



HOPE COMMUNITY PUBLIC CHARTER SCHOOL

Developing Character, Enriching Minds

Athletics and Activities Department Handbook

2018-2019



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5th Edition

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A. Philosophy and Principles

A.1 Philosophy

Extra-curricular activities are essential to providing students with a well-rounded education and potentially life-changing experiences. The Athletics and Activities Department of Hope Community Public Charter School (Hope Community) is committed to engaging as many students as possible by providing them with an array of quality extra-curricular programs that foster positive character development, promote teamwork, teach healthy living habits, and build students' self-esteem through transformative relationships.

A.2 Principles

The Department operates with four guiding principles. These principles are listed below with a brief description of what each means.

Structure – Because Hope Community offers its students multiple extra-curricular activities, it is necessary for the Department to develop, implement, and evaluate policies that govern all of its extra-curricular programs. These policies will set clear expectations with the goal of improving every program and positively contributing to the school's culture and operation.

Quality - We want students to be excited to join and remain a part of our extra-curricular programs. For this to be possible, the programs offered by the Department need to be quality programs that teach appropriate skills and knowledge, push students to improve themselves, and make participation fun.

Increased Participation - The Department wants to see as many students as possible participating in its programs. The effect on a student who participates in a sport or club is remarkable. Students learn valuable life-skills; gain a greater appreciation for their education; develop pride in themselves, their team/club, and their school. The impact on the school is equally positive. Its culture will strengthen, parent satisfaction will improve, students will show greater academic growth, and the number of behavior incidents will decrease.

Connecting to the Classroom - The Department understands the positive impact its programs can have on students, especially when it comes to their behavioral and academic development. These extra-curricular programs and the policies of the Department will support the expectations set with in the classroom and throughout the school, as well as promote the idea of "Academics First, Activities Second."

B. Responsibilities of Department Stakeholders

B.1 Director of Athletics and Activities

- Supervises and supports the Athletics and Activities Department.
- Creates, enforces, and evaluates policies governing all of Hope Community's extra-curricular programs.
- Interviews, selects, evaluates, and supports all team coaches and club advisors.
- Recruits and registers students for all extra-curricular programs.
- Schedules teams and clubs for outside organizations' events.
- Maintains student confidentiality while collecting and sharing demographic, academic, and behavior records with relevant coaches and advisors.
- Authorizes and administers the procurement of equipment, registration fees, uniforms and awards, as well as any additional resources requested by coaches or advisors.
- Supports communication with parents, students, coaches, advisors and the school community through daily announcements, fliers and schedules, and the Department's website (www.ihccsaa.org)
- Approves all printed or website material from coaches and advisors before distribution to parents or posting on website, except for required weekly communications from coaches and advisors.
- Evaluates and supports the development of all extra-curricular programs by regularly observing programs and facilitating seasonal coach/advisor meetings.
- Negotiates transportation rates and secure transportation for all extra-curricular programs.
- Represents Hope Community in the District of Columbia Public Charter School Athletic Association (PCSAA).
- Documents and distributes participants' Positive Character Cards to proper coaches and advisors.
- Meets regularly with the school's administration to provide updates on each program's development.

B.2 Assistant Athletics and Activities Director

- Reports directly to the Director of Athletics and Activities
- Provides supervision and support for their campus's extracurricular activities in the absence of the Director.
- Assists the Director in facilitating registration for their campus.
- Assists the Director in the schedule creation for programs at their campus.
- Collaborates regularly with Director
- Prepares athletic equipment and snacks prior to the start of programs each day in the absence of the Director.
- Observes, supports, and evaluates their school's extracurricular activities.
- Assists the Director in interviewing and approval of all coaches/advisors and programs being offered to their campus's students.

B.3 Team Coaches and Club Advisors

- Provide proper supervision of program participants at all time.
- Check the environment for hazards prior to the start of meeting, practices, events, and/or games
- Teach participants proper knowledge, skills, rules, and techniques associated with their team or club.
- Model proper character and sportsmanship at all times.
- Record students' attendance at the beginning of every practice, meeting, event, or game.
- Verify that athletes with asthma have their prescribed and unexpired inhaler prior to the start of all practices and competitions. (Only for athletic programs)
- Review and discuss each participants Positive Character Card at the beginning of the first practice or meeting of each week.
- Report any serious or chronic incidents of a participant(s) violating team, department, or school policies to the campus's Assistant Director and the Director.
- Notify the Director and the campus's Assistant Director of any students suspended from practice, meeting, event, or game and the reason for the suspension.
- Create and provide students and parents with season schedule at beginning of the season.
- Send parents weekly reminders of upcoming practices, meetings, events, and games via text messaging and email.
- Notify parents of any cancelations or schedule changes as soon as possible via phone, email, and/or text.
- Seek approval from the Director for any printed or website material to be distributed to parents or posted on website, with the exception of the mandatory weekly text and email reminders to parents.
- Ensure that all students are picked-up by a parent after practice, meetings, events, or games, unless parents have formally given permission for the participant to walk home.
- Communicate the needs of the team or club to the Director.
- Attend seasonal coaches and advisors meetings and complete any professional development required by the Department.
- Ensure equipment and supplies for the program are properly cared for and returned to their assigned area.

