



Penn
KINGSMEN

**ATHLETICS & ACTIVITIES CODE
FOR STUDENTS REPRESENTING
PENN HIGH SCHOOL**

Board Approved

May 20, 2024

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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 Director and Assistant Directors of Athletics and Student Activities, and other appointed staff members. The Athletic Department will speak to all athletic teams at the start of their season in order to provide additional guidance as to the expectations found in this book and to answer questions they may have. Please feel free to ask or call if you have any questions concerning athletics, activities or policies governing athletics and activities at Penn High School.

All participants of any athletic or activity group or event must register online at www.RegisterMyAthlete.com to complete the *Parent and Student Informed Consent and Understanding of Activities form*. This will indicate that you have read, understand and will abide with the policies as stated.

Thank you for your support.
Sincerely,



Jeff Hart
Director of Athletics & Student Activities

Resources

Penn High School
www.penn.phmschools.org

NCAA Eligibility Center
www.eligibilitycenter.org

Twitter
@PennPride365
@The_Pennant

IHSAA
www.ihsaa.org

Healthy Roster
www.healthyroster.com

ATHLETICS & ACTIVITIES CODE 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 electronically sign a certificate of understanding via aktiviate.com.

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 based on any preconceived stereotypes.
- Extra-curricular and co-curricular involvement publicly demonstrates the many positive characteristics of today's young adults.

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.

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 or national 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.

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.

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 (5) full credit subjects** or the equivalent (semester grades take precedence); and (b) must be currently enrolled in at least **five (5) full credit subjects** or the equivalent. Incompletes will not count in meeting these requirements. The Penn Athletic Department recommends taking a minimum of six (6) classes.

Classes Enrolled	5	6	7	8	9
Must Pass	5	5	5	6	7

Virtual classes provided online by Penn High School for credit may only make-up a maximum 30% of a student's total class schedule as defined by IHSAA Rule 18-7.

Total Classes Enrolled	5	6	7	8	9
In Person Classes	4	5	5	6	7
Virtual Class Allowance	1	1	2	2	2

Students are encouraged to work directly with their academic counselor to ensure that they are enrolled in the appropriate number of courses. Course changes, especially drops without replacement, should be considered carefully as they may result in scholastic ineligibility. The ultimate responsibility for academic eligibility and enrollment lies with the student and their family.

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:

Grading Period	Grading Period End Date	Certification Date
1 st nine weeks	October 23 rd	November 1 st
1 st semester	January 16 th	January 30 th
3 rd nine weeks	March 20 th	March 28 th
2 nd semester	June 6 th	June 19 th

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 communicate pertinent information on or before the first practice date for each season or activity to distribute and explain training rules. The Athletic Department will conduct meetings to review the Athletic & Activities Code with student-athletes and coaches.

CONSEQUENCES FOR ATHLETIC & ACTIVITIES CODE VIOLATIONS

EXTRA-CURRICULAR ACTIVITIES & CLUB SPORTS

- **Felonies, Sale or Distribution 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 (e.g. Vaping) and use of tobacco, any tobacco product, nicotine, or synthetic nicotine in 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 Athletics & Activities Code.

CO-CURRICULAR ACTIVITIES

- **Felonies, Sale or Distribution 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 (e.g. Vaping) and use of tobacco, any tobacco product, nicotine, or synthetic nicotine in 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 Athletics & Activities Code.

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, nicotine, or synthetic nicotine in 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) IHSA 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 and be excluded from the team banquet(s). If a violation occurs after the contest season, they will be excluded from the team banquet(s). The banquet(s) count as one (1) suspended contest. Multiple banquets do not count for more than one (1) suspended contest. All suspended contests not served in the sport season in which the violation occurred will be forwarded to the next contest season (not sport dependent). The total number of suspended contests not served shall remain proportional to the contest season in which they are served.

Ex. A baseball student-athlete is in violation of the Athletics & Activities Code and is suspended from 50% of the season. They complete an assessment and the penalty is reduced to 25%. The total contests suspended is seven (7). The student-athlete serves two (2) contests of the suspension during the contest season and is excluded from the banquet for a total of three (3) suspended contests. They have not served four (4) out of the seven (7) suspended contests. $4 / 29 = 14\%$. Therefore, they are suspended for 14% of the next contest season (not sport dependent). Thus if they participate in football (10 contests in the season – 14% of 10 is 1.4) they would serve a one (1) game suspension and then be eligible to participate and face no additional suspensions for the original violation.

