating a desire to serve as manager.
2. The manager of a sport will be delegated duties by the coach. It is the manager's job to see that his/her responsibilities are carried out to the satisfaction of the coach.
3. Managers are expected to follow the same rules as the athlete and to meet the same requirements described in this handbook.
4. Managers will never be allowed to take the coaches' keys from the school premises. Managers are always to make sure the keys are returned to the coach before leaving.
5. Managers are expected to be at all practices and to travel with the team.

6. At HHS lettering qualifications will be stated in the manager's job description and given to the student when application to be a manager is made.

C. Student Trainers

1. Coaches at the high school levels choose the trainer. Students who are interested in Athletics and in the care and treatment of Athletic injuries are qualities the coaches should look for in selecting a trainer.
2. A person who wants to be a trainer should be interested in the sport but not interested in competing as a participant.
3. The trainer should be at every practice session. With the coach's help, the trainer should be prepared to handle any Athletic injury that occurs that does not require a physician's attention. If a physician is needed, the trainer should try to make the athlete as comfortable as possible, but he/she should never play doctor.
4. The trainer is expected to follow the same rules as the participants/athletes and to meet the requirements described in this handbook.
5. Trainers will never be allowed to take a coach's keys from the school premises. Trainers are always to make sure the keys are returned to the coach before leaving.
6. Trainers are expected to travel with the team. When two sports are occurring simultaneously and there is but one trainer, the trainer will serve both sports during practice sessions, but he/she may travel with the sport he/she chooses. When two or more trainers are available, the trainers and head coaches will determine trainer assignments.
7. At HHS lettering qualifications will be stated in the trainer's job description and given to the student when application to be a trainer is made.

D. Team Statisticians

1. Statisticians should be persons willing to volunteer a considerable amount of time to help the coaches compile accurate information pertaining to Athletic contests. Announcements will be made prior to the season in regard to the need for statisticians. Interested persons can notify the head coach, and the head coach and his/her assistants will then make selection.
2. Statisticians are not required to attend practice sessions, but they should have a clear understanding of what is expected of them. The coaches should meet with statisticians to give them a job description and answer any questions they may have concerning their job.
3. Although statisticians are expected to follow the same general participation rules as participants/athletes, coaches of a particular sport may alter the rules to meet the demands of his/her program. If changes are made, the head coach will inform the statisticians of such changes.
4. It is recommended that statisticians travel on the team bus **if** space is available.
5. Statisticians are required to be at all games and are responsible to see that statistics are accurately kept.

E. Team Athletic Trainer

1. Team Athletic Trainers will be selected by the Administration.
2. The team athletic trainer will be available for taping, injury diagnosis, and rehabilitation as needed.
3. The team athletic trainer is expected to follow the same rules as the advisors/coaches and to meet the requirements described in this handbook.
4. The team athletic trainer will have their own key access to necessary areas of the building.
5. The team athletic trainer is not expected to travel with the team but may choose to do so.
6. The team athletic trainer should attend home competitions whenever possible. If there is more than one event at the same time priority will be given to the sport that is more injury prone or is deemed to have more critical injuries.
7. The team athletic trainer will request supplies needed, maintain inventory, and restock med-kits as needed.

II. THE PARTICIPANTS / ATHLETES RESPONSIBILITIES

1. All participants/athletes should report for participation the day first call is made for a particular activity. Extenuating circumstances will be handled on an individual basis.
2. Students must attend 4 classes in order to participate in any extra-curricular activity, whether it be practice, games or performances unless prior arrangements have been made with the principal. If there is an activity on a Saturday and the student did not attend school 4 classes of the last day school was in session, the principal or athletic director must give approval for participation.
3. At HHS, when two seasons overlap, those involved in the first sport will be required to finish that sport before they are allowed to report for the next sport. They will receive no penalty for reporting late.
4. Multi-sport athletes choosing to work on an out of season sport should notify their in season coach and workouts will be limited to skill development and technique work.
5. If an athlete has attended school on a particular day, he/she must have permission from the coach directly in charge of the practice session to be excused from practice.
6. Participants/Athletes should report all injuries to their advisor/coach so that an injury report, insurance claim and proper office clearance can be handled quickly and efficiently.
7. Insubordination to advisors/coaches, teachers, or other school staff will not be tolerated and may result in loss of eligibility.
8. Participants/Athletes who are consistently and habitually tardy to practice may be removed from the program.
9. Profanity by participants/athletes at any time or in any situation will not be tolerated and may result in suspension from the program.
10. Participants/Athletes are to be well groomed and dressed in presentable attire at all times. Advisors/Coaches may have specific rules addressing their expectations.

11. It is the participant's/athlete's responsibility to maintain proper conduct at all times. Participants/Athletes who cannot control their actions in school or at school related activities will be disciplined and may be removed from the program.
12. Participants/Athletes should attend and participate in all school pep rallies.
13. HHS participants shall meet all requirements set forth by the Colorado High School Activities Association regulations.
14. While at away activities, participants/athletes must treat the other school's property with respect. Participants/Athletes are not to take equipment or uniforms from other schools. This rule applies to Holyoke Public Schools equipment as well. Failure to comply with this expectation will result in disciplinary action.
15. **All participants must have the following cleared with the head advisor/coach before equipment is issued and participation allowed.** The advisor/coach will then see that the necessary information is on file in the Activity / Athletic Director's office in a master file.
 - a. A parent permission/doctor's physical statement signed by parent and doctor.
 - b. A parent's' insurance waiver properly signed, or proof of the purchase of school insurance.
 - c. A weight certification for wrestlers signed by parents, allowing wrestlers to maintain a certain weight.
 - d. Consent for treatment form.
 - e. A catastrophic injury warning form signed by parents and returned to school.
 - f. CHSAA form signed by parents & returned to school.
 - g. Random Drug Testing Consent To Test Form.
 - h. Release of Information Form.
 - i. Signed Activity/Athletic Code of Conduct.
 - j. Paid participation fee.

III. LOCKER AND SHOWER ROOM PROCEDURES

There are certain policies pertaining to the locker and shower room that we must follow for safety and health reasons. It is expected that all athletes do their part to keep the locker room clean and safe.

1. **No "horseplay" of any kind.**
2. Stay out of the training room unless authorized by a/an advisor/coach. Communication between coaches and trainers is expected to prevent problems that might arise.
3. Don't steal! Stealing means the taking of property that belongs to another student or adult without their knowledge. Keep all your belongings locked up in your locker. Stealing will not be tolerated and may result in removal from the team and/or suspension from school.
4. Wash your equipment regularly.
5. Following practice, athletes should shower, dress, and exit as quickly as possible.

6. Cooperate in every way with the managers and custodians. Keep all equipment picked up and locked in your lockers.
7. Each athlete is responsible for his/her own equipment and locker. Report any damage to equipment or the locker to the coach immediately.
8. Report any unauthorized person in the locker room to your coach immediately.
9. Do not leave valuables in the locker room. The Holyoke Public School District and its administration and coaches accept no responsibility for lost or stolen valuables.