B.4 Parents

- Complete all registration information and forms from the Athletics and Activities Department.
- Require their child to attend each of their program's practices, meetings, events, or games on the days that their child attends school.
- Support the teaching of sportsmanship to their child and model sportsmanship during all practices and games.

- Ensure that the child is picked up on-time after practices, meetings, events, or games.
- Provide and verify their child has their proper practice, meeting, event, or game uniform before arriving at the school.
- Review all communications from coaches/advisors and the Athletics and Activities Department.
- Contact head coach or head advisor with any questions or concerns.
- Attend all of their child's games or events.
- Properly care for and return any school-owned uniforms, equipment or supplies by the end of the school year.
- Submit all registration fees by their deadlines.

B.5 Students

- Attend and actively participate in all of their activity's practices, meetings, events or games.
- Complete homework or independently read during study hall.
- Maintain at least a "C" average in each of their classes.
- Meet the behavioral expectations of the classroom, the school, the Department, and their extracurricular program.
- Bring a complete and clean uniform for all practices, meetings, events, or games.
- Give any schedules, fliers or messages to their parents immediately following practice, meeting, event, or game.
- Properly care for and return school-owned uniforms, equipment, or supplies at the conclusion of the year.
- Remain with the coach or advisor at the end of each practice, meeting, event, or game until picked up by parent.

C. Team and Club Policy

C.1 Coach and Advisor Selection and Training

- The Department believes that at the heart of any great team or club, is quality coaching/advising. Therefore, the Department has set specific guidelines to support the development of its coaches and advisors, but also promote safe and quality extracurricular activities.
- The Director, prior to starting their extracurricular program, approves of all coaches and advisors.
- Every extracurricular program will have a head coach/head advisor that is a staff member of Hope Community Charter School. Depending on the numbers of students participating and the nature of the program (i.e. some athletic programs), an assistant coach/assistant advisor may be required. The assistant may be a staff member, parent, or member of an outside organization.
- For any coach/advisor that is not a staff member of the school, prior to their participation with a program, they must submit an application, pass a criminal background check, and be jointly

interviewed and approved of by the Director, the campus's Assistant Director, and the program's head coach/advisor.

- All coaches and advisors will receive and complete First Aid/ CPR training prior to their first practice/meeting.
- Athletic coaches must also complete the following National Federation of High School (NFHS) trainings prior to the start of their first practice:
 - *Fundamentals of Coaching*
 - *Concussions in Sports*
 - *Heat Illness Prevention*
- Additional trainings may be required by the Director prior to a coach's first practice.

C.2 Program Size and Eligibility

- Ideally, the Department would like to allow every student to participate in all of its programs. However, safety is our chief concern. Therefore, each program must have limitations on who can participate and how many can participate. Factor affecting these limitations include age and size requirements of activity, the need for certain developmental skills, regulations of partnering organization, and number of returning participants.
- Prior to a season's registration period, the head coach/head advisor must complete an *Athletics and Activities Program Information Form* (Appendix A).
- The head coach/head advisor and Director will collaborate to determine the maximum number of participants that will be accepted into that program, as well as the eligibility requirements.
- For an extracurricular program to operate, it must register and maintain at least three participants.
- Acceptance into an extracurricular program may be on a first-come-first serve basis or on a try-out basis.
- In the case of try-outs, the head coach must hold a meeting with parents and students prior to the try-out to explain how try-outs will be conducted and the evaluation criteria. Try-outs must be conducted in an objective manner with the utmost integrity.

C.3 Seasons and Registration

- In order to give students the opportunity to participate in a variety of clubs and teams, the Department will have three seasons: Fall, Winter, and Spring.
- The length of each seasons for SY 2018-2019 are as follows:
 - **Fall Season:** September 4 to November 9, 2018
 - **Winter Season:** November 19 to March 1, 2019
 - **Spring Season:** March 11 to June 1, 2019
- Prior to the start of each season, the Director and the campus's Coordinator will hold a two-week registration period for that season's activities. All registration for extracurricular activities must be completed online via paper forms or *Family ID*. Below are the registration periods for SY 2018-2019:
 - **Fall Registration Period:** August 20 – August 31, 2018
 - **Winter Registration Period:** October 29 – November 9, 2018
 - **Spring Registration Period:** February 18 – March 1, 2019

- One week prior to the start of a season’s registration period, registration information and a catalogue of that season’s activities will be distributed to students and parents.
- Prior to the start of the school year, the Director will collaborate with head coaches and head advisors to determine the length of each program’s operation.
- A program may operate for one, two and/or all three seasons. At the start of the school year each head coach/head advisor will declare the number and combination of seasons their program will operate.
- Programs operating for two or more seasons may or may not elect to open registration between each season.