IHSAA Sport	No. of Regular Season Contests	IHSAA Tournament	Total Contests	50%	25%
Girls & Boys Golf	18	1	19	10	5
Boys & Girls Tennis	22	1	23	12	6
Boys & Girls Cross Country	14	1	15	8	4
Boys & Girls Soccer	16	1	17	9	4
Volleyball	31	1	32	16	8
Football & Fall Cheerleading	9	1	10	5	3
Boys & Girls Wrestling	18	1	19	10	5
Boys & Girls Swimming	18	1	19	10	5
Boys & Girls Basketball	22	1	23	12	6
Winter Cheerleading	22	1	23	12	6
Dance	12	1	13	7	3
Boys/Girls/Unified Track & Field	16	1	17	9	4
Baseball & Softball	28	1	29	15	7

Sanctioned Community Club	No. of Regular Season Contests	IHSAA Tournament	Total Contests	50%	25%
Girls Lacrosse	20	1	21	11	5

Non-Sanctioned Community Club	No. of Regular Season Contests	IHSAA Tournament	Total Contests	50%	25%
Boys Lacrosse	20	1	21	11	5
Boys Rugby	12	1	13	7	3
Girls Rugby	12	1	13	7	3
Hockey	40	1	41	21	10
Bowling	TBD	1	TBD	TBD	TBD

*Round up on any decimal .5 or greater

**Team only guaranteed to play one (1) state tournament contest

***Total contest shown are estimated. May vary from year to year and should be adjusted accordingly

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 will conduct an investigation, 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

A student or student's parent/guardian may appeal the decision advising them of a violation of this Athletics & Activities Code in only two circumstances: (1) If the student or student's parent/guardian believes there has been a procedural error or factual mistake in the application of the Athletics & Activities Code; or (2) if new evidence has come to light that was not previously available. The written request for an appeal must set out the reasons the student or student's parent/guardian believes an appeal is warranted and 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 in an advisory capacity to the Superintendent or his/her designee 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.

MEMBERS OF THE ACTIVITIES REVIEW BOARD

One (1) Administrator from the Educational Services Center – Chairperson
One (1) Penn High School Administrator
One (1) 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.

ALCOHOL AND/OR SUBSTANCE USE CONDITIONAL AMNESTY

The Penn-Harris-Madison School Corporation recognizes that students who have used alcohol and/or other substances may be hesitant to seek assistance either for themselves or for someone else due to fear of the potential consequences for their consumption. This policy aims to remove that fear and strongly encourages students to seek assistance when necessary. Accordingly:

- Students who seek medical assistance for himself or herself or someone else by calling law enforcement and/or emergency response personnel shall not be subject to disciplinary sanctions from P-H-M for their

consumption and possession of alcohol and/or other substances. Any student who requires medical assistance for the consumption of alcohol and/or other substances will be provided similar amnesty.

- Students who voluntarily acknowledge their own alcohol and/or other substance use and/or dependency to a member of P-H-M's administration or staff for the purpose of seeking assistance shall not be subject to disciplinary sanctions from P-H-M for their consumption and possession of alcohol and/or other substances.

Amnesty cannot be claimed if the administration or a staff member confronts the student first. In addition, this policy does not preclude disciplinary sanctions due to other violations of PHM's Student Code of Conduct. Evidence of abuse of this amnesty policy will revoke its application to a student who abuses it. Finally, P-H-M reserves the right to condition amnesty from disciplinary sanctions in the above circumstances upon a student's agreement to participate in counseling sessions to prevent similar situations in the future.

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.

TRANSFER APPEAL PROCEDURE

In the event that a student or student's parent/guardian disagrees with Penn High School's recommendation for athletic eligibility based on the IHSAA transfer rules 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 seven (7) days from the date that they are notified of the decision, which they are appealing. Failure to provide a written request for an appeal within seven (7) days will eliminate any right of appeal. The Director of Athletics and Student Activities shall notify the Superintendent or his/her designee upon the receipt of a timely appeal request and the Superintendent or his/her designee shall then name three (3) people who will serve on the Transfer Review Board as provided herein. The student or student's parent/guardian will be notified of the meeting of the Transfer 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 Transfer 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 Transfer Review Board within two (2) days of the appeal meeting.