IV. AWARDS

A. JR. HIGH SCHOOL

At the junior high level of competition, we believe that all students should participate, and athletes who complete a season will earn a certificate of participation. Teaching of the fundamentals and strategies of the game, sportsmanship, and participation are the main emphasis of the junior high athletic program.

B. SR. HIGH SCHOOL

1. All awards will be in accordance with the requirements set down by the advisor/coach of the activity/sport in which the student/athlete participates. In addition, the athlete, student participant must meet all the scholastic and Activity / Athletic handbook requirements of Holyoke High School. Awards will be presented at annual awards programs for each season.
2. First time varsity letter winners are eligible to receive the official varsity letter (H).
3. The first time an athlete letters in each sport they will receive a metal pin signifying the sport.
4. Repeat letter winners will then be eligible to receive bars for each season of each sport throughout the rest of their high school career.
5. Participants will receive a certificate of participation for their appropriate level of competition.
6. All-conference patches are provided by the respective conferences. Honorable Mention patches are not provided by the district.
 - a. In team sports, the conference coaches select all-conference players.
 - b. In individual sports, athletes must take first place in a conference meet to receive an All-conference award. One patch per athlete per sport will be provided.

V. STATE COMPETITIONS – HHS

1. Head advisors/coaches of each activity/sport are to submit to the Activity / Athletic Director a gate list of all personnel they would like to take to state competitions when their team or members of the team are involved. The number of personnel allowed to go should be broken down into designated jobs.
2. If the head advisor/coach has any special problems concerning preparation and scheduling for State Tournament play, the Activity / Athletic Director should be consulted and a decision between the two should be reached and approved by administration.

VI. HOLYOKE STUDENT ACTIVITY / ATHLETIC FEES

The following fees have been established for students:

PARTICIPATION FEES:

Activities / Athletics – JH/HS – Each Sport	\$40.00
	\$100.00 (3 or more sports)
HS and JH Cheerleader	\$40.00 (counts as a sport for payments)
HS Band/Choir or Flag Team (cleaning fee)	\$15.00

ACTIVITY PASSES:

Student K-6	\$30.00
Student 7-12	FREE
Adult	\$75.00
Family (Immediate up to 5 persons)	\$200.00

GAMES ADMISSIONS:

High School Games	\$ 4.00 Students	\$ 6.00 Adults
Jr. Varsity & Jr. High Games	\$ 3.00 Students	\$ 5.00 Adults

VII. ACADEMIC ELIGIBILITY

The academic eligibility policy's purpose is to encourage better attitudes towards learning and better performance in the academic program by student-participants/athletes. The policy attempts to meet the needs of the individual students as much as possible and always meets the minimum requirements of the policies of the Colorado High School Activities Association.

GRADING SCALE: Policy IKA-R

Grading Scale	GPA	Points
100-90	A	4
89-80	B	3
79-70	C	2
69 and Below	D	1
NC	No Credit – Excessive Absences > 10	

ACADEMIC OPPORTUNITY CENTER: Policy IKA-R

The goal of grading in grades 3-12 is to communicate with parents and as importantly, the students, about mastery of the skills on concepts presented. The District believes that every student can master the content with support acknowledging time as the variable, meaning that some students may need more time and support, but all can meet the standards. Because mastery is more of an emphasis than growth at this level, failure is not an option. Students are

expected to complete all work assigned at a satisfactory level according to expectations of the building. Grades will be assigned on all work as:

A = 90% - 100% B = 80% - 89% C = 70% - 79% I = Incomplete

Summative (Unit) Assessments will be one-time assessments. Students will not have an opportunity to correct or change their grade on these unit assessments.

All Formative Work that is late, incomplete, or missing must be completed at a satisfactory level. The District believes that all assignments were created because they support learning targets in the curriculum. Therefore, it is important that all work is completed. When students do not complete formative work to the level of a C or better, or if the work is incomplete or missing when due, the student is assigned to the Academic Opportunity Center for completion of the work. Any work that is completed after its due date or corrected because it was below 70% originally, will be assigned the grade of 70% when completed. The District acknowledges that rare occasions will occur when students will refuse to make an effort to complete or correct the work assigned. In those instances, the teacher will conference with the student, communicate that there is a lack of effort, and set a final date for the assignment. The teacher will document the date and time of the conference and give the student and parent(s) notice of the new, final due date. The work will be graded at that date. **If the work remains incomplete or is in need of further corrections, a final grade ranging from 0%-69% may be recorded.** The teacher will determine when effort is no longer being given to the assignment. Because this is a subjective determination, teachers will give great care to communicating and documenting such communication.

Academic Opportunity Center (AOC) Annually, the principal of each school will work with staff to outline specific procedures for the use of the Academic Opportunity Center and communicate them to the students and parents in the Student Handbook. The principal of each school will also clarify expectations of teacher in the Faculty Handbook annually.

AOC:

- Students in junior and senior level classes will not be assigned to the AOC, they may attend and receive additional support, but all course work is due when it is assigned, students do not have the opportunity to turn in missing work and do not have the opportunity to correct and return and raise their grade to 70%.
- Students who Refuse to Serve in the AOC after the 3rd time in a Semester will be assigned a day of OSS for each occasion they Refuse to Serve. Students who habitually Refuse to Serve in the AOC also do very little in ISS **and** then disrupt the learning environment in ISS.
- Once students reach a point of being mathematically unable to pass a core class, they will be removed from that class and will start credit recovery for that core class.
- RTI, IEP, and ESL students who are Juniors or Seniors may be assigned to the AOC with permission from the appropriate staff member

Impact on Eligibility:

To maintain eligibility for extra-curricular activities and sports, students in grades 7-12 must not have any incomplete assignments. Students may have incomplete assignments for two reasons: (1) late, incomplete or missing work the day it is due, and (2) work that was not completed at a 70% rate which has been given back with direction to make corrections.

If a student is required to stay at the Academic Opportunity Center because he or she did not turn in the assignment on time that day, and **the student is scheduled to leave early for an extra-curricular activity or sporting event, the Academic Opportunity Center will take precedence and the advisor/coach will not take the student to the event that day.**

Students who do not attend practices because of the AOC may have consequences that affect playing time and/or attendance/participation at competitions.

When a student receives an assignment requiring corrections to be made s/he will have an appropriate amount of time to get corrections to the teacher before becoming ineligible. The teacher and student will make arrangements for re-teaching if needed, and the **teacher will assign a due date. The student will be placed on the ineligible list if the due date is not met.** If the assignment is still listed as an incomplete (not returned with corrections) by the following Monday morning, the student will be ineligible for that week's activities.

ELIGIBILITY:

Eligibility categories as established by the faculty are listed below:

Any student that is ineligible will not be permitted to participate in any activity that is governed by the Colorado High School Activities Association. Ineligible students will not be allowed to participate if those activities conflict with classes.

Any athlete ineligible in athletics cannot participate in marching band or select choir if the band or choir will be performing during an athletic event.

Student eligibility is to be rated as a cumulative grade from the beginning of the semester.

