



**CODE OF CONDUCT
FOR STUDENTS
REPRESENTING
PENN HIGH SCHOOL**

Penn High School
Department of Athletics and Student Activities
(574) 259-7961
Fax (574) 254-2843
Steven Hope, Principal
Ben Karasiak, Director of Athletics and Student Activities

Dear Student and Parent(s),

The Athletic/Activity Handbook is designed to inform each of you about valuable information relating to participation in interscholastic and other extra-curricular activities at Penn High School. Authority for the conduct of students participating in these activities and the policies of athletics and activities at Penn High School is vested by the Indiana High School Athletic Association (IHSAA), the State of Indiana, the Penn-Harris-Madison Board of School Trustees, and the Principal of Penn High School. The Principal is assisted by the Associate and Assistant Principals, the Assistant Director of Athletics and Student Activities, and other appointed staff members. Please feel free to ask or call if you have any questions concerning athletics, activities or the policies governing athletics and activities at Penn High School.

All participants of any athletic or activity group or event must return the Parent and Student Informed Consent and Understanding of Activities form found in this handbook. Your signature indicates that you have read, understand and will abide with the policies as stated.

Thank you for your support.

Sincerely,

Ben Karasiak
Director of Athletics and Student Activities

CODE OF CONDUCT FOR STUDENTS REPRESENTING PENN HIGH SCHOOL

PHILOSOPHY

Penn High School is able to offer its students a multitude of extra-curricular and co-curricular activities, many of which are widely recognized throughout the community, state, and even the nation. Because the influence of students participating in these activities extends beyond the Penn High School campus, these students are required to uphold high academic and behavioral standards.

Every Penn student has the opportunity to participate in these programs, and it is our wish that every student will do so. It must be understood, however, that participation in these programs is a **privilege, not a guaranteed right**. All students participating in extra-curricular and co-curricular activities must follow the standards set forth in this guide, not only during the school day, but at all times, including non-school hours and vacations (including the summer months).

Each participating student, in addition to his or her parent or guardian, is required to review this guide and sign a certificate of understanding.

BELIEFS

Student involvement in extra-curricular and co-curricular activities is an integral part of the school's total curriculum and should be a part of the total experience for all Penn High School students, for the following reasons:

- Extra-curricular and co-curricular involvement teaches participants the values of cooperation and good citizenship. Students learn how to work with others for the achievement of group goals, resulting in the realization that individual needs can be met by a group effort.
- Extra-curricular and co-curricular involvement develops self-discipline. Disciplining one's self to comply with the rules of the game, and demonstrating good sportsmanship are necessary for the total development of young adults.
- Extra-curricular and co-curricular involvement creates a wholesome equalizer because individuals are judged for who they are and for what they can do, not on the basis of any preconceived stereotypes.
- Extra-curricular and co-curricular involvement publicly demonstrates the many positive characteristics of today's young adults.

ELIGIBILITY

Participation in extra-curricular and co-curricular activities is a privilege earned by meeting the rules and standards set by the Penn-Harris-Madison Board of School Trustees, Penn High School, the Northern Indiana Conference and the state bodies that govern certain activities (i.e. IHSAA in the case of athletics). Students who have questions concerning eligibility should contact the Athletic/Activity Office or the principal's office.

ACADEMIC ELIGIBILITY

To be eligible scholastically to participate in the athletic programs at Penn High School students must; (a) have received passing grades at the end of their last nine week grading period in a least **five full credit subjects** or the equivalent (semester grades take precedence); and (b) must be currently enrolled in at least **five full credit subjects** or the equivalent. Audits and incompletes will not count in meeting these requirements.

The director or sponsor generally establishes the academic standards for individual groups and organizations not regulated by Indiana High School Athletic Association standards.

Penn High School establishes dates for the certification of athletic and activity eligibility each school year. Students who were ineligible cannot be declared eligible until grades have been issued and certified on the dates listed below:

1 st nine weeks	ends October 16	certified November 1
1 st semester	ends December 21	certified January 18
3 rd nine weeks	ends March 12	certified March 27
2 nd semester	ends May 28	certified June 11

BEHAVIORAL RESPONSIBILITIES

All students have the opportunity to participate in extra-curricular and co-curricular activities, provided they are willing to assume certain responsibilities:

- Exhibit high standards of social behavior.
- Exhibit outstanding sportsmanship and spirit of cooperation.
- Exhibit proper respect for authority figures, including teachers, coaches, officials, and those with whom they are participating or competing against.
- Dress appropriately when attending an event, whether at home or away.
- Use socially acceptable language.
- Comply with prescribed school, local, state, and federal rules and regulations.
- Demonstrate commitment to scholarship and academic achievement.
- Adhere to approved guidelines set by the coach or sponsor.
- Be a credit to themselves, their parents, their school and their community.