C.4 Participant Eligibility

- Although the Department seeks to engage as many students as possible in its extracurricular programs, **it must be understood the participation in an extracurricular activity is a privilege, not a right.** Certain requirements must be met for a student to participate in an extracurricular activity, which are listed below:
 - All age/grade and gender requirements are met
 - All required registration forms are completed by deadline.
 - All registration fees are submitted by deadline.
 - Student maintains at least a “C” average in every subject at time of registration and throughout the season.
 - Student maintains at least a “4”(elementary student) or at least a “13” (middle school student) on their weekly *Positive Character Card* (Appendix I and J).
 - Student is not absent from more than three practices and meetings during the season.
 - For students in athletics, student must be cleared for competitive athletics (“Part 4”) on their *District of Columbia Universal Health Certificate* (Appendix B)
 - Student must attend all scheduled classes to participate in their extracurricular activity the same day, unless granted an excused absence from the Director or the campus’s Assistant Director for an emergencies or medical appointment.
 - Student must attend and actively work on homework or independently read during study hall prior to the start of their activity.
 - Student may not participate in two or more activities that operate on the same days.
 - Student may not participate in an activity on days where they are serving in-school or out-of-school suspension. Students who earn two out-of-school or three in-school suspensions will be removed from their program for the remainder of the season
 - Student must follow all team and Department rules and expectations

C.5 End of School Day Transition

Dismissal Times	
Tolson Campus	Lamond Campus
Pre-K-K begins at 3:45 p.m. Grades 1-5 begins at 3:50 p.m. Grades 6-8 begin at 3:55 p.m..	All Grades begin at 3:45 p.m.

- When an activity has a practice, meeting, event, or game, students in that activity will attend a study hall. The classroom teacher will drop off those students at their assigned study hall locations prior to taking the remainder of their class to their assigned dismissal areas.
- Students will complete homework or read independently during study hall, which runs from 4 p.m.– 4:30 p.m. (Tolson) and 3:45 p.m. – 4:15 p.m. (Lamond).
- The official start time for any extracurricular activity may not be before 4:30pm, unless authorized by the Director or the campus's Assistant Director.

C.6 Practice and Meeting Times

- A coach or advisors from a program must pick-up their team or club from their assigned study hall no later than 4:30 p.m. (Tolson) and 4:15 p.m. (Lamond).
- Team practices or club meetings may not exceed 7 p.m., unless the Director grants permission.
- The head coach/head advisor must adhere to the scheduled end time that appears on the season schedule, unless the parents have been given advance notice (at least 24 hours notice) of the time change.

C.7 Student Attendance

- Students apart of a club or team are expected to attend all scheduled meetings, practices, events, and games. The Department sets this expectation because students have made a commitment to their program and need to learn how to honor their commitments, which is a very important character trait to have in life.
- Parents should avoid scheduling appointments or pulling their child out of their program during scheduled meetings, practices, events, or games.
- Students may not leave campus during dismissal and return to the school for their program.
- Coaches and advisors must record attendance at the start of each practice, meeting, event, and game.
- Coaches and advisors will be expected to submit their attendance sheet to the campus's Assistant Director periodically during the season.
- Students who are absent for more than three practices, meetings, events, or games will be considered for removal from their program.
- Students must attend their full schedule of classes in order to participate in their program that day. The exception to this rule will be if the absence from a class or classes was the result of an emergency or doctor's appointment and is excused by either the Director or the campus's Assistant Director. In this case, the student must attend school for at least half of the day.
- Head coaches/advisors may limit or prohibit a student's participation in a program as a result of absences from meetings, practices, events, and games.

C.8 Transportation to Games and Events

- In cases where teams and clubs need to travel, the Department's top priority is the safety of students and staff. Also, the Department wants to ensure that teams and clubs arrive at their destination on time so they can properly prepare for their competition or event. Therefore,

whenever possible, the Department provides transportation through use of the school activities van that is driven by approved drivers or through a contracted transportation company.

- Transportation will be arranged and purchased by the Director.
- It is mandatory that all participants use the transportation provided by the Department.
- At least one coach/advisor must ride with the team/club to and from a game/event.
- Students are expected to conduct themselves in a safe and respectful manner while being transported.
- Students are responsible for taking their property and trash with them after arriving at the game/event and returning back at the school
- Head coaches/advisors are allowed to limit or prohibit a student's participation if they fail to adhere to the guidelines stated above.

C.9 Unregistered Students/Siblings

- The department wants its coaches and advisors to focus on providing enriching experiences that build students up physically and emotionally. Furthermore, coaches and advisors are responsible for providing the safest environment possible for their students. Therefore, coaches/advisors are **only** responsible for the students who registered for their programs. All unregistered students may not attend or participate in an extracurricular activity.
- Non-registered siblings may not attend practices, meetings, events, or games unless a parent is present to supervise them, but the unregistered sibling may not participate in the activity.
- Coaches/advisors and study hall supervisors should send the non-registered student/sibling to the Director or the school's Assistant Director.
- If an unregistered sibling attempts to attend the program on two or more occasions, the registered sibling may be removed from the program.