Weekly Eligibility: A list of students with cumulative incomplete grades will be printed weekly and will be given to the Athletic Director, coaches, and teachers on Monday mornings. Students who are listed with one or more I's (Incompletes) will not be eligible to participate until the following Monday when the new ineligibility list is printed and the process begins again.

Eligibility is Monday to Monday.

Semester Eligibility: A list of students who have failed two or more classes in a semester will be given to the Athletic Director at the end of each semester. Students who are on that list are ineligible until the CHSAA date to regain eligibility. Please refer to the CHSAA calendar for specific dates of regaining eligibility.

Ineligibility can only be **changed during the current week if an error in the recording of grades** is acknowledged by the teacher. Students who are ineligible will not be permitted to travel with the team, unless there is no interruption of class time.

THEATRE/DRAMA EXCEPTION- Participants in the Fall Musical and Spring Play are subject to semester eligibility but different weekly eligibility rules (refer to Theatre Handbook for details).

GENERAL INFORMATION FOR ALL SPORTS

1. Under normal circumstances, junior high school practice must be concluded by 5:30pm and high school practices must be concluded by 6:30pm.
2. An excused absence from practice will be defined as: (1) illness; (2) attendance at a school-advised event; (3) bereavement (parent notification required); (4) medical appointments and (5) permission to go home is granted by the advisor/coach.
3. An unexcused absence from practice during a week will result in the athlete's not being allowed to start or limited participation. If there are two or more unexcused absences from practice during a week, the athlete will not be allowed to participate in the next event.
4. Students who are receiving extra help after school will not be penalized as long as advisors/coaches have been notified. Students should be released by the teacher with a signed note and the athlete should report immediately to practice.

TRANSPORTATION

The advisor/coaching staff and administration requests that all students ride school transportation to and from all activities. In case any participant/athlete desires transportation other than that provided by the school district, his/her parents must submit a written request to the advisor/coach and administrator. **Unless extenuating circumstances prevail, participants/athletes will be allowed to ride only with their parents.** Advisors/coaches will handle requests for a student to ride home with his/her parents.

All requests to ride with those other than the athlete's parents must be in writing 24 hours in advance and approved by an administrator before the student will be permitted to ride with someone other than a parent. Students will not be permitted to ride home with another student.

When students choose not to ride school provided transportation, the school district accepts no liability for accidents or injury resulting from the student's choice of transportation.

Participants/Athletes are expected to be aware of and follow school bus rules as set by the school district.

EQUIPMENT

1. Equipment and uniforms issued to an participant/athlete which are lost, stolen, or damaged will be paid for in full by the participant/athlete.
2. Any participant/athlete who has not turned in uniforms or equipment after the completion of a season may not go out for another activity/sport until the equipment or uniforms are returned or paid for.

VACATION RULES AND REGULATIONS-ADMINISTRATIVE GUIDELINES

1. No advisor/coach will have **mandatory** practice on legal school holidays (Labor Day, Thanksgiving break, Christmas vacation, Presidents' Day, Easter break).
2. With approved supervision the old gymnasium will be open during vacations and breaks.
3. All advisors/coaches will observe the vacation and Sunday contact rules as set down by CHSAA. Social media posts (such as Facebook) and group texts (with an administrator included) are allowed on Sundays.

Activity / Athletic Code of Conduct

1. In order for the Activity / Athletic program to contribute to the functions, purposes and philosophy of the district, its primary objectives must relate to the teaching of wholesome attitudes and self-discipline. It must teach an appreciation for physical fitness, loyalty, personal sacrifice, dedication and teamwork in conjunction with upholding traditions of excellence and high standards of personal behavior.
2. The conduct and general behavior of student participants/athletes is integral to the credit they can bring to themselves, their teams, their school and their community. Thereby it is only reasonable that any student-athletes' conduct and general behavior that brings discredit or embarrassment to himself, his team, his school and his community may result in temporary or permanent suspension from the Activity / Athletic program.
3. This high standard of conduct and behavior will be monitored and enforced throughout each school year. Consequences for any unbecoming conduct or conduct violating the established participation rules herein stated shall be enforced any time the participant/athlete is currently participating in a sport or activity, or the next time a participant/athlete enrolls in a sport or activity during the present school year.
4. Specific requirements related to personal conduct for each activity/sport will be outlined by the advisor/coach. All participants/athletes will be expected to adhere to those requirements as well as to any school, district, league and state requirements.

General Participation Rules:

1. **CHSAA:** Participants/Athletes will follow all rules and guidelines as established by the Colorado High School Activities Association.
2. **Handbook Rules and Policies:** Participants/Athletes will follow all Handbook Rules and Regulations/Policies as adopted by the Holyoke Board of Education.
3. **Number of Sports:** With approval by Athletic Director, students will be permitted to participate in more than one school approved sport during a given season. The Dual Sport Application will be completed and approved prior to the first day of practice for each sport. Students may change sports during a given season if it is done before the beginning of the second week of practice. Exceptions will be considered in case of injury or coaches' agreement.
4. **Appearance:** Advisors/coaches may require participants to groom their hair and facial growth in order to meet requirements of the activity/sport involving regulations prohibiting certain styles.

5. **Curfew:** Participants/Athletes are expected to be home by 11:00pm during the week and 12:00am on Friday and Saturday nights.
6. **Substance Abuse:** The use, possession, distribution or sale of alcohol, illegal drugs, cigarettes, chewing tobacco, or any other controlled substances defined by Board Policy is prohibited at all times. Furthermore, **involvement at any activity** where alcoholic beverages or drugs are used or consumed by minors is prohibited.
7. **Random Drug Testing Policy:** This policy is an extension of the Drug and Alcohol Use by Students Policy. The Random Drug Testing Policy encompasses all students in grades 7-12 participating in any athletic or extra-curricular activity, or for those students who wish to participate voluntarily in the Program. Students and parents must consent in writing using the forms provided by the District. No students will be able to participate without such consent. An informational meeting will be provided at the beginning of the school year for parents and students. No student testing positive shall be penalized academically, and all records pertaining to the Random Drug Testing Policy will be kept separate from student records. A complete copy of the Random Drug testing Policy is included in the Activity / Athletic Handbook.
8. **Attendance:** Participants/Athletes are expected to attend no less than 4 class periods in order to participate in practices or contests that day. If an event is on Saturday, the participant/athlete must attend the 4 periods prior to the event. Furthermore, participants/athletes must complete all time made up due to absences (beyond 10) and/or complete all school service time for tardies before he/she can participate in an athletic contest.

A advisor/coach, assistant advisor/coach, may impose stricter standards than the above listed General Participation Rules 1 - 7 dictate but may not superimpose less strict standards. A advisor/coach, assistant advisor/coach, may administer reasonable discipline for behavior offenses as he/she sees fits.