The ultimate responsibility for maintaining eligibility (behavioral and academic) rests with the individual student.

COACHES, DIRECTORS AND SPONSORS RESPONSIBILITIES

Coaches, directors and sponsors are required to have organizational meetings on or before the first practice date for each season or activity to distribute and explain training rules including expulsion from the activity and any additional expectations that might be set by the coach, director, sponsor or administration.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

EXTRA-CURRICULAR ACTIVITIES

- **Felonies, Sale of Drugs:**

1st Offense – Suspension from activities 365 calendar days

2nd Offense – Expulsion from all activities for the remainder of the individual's career at Penn High School

- **Use or Possession of Drugs, Drug Look-A-Likes, and/or Drug Paraphernalia (except as medically prescribed), Consumption or Possession of Alcoholic Beverages, Misdemeanors, Thefts, Inhalants and Use of Tobacco of any form:**

1st Offense – Suspension from 50% of season contests

2nd Offense – Expulsion from participation in all activities for 365 calendar days

3rd Offense – Expulsion from participation in all activities for the remainder of the individual's career at Penn High School

School rules and consequences found in the Penn High School Student Handbook will apply in all situations and the student(s) may be denied further participation in the activity for violations. Coaches, directors, and sponsors are required to follow the sequence of consequences for violations established in this Code of Conduct.

CO-CURRICULAR ACTIVITIES

- **Felonies, Sale of Drugs, Use or Possession of Drugs, Drug Look-A-Likes, and/or Drug Paraphernalia (Except as Medically Prescribed), Consumption or Possession of Alcoholic Beverages, Misdemeanors, Thefts, Inhalants and Use of Tobacco of any form:**

School rules and consequences found in the Penn High School Student Handbook will apply in all situations and the student(s) may be denied further participation in the class/activity for violations. Coaches, directors and sponsors are required to follow the sequence of consequences for violations established in this Code of Conduct

EXCEPTION TO FULL EXTENT OF PENALTY FOR FIRST OFFENSE FOR EXTRACURRICULAR ACTIVITIES

First time offenders for Use or Possession of Drugs, Drug Look-A-Likes, and/or Drug Paraphernalia (Except as Medically Prescribed), Consumption or Possession of Alcoholic Beverages, Misdemeanors, Thefts, Inhalants and Use of Tobacco of any form can have the penalty reduced to 25% of season contests if the individual completes an assessment administered by a licensed organization/individual.

COMPUTING PERCENTAGE OF THE SEASON TO BE PENALIZED FOR EXTRA-CURRICULAR ACTIVITIES

A season is defined as being the total number of regular season varsity contests plus one (1) IHSAA tournament contest. To determine a percentage of a season, count each regularly

scheduled varsity event. The first contest in the sectional tournament should be used to determine the end of a season for activities that conclude with a tournament series. Then compute the percentage of the season. If the fractional portion of a penalty is .5 the suspension will be rounded off to the next highest whole number (e.g. 1.5 moves to 2).

If a violation occurs with less than 50% of the season remaining, the individual can be suspended from the remaining contests, forfeit all awards earned and be excluded from the team banquets e.g. If a violation occurs with less than fifty percent (50%) of the contest season remaining or after the contest season but before the team banquets, the individual forfeits all awards earned and is excluded from the team banquets.

PRACTICE AND A SUSPENSION

Each head coach, director and sponsor has the authority to determine whether an individual is allowed to practice with the team, group or organization during a period of suspension from activities/athletics but only after school discipline and consequences have been served resulting from a school suspension or expulsion.

INVESTIGATIVE PROCEDURES

The principal, coaches, directors and sponsors shall enforce all rules and regulations described in this handbook. Any alleged violation shall be reported to the individual's current coach, director or sponsor and the Principal (or Designee) as soon as possible. If the individual is not participating at the time of the offense, the allegation shall be reported to the coach, director and/or sponsor of activities in which the individual has participated. An administrator and all involved coaches, directors and/or sponsors will conduct an investigation and confirm whether a violation has occurred and take the administrative steps prescribed and deemed necessary by this policy. The Director of Athletics and Student Activities will notify the parents/guardian of the outcome of the investigation.