C.10 Student Pick-up and Walking Home

- The Department wants to do everything it can to make sure that its students and staff get home safely and on-time. Therefore, it is important that clear expectations are set and met by both parents and the coach/advisor.
- Upon registering their child for an extracurricular activity, a parent must formally declare whether the student will be picked-up by an adult or will walk home without adult supervision at the conclusion of the activity.
- If a student is to be picked-up, a coach/advisor must remain with the student until a parent arrives to pick-up their child. The coach or advisor must be a staff member of Hope Community and cannot be a volunteer parent coach.
- If a student is walking home, the student must leave school grounds immediately at the conclusion of their activity.
- A student, whose registration information indicate they are to be picked-up, may walk home only if the parent has directly spoken to the head coach/head advisor and gives their permission for the student to do so. The parent should then submit a written note given authorization for the student to continue to walk home at the conclusion of their program.

- Parents or authorized persons picking-up their child are expected to arrive on time. If a student is picked-up late three times or more (by 5 minutes or more) during a season, their student will be considered for removal from their program.
- If a parent is going to be late to pick-up their child, they are expected to contact the coach or advisor via phone or text message.

C.11 Uniforms

- A team or club may require a student to wear specific types of clothes for practice or meetings. Parents are responsible for purchasing those types of clothes and it is the responsibility of the student to bring the clothing to school on practice or meeting days.
- Coaches and advisors may limit or prohibit a student's participation in a program for not wearing the proper clothing, uniform, or equipment.
- Some programs may issue and loan its student's school-owned uniforms and equipment.
- If a student is issued and loaned a school-owned uniform or equipment, it is the responsibility of the student and their parent to return the complete item to their coach/advisor at the conclusion of the season.
- Parents of a participant that returns an incomplete, severely damaged, or does not return the uniform or equipment will be held financially responsible for replacing that uniform or equipment.
- If a student does not return their school-owned uniform or equipment by the designated deadline or their parent refuses to replace the uniform or equipment, Imagine Hope reserves the right to withhold the student's report card or prohibit the student from attending field trips and other school events.

C.12 Cancellations

- The Department believes that a key to any successful program is consistency and following the season schedule. Therefore, programs should avoid canceling whenever possible. Programs may cancel, however, for emergencies, inclement weather, or even a forfeit by the opposing school. In all cases, the head coach/head advisor is responsible for contacting all parents as soon as possible.
- If a program announces a cancellation before 2 p.m. the same day the program is to operate, the parent is responsible for picking their child up during their child's regular school dismissal time.
- If a program announces a cancellation after 2 p.m., the coaches/advisors of the program are expected to remain with each child of their program until they are picked-up by a parent. Parents should try to arrive at the school as soon as possible however. Coaches/advisors may not drop their program's students off in the school's Late Room or with the campus's Assistant Director.
- When a cancellation is made, the head coach/head advisor will send an email and text message to parent's through the Department's website and an announcement of the cancellation will be made during the afternoon announcements.

D. Safety Policies

D.1 Risk of Athletic Participation

- **Participation in an athletic program can involve intense physical activity and competition, which poses the potential for serious, catastrophic, or life-threatening injury. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic participation. Risks vary from sport-to-sport and can occur under direct supervision and with the use of proper safety equipment**

D.2 First-Aid/CPR Certification, Concussion Training, and Heat-Illness Prevention

- In the event of a medical emergency during extracurricular activities, coaches/advisors are considered to be first responders. Therefore, the Department makes it a priority that its coaches and advisors are adequately trained in First Aid and CPR, as well as makes sure that athletic coaches are properly trained to respond to students displaying symptoms of a concussion and heat-illness.
- Prior to the first team practice or club meeting, every coach and advisor that is employed by Hope Community must hold a current (within the past two years) CPR/First Aid certification. At the beginning of each school year, the Department will provide CPR/First Aid training for all coaches and advisors in need of updated certification.
- Prior to their first practice, all athletic coaches must have completed the National Federation of High Schools (NFHS) Concussion Training and Heat-Illness Prevention course within in the past two years. The Department will provide all of its coaches both trainings.

D.3 Medical Treatment and Emergency Protocol

- If a student is injured during a practice, meeting, event, or game, the coach/advisor is to administer first-aid and contact the student's parent as soon as possible. If the injury is severe and requires more than first-aid treatment, the coach or advisor is to take the follow course of action:
 - Select a specific person to call 911.
 - Administer First Aid or CPR until emergency personnel arrive at the scene. Allow emergency personnel to see participant's medical waiver and authorization to treat forms.
 - Call parent or emergency contact of injured participant as soon as possible.
 - Call the Director and the campus's Assistant Director to notify of the situation.
 - Complete an *Injury/Incident Report* and submit to the Director's folder in the main office prior to leaving the building.

- *Injury/Incident Reports* (Appendix C), should be completed anytime that First Aid is given, CPR is administered, or there is a response from emergency personnel.
- All coaches and advisors are expected to have their cell phones during practices, meetings, events, and games. THE CELL PHONE WILL ONLY BE USED IN CASE OF AN EMERGENCY.