VIOLATION OF ESTABLISHED PARTICIPATION RULES - ADMINISTRATIVE PROCEDURES

1. The Athletic Director or other designee will be responsible for conducting an investigation and will communicate with all parties involved.
2. The Athletic Director or other designee may choose, but is not required, to convene the Violations Committee in the event there is an alleged major violation of general participation rules.
 - a. The Violations Committee, for action on student behavior regarding a Major Violation unbecoming a participant/athlete, is composed of at least two of the following, pending availability:
 - i. Principal-Chairman
 - ii. Activity/Athletic Director
 - iii. Advisors, Head Coaches, Counselor, or other designated staff member

- b. A member of the Violations Committee shall ensure that the student involved is fully advised as to the allegations and has had an opportunity to present his/her position regarding the allegations to a member of the committee.
- c. Each major violation is to be acted upon individually. At no time should the committee discuss or consider more than one individual participant/athlete at any one time.
- d. The participant/athlete involved and/or parents/guardians can but is not required to offer statements to a member of or the entire Violations Committee.
- e. The Violations Committee will come to a consensus on whether a violation of the policy has occurred and the consequences of that violation.
- f. The Violations Committee will use the Duties and Responsibilities of PARTICIPANTS / ATHLETES as guidelines for their decisions.

1. In the event a student desires to appeal any decision of the Violations Committee under these procedures, he/she may appeal to the Superintendent in writing within three (3) school days following the final decision of the Violations Committee. The Superintendent may, at his/her discretion, uphold or revise the decision of the Violations Committee.
1. If the student feels that he/she has been unjustly penalized, the matter may be pursued following the Due Process policy.

VIOLATING ESTABLISHED GENERAL PARTICIPATION RULES

Minor Offenses and Consequences: Minor offenses will be defined as:

1. Violation of any team expectation/policy set forth by the advisor/coach
 1. Coach/Advisor will communicate with the AD/Principal regarding Minor Offenses and Consequences.
 2. The AD will follow through with the advisor/coach to assure the consequences have occurred in a timely manner.
2. In School Suspension
 - a. Athlete will be suspended for the next (one) athletic contest
 - i. If ISS lasts longer than one day the athlete will be suspended for all contests that occur within the time period of suspension
 - b. Participants in activities will serve 2 hours of community service to be supervised by the advisor
 - i. If ISS last longer than one day the participant will serve 2 hours of community service per day of ISS, but not to exceed 5 hours
3. **Conduct detrimental to the team, school, or community**
 - a. **This includes any behavior AT ANY TIME during the season that reflects negatively on the individual, team, or coach. This may include a time period when an athlete/participant is not "officially" representing the team but whose behavior may cause "harm" to the desired image the individual, team or coach wishes to portray.**

b. Note that this offense can be considered Minor or Major depending on the severity of the infraction/situation.

Major Offenses: Major offenses will be defined as:

1. The use, possession, distribution or sale of alcohol, illegal drugs, cigarettes, chewing tobacco, or any other controlled substances.
2. Involvement in any activity where controlled substances are used/consumed by minors.
3. Violations of CHSAA rules and regulations.
4. Violation of regulations as established as major offenses by individual advisors/coaches.
5. Out of School Suspension.
6. Theft, vandalism, or any other behavior that brings discredit to the Holyoke Junior/Senior High School.

7. Conduct detrimental to the team, school, or community

a. This includes any behavior AT ANY TIME during the season that reflects negatively on the individual, team, or coach. This may include a time period when an athlete/participant is not "officially" representing the team but whose behavior may cause "harm" to the desired image the individual, team or coach wishes to portray.

b. Note that this offense can be considered Minor or Major depending on the severity of the infraction/situation.

Consequences for violating a major offense

First Offense:

- **Athletics:** When the first offense occurs, suspensions will include 20% of regular season CHSAA approved contests beginning with the next contest.

§ **FB, TR, GO, SW** (i.e. 20% of 10 games is 2 contests)

§ **CH, VB, SB, BB, BA** (i.e. 20% of 19 games is 4 contests)

§ **WR = 6 points**

- **Activities:** When the first offense occurs, the offending participant will be denied participation in the next Activity event or 5 hours of school service to be served prior to the next event. (A list of acceptable school service projects will be presented by the Activities Director/Principal as previously established by advisors.)

Second Offense:

- **Athletics:** Athlete will be suspended for 1/3 of the current sport contests; if the end of the season occurs before the completion of the suspension then the suspension will continue into the next season/sport played; suspension may be in the following school year. The athlete will not receive a Letter Award, post season honors (All Conference, All Conference Honorable

Mention, All State, etc.), or participate in honors associated (All-State games) with the sport or sports in which the suspension was completed.

- **Activities:** When the second major offense occurs, the participant/athlete will be removed from that activity for 365 days.

· **Third Offense:**

- **Athletics:** The athlete will be removed from all sports for 365 days from the date of the 3rd offense.
- **Athletics:** The student will be suspended from all activities for 365 days from the date of the 3rd offense.

See Holyoke JR/SR High School Athletics/Activities Major Violations Discipline Matrix for further details.

Holyoke JR/SR High School Athletics Major Violations Discipline Matrix

“REACH HIGHER”

	1 st offense	2 nd offense (within 365 days of 1 st offense)	3 rd offense (within 365 days of 2 nd offense)
Volleyball	Suspended from 4 matches of the same level Continues to attend all practices Continues to travel with the team May sit on the bench during games but not in uniform	<u>ALL ATHLETICS</u> If a 2 nd offense occurs within 365 days of the first offense the consequence is as follows:	<u>ALL ATHLETICS</u> If a 3 rd offense occurs within 365 days of the second offense the consequence is as follows:
Football	Suspended from 2 games of the same level (2 varsity or 2 JV but not 1 JV and 1 V) Continues to attend all practices Continues to travel with the team May sit on the bench during games but not in uniform	· Athlete will not letter in the sport or sports in which the suspension was completed · Athlete will be able to continue practicing with the team	· The athlete will be removed from all sports for 365 days from the date of the 3 rd offense (example if the 3 rd offense happens in May of 2015 then the athlete will not participate until May of 2016)

<p>Softball</p>	<p>Suspended from 4 games of the same level (all JV or all V) Continues to attend all practices Continues to travel with the team May sit in the dugout during games but not in uniform</p>	<ul style="list-style-type: none"> · Athlete will not receive any post season honors (including All Conference, All-Conference Honorable Mention, All-State Honors) for the sport or sports in which the suspension was completed
<p>Golf</p>	<p>Suspended from 2 tournaments of the same level Continues to attend all practices Does NOT travel with the team</p>	<ul style="list-style-type: none"> · Athlete will not be allowed to represent Holyoke in any games where the Holyoke jersey or uniform may be worn (CHSAA or CHSCA games) for 365 days from the date of the 2nd offense
<p>Swimming</p>	<p>Suspended from 2 contests Continues to attend all practices Does NOT travel with the team</p>	<ul style="list-style-type: none"> · Athlete may travel if no class time is missed
<p>Cheer</p>	<p>Suspended from 1 competition (Fall only) Suspended from cheering at 4 contests (Fall and Winter) Cannot perform/participate at pep rallies during suspension (Fall and Winter) Continues to attend all practices Does NOT travel with the team</p>	<ul style="list-style-type: none"> · Athlete will be suspended for 1/3 of the current sport contests; if the end of the season occurs before the completion of the suspension then the suspension will continue into the next season/sport played; suspension may be in the following school year
<p>Basketball</p>	<p>Suspended from 4 games of the same level Continues to attend all practices Continues to travel with the team May sit on the bench during games but not in uniform</p>	