MEMBERS OF THE TRANSFER REVIEW BOARD

- One (1) P-H-M Administrator– Chairperson
- One (1) member of the Penn High School Teaching Staff
- One (1) member of the Penn High School Coaching Staff

ATHLETIC TRANSFER PROCESS

- 1) Student or student's parent/guardian meets with the students attending school's athletic director to complete the IHSAA Transfer Request form.
- 2) The attending school completes the electronic request and sends it to the previous school for athletic eligibility recommendation

- 3) Attending school Athletic Director makes recommendation for athletic eligibility based on the IHSAA bylaws.
 - a. If parents disagree with the recommendation for eligibility, they have two options:
 - i. Request for a Transfer Appeal to Penn High School (outlined above)
 - ii. Decline opportunity for a Transfer Appeal to Penn High School and wait for final decision from the IHSAA. If in disagreement with the final decision of the IHSAA then student's parent/guardian have an opportunity to file an appeal with IHSAA in accordance with the procedural procedures.
 - b. Recommendations will be forwarded to the attending school and then submitted to the IHSAA for a final decision.

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.

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 two (2) 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. State competition takes precedence over any other activity and the student is required to participate in the State competition.

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 **April 1st 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.

PARENT AND STUDENT ACKNOWLEDGEMENT FORM

The Parent and Student Acknowledgement Form is found on www.RegisterMyAthlete.com. It must be completed online in order for a student to be eligible for athletic or activity participation. The electronic signature of a parent and student indicates that they have read, understand, and agree to abide by the stated policies, rules and procedures.

INSURANCE

All student participants in interscholastic athletic programs, cheerleading, pom poms, girls' lacrosse, and powder puff football at Penn High School must purchase student accident insurance through the school before he/she can participate in any form of competition. Coverage is supplemental to a family's primary insurance.

Please keep in mind the following items with the coverage:

- All athletic related injuries occurring during a Penn High School activity must be reported to the supervising coach, sponsor, or athletic trainer at Penn High School as soon as possible.
- All claims must be submitted to NAHGA Claim Services, P.O. Box 189, Bridgton, Maine 04009-0189 within one (1) year from the date of the original accident.

- In order to file a claim, you must stop by the athletic office to pick up a claim form, complete the claimant and parent information, and then submit it to the supervising coach, sponsor, or athletic trainer at Penn High School. If requested, the athletic office can fax your claim to NAHGA Claim Services. The family is *ultimately responsible* for submitting the claim form and all other requested materials such as copies of medical bills or primary insurance explanation of benefits.
- **IMPORTANT NOTICE** - Should the family coverage be with an HMO, the athlete must use the authorized medical vendor through that HMO.
- Treatment must begin within ninety (90) days from the date of the injury by a legally qualified, licensed physician, surgeon, or dentist (not a member of the insured's family).

20224-25 Athletic Accident Insurance Schedule of Benefits

This coverage is written on the excess basis, which means any family or employer group insurance or plan must contribute its maximum first before this coverage has liability. Coverage is from a deductible of \$0.00 to a medical maximum of \$25,000 per accident per policy provision. This coverage also includes a \$5,000 Accidental Death Benefit and Dismemberment schedule. "Accident" means a sudden, unforeseeable external event.

Questions or concerns about coverage can be directed to:
S3 Direct Insurance Services 469-802-8299

BENEFIT PERIOD:

52 weeks from the date of the Covered Injury, provided the Expense occurs prior to the Expiration
Date and care is Medically Necessary.