D.4 Medical Clearance, Medical Release and Return to Play

- Prior to a student participating in a program, the student must be cleared for extracurricular activities and/or competitive athletics (“Part 4”) on their *District of Columbia Universal Health Certificate* (Appendix B). This form is filed in the school’s enrollment office.
- Upon registering their child, the parent must complete a Medical Release Form (Appendix D), which acknowledges the risks of participating in an extracurricular activity and grants permission for a coach/advisor and emergency personnel to provide treatment for any injury that may occur.
- If a student was injured during the season and was prohibited from participating in their program by a doctor, the student will need to submit a signed *Medical Return to Play Form* (Appendix E) from a medical physician before participating again in any of the Department’s programs.
- Prior to a student returning to their activity, the *Medical Return to Play Form* must be signed by a physician and submitted to the Director or the campus’s Assistant Director, who will provide a copy to the head coach/ head advisor.

D.5 Students with Medical Conditions

- Upon registering their child for a program, **the parent must declare all medical conditions affecting the student, as well as any medication the student is currently taking.**
- Student athletes must bring their prescribed and unexpired inhaler to all practices and competitions. The student athlete will be prohibited from participating if they fail to bring their rescue inhaler.
- At the beginning of all practices and competitions, the head coach of each athletic program is responsible for verifying that their athletes with asthma have their prescribed and unexpired inhaler.
- All students who have been prescribed an Epi-Pen should bring their Epi-Pen to every practice, meeting, event, or game.

D.6 Practices at Off-Site Locations

- Programs walking to and from an off-site location must walk together and be closely supervised by their coaches/advisors.
- In the case of inclement weather, medical emergency, or a shelter in place situation while at an off-site location, the coaches should follow the Emergency Procedures (Appendix F- H) for that specific site.

D.7 Inclement Weather

- Whether its sunny, raining, or snowing, parents and students should always assume that their program will operate as scheduled, unless notified by the Director, campus's Assistant Director, or head coach/head advisor.
- If an athletic practice is to be held on a D.C. Department of Parks and Recreation (DPR) outdoor field and DPR closes the field, the athletic practice may not be held at that field. The practice may be canceled or relocated to school.
- Practices or meetings conducted outside may be held if the temperature is above 35 degrees Fahrenheit, the conditions are reasonably dry, and students are appropriately dressed.
- At the first sound of thunder or sight of lightning, all outdoor activities must immediately be suspended and participants are to seek cover. The activity may not resume until 30 minutes after the last sight of lightning or sound of thunder.
- If a program decides to cancel due to inclement weather, the head coach/head advisor is responsible for contacting all parents as soon as possible.

E. Student Conduct and Discipline Policies

E.1 Student Conduct

- The Department believes its programs can help build positive character in its students. This is true because of the hands on experiences and lessons learned in each program, but also the Department's activities support students' behavior in the classroom and throughout the school.
- **Although the Department believes in supporting student's behavior development, it still believes that participation in an extracurricular activity is a privilege, not a right.**
- Students participating in an extra-curricular program are to conduct themselves with integrity throughout the school day and while participating in their extra-curricular program. They must follow the expectations laid out by the school's and Department's Parent-Student Handbooks, their classroom teachers, and by their coaches/advisors.

E.2 Student Discipline

- The Department expects that all of its participants conduct themselves with integrity during the school day and during their extracurricular program.
- This discipline policy is designed to protect the interests of all extra-curricular programs and assist the student's improvement. Discipline by the Department or one of its programs may include, but is not limited to the following:
 - Limited participation during program
 - A practice, meeting, event, or game suspension
 - Multiple practice, meeting, event or game suspensions
 - Conference concerning the offense (Student/Director)
 - Conference with parents

- Removal from team or club
- The method of discipline employed depends on the nature of the offense and past disciplinary record of the student, as well as other pertinent factors.
- In cases where the student fails to meet the expectations of their program, the head coach/advisor will be responsible for disciplining the student. In cases where the student's removal from the team or club is being considered, the incident will be referred to the Director to make a determination.

E.3 Student Suspension from Practices, Meetings, Events, or Games

- The head coach/advisor, the campus's Assistant Director, and the Director may issue a single or multiple practice, meeting, event, or game suspension. This means the student will not be allowed to attend the program during the suspension.
- If the head coach/ advisor issues the suspension(s), they must notify the student and their parent immediately after the decision has been made. The campus's Assistant Director and the Director should be notified as soon as possible after the parent has been contacted.
- Student may not participate in an activity on days where they are serving in-school or out-of-school suspension. Students who earn two out-of-school or three in-school suspensions will be removed from their program for the remainder of the season.
- If a suspension is issued, it is to be carried out the next practice, meeting, event, or game.
- A suspension can also be carried out the same day as long as the student's parent is contacted by phone no later than 2 p.m. If a parent is contacted after 2 p.m., the suspension will be carried out the next practice, meeting, event, or game.