Wrestling	Suspended from 6 points of the same level Continues to attend all practices Does NOT travel with the team		
Track	Suspended for 2 meets Continues to attend all practices Does NOT travel with the team		
Baseball	Suspended from 4 games of the same level (all JV or all V) Continues to attend all practices, travel with the team, and may sit in the dugout but not in uniform		

Holyoke JR/SR High School Activities Major Violations Discipline Matrix

“REACH HIGHER”

1 st offense	2 nd offense (within 365 days of 1 st offense)	3 rd offense (within 365 days of 2 nd offense)
FBLA	Cannot participate in the next event OR must complete 5 hours of community service (supervised by the advisor)	<u>ALL ACTIVITIES</u>
FCCLA	Cannot participate in the next event OR must complete 5 hours of community service (supervised by the advisor)	<ul style="list-style-type: none"> · Student will not participate in any activity/organization for 365 days from the date of the 2nd offense.
FFA	Cannot participate in the next event OR must complete 5 hours of community service (supervised by the advisor)	<ul style="list-style-type: none"> · Band/Choir Only: will not receive credit for course in current semester

Drama (Play and Musical)	Cannot participate in the performance OR must complete 5 hours of community service (supervised by the advisor)		
Spanish Club	Cannot participate in the next event OR must complete 5 hours of community service (supervised by the advisor)		
Band/Choir	Cannot participate in the next event OR must complete 5 hours of community service (supervised by the Director) *this only applies to performances that are not graded as part of a course		

Athletic Fan Policy and Expectations

Holyoke Fans are positive, productive and supportive people. We recognize the value of having large groups of adults cheering on our students and we all know from past experiences that our students enjoy and thrive on a positive and boisterous crowd. The expectation of fans at Holyoke is to cheer loud and to cheer often.

Sometimes, however, emotions get the best of us or something that occurred at the game or outside the game rubs us the wrong way. While it is just as important have positive and cheering fans it is also just as important for us to know when we might be pushing the limits of positive fan behavior.

At Holyoke School District our goal is to treat officials, coaches, fans, all players, school administrators with respect at all times. We are representatives of our community and our actions are a reflection on us as individuals and our school district as a whole.

In order to promote a positive environment and provide clarity on fan behavior at sporting events we have identified two levels of offenses that can create a negative sporting environment:

1. **Minor Offense:** These are small actions that can lead to major problems. These actions can cause distraction to the educational process and can create an environment in which other spectators or players can become distracted or involved. While some may argue that these behaviors are just “getting into the game” or “showing spirit” they also detract from the overall quality of our athletic programs. Here are some examples of minor behaviors that may result in consequences.

- Booing, yelling out criticism at the referees
- Yelling out criticism at coaches for the plans or decisions they make
- Yelling out or singling out an individual participant
- Aggressive language without the use of profanity

While these are just examples, we all know as adults when we cross the lines of appropriate social interaction. If fans are engaged in these kinds of behaviors, the supervising administrator at the game will be expected to encourage you to cease such behaviors.

Consequences for Minor Offenses:

First offense- Verbal warning- the Athletic Director (AD) or administrator will ask the fan to cease the offending behavior. This will be done as privately as possible, but the expectation is that it will stop immediately. In the following week, the AD will be in contact to discuss the behavior and to make sure that you understand what the expectations are for future events.

Second offense- Written warning- You will be given a written warning, outlining the unacceptable behavior. You must receive this warning at the superintendent’s office so that all written expectations can be identified and explained.

Third Offense- suspension from sporting activities for a length of time. The amount of time will be determined by a number of factors such as- a willingness to comply, an attitude of contrition, proactive solutions to avoid future behaviors and past offenses.

2. **A Major Offense** is defined as any violation of Policy KFA.

Consequences for major offenses (within 365 days):

1. Immediate suspension from attending school events for a length of time determined by school personnel depending on the severity of the infraction.

Severity Clause: Any behavior deemed as a violation of KFA or any aggressive response back to the administrator in charge at any event that only escalates the problem will result in immediate expulsion for the sporting activity and will be classified as a major offense.

We hope that these guidelines and examples can create a positive environment for players and fans alike. We encourage everyone to keep positive and to enjoy ourselves at our high quality

athletic events. We know that sportsmanship and a good attitude is more productive than rules and consequences. If you have any questions regarding this policy, please contact our Athletic Director.

LETTERING POLICY

Football:

- I. The individual must have participated in at least one more quarter than half the varsity quarters played throughout the season, including pre-season and conference play.
- II. Using advisor/coach's discretion should the team progress into a play-off or participate in sub-district or district or state tournament play, a participant may letter by playing in half the quarters in which the team plays.
- III. Seniors may receive a letter if they participated at least three complete seasons and they made a positive contribution to the program.

Volleyball:

- I. The player must have participated in one more than half the total varsity matches played throughout the season, including pre-season and conference play.
- II. Using advisor/coach's discretion, a player may letter if she has participated in one half of the games in the district or state tournament.
- III. Seniors may receive a letter if they participated at least three complete seasons and they made a positive contribution to the program.

Softball:

- I. The individual must have participated in at least one more inning than half the varsity innings played throughout the season, including pre-season and conference play.
- II. Using advisor/coach's discretion, a player may letter with participation in one half of the games in the district, regional or state tournament.
- III. Seniors may receive a letter if they participated at least three complete seasons and made a positive contribution to the program.

Basketball:

- I. The individual must have participated in at least one more quarter than half the varsity quarters played throughout the season, including pre-season and conference play.
- II. Using advisor/coach's discretion should a team progress into play-off or participate in a district or state tournament, a participant may letter by participating in two quarters.

- III. Seniors may receive a letter if they participated at least three complete seasons and they made a positive contribution to the program.

Wrestling:

- I. The individual must have earned at least 30 team points in varsity tournaments throughout the year.
- II. Individuals must start the season on time and complete the entire season without any lapses in time. Individuals will be expected to complete all practices with the last required practice being the Wednesday before the State Wrestling Tournament. Non-state qualifiers and JV wrestlers will practice with their teammates the week of regionals and state in order to letter.
- III. Seniors may receive a letter if they participated at least three complete seasons and they made a positive contribution to the program.

Track and Field:

- I. Track letters will be awarded if 20 total points are earned per person per season.
- II. Using advisor/coach's discretion, Letters will also be awarded to those who place in the district meet or qualify for the state track meet. Points earned in relays and JV division events will count as $\frac{1}{2}$ a varsity point. Example- 1st place in a relay will give each athlete 5 points toward lettering.
- III. Seniors may receive a letter if they participated at least three complete seasons and they made a positive contribution to the program.

Baseball:

- IV. The individual must have participated in at least one more inning than half the varsity innings played throughout the season, including pre-season and conference play.
- V. Using advisor/coach's discretion, a player may letter with participation in one half of the games in the district, regional or state tournament.
- VI. Seniors may receive a letter if they participated at least three complete seasons and made a positive contribution to the program.