CLASS OF ELIGIBLE PERSONS:

Class 1: All Interscholastic Sports, Cheerleaders, Pom's, Girls Lacrosse, Student Managers, Student Trainers, School
Sponsored and School Supervised Off-Season Conditioning, & Powder Puff Football

ACCIDENTAL DEATH AND DISMEMBERMENT Principal Sum: \$5,000

ACCIDENT MEDICAL EXPENSE BENEFIT:

Maximum for all Accident Medical \$25,000

Hospital Room & Board Daily Maximum Benefit: 100% of Semi-Private Room Rate
 Intensive Care Room & Board: 100% of Usual, Reasonable & Customary (URC)
 Hospital Miscellaneous Benefit: 100% of URC up to \$2,000 first day/\$1,000 each subsequent day per injury
 Pre-Admission Testing Benefit: 100% of URC up to \$100
 In-Patient Surgical Benefits:
 Primary Surgeons Maximum Benefit Amount: 100% of URC
 Assistant Surgeon Benefit: 100% of URC up to \$1,000
 Outpatient Surgery Benefits:
 Outpatient Primary Surgeons Maximum Benefit Amount: 100% of URC
 Outpatient Assistant Surgeon 100% of URC up to \$1000
 Outpatient Surgical Facility Maximum Benefit per 100% of URC up to \$2,000
 Emergency Room Benefit 100% of URC up to \$300
 Anesthesia Benefit: 100% of URC up to \$1,000 Physician's Visits
 In-Hospital Maximum Benefit: \$45 per visit/5 visit max per injury
 Office Visits (Out-of-Hospital) Maximum Benefit: \$45 per visit/5visit max per injury
 Maximum for All In-Hospital and Office Physician's Visits: 10 visits per injury
 X-Ray Benefit 100% of URC up to \$800
 Laboratory Benefit 100% of URC

Nursing Benefit Amount:	Paid under Hospital Misc.
Outpatient Physiotherapy Benefit	\$.50 per visit/\$250 max per injury
Maximum for All Physiotherapy:	100% of URC up to \$500 max per injury
Ambulance Benefit Amount:	100% of URC up to \$1,000
Dental Treatment For Injury Only Benefit Amount:	100% of URC up to \$2,000
OUTPATIENT PRESCRIPTION DRUG BENEFIT	100% of URC
DURABLE MEDICAL EQUIPMENT BENEFIT	100% of URC to \$100 Maximum Per Injury
HEAT EXHAUSTION BENEFIT	\$500 Max per Injury
HOME HEALTH CARE BENEFIT	\$50 per visit / \$250 Max per injury
Replacement of Eyeglasses, Contacts, or Hearing Aid due to a covered injury	\$.200 Max per injury

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 or online 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/guardians 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 two (2) blocks or class periods of the school day. Any unexcused absence could affect participation in an activity, practice, or competition.

CHEERLEADERS/DANCE

Cheerleader and Dance teams 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.

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 counseling office for any additional information about the school or area of interest. Students interested in Division I and II colleges and universities must comply with the NCAA eligibility guidelines that are explained under the following section – NCAA Athletic Eligibility Policy.

NCAA ATHLETIC ELIGIBILITY

To obtain information and register with the NCAA Eligibility Center go to the following www.eligibilitycenter.org and click on the Eligibility Center. All students interested in competing in athletics at the Division I or II level are encouraged to communicate with their school counselor as early as their freshman year of high school. For more information regarding the NCAA academic requirements and the eligibility certification process, please review pages 21-23.

A FACT SHEET FOR High School Parents



This sheet has information to help protect your teens from concussion or other serious brain injury.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Teens Safe?

Sports are a great way for teens to stay healthy and can help them do well in school. To help lower your teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no "concussion-proof" helmet. Even with a helmet, it is important for teens to avoid hits to the head.

Talk with your teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Remind them that *it's better to miss one game than the whole season.*

How Can I Spot a Possible Concussion?

Teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to or after a hit or fall

Symptoms Reported by Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

**GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

While most teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.



Plan ahead. What do you want your teen to know about concussion?

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1, or take your teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a teen for a lifetime. It can even be fatal.



What Should I Do If My Teen Has a Possible Concussion?

As a parent, if you think your teen may have a concussion, you should:

1. Remove your teen from play.
2. Keep your teen out of play the day of the injury. Your teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your teen's healthcare provider for written instructions on helping your teen return to school. You can give the instructions to your teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a teen for a possible concussion. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Revised January 2019

To learn more,
go to cdc.gov/HEADSUP



SUDDEN CARDIAC ARREST

A Fact Sheet for Parents

FACTS

Sudden cardiac arrest (SCA) is a rare, but tragic event that claims the lives of approximately 7,000 children each year in the United States, according to the American Heart Association. SCA is not a heart attack. It is an abnormality in the heart's electrical system that abruptly stops the heartbeat. SCA affects all students, in all sports or activities, and in all age levels. The majority of activity-related cardiac arrests are due to congenital (inherited) heart defects. However, SCA may also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest.