APPEAL PROCEDURE

In the event that a student or student's parent/guardian disagrees with the decision advising them of a violation of this Code of Conduct, they may appeal said decision by submitting a written request of appeal which shall contain their reasons for disagreeing with the decision. The written request for an appeal must be submitted to the Director of Athletics and Student Activities within fourteen (14) days from the date that they are notified of the decision, which they are appealing. In the event that the request for an appeal is not received within fourteen (14) days, the appeal will be dismissed. The Director of Athletics and Student Activities shall notify the Superintendent or his/her designee upon the receipt of the appeal request and the Superintendent or his/her designee shall then name three (3) people who will serve on the Activities Review Board as provided herein. The student or student's parent/guardian will be notified of the meeting of the Activities Review Board at which time they may appear in person to present their position in support of their appeal of the decision.

In the event that the student or parents fail to appear at the appeal meeting the Activities Review Board will enter a decision concerning the appeal in their absence. The student or student's parent/guardian will be notified of the decision of the Activities Review Board within five (5) days of the appeal meeting.

AGE

A student who is twenty (20) years of age prior to or on the scheduled date of the Indiana High School Athletic Association State Finals tournament in a sport is ineligible.

AMATEURISM

Students shall not play under assumed names; accept remuneration, e.g. gift certificates, money, merchandise or products) directly or indirectly for athletic participation; or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives. Students or parents with questions concerning amateurism should contact the Athletic and Activities Office.

ATHLETIC TRANSFER STUDENTS

Parents of students who wish to participate in athletics at PHS but who did not attend Penn-Harris-Madison schools during their intended sport's season the previous school year are required to complete the Athletic Transfer Form which will be sent to the student's former school and to the IHSAA for approval. If the student is a transfer, the form will be part of the enrollment process. If for some reason the form was not available at enrollment, the form can be obtained in the Athletic and Activities Office. The student cannot become eligible for competition until approval has been granted by the IHSAA. Students who transfer without a corresponding change in residence by the parents **may** be granted limited eligibility, which allows for participation at the junior varsity level only for a period of 365 days.

ENROLLMENT

Students who have been enrolled 16 or more days in each of 4 fall and 4 spring semesters shall be considered ineligible for further participation in any of the offered activities.

INSURANCE

All students must purchase student athletic protection insurance before he/she can participate in any form of competition. A detailed explanation of athletic accident coverage is available in the Athletic and Activities Office.

PHYSICAL EXAMINATIONS

All students participating in any athletic activity must have a completed physical form on file in the athletic and activities office. The IHSAA requires students desiring to participate in interscholastic athletics to undergo a physical examination performed by a licensed medical doctor prior to the first practice of any sport. The physical form, which must be signed by the doctor, may be obtained at the Athletic Office or from the coaching staff. The doctor's signature must be dated after May 1 preceding the current school year. The student or parent must complete the medical history and both the parent and student must sign the form before the student is eligible for participation.

CONFLICTS IN EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES

Penn High School offers a wide variety of activities, many of which occur at the same time. *Students must let directors, sponsors, or the director/sponsor and coach know that a conflict exists at least three (3) weeks prior to the conflict unless the conflict is created due to a postponement or schedule change.* It is not always possible, but every effort will be made to eliminate the conflict. When the issue cannot be resolved through adjustments in the schedule, the coaches/sponsors, cooperating with the Athletics and Activities Office, will make efforts to accommodate the needs of the students involved.

PARENT AND STUDENT CERTIFICATE

The Parent and Student Certificate is found on the back of this handbook. It must be completed and returned to the Athletics and Activities Office in order for a student to be eligible for athletic or activity participation. The signature of a parent and student indicates that they have read, understand, and agree to abide by the stated policies, rules and procedures.

STUDENT TICKET INFORMATION

Penn High School offers a variety of ticket plans for the convenience of students. Substantial savings on admission cost to events can be realized through the purchase of an annual all sports ticket, good for entry into all Penn High School home athletic events (except IHSAA, conference tournaments, or jamborees). Reserved seat season tickets, though not in the student seating section, are also available for varsity football and basketball games. Regular price, single session tickets will be available at the gate for any event. Additional information can be obtained by contacting the Athletics and Activities Office.