Golf:

- The individual must have participated in at least one more than half the varsity matches played throughout the season, including pre-season and post-season play.
- Using advisor/coach's discretion, a player may letter if he/she has participated in one half of the matches in the district, regional or state tournament.
- Seniors may receive a letter if they participated at least three complete seasons and made a positive contribution to the program.

Swimming:

- Individuals must gain 35 team points to letter.
- Points can be earned in relays or individual events.
- Exhibition meets and events do not count toward lettering.

Cheerleading:

- Individual must have participated in 90% of cheer events; including practices, games, and competitions.
- Using advisor's discretion, an individual may letter if they have participated in a majority of cheer events or state competitions.

Drama:

- At least 1 of the following:
Leading role in a performance
Supporting role in 2 performances
Lead Tech role in 2 performances
Featured or Chorus role in 4 performances
Supporting Tech role in 4 performances, AND
- Be in good standing academically the semester of each performance counted above,
AND
- Positively represent the Theatre Department, HHS, and the Holyoke Community.

Letters may also be earned in organizations including FBLA, FCCLA, and FFA as well as in Drama, Band, and Choir based on the written qualifications in each organization and approved by the Athletic/Activities Director and Principal.

****Injuries in all sports:**

Injuries affecting participation: If an injury causes an athlete to discontinue participation (by order of a doctor) the above ruling of one more quarter than half will be enforced. However, the following may be supplemented:

- 1) The individual continues to attend practice
- 2) The individual aids in practice sessions as needed (manager, trainer, etc.)
- 3) The individual carries out any assignments during games
- 4) The individual has reached a continuation agreement with the advisor/coaching staff.

If items 1-4 are completed satisfactorily, the quarter rule will be dropped for that specific individual letter.

THREE-SPORT AWARD

CHSAA provides a certificate for any HS athlete that participates in 3 sports during one school year. This award will be given to any athlete that qualifies at the Spring Sports Awards Ceremony.

DRAGON AWARD

At the Spring Athletic Awards Ceremony, athletes who have participated in three (3) sports each of their four (4) years of high school are presented an award.

R.I.S.E. TO EXCELLENCE!!!

COMMITMENT TO ACTIVITIES / ATHLETICS

I have received, read, and understand the Holyoke School District RE-1J Activity / Athletic Handbook as well as any additional individual team rules or handbooks. I agree to abide by the requirements and guidelines of those handbooks and/or rules and will strive to become the best person and participant/athlete I can.

SPORT (CIRCLE ALL THAT APPLY)

FOOTBALL, VOLLEYBALL, SOFTBALL, CHEERLEADING

BASKETBALL, WRESTLING, SWIMMING,

BASEBALL, TRACK & FIELD, GOLF

ACTIVITY (CIRCLE ALL THAT APPLY)

FBLA, FCCLA, FFA, NHS, Cadenza Club, Spanish Club,

Book Club, Science Club, Drama Productions, Select Choir,

Student Council, Flag Team, Jazz Band, Pep Band

(Participant/Athlete Name-**Please Print**)

(Participant/Athlete Signature)

(Date)

(Parent Name-**Please Print**)

(Parent Signature)

(Date)

HOLYOKE SCHOOL DISTRICT RE-1J
RANDOM DRUG TESTING POLICY
FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES
AT HOLYOKE JR/SR HIGH SCHOOL

This policy is an extension of the Drug and Alcohol Use by Students JICH and JICH-R of the Holyoke School District. The purpose of this policy is to create a safe drug/alcohol free school for all students. It is the belief of the Holyoke School District that participation on any interscholastic athletic team and in extracurricular activities is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students as well as their parents/guardians must also recognize that because of their choice to participate in these activities, they have less expectation of privacy than do other students.

The effects of drug usage, in particular, in an educational environment are visited not just upon the users, but also upon the entire student body and faculty, because the educational process may be disrupted and the individual's safety risk factor is increased.

As this is a non-curricular occurrence, no recording of participation or of any test results, either positive or negative, will appear on the student's permanent transcript or any other permanent record.

There exists several over-the-counter products known as sports enhancing supplements. The purpose of those supplements is to assist an athlete, enhance his/her overall physical development, and some are designed to enhance a specific athletic event.

The Holyoke RE-1J School District wants to be clear in conveying the thought that the use of supplement(s) or product(s) designed to enhance performance is not endorsed or condoned. It is our hope that parents/guardians will support our view that the use of such supplements should be prohibited.

As a means of conveying our opinions on the topic, our coaches, trainers and teaching staff through curriculum and annual team orientations, address this issue with our students. The message we want to convey to our students is that preparation for athletic performance is best served through a proper and well balanced nutritional diet and appropriate physical activity designed by our coaches, trainers, and weight room supervisors.

Adopted: May 18, 2010

JJJA-R-1

RANDOM DRUG TESTING GUIDELINES
FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES
AT HOLYOKE JR/SR HIGH SCHOOL

Authority:

The Holyoke School District prohibits the possession, use, misuse, or the distribution of drugs, controlled or mood-altering substances, including anabolic steroids, look-alikes, designer drugs, drug paraphernalia, and medication not registered with the office, or alcohol on school district property, school buses, or during activities under school district jurisdiction. This policy encompasses all students in grades 7 to 12 desiring to participate in any interscholastic athletic activity and/or extracurricular activity. The policy includes those students being educated by the district under special circumstances, including home schooling and home bound. The district welcomes all students, with the permission of their parents/guardians, to participate voluntarily in the program.

The district will require any student who is submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the district's drug testing program using the forms provided by the district. No student will be able to participate in any interscholastic sport or any extracurricular activity without such consent. Students and parents or legal guardians will have the opportunity to participate in an Informational Meeting concerning the District's Random Drug Testing Policy. Immediately prior to giving a specimen, each student shall complete all forms required by the testing company selected by the District.

Definitions:

Adulterant/Adulteration -Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

Chain of Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector, signed by the donor and provides tamper-proof seals for the specimen. The original form is sent with the specimen to the lab.

Controlled Substance - A controlled substance is any drug or substance listed in Schedules I-V of the Colorado Controlled Substances Act of 1970. Examples include but are not limited to alcohol, marijuana, stimulants, depressants, hallucinogens, etc.

Designer Drug - A controlled substance analog is a non-controlled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar to a controlled substance in Schedule I and II of the Federal Analog Act of the Colorado Controlled Substances Act of 1970.

Drug/Mood-Altering Substance - As used in this policy shall be defined as any controlled substance, non-controlled substance, or designer drug, look-alike substance or health endangering substance.

Drug Paraphernalia - All equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing to the human body a controlled substance.

Drug Program Coordinator (DPC) - The individual (Jr/Sr High School Principal or his/her designee) responsible for the implementation of the substance monitoring program as outlined.

Ethyl glucuronide (EtG/EtS) - The EtG/EtS test is a urine based laboratory test that detects the metabolites of alcohol (ethyl glucuronide) in human urine.