E.4 Student Removal from Program

- Only the Director may remove a student from their program, however a head coach/advisor may recommend to the Director that a student should be removed. The campus's Assistant Director or the Director will conduct an investigation and hold a phone or in-person conference with the student and their parent before giving a decision.
- Reasons for a student's removal include, but are not limited to:
 - Failure to meet eligibility requirements
 - Chronic violation of program or Department rules
 - Serious unsportsmanlike conduct
 - Violation of a "Level 2" offense or higher during school or during their extracurricular program.
- If a student is removed from a program, any registration fees submitted are non-refundable.
- A student who is removed from a program, will be able to register for a program the following season on the condition that a conference is held between the student, their parent, and the Director.

F. Coach and Advisor Conduct and Discipline Policies

F.1 Coach/Advisor Conduct

- Coaches and Advisors can have a tremendous and lasting impact on students' lives. The Department wants every student in its programs to have a positive and meaningful experience. Therefore, coaches and advisors are to serve as proper role models for their students and conduct themselves with professionalism and integrity at all times.
- Reasons for disciplinary action against a coach/advisor include, but are not limited to the following:
 - Leaving students unsupervised during practice, meetings, events, and game.
 - Failure to report to practices, meetings, events, or games without notifying the Director or the campus's Coordinator.
 - Poor attendance and chronic tardiness
 - Dishonesty and related problems
 - Inappropriate contact or communications with students and parents of Imagine Hope, as well as students, parents, and staff of other schools and organizations.
 - Unsportsmanlike conduction
 - Inappropriate use or storage of equipment
 - Failure to comply with any of the Department's policies.

F.2 Discipline for Misconduct

- Disciplinary action against a coach/advisor will be at the discretion of the Director. Actions may include, but are not limited to the following:
 - Undocumented verbal warning
 - Documented verbal warning
 - Written warning
 - Freeze of program's budget
 - Suspension(s) from practice, meeting, event, or games
 - Removal of coach or advisor
- Any documented warning, suspension, or removal notice will be kept in the coach's/advisor's Department file.
- In the case a coach/advisor is removed, the removal notice will also be filed in their school personnel file.

F.3 Appeal's Process

- A coach/advisor may appeal a disciplinary suspension or removal from their program.
- If an appeal is to be made, the coach/advisor must formally contact (email or written letter) the Director within 48 hours of the suspension or removal being issued.

- Within 36 hours of the Director receiving the email or letter, a conference will be held between the coach/advisor, the Director, and the Principal.
- The Principal will issue the appeal's decision.

G. Academic Policy

G.1 Academic Standard to Participate

- The Department wants its participants to understand the belief of “Academics First, Activities Second.” Therefore, participants must meet an academic standard before and throughout participating in an extracurricular program.
- Students are expected to maintain at least a “C” average in each of their core classes or subjects, as well as “satisfactory” in each of their exploratory classes.
- For athletes, the Director will review grades in Power School on a bi-weekly to verify that participants are meeting the Department's academic standard.
- Students who fail to meet the Department's academic standard will be considered for removal from their program.

G.2 Positive Character Card

- Not only does the Department want to hold its students to an academic standard, it also wants to actively support the student's academic development. At the heart of this effort is the weekly *Positive Character Card* (Appendix I and J), which allows athletic coaches to see how well their students did each week by checking an evaluation and anecdotal comments given by the student's teacher(s). Students in an athletic program are evaluated for their classwork, homework, and positive character demonstrated during the week.
- Each student-athlete is responsible for having their teachers complete a *Positive Character Card* each Friday. Student-athletes are to submit their character cards to a designated person or location prior to leaving school on Friday.
- The campus's Assistant Director or the Director will review each student's *Positive Character Card* and distribute each card to the proper head coach or advisor every Monday.
- Head coaches are expected to meet with each student and discuss their performance on the *Positive Character Card* at the beginning of the first meeting or practice of each week. The head coach/head advisor will be responsible for giving rewards or consequence students based on their performance.
- For students who earn a suspension or removal based on their performance, the Director will issue the suspension or removal and notify the student, teachers coaches/advisors, and parent.

G.3 Study Hall

- The Department understands that when a student participates in an extracurricular activity, they are sacrificing time and energy that could be used on completing homework and studying. To support students and their studies, it is mandatory for each student in an extracurricular activity to attend a study hall prior to the start of their program.
- Students will complete homework, read independently, or complete skill worksheets during the study hall. Students who fail to meet the expectations of the study hall will be prohibited from participating in their program that day and will be supervised by the campus's Assistant Director or the Director until picked-up by a parent.
- Study Hall will last from 4 p.m. – 4:30 p.m. (Tolson) and 3:45 p.m. – 4:15 p.m.(Lamond) on days of a practice, meeting, event, or game.
- Their classroom teacher will dismiss students to their assigned study hall locations as the teacher leads their class to their assigned dismissal location.
- A teacher may choose to take a student from study hall for a tutoring session, provided the teacher escorts the student back to their study hall before 4:30PM.
- In the event of an inclement weather dismissal (classes remain in their rooms during dismissal), study halls will be canceled, however students in activities are expected to do their homework or independently read in their classroom until it is announced to report to their assigned practice or meeting location.