SCHOOL TRAVEL POLICY

According to Board of School Trustees approved policy, Penn High School athletes and activity members are required to travel to and from athletic contests and special events in school-approved vehicles under adult supervision provided by the Penn-Harris-Madison School Corporation. Students may be released to parents in extraordinary circumstance if a written request is submitted to the Athletic and Activities Office in writing for review and approval prior to departing for the event.

SCHOOL ATTENDANCE

In order to compete, participate in an activity or practice a student must attend the entire last two blocks or class periods of the school day.

SCHOLARSHIPS

Students and parents interested in pursuing athletic or activity scholarships should start their searches by asking their individual coaches or sponsors for information and advice concerning their interest. The student should also check with the guidance office for any additional information about the school or area of interest. Students interested in division I and II colleges and universities must also comply with the NCAA eligibility guidelines that are explained under the following section – NCAA Athletic Eligibility Policy.

NCAA ATHLETIC ELIGIBILITY POLICY-DIVISION I & II Clearinghouse – 48H Form – Web Page

- Policies are different for all Divisions I, II, III, NAIA.
- The Clearinghouse only covers Division I and II.
- Students need to pick up materials in the Guidance Career Resource Room

NCAA DIVISION I FRESHMAN – ELIGIBILITY STANDARDS

All students must register with the NCAA Initial-Eligibility Clearinghouse

For students entering any college or university on or after August 1, 2009, your NCAA initial eligibility will be evaluated under the 16-core course rule as described below.

16 CORE-COURSE RULE (2009):

16 Core Courses:

4 years of English	2 years of social science
3 years of mathematics (Algebra I or higher)	4 years of additional courses (from any area above or foreign language, non-doctrinal religion/philosophy)
2 years of natural/physical science (one year must be a lab if offered by high school)	
1 year of additional English, mathematics or natural/physical science	

Additional Information:

1. Register with the Clearinghouse after your junior year; August of your senior year is best.
2. The Clearinghouse will issue a preliminary certification report when you have all of your material submitted. After graduation, the Clearinghouse is sent a final transcript and will make a final certification decision according to NCAA standards.
3. For information on being a partial qualifier, see Counselor or NCAA guidebook.
4. Special Education: If a student has been diagnosed with a learning disability, please see your counselor for more information. Specific qualifications for special education students have been approved, which vary from the standards, listed.
5. Pennway and Penn Night School classes can be used for certification to the Clearinghouse **BUT** the (P) grade received will only equal a transcript grade of “D” (1.0).
6. Only the courses listed on the schools current year 48H Form can be used. Grades with “+” or “-“ will only be recorded as the exact letter grade. No grades are shifted up or down.
7. The 48H Form can be found in Guidance (on the back of the NCAA checklist) or on the NCAA Web page.

8. Please note in Math, students must take Algebra I (both semesters). The 2 year sequence of Alg 1A (1,2) and Alg. 1B (1,2) equates to 1 full year, 2 semesters, for the NCAA.

NCAA Web Page

www.ncaa.org

To find Penn High School 48H Form on NCAA web page:

1. Clearinghouse icon
2. List of approved courses
3. Enter school code – 152347
4. Click Submit Query
5. Check All Subject Areas
6. Click Submit Query

Rules: Dates

1. Email is unlimited between coach and prospective athlete.
2. The student athlete may call the coach or college as many times as they want at the family's expense.
3. After September 1 of the junior year, the student athlete can receive recruiting letters. One time contact with juniors (except football players) at high school during April. After July 1 of your junior year a college coach may call the student athlete (or parent) once a week.
4. College coaches may have face-to-face contact off their college campus (seniors only.)
5. Some rules and dates vary for football and basketball. See the NCAA guide for the College Bound Student Athlete for more details.
6. NO contact with athletes on day of any athletic contest regardless of the sport for which the athlete is being recruited.

Important to Remember:

- College scholarships are awarded only on a year-to-year basis and can be amended yearly by the school, program or college coach.
- Please attend the fall Penn NCAA presentation for more information. A taped copy is available in Guidance if you missed the program.

Important Phone Numbers:

Clearinghouse (319) 337-1492 or 877-262-1492

Address: Initial Eligibility Clearinghouse

301 ACT Drive

P O Box 4044

Iowa City, IA 52243-4044

25 Hr. Voice Response: 877-861-3003

NCAA Web Page: www.NCAA.ORG

To be certified by the Clearinghouse You should apply for certification at the very beginning of the senior year if you are sure you wish to participate in athletics at the college to which you will be admitted. The Clearinghouse will issue a preliminary certification report when you have had all your material submitted. After you graduate, the Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards.