Extracurricular Activity Participant - Any student in grades 7 to 12 participating in any non-graded, extracurricular activity. Such activities in the Holyoke School District include but are not limited to:

Softball	Football	Golf	Volleyball	Basketball
Swimming	Wrestling	Track	Baseball	Team Manag.
Student Trainers	Cheerleading	FBLA	FCCLA	Select Choir
FFA	Cadenza Club	Spanish Club	Book Club	Pep Band
NHS	Science Club	Drama Productions		
Flag Team	Student Council	Jazz Band		

GC/MS (Gas Chromatography/Mass Spectroscopy) - A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with one hundred percent (100%) accuracy.

Hair Follicle Drug Test – Procedure used to attain a hair specimen to be sent to a toxicology lab for screening of drugs and alcohol.

Medical Review Officer (MRO) - A medical doctor specifically trained and licensed to review positive drug and alcohol test results.

Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

Quick-Dip Screening - An instrument designed to identify substances immediately. This instrument is less sensitive than those completed by the toxicology lab.

SAMHSA (The Substance Abuse and Mental Health Services Administration) - A governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

Scope of Tests – The drug screen tests for one or more illegal drugs and/or alcohol. The Vendor shall determine which illegal drugs shall be screened, but in no event shall that determination be made after random selection of students for testing. Student samples will not be screened for the presence of substances other than an illegal drug or for the existence of any physical condition other than drug use.

School Property - This policy covers all locations under the jurisdiction of the Holyoke School District, including away events in or out of the state of Colorado.

Toxicology Lab - Any licensed and accredited lab that specializes in detection of drugs and alcohol and provides assurance of legally defensible results.

Urine analysis - Procedure used to attain a urine specimen to be sent to a toxicology lab for screening of drugs and alcohol.

Vendor - The medical office or company selected by the School Board to carry out the policy and procedure.

Procedure for Drug Testing Participants

Informed Consent for Testing

Prior to the beginning of the new school year, at the beginning of each sports season, or when a student decides to join an extra-curricular activity or organization, students and their

parent/guardian, will complete and sign the Consent to Test Form. Written consent shall be in the forms attached to this policy as EXHIBIT A. No student may participate in an activity, practice, or competition until these forms are properly executed and on file with the JR/SR High School Principal.

Release of Information

Parent/guardian/custodian of all students enrolled in the Random Drug Testing Program within the Holyoke School District will sign Releases of Information (ROI) to the toxicology lab identified and the Holyoke School District's Drug Program Coordinator. At any time the ROI is revoked by the parent, the student is no longer allowed to participate in any extra-curricular activity until the ROI is reinstated.

Drug Monitoring Frequency

Testing will be randomly conducted throughout the school year. The date of tests will be randomized by the Vendor among any days school is in session. All students enrolled in athletic/extracurricular activities or who anticipate enrollment via the Consent to Test Form will remain in the random pool throughout the school year. Volunteer students will also become participants in the random pool. Any student who refuses to submit to drug monitoring will not be allowed to practice or participate in athletic/extracurricular activities. The district will incur the cost of the random drug and alcohol tests.

Sample Collection

Samples will be collected as outlined under vendor requirements. Any eligible student athlete, activity participant, or volunteer selected randomly for drug monitoring who is not in school will be tested at the next available testing time. If a student's sample is dilute, they will be retested at the next available testing time. If two consecutive dilute samples occur, a hair sample will be taken at district cost. A student who fails to provide an adequate specimen within one hour of the testing time will be held to a temporary suspension from participation until a specimen is produced, or may voluntarily submit to a hair follicle test. Students who request that a hair sample be taken rather than submitting to a urine test will be charged the additional fee (approximately \$50.00) over the cost of the urine tests.

Collection of Specimen

Specimen collections will occur on the school campus in a designated location and under the supervision of the vending agency. All specimens will be screened for drugs and alcohol using a lab approved drug and ETG test at the time of collection. All samples will be sent to the toxicology lab. The vendor will oversee the collection of specimens as outlined in the Procedure for Random Drug Monitoring of the Holyoke School District. Students will be given adequate privacy in the obtaining of the specimen.

Random Selection of Enrolled Students

The number of students selected for testing each week will be determined by the district based on the number of students in the pool, not to exceed 5% of the eligible participants in that week,

and within budgetary constraints. The vendor will arrange with the Jr/Sr High School Principal the use of campus facilities for discrete testing. The schedule will not follow any patterns. The selected student ID numbers will be given to the Drug Program Coordinator who will escort the students to the collection area. Parents/guardians will not be notified of the random drug test prior to the test. The student will be given a copy of the Chain of Custody form immediately following testing to verify testing occurred. A copy of the results and a copy of the Chain of Custody form will be mailed to parents by the school after processed in the lab.

Random/Voluntary Testing

The Board authorizes random unannounced screening of all students participating in athletic/extracurricular activities and/or those students who have signed up for voluntary testing. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form.

Collection Procedures

The Holyoke RE-1J School District and the Vendor have developed and will follow the Standard Operating Procedures (JJJA-R-2) for collecting, shipping and accessing all specimens.

Return of Results

The Toxicology Lab will certify all drug screens and report by telephone/fax positive findings in a confidential manner to the Vendor. The Vendor is responsible for informing the parent/guardian of a positive result. The Vendor will communicate a positive result to the Drug Program Coordinator. The Drug Program Coordinator will schedule a meeting with the custodial parent or legal guardian, the Drug Program Coordinator, and the student to review the consequences of testing positive.

Request for Retest

Students involved in the program may, upon a non-negative test result, request that the sample be re-tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the Lab. The request for the test must be submitted in writing to the Lab. Students participating in athletic/extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the re-test is negative.

Self-Disclosure

Any student who was proven by self-admission or admission by the parent/guardian to violate the policy throughout the calendar year while off campus will be subject to consequences outlined in the procedure for drug testing participants of this policy.

Consequences for Testing Positive during a Drug Screening

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to 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, absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the parent/guardian will be notified at least seventy-two hours before a response is made by the District.

First Positive Test Confirmed by Lab Results

Drug Program Coordinator (DPC) will meet with the parent(s) and student to review the results and share information about what the family should expect when going to the vendor for the intake assessment.

Student is notified by DPC to attend, but not participate in practice for four (4) calendar days for the safety of themselves and other students. A negative test or reduced THC level must be provided the DPC before the student may return to practice or participation. Prior to readmission to the team or organization, the student must submit to a new drug test at the student's expense, administered in accordance with the testing company's procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent tests. Reports will be delivered to the DPC only.

Consequences will be administered as outlined in the Activities / Athletics Handbook. Documentation of alcohol/drug use assessment by a drug counselor shall be turned in to the DPC. Follow through of the recommended drug assistance program sessions with the counselor is strongly encouraged.

Second Positive Test Confirmed by Lab Results

DPC meeting with parent(s) and the student.

Consequences will be administered as outlined in the Activities / Athletics Handbook for a second offense. Written receipt of five sessions of drug counseling with a certified addiction counselor of the families choice must be completed before the student may petition to return to activities. Prior to readmission to the team or organization the student must submit to a new drug test at the student's expense, administered in accordance with the same procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent tests.