H. Communication Policy

H.1 Coach or Advisor Communication with Parent

- At the heart of a quality extracurricular program is good communication between the coaches/advisors and the parents. An informed parent is a supportive parent. Therefore, it is important coaches/advisors communicate effectively and in different ways with parents.
- At the beginning of each season, the head coach/ advisor will distribute a season schedule, a letter of introduction, and a copy of the Department's Parent-Student Handbook at a parent meeting. The participant is responsible for giving the material to their parents. The parent must sign and return to the coach/advisor a statement that they received, reviewed, and understood the information.
- Head athletic coaches are responsible for holding a pre-season parent meeting to review Department and team expectations.
- Head coaches and advisors will be responsible for giving weekly reminders of practices, meetings, events, or games to parents via email and text message by 7p.m. every Sunday.
- Head Coaches and advisors are responsible for communicating any cancelations of and updates for practices, meetings, events, and games via phone call, email, or text message. The campus's Assistant Director and the Director will assist coaches and advisors in meeting this obligation.

H.2 Department Website

- The Department's website is www.ihccsaa.org.
- The website is available for coaches/advisors, students, and parents to view important resources for each program, like updated schedules, program and department policies, department forms, emergency updates, and scores.
- Upon registering for an extracurricular activity, the Department will create a user account for the parent, which will allow them to receive emails and texts from their child's coach/advisor.
- The Director and the campus's Assistant Director have administrative access to the website and will be responsible for updating the website.
- All parents who register their child for an extracurricular activity are encouraged to accept a media release statement, which allows the Department to take photos and video of each program and post them to the Department's website.

H.3 Parental Contact Information

- Upon registering their child for an extra-curricular program, the parents must submit current contact information including home address, cell phone number, home phone number, and email address to the Department
- Parents must provide two emergency contacts upon registering their child for a program. Information for the emergency contacts include their full name, address, home phone number, and cell phone number
- Failure to include all contact information for the parents or any of the emergency contacts will result in an incomplete registration and the student will not be allowed to participate in a program until all required contact information is submitted.

H.4 Parents or Students Expressing Questions and Concern

- If there are any questions or concerns involving some aspect of the Department, the student/parent should first contact the appropriate coach/advisor.
- When expressing a concern with a coach/advisor, please refer to and use the following guidelines:
 - Never approach a coach/advisor immediately after a game or event. This is not the proper time or place for a discussion concerning your child or program.
 - Call the following day and make an appointment, which is convenient for both the parent and the coach/advisor to meet.
 - Raise your concern in a calm and civil manner. Yelling, being rude or using foul language is not acceptable.
 - Once you have stated your question or concern, listen to the explanation. Often a parent may be blinded by emotion and this overrides logical reason. Listening receptively may really help you to understand any explanation which is given
- If parents have contacted the head coach/head advisor with their question or concern and they feel they did not receive a satisfactory response, they can contact the Director to express their question or concern.

- It is important to remember that head coaches, head advisors, the campus's Assistant Director, and the Director are full-time staff members of Imagine Hope, and therefore their daily duties may prevent them from responding to questions or concerns immediately. Head coaches and head advisors and the Director will have 24 hours to respond to parental questions or concerns.
- If a parent requests a meeting with a head coach, head advisor, or the Director, every effort will be made on their part to meet with that parent within 48 hours of that request.

I. Parental Involvement and Volunteering

- Parental involvement is a key to any successful extracurricular activity. It sends a positive message to the student and encourages them to continue their interest in their activity. However, it is important that parental involvement, although its intentions may be good, does not disrupt an extracurricular program.

I.1 Parental Involvement

- Parents are expected to be involved in the following ways:
 - Attend all games, events, and performances
 - Encourage family members to attend games, events, and performances
 - Talk with their child about their extracurricular activity and continue to promote their commitment.
 - Follow program's expectations at all times.
 - Encourage child to follow program's expectations at all times.
 - Display sportsmanship at all times during athletic events.

I.2 Parental Volunteering

- The Department encourages parents to volunteer with their child's extracurricular activity as well. This type of involvement is a fulfilling experience for the parent as well as it sends a positive and supportive message to their child and the others in the program. Also, parent volunteers can provide much needed assistance for coaches/advisors during the practices/meetings. Parents are encouraged to volunteer in the following ways:
 - Be an assistant coach or assistant advisor
 - Be a team parent
 - Donate snacks and drinks to program
 - Videotape games and events for coaches/advisors
 - Photograph games and events for Department
 - Maintain scores and statistics for team.
 - Take tickets at games and events

I.3 Volunteer Hours

- Head coaches and advisors will be responsible for tracking how parent volunteer for their programs. The Director will issue school volunteer hours to parents who volunteered apart of one or numerous extracurricular activities.

- At the conclusion of every season, the Helping Hands Award will be awarded to a parent in each program for demonstrating the greatest support throughout the season.