WARNING SIGNS

Possible warning signs of SCA include:

- Fainting
- Difficulty Breathing
- Chest Discomfort or Pain
- Dizziness
- Abnormal Racing Heart Rate

ASSESSING RISK

Health care providers may use several tests to help detect risk factors for SCA. One such test is an electrocardiogram (ECG). An ECG is a simple, painless test that detects and records the heart's electrical activity. It is used to detect heart problems and monitor a person's heart health. There are no serious risks to a person having an ECG test. ECG's are able to detect a majority of heart conditions more effectively than a physical exam and health history alone.

What are the risks of practicing or playing after experiencing warning symptoms?

There are risks associated with continuing to practice or play after experiencing warning symptoms of sudden cardiac arrest. When the heart stops, so does blood flow to the brain and other vital organs. Death or permanent brain damage follows in just a few minutes. Most people who experience SCA die from it. However, when SCA is witnessed and an onsite automatic defibrillator (AED) is deployed in a timely manner, survival rates approach 50%.

How can I help prevent my child from experiencing SCA?

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, parents can assist students prevent death from SCA by:

- Ensuring your child knows about any family history of SCA (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Ensuring your child has a thorough pre-season screening exam prior to participation in an organized athletic activity
- Asking if your school and the site of competition have automated external defibrillators (AED's) that are close by and properly maintained
- Asking if your child's coach is CPR/AED certified
- Becoming CPR/AED certified yourself
- Ensuring your child is not using any non-prescribed stimulants or performance enhancing drugs
- Being aware that the inappropriate use of prescription medications, energy drinks, or vaping increase risk
- Encouraging your child to be honest and report symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

What should I do if I think my child has warning signs that may lead to sudden cardiac arrest?

1. Tell your child's coach about any previous events or family history
2. Keep your child out of play
3. Seek medical attention right away

What are the survival steps for sudden cardiac arrest?

- Immediate activation of EMS
- Early CPR with an emphasis on chest compressions
- Immediate use of the onsite AED
- Integrated post-cardiac arrest care

Developed and Reviewed by the Indiana Department of Education's Sudden Cardiac Arrest Advisory Board (May 2021)

SUDDEN CARDIAC ARREST

A Fact Sheet for Student Athletes

FACTS

Sudden cardiac arrest (SCA) is a rare but tragic event that claims the lives of approximately 7,000 children each year in the United States, according to the American Heart Association. SCA is not a heart attack. It is an abnormality in the heart's electrical system that abruptly stops the heartbeat. SCA affects all students, in all sports or activities, and in all age levels. It may even occur in athletes who are in peak shape. The majority of activity-related cardiac arrests are due to congenital (inherited) heart defects. However, SCA may also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest. Once SCA occurs, there is very little time to save the person. So, identifying those at risk before the arrest occurs is a key factor in prevention.

WARNING SIGNS

Possible warning signs of SCA include:

- Fainting
- Difficulty Breathing
- Chest Discomfort or Pain
- Dizziness
- Abnormal Racing Heart Rate

ASSESSING RISK

Health care providers may use several tests to help detect risk factors for SCA. One such test is the electrocardiogram (ECG). An ECG is a simple, painless test that detects and records the heart's electrical activity. It is used to detect heart problems and monitor a person's heart health. There are no serious risks to a person having an ECG. ECG's are used as a screening tool to detect abnormalities before a person has symptoms, or as a diagnostic tool to help identify persons who would benefit from interventions to reduce the risk of a heart-related condition.

Developed and Reviewed by the Indiana Department of Education's Sudden Cardiac Arrest Advisory Board (May 2021)

What are the risks of practicing or playing after experiencing warning symptoms?

There are risks associated with continuing to practice or play after experiencing warning symptoms of sudden cardiac arrest. When the heart stops, so does blood flow to the brain and other vital organs. Death or permanent brain damage follows in just a few minutes. Most people who experience SCA die from it. However, when SCA is witnessed and an onsite automated external defibrillator (AED) is deployed in a timely manner, survival rates approach 50%.

How am I able to protect myself from SCA?

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, you can assist by:

- Knowing if you have a family history of SCA (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Telling your health care provider during your pre-season physical about any unusual symptoms of feeling faint, shortness of breath, chest discomfort, dizziness, or racing or irregular heart rate, especially if you feel these symptoms with physical activity
- Taking only prescription drugs that are prescribed to you by your health care provider
- Being aware that the inappropriate use of prescription medications, energy drinks, or vaping can increase your risk
- Being honest and reporting symptoms

What should I do if I notice the warning signs that may lead to SCA?

1. Tell an adult – your parent, your coach, your athletic trainer, your band leader, or your school nurse
2. Get checked out by your health care provider
3. Take care of your heart
4. Remember that the most dangerous thing you can do is to do nothing

Registration for Parents

If you do not already have an account

1. Go to aktivate.com
2. Click **Login**
3. Then click **Create Account** (you only need one account no matter if you have students at multiple schools)
4. Fill out all of the personal account information
5. Click **Create Account**
6. Lastly, input the account **Verification Code** that you'll receive via email to confirm your account **Please Note:** You will need to open another tab (do not close your current tab) and find the verification email in your email inbox (it may take a few minutes to appear, so be patient). You can copy and paste the code into the pop-up or directly type into it

If you already have an account

1. Go to aktivate.com
2. Click **Login**
3. Log in with your email/username and password.
4. Under the Parents header, select "**Click here to start/complete athlete registrations**"
5. Click on **Start/Complete Registrations**. (upper left-hand side of the screen)
6. select **Click Here to Start New Registration**.
7. Click **Select School**
8. Follow the prompts to complete all requirements for your school's registration.

If assistance is needed, click the orange button on the lower left side of the screen for live chat or email support@aktivate.com.

Note the following information will be completed online and then shared with the coaches, sponsors, athletic trainers, and event supervision personnel:

1. **Emergency Contact Information**
2. **Medical Information**
3. **Permission to treat in the absence of a parent or guardian**

Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, and x-ray examination for the above named student. In the event of serious illness, the need for major surgery or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given. In the event of a serious or potentially serious medical emergency arises during a practice or game, and I cannot be contacted, I grant permission for medically trained school staff to perform whatever supportive measures they deem necessary until such time as either (1) I can be contacted, (2) medical personnel can attend, (3) or transportation to a regular medical facility can be arranged.

4. **Permission to provide Over the Counter medication**

*The Penn High School Certified Athletic Trainers or persons designated by him/her are hereby given my permission to administer **non-prescription, over the counter (OTC) medications** to the above-designated student. Further consent is hereby given to administer prescription medication to the above-designated student when prescription is properly labeled and is accompanied by a written request by the professional person who prescribed the medication.*

**STUDENT CONCUSSIONS & SUDDEN CARDIAC ARREST
ACKNOWLEDGEMENT AND SIGNATURE FORM
FOR PARENTS AND STUDENT ATHLETES**

Indiana Code (IC) 20-34-7 and IC 20-34-8 require schools to distribute information sheets to inform and educate student athletes and their parents on the nature and risk of concussion, head injury and sudden cardiac arrest to student athletes, including the risks of continuing to play after concussion or head injury. These laws require that each year, before beginning practice for an interscholastic or intramural sport, a student athlete and the student athlete's parents or legal guardians must be given an information sheet, and both the student athlete and the student athlete's parents or legal guardians must sign and return a form acknowledging receipt of the information to the student athlete's coach.

IC 20-34-7 states that a high school athlete (including cheerleaders) who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed healthcare provider trained in the evaluation and management of concussions and head injuries.

IC 20-34-8 states that a student athlete (including cheerleaders) or marching band member who is suspected of experiencing symptoms of sudden cardiac arrest in a practice for an athletic activity or in an athletic activity shall be removed from practice or play and may not return to practice or play until the coach has received verbal permission from a parent or legal guardian of the student athlete to return to practice or play. Within twenty-four (24) hours, this verbal permission must be replaced by a written statement from the parent or guardian.

The Penn-Harris-Madison School Corporation is exceeding the