A negative test or reduced THC level must be provided before the student may return to the activity.

Follow-up drug testing for 12 consecutive months will begin upon notification of the second positive test. Testing continues through graduation from HHS, or following completion of all summer school-related activities following graduation.

Monthly follow-up testing must be paid in advance by the family.

Third Positive Test Confirmed by Lab Results

DPC meeting with parent(s) and student.

Suspension of eligibility to participate in athletic/extracurricular activities for one year from the date of the third positive test meeting, or end upon graduation from HHS. A negative test or reduced THC level (at the family's expense) must be provided before the student may return to the activity.

Follow-up drug testing will continue for 12 consecutive months from the date of the meeting. Monthly follow-up testing must be paid in advance by the family.

Fourth Positive Test (during JR/SR High School career of a student)

DPC meeting with the parent(s) and student.

Suspension of eligibility to participate in activities for the remainder of the student's time as a student at HHS.

Refusal to Submit to Drug Use Test / Self Disclosure in lieu of Testing

A participating student who refuses to submit to a drug test authorized under this policy, who admits using and chooses not to be tested, or who otherwise fails or refuses to comply with any other provision of this policy it will be considered an offense as listed in this policy and the Athletics /Activities Handbook.

Appeal

Holyoke JR/SR High School conforms to federal requirements of due process for students. A student participating in athletic/extracurricular activities who has been determined by the school principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain ineligible to participate in any athletic/extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Record Keeping and Confidentiality

All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his/her designee. All records will be kept for a period of seven years. The vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Holyoke RE-1J School District. However, the vendor will provide the Drug Program Coordinator with semiannual reports showing the number of tests

performed, rate of positive and negative tests, and what substances were found in the positive specimens.

Severability

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Program Evaluation

The Superintendent and Drug Program Coordinator shall be responsible for conducting an evaluation of the program and report the findings to the Board of Education on an annual basis. The evaluation shall include levels of participation, test results, and parent survey data.

Adopted: May 18, 2010

HOLYOKE JR/SR HIGH SCHOOL
RANDOM DRUG AND ALCOHOL TESTING PROGRAM
CONSENT TO TEST FORM

Student Name: _____ Student ID #

(Leave Blank)

The student and his/her parent(s) or guardian acknowledge that the Holyoke RE-1J School District has the right to perform random drug and alcohol testing on students who wish to exercise the privilege of participating in athletic/extracurricular activities.

The student and his/her parent(s) or guardian understand that as a condition of the student being allowed to participate in extracurricular activities in the District, the student may be required to undergo and successfully pass random screening for alcohol, illegal drugs or other banned substances, as set forth in the District's Drug Testing Policy for Students Involved in Athletics and Extracurricular Activities at Holyoke JR/SR High School. The student and his/her parent(s) or guardian acknowledges that they have read and understand this policy and that they agree to all terms and conditions contained in the policy and procedure.

The student and his/her parent(s) or guardian hereby consents to participate in the Random Drug and Alcohol Testing Program and to the disclosure of testing results to the District's Drug Program Coordinator and parent(s) and guardians. The student and his/her parent(s) or guardian further understand that the student's refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

The student and his/her parent(s) or guardian may voluntarily consent to participate in the random drug and alcohol testing program and to the disclosure of testing results to the District's Drug Program Coordinator and parent(s) or guardian.

No student shall be penalized academically for testing positive for banned substances during random drug testing. The privilege of being allowed to participate in athletics/extracurricular activities in the Holyoke RE-1J School District is contingent on the signing of this consent form.

This consent form shall remain in effect for the entire school year. Any revocation of this consent form shall disqualify the student from participating in athletics/extracurricular activities for the remainder of the school year.

I plan to participate in one or more of the following:

Athletic Program – List Sports:

Extracurricular Activity – List Organizations and/or Clubs

I am volunteering to be placed in the drug testing pool.

Student Name – Please Print

Current Grade

Student Signature

Date

Parent/Guardian Name – Please Print

Work Phone

Parent/Guardian Signature

Date

Home Phone

Cell Phone # w/ Area Code

JJJA-E-2

HOLYOKE SCHOOL DISTRICT RE-1J
CENTENNIAL MENTAL HEALTH CENTER, INC.
Release of Information or Authorization
Mental Health and/or Substance Abuse

This Release also serves as a Request For Information

Origin of Authorization: Internal External

Direction of Authorization: Outgoing Incoming

I hereby authorize

_____ Name of Student	_____ Date of Birth	_____ City	_____ Zip
Centennial Mental Health Center	5 N Campbell	Holyoke	01734

_____ Name	_____ Address	_____ City	_____ Zip
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_____ ID Number	_____ Title	_____ Address	_____ City	_____ Zip
Program Coordinator:		15 E Hale St	Holyoke	01734

_____ Agency:	_____ Address	_____ City	_____ Zip
		Holyoke	01734

Holyoke Jr./Sr. High School

Contact Person

Do Release the Following Information: (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> All Clinical Records | <input type="checkbox"/> Evaluation/Assessment | <input type="checkbox"/> Physician's Records |
| <input type="checkbox"/> Lab Reports | <input type="checkbox"/> Service Plans | <input type="checkbox"/> Progress Notes |
| <input type="checkbox"/> Attendance / Participation / Progress | <input type="checkbox"/> Discharge/Transfer Summary | <input type="checkbox"/> Verbal Discussions |

Other _____

For the Purpose of:

Treatment (Internal & External) Operations (Administrative) Payment (Reimbursement)

Other (Indicates HIPAA Authorization, use only when necessary) Specify: Drug testing

Periods of Treatment: All Treatment Episodes Current Treatment Episode

Specific Treatment Episode: Begin Date: _____ End Date: _____

If the purpose of this disclosure is marked as "Other" whether or not Treatment, Payment or Operations are checked, then this is a HIPAA Compliant Authorization. As such, the Center may not condition treatment, payment, enrollment, or eligibility for benefits on my signing this Authorization and must provide me a copy.

I understand that my records or those of the individual listed above are protected under state and federal Substance Abuse and Mental Health confidentiality regulations including 42CFR Part 2. Information cannot be disclosed without my written consent, unless otherwise specifically provided for in the regulations. I understand and agree that this release form may be sent to the agencies and persons identified above. Copies of this form may be used in lieu of the original.

I understand there is potential for information disclosed as a result of this release/authorization to be re-disclosed by the recipient and therefore no longer protected by the HIPAA Privacy regulations. I also understand that I may revoke my consent at any time except to the extent that action has been taken based upon it. This consent expires and cannot be used past the indicated date or event.

Expiration Date: _____ Expiration Event: _____

15 days from date of signature

Patient Signature (only if 18 years or older) Date

Signature of Parent, Guardian or Authorized Representative Relationship/Authority Date

Drug Coordinator Signature or Witness Signature Date

Consent revoked: _____
Consumer or Guardian Signature Date

COPY OF THIS RELEASE SHOULD BE PROVIDED TO THE CONSUMER