J. Awards

J.1 Athlete/ Club Member Awards

- To celebrate the achievement and success of its standout students, the Department gives the following awards.
- **Most Valuable Athlete Award** – This annual award recognizes the top-performing athlete for the entire school. They are nominated by the head coach of their athletic program(s) and selected by a committee made of the Athletics and Activities Assistant Director of the Lamond and Tolson Campuses, as well as the Director of Athletics and Activities.
- **Most Valuable Club Member Award** - This annual award recognizes the top performing club member for the entire school. They are nominated by the head advisor of their club program(s) and selected by a committee made of the Athletics and Activities Assistant Director of the Lamond and Tolson Campuses, as well as the Director of Athletics and Activities.
- **Academics First Award** – This annual award recognizes the top performing athlete and club member in their respective program.
- **Leadership Award** - This annual award is given to the student who demonstrates the greatest leadership for each club or athletic team. Their head coach or head advisor selects them.
- **Most Improved Award** – This annual award is given to the student who demonstrates the greatest growth and development for each club or athletic team. Their head coach or head advisor selects them.
- **Sportsmanship Award** – This annual award is given to the athlete for each athletic program that demonstrates the greatest sportsmanship during the season. Their head coach selects them.
- **Athlete of the Week** – This weekly recognition celebrates an athlete that embodies teamwork and leadership apart of their team. They also serve as a role model for all students in the classroom. This student is nominated by their head coach, approved of by their classroom teacher(s), and selected by the Director of Athletics and Activities.
- **Club Member of the Week** – This weekly recognition celebrates a student that embodies teamwork and leadership apart of their club. They also serve as a role model for all students in the classroom. This student is nominated by their head advisor, approved of by their classroom teacher(s), and selected by the Director of Athletics and Activities.

J.2 Coach and Advisor Awards

- The heart and soul of our extracurricular activities is our coaches and advisors. The Department wants to celebrate their hard work and passion by give the following awards.
- **Head Coach and Assistant Coach of the Season** – These coaches demonstrate commitment to the betterment of their team and athletes, as well as the Athletics and Activities Department. They are nominated by one of their players, approved of by the campus’s Assistant Director, and selected by the Director of Athletics and Activities.

- **Head Advisor and Assistant Advisor of the Season** - These advisors demonstrate commitment to the betterment of their club and its members, as well as the Athletics and Activities Department. They are nominated by one of their club members, approved of by the campus's Assistant Director, and selected by the Director of Athletics and Activities.
- **Head Coach and Assistant Coach of the Year** – Each of these coaches are selected for their outstanding commitment to the betterment of their team and athletes, as well as the Athletics and Activities Department. These coaches must have been selected as a *Head Coach and Assistant Coach of the Season* to be considered. They will be jointly selected by the Director and the Assistant Director for each campus.
- **Head Advisor and Assistant Advisor of the Year** – Each of these advisors are selected for their outstanding commitment to the betterment of their club and its members, as well as the Athletics and Activities Department. These advisors must have been selected as a *Head Advisors and Assistant Advisor of the Season* to be considered. They will be jointly selected by the Director and the Assistant Director for each campus.

J.3 Parent Awards

- **Helping Hands Awards** – This seasonal award is given by each program to a parent who has demonstrated the most support during the course of the season.
- **Team Parent and Club Parent of the Season**– This monthly award is given to two parents who have demonstrated exemplary commitment and support for their child's program during the previous month. These parents are nominated by the head coach/head advisor of each program, then a Team Parent and a Club Parents is selected by the campus's Assistant Director and the Director.
- **Team Parent and Club Parent of the Year** – This annual award is given to two parents demonstrate an exemplary commitment and support for their child's program. These parents must have been selected as either a Team Parent or Club Parent of the Month to be eligible. Two parents (one for teams and one for clubs for each campus) are selected by the campus's Assistant Director and the Director.

K. Sportsmanship

- Since athletics should be educational in nature, it is important that all player, coaches, and parents demonstrate good sportsmanship and serve as role models for our athletes and students. Sportsmanship is an overt display of respect for the rules of sport and for all others. It also involves a commitment to fair play, ethical behavior, and integrity. This means:
 - No vulgar or inappropriate language from our athletes, coaches, parents, or spectators.
 - Taunting or trash talking of our opponents, their fans, or the officials will not be tolerated.
 - Spectators cannot enter the playing or team area during a contest.
 - Parents and fans should be supportive and positive. Cheering is done for our team and not against our opponent.
 - We should not impede or interfere with our opponent's cheerleaders from leading cheers.
 - In some sports, like basketball and soccer, we should not yell at an opponent during a foul shot or penalty kick.

- School officials have the authority to remove a spectator(s) from a contest for unruly or improper conduct. The individual(s) may be removed for the duration of the particular contest or for any extended period of time depending on the severity or frequency of the improper conduct.
- Possession of intoxicants and/or illegal substances is prohibited. Smoking is also prohibited on school grounds and at athletic events.

L. Appendix