

# **PATCH HIGH SCHOOL**

## **STUDENT ATHLETIC/EXTRA-CURRICULAR POLICIES HANDBOOK**

**SCHOOL YEAR 2012/13**



## **Home of the Panthers**

*Patch High School's colors are Black and Gold!*

Dear Parents and Students,

SY 12/13

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills. At Patch High School, we are pleased to offer a wide variety of activities in support of these goals. We also strive to develop strong character traits to include fairness, trustworthiness, responsibility, and respect.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics
- Behavior
- Practice and Participation Time

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing Patch High School will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with local, DoDDS, and National Federation policies.

**All student athletes must have a current physical on file with the school in order to participate in sports.**

An athletic and extra-curricular code has been established for the members of all athletic teams, organizations, and clubs at Patch High School. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parents must sign the DoDDS Europe, Student Behavior Expectations memorandum. Anyone having any questions concerning athletics and extra-curricular at our school, should contact the Athletic Director or Principal prior to signing these important documents.

Tom Manuel  
Brian Tingey  
Athletic Directors



DoDDS at Patch High School provides the following interscholastic sports.

FALL	WINTER	SPRING
Football	Wrestling (co-ed)	Soccer
Volleyball(Women's)	Basketball	Track & Field
Cross country	Cheerleading (co-ed)	Softball (Women's)
Cheerleading (co-ed)	Rifle	Drill Team
Tennis (Men's and Women's)	Swimming (co-ed)*	Baseball
Golf(co-ed)		
Swimming (co-ed)*		

*\*This is a community activity. High school students can letter if they meet requirements in the MOU between YS and DoDDS.*

### EXTRA CURRICULAR ACTIVITIES

Patch High School offers a wide range of curricular and extracurricular activities for students. Some of these are Speech and Drama Festival, Language Festivals and trips, Knowledge Bowl, Model United Nations, Honor Band and Chorus, Music Festival, JROTC Drill Competitions, JROTC, Leadership Training, and various clubs depending on student interest and sponsor availability. The policies, eligibility criteria, and code of conduct developed for the interscholastic athletic program apply to any regularly occurring school activity. Involved students must meet the same academic eligibility as athletes. The final determination of eligibility for students in all curricular or extra-curricular trips rests with the principal.

#### Starting dates:

Season	First Practice
Fall	Aug. 15 2012
Winter	Nov. 12, 2012
Spring	March 4, 2013

The above dates are a guideline; the exact dates and schedules will not be determined until the beginning of each sports season. Most competitions begin at 10:00 two weeks after the first practice.

The following are probable dates for Championships:

Fall Sports		Spring Sports		Winter Sports	
Golf	<b>Oct 11-12</b>	Rifle Team	<b>Jan 26</b>	Soccer	<b>May 20-23</b>
Tennis	<b>Oct 25-27</b>	Wrestling Sect.	<b>Feb 9</b>	Drill	TBD
Cross Country	<b>Oct 27</b>	Wrestling Euro	<b>Feb 15-16</b>	Softball	<b>May 23-25</b>
Volleyball	<b>Nov 1-3</b>	Basketball	<b>Feb 20-23</b>	Baseball	<b>May 23-25</b>
Football	<b>Nov 3</b>	Cheer	<b>Feb 23</b>	Track	<b>May 24-25</b>

## **ATHLETIC & EXTRA-CURRICULAR ACTIVITY CODE**

Staff, administration, and parent representatives established the Patch High School Athletic and Extra-Curricular Code. It consists of rules all participants in interscholastic athletics and extra-curricular activities are expected to adhere to during the season and/or school year. The season begins with the first day of practice or first meeting and ends with the sports banquet or final meeting. Each coach or sponsor may establish additional requirements for group membership.

- (1) **AGE** To be eligible to participate in Patch High School athletics, a student must not have reached or passed his/her 19th birthday as of September 1 of the current school year. Students beyond the eighth semester of high school are ineligible to participate in interscholastic athletics.
- (2) **PHYSICAL EXAMINATION** Athletes must submit a completed Physical Examination, Parent Consent for Interscholastic Sports, and Power of Attorney for the current year **prior to the first practice**. Students may not attend practice until the physical is complete. A physical is valid for one school year. Whenever possible, exams should be scheduled during the summer for returning athletes. It is the athlete's responsibility to plan ahead for this requirement.
- (3) **ACADEMIC ELIGIBILITY** Eligibility to participate in interscholastic and extra-curricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester 2 grades from the previous school year are used to ensure that all students meet the GPA standard for fall sports. Quarter 1 grades determine eligibility for winter sports and Semester 2 grades will be used for spring sports.

All student participants will be monitored for D's and F's on a weekly basis throughout the semester. Students who earn more than one failing grade are ineligible for competition or participation. A student participant who has been ineligible for three consecutive weeks may be dropped from the team.

Students not meeting the GPA requirement may request reinstatement of eligibility after three weeks of ineligibility. This request must be supported by demonstrated academic achievement meeting the basic GPA eligibility requirement and no more than one failing grade.

- (4) **FALSIFYING OFFICIAL FORMS** Falsifying official forms required for participation will result in dismissal from the athletic team for the season.
- (5) **USE OF ALCOHOL, TOBACCO, DRUGS** The student/athlete will neither use nor possess alcohol, tobacco, or non-prescribed drugs. Violations will result in removal for at least one contest and could result in the removal for the season.
- (6) **INJURY** If a student is injured in a game or practice where medical attention is required – medical personnel must give written notice that the student can participate. This is not up to discretion of parents or coaches.
- (7) **INDIVIDUAL COACHES'/SPONSORS' RULES** Students must meet the requirements and expectations of the coaches or sponsors during the season.

- (8) **DROPPING AND TRANSFERRING SPORTS** Athletes may not change team membership following the opening contest of each sports season. A student does not have to participate in a contest for this to be in effect, only be listed as a member on the team roster.
- (9) **SCHOOL ATTENDANCE AND PARTICIPATION** Students may not participate in an athletic contest or extra-curricular event if they are absent from school on the day of that activity due to illness. If a student is absent from school or practice on Friday due to illness, he/she may not play on Friday, but could play on Saturday with a doctor's clearance.

Students must attend school the full day prior to (or the day of) any scheduled contest or event in which he/she is to participate. The only exception to this policy is a scheduled medical appointment, which may not exceed three hours of absence from school. Approval for the student to participate in the scheduled event will be determined by the administrator.

Students are expected to be in class the day following a contest or on Mondays following away events. Students with numerous absences may be dropped from a team or activity. In this case, the student, sponsor or coach, administrator, and the student's parents will meet to review the matter.

- (10) **SUSPENSION** A student who is suspended from school is ineligible for one week from the date of the suspension commencing on the date the suspension begins. This includes in- house and overnight suspension.
- (11) **UNIFORMS AND EQUIPMENT** All uniforms and equipment must be returned at the end of the season or departure from the team. No athlete will be eligible for another sport if they have not cleared a previous sport.
- (12) **CONDUCT** Students who have serious misconduct problems or display a tendency towards criminal behavior does not meet our standards of conduct and therefore will not represent our school and community. Serious criminal activity occurring outside of school will affect participation in the athletic program.
- (13) **TRAVEL** All students must travel to and from all out of town events in transportation provided by the school unless prior written permission has been granted by the coach/sponsor and parent.
- (14) **RELEASE FROM CLASS** It is the responsibility of all students to see their teacher the day before the classes they will miss because of an athletic contest or away event. All work will be made up promptly. All students are required to travel with schoolwork of some kind.
- (15) **PARTICIPATION ON Non-DoDDS TEAMS** Students participating on Non-DoDDS teams and Patch High School teams must participate in all DoDDS practices and scheduled games to maintain eligibility for a Patch High School team.
- (16) **VACATION POLICY** Taking vacations or attending non-DoDDS sponsored activities during a sport season are discouraged. Parents/athletes wishing to do so should reassess their commitment to being a team member. In the event an absence due to a vacation/trip is unavoidable, an athlete must contact the head coach no later than two weeks before the

scheduled trip and be willing to assume the consequences related to his/her team status and lettering. Multiple absences from contests or practice could result in removal for the season.