CHEERLEADERS/POM PONS

Cheerleader and Pom Pon squads at Penn High School are governed by the same rules and regulations for sport or athletic activities. Some guidelines as to the number of participants at any one athletic or other cheering event may be limited by state, conference, school policy, or by the coach/sponsor.

MEMBERS OF THE ACTIVITIES REVIEW BOARD

One Administrator from the Educational Services Center – Chairperson
One member of the Penn High School Administration
One Penn High School staff member

The Superintendent or his/her designee will select the members of the Activities Review Board. No person who has participated in the investigation or decision that is being appealed shall be named to the Activities Review Board.

2009 CODE OF CONDUCT REVIEW COMMITTEE

Members of the 2009 Code of Conduct Review Committee include:

Penn High School Parents (2)
Penn High School Teacher/Coach (1)
Penn High School Director of Athletics and Student Activities (1)
Penn High School Assistant Director of Athletics and Student Activities (1)
Penn High School Guidance Counselor/Coach (1)
Penn High School Teacher/Band Director (1)
Penn High School Principal (1)

**PARENT/STUDENT CERTIFICATE
INFORMED CONSENT**

**THE FIRST STEP TO PARTICIPATION
IN STUDENT ACTIVITIES**

“CODE OF CONDUCT & DRUG TESTING PROGRAM CONSENT”

Student's Name _____ Grade _____
Please Print

I have read and understand the rules and regulations as stated in this booklet pertaining to the code of conduct. This also certifies that the undersigned have read, understand, and agree to abide by the policies outlined within the Penn-Harris-Madison School Student Drug Testing Program and the Student Handbook. As a member of a student activity representing Penn High School, I agree to guide my conduct accordingly for the next calendar year.

I accept the method of obtaining obtaining samples by oral fluids, testing and analysis of such a specimen and all other aspects of the drug-testing program. I agree to cooperate in furnishing a specimen that may be required from time to time. I understand that my refusal to provide a specimen will be treated as a positive test.

I further agree and consent to disclosure of the sampling, testing, and results provided for in this program. This consent is given pursuant to all state and federal privacy statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Signed _____ Date _____
Student

As a parent/guardian of a member of a Penn High School Activity, I have also read and understand the contents of this booklet. I approve of this Code of Conduct and Drug Testing Program. I know what is expected of my son or daughter, and want him/her to maintain these standards. I understand that the Code of Conduct is in effect for the next calendar year.

Signed _____ Date _____
Parent/Guardian

PLEASE RETURN THIS PAGE TO YOUR COACH/DIRECTOR/SPONSOR

Please Note: This form must be on file in the Student Services Center or the Athletics and Activities Office before any student will be allowed to participate in any student activity, which extends beyond the regular curricular offerings.



Penn Athletics/Activities Insurance and Transportation Fee

Dear Parent or Guardian:

Insurance

Athletic department policy requires that all students participating in interscholastic athletics must purchase insurance available through the school. Students will not be allowed to practice or participate until they have paid the insurance fee of \$50. This secondary coverage is for medical bills from ACCIDENTS ONLY. An accident is defined as an unexpected, sudden and definable event, which is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Accidents must be reported within twenty days to the school. Claim forms should be submitted through the Athletic Office. The length insurance coverage is 365 days.

Transportation

Students who participate in athletic and/or extracurricular activities will be assessed a fee of \$10 at the beginning of *each* season to offset the cost of bus transportation directly related to attending away athletic and/or extracurricular events. This action is necessary to help control the increasing cost of bus transportation at a time when very few additional revenues are available to meet ongoing operational costs. Those families facing a financial hardship where it would be impossible to cover the transportation fee should contact the coach, sponsor, or building principal to discuss what other options would be possible to cover the transportation fee.

(Explanation of insurance on backside)

(Circle One)
<p>\$60 Insurance and Transportation</p>
<p>\$50 Insurance Only</p>
<p>\$10 Transportation Only</p>

Please Detach

Please detach and keep the top portion for your records.

Return this portion with the insurance/transportation fee attached.

Checks are preferred and should be made out to Penn High School.

Name _____

Sport/Activity _____ Grade _____

Season (please circle one) Fall Winter Spring

Cash _____ Check # _____ Date _____

Insurance/Transportation fee is **\$60.00** (single sport/activity)
Additional Sports and Activities are assessed a transportation
fee of \$10.00 per season. Thank you.