- (17) FINANCIAL OBLIGATIONS** Students are financially responsible for all equipment issued to them. All equipment is to be returned within five days of the last contest or meeting, clean and in good condition. School furnished equipment/uniforms are to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be subject to a financial penalty. Athletic letters will not be awarded until the issued uniform is cleaned and returned to the respective coach.
- (18) LETTERING** An athlete must complete the season in good standing and have met all requirements set forth by the coach at the beginning of the season. A season begins with the first practice and ends at the awards ceremony. Coaches will set lettering criteria after approval from the principal.
- (19) CODE OF ETHICS** All students shall abide by a code of ethics. Any conduct that results in dishonor to the student, team, or school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, and/or violations of the law, tarnish the reputation of everyone associated with the athletic and extra-curricular programs and will result in immediate dismissal from the team and/or suspension from school. Negative behavior reports may be grounds for suspension from practice and/or competition.
- (20) HAZING** Students engaged in hazing of any kind face suspension from school and the team or club. Students at Patch High School do not need to take part in any kind of hazing activity to be accepted into the team. Hazing can be described as “any activity expected of someone that humiliates, degrades, abuses, or endangers, regardless of the person’s willingness to participate.” *Alfred University*
- (21) DUE PROCESS FOR STUDENTS** A student who wishes to have the Athletic/Extra-Curricular Council review an action taken against him/her by the coach or sponsor may request a review of the actions when extenuating circumstances appear to have occurred. The student must submit the request, in writing, to the Athletic Director within 24 hours of the action. The council will usually be comprised of the following individuals: Athletic Director, Assistant Principal, Additional Coach or Sponsor, Faculty Representatives, and Parent Representatives.  
*The council will make its recommendation to the Principal, whose decision is final.*
- (22) PARENTAL ACKNOWLEDGMENT OF ATHLETIC AND EXTRA-CURRICULAR POLICIES** Each parent or guardian shall read these policies and verify they have received a copy of the athletic eligibility rules and extra-curricular policies of Patch High School. The signed document will be kept on. Parents are expected to adhere to appropriate spectator behavior to include no harassment of officials, coaches, or players. Any parent who has a concern during a competition should bring it to the attention of an administrator or athletic director.
- (23) INSURANCE** Students who are not I.D. card holders must show proof of private insurance. Medical care resulting from student’s participation in any aspect of interscholastic or extra-curricular activities is the sole responsibility of the parents.

- (24) ILLEGAL ACTIVITIES WHILE AWAY** Should a student be involved in an illegal activity while traveling to or from a DoDDS sponsored event which results in arrest or detainment by police authorities, parents will be required to travel to the site to assume responsibility for the student. Should this situation arise, procedures will be coordinated with parents, administration, command, and police officials. At no time will a team be delayed at a site to accommodate a student who has been apprehended by police authorities for a violation of law or military regulation. Students involved in gross violation of school and team rules could also be sent home at the expense of the student. These violations include: fighting, possession of alcohol or tobacco, vandalism, theft, and failure to follow requests by the sponsors or chaperones.
- (25) NATIONAL FEDERATION RULES** National Federation Rules govern all athletic play. All participants at an athletic event are expected to fully adhere to these expectations. Sanctions by the coach will result for violations.
- (26) DoDDS REGULATIONS** DoDDS Manual 2740.3 (Athletic Policies and Guidelines, available at: [www.dodea.edu](http://www.dodea.edu)) will govern all interscholastic competition and participation. PHS policies compliment or extend these requirements.
- (27) TRAVEL** Each coach or sponsor will provide a trip itinerary that includes locations, times, and contact phone numbers to students prior to travel. Items needed for travel to include food, money or foreign currency, and any special equipment will be part of the travel packet.

# **PATCH HIGH SCHOOL**

## **STUDENT FORMS**

NAME \_\_\_\_\_

ACTIVITIES \_\_\_\_\_

**SCHOOL YEAR  
2012/13**

**PATCH HIGH SCHOOL  
PARTICIPATION STATEMENT FOR SY 2012/13**

I have read and agree to abide by the policies set forth in the Patch High School Athletic/Extra-curricular Handbook. I am aware that any violation of these policies may result in disciplinary action up to the point of expulsion from all extra-curricular activities and sports. In this case, I will not earn a letter.

I understand that it is a privilege to ride the activity bus to and from practice. I know I must follow all school and bus rules while I ride the bus. I understand that there may not always be a coach or sponsor on the activity bus because of his/her obligation to transport equipment and provide transportation in the case of emergency.

Furthermore, I will treat my peers with respect at all times. I understand that hazing of any kind and physical or verbal harassment is not condoned nor accepted at Patch High School. If I participate in any negative behavior, I will be dismissed from the team or activity and lose my right to earn a letter or certificate of participation. Depending on the severity of the actions, further school disciplinary action could result. It is my responsibility to help create the most positive environment possible for my fellow students.

This application to participate in athletics and extra-curricular activities is voluntary on my part. It is made with the understanding that I have never received any money or any gifts for participation in athletic or extra-curricular events, other than medals, fobs, ribbons, letters, trophies and memorabilia which are usually given. I have never competed nor participated under an assumed name.

As a member of an Patch High School athletic team or club, I will attend all required practices and scheduled events.

Lastly, as a member of an Patch High School team or club, I will always represent my family Patch High School, our community, and myself in a positive manner. I will always remember the words of Mr. Alan Parkinson, "If you think it is wrong, it probably is, so don't do it."

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Sport

\_\_\_\_\_

Printed Name

**PARENT OR GUARDIAN APPROVAL**

I hereby give my consent for the aforementioned student to engage in intramurals, extra-curricular activities, and interscholastic athletics, and to travel as a team member to all away scheduled competitions and events.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent or Guardian

**MEDICAL POWER OF ATTORNEY**

In the event that my dependent (NAME) \_\_\_\_\_, is injured or becomes ill, necessitating immediate medical examination or care, while under the supervision or while participating in any activities sponsored by PATCH HIGH SCHOOL, UNIT 30401 APO, AE 09107-0401 I authorize and release to any agent or employee of PATCH HIGH SCHOOL, Stuttgart, Germany to take my dependent to any U.S. military facility or any civilian hospital if deemed necessary by the above referenced individual.

I understand that the above named personnel of Patch High School will use all diligent and reasonable efforts to contact my spouse or me. If personnel of Patch High School or the U.S. treatment facility can contact neither my spouse nor me after reasonable attempts, I authorize and release any physician or other qualified medical personnel to examine my child. I authorize any and all emergency care necessary for treating injuries or illness involving immediate danger of life or limb of my dependent. I further authorize non-emergency care necessary treatment such as suturing superficial lacerations, treating colds, minor allergies and minor gastro-intestinal upsets, splinting sprains, casting uncomplicated fractures, or other similar treatments.

**MEDICAL INFORMATION ABOUT THE ABOVE NAMED DEPENDENT** (to be completed by parent)

My dependent has the following medical problems (such as diabetes, seizures, asthma, heart and kidney disease): \_\_\_\_\_

My dependent is allergic to the following: \_\_\_\_\_

My dependent takes the following medications on a regular and/or "as needed" basis (list name, amount, and purpose of each medication): \_\_\_\_\_

Date of last tetanus booster: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION** (to be completed by parent)

Sponsor's Home Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ Rank \_\_\_\_\_

Sponsor's Unit \_\_\_\_\_ Work Phone # \_\_\_\_\_ Spouse's Work Phone # \_\_\_\_\_

Other Names and Phone Numbers to Use in Case of Emergency if Parents are Unavailable: \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

I AGREE TO NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES IN THE ABOVE INFORMATION.

Date \_\_\_\_\_ Signature of Parent \_\_\_\_\_

Medical Record Social Security Number \_\_\_\_\_ Student's SSN \_\_\_\_\_

Are you a Civilian "Pay Patient?" \_\_\_\_\_ Yes \_\_\_\_\_ No

**PRIVACY ACT NOTICE:** AUTHORITY: Title V, Sec. 301. PRINCIPAL PURPOSE: To refer to emergency medical facilities in parents' absence. ROUTINE USES: (a) To obtain emergency medical care when parents cannot be reached; (b) To provide emergency contact names; (c) To supply health and medical information about student. This form is used by DoDDS employees and trained medical personnel in emergency. Social Security number of sponsor is required by military medical facilities in case of emergency referral. MANDATORY/VOLUNTARY DISCLOSURE/EFFECT OF NON-DISCLOSURE: Mandatory. School personnel will not be able to provide emergency care and health services in parents' absence.

# **STUDENT BEHAVIOR EXPECTATIONS**

## **DoDDS-EUROPE Student Activities**

**SY 2012/13**

### **PATCH HIGH SCHOOL ACTIVITY \_\_\_\_\_**

**STUDENT NAME \_\_\_\_\_**

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to "in the room" and "lights out."
5. Electronic music devices are not allowed "on" during instruction or after "lights out".
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by the United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding "Zero Tolerance for Weapons." Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.
10. Students will dress properly for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are "off limits" to members of the opposite sex.
12. Students will ensure that supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words "please" and "thank you" are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include but not be limited to daily class assignments, projects, examinations, and system-wide tests.

Minor rules infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.).

Serious infractions of any of the above items, as well as those discussed at the activity by the sponsors/chaperones will result in student removal from the seminar. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.

**We have read these rules, understand them, and agree to comply with their intent.**

**Student Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent Signature \_\_\_\_\_ Date \_\_\_\_\_**

# DoDDS-EUROPE - DRUG & ALCOHOL POLICY

The possession, use, or sale of controlled or mind-altering substances, tobacco, alcoholic beverages, hallucinogenic drugs, inhalants, or combination of drugs or paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and or used that are held out to be, or represented to be, controlled substances by any student are prohibited.

- A. 1. Members of an athletic team who, during the season (the 1<sup>st</sup> day of practice through the awards), violate the controlled substance policy during the school day, on or off school (to include while riding to or from school, school events or school buses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, will be removed from the team for the remainder of the season.
- 2. Violations occurring during the post season championships (to include qualifying tournaments) will result in suspension from participation in the next sports season.
- 3. 2<sup>nd</sup> Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.
- B. 1. Members of an athletic team who, during the season, possess/use tobacco and/or alcohol- outside of the time and events stated above in point A, are subject to the following:
  - a.) 1<sup>st</sup> Offense during the school year: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

For the team member to be reinstated to the team, the student-athlete must show proof of attending one counseling session and scheduling and attending at least two more counseling sessions within the next three weeks. If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

- b) 2<sup>nd</sup> Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

\*\*\* Violations to the Drug and Alcohol Policy are cumulative for the entire school year. They do not start over each sports season.

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(Please read, sign, and give to Coach)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student-Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_



## 2012/13 Patch High School Athletic Information Sheet



Sports: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

German City: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sponsors Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Sponsors Work Phone: \_\_\_\_\_

Sponsors Cell Phone Numbers: \_\_\_\_\_

Players Cell Phone Numbers: \_\_\_\_\_

Players E-Mail: \_\_\_\_\_

Sponsors E-Mail: \_\_\_\_\_

PRINT CLEARLY OTHERWISE YOU MAY NOT GET EMAILS

Grade: 9 10 11 12      Returning Lettermen?    Yes    No

High School Experience: 0 1 2 3      Youth Experience: 0 1 2 3 4 more

Closest Installation:    Patch    Kelly    RB    Panzer

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Seminar Teacher \_\_\_\_\_ Locker Number \_\_\_\_\_

ID # \_\_\_\_\_ Passport # \_\_\_\_\_

Nationality \_\_\_\_\_ Hometown \_\_\_\_\_

Physical \_\_\_\_\_ Medical Power of Attorney \_\_\_\_\_ Athletic Code of Conduct \_\_\_\_\_

### Class Schedule

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

**PHYSICALS ARE REQUIRED BEFORE YOU MAY PRACTICE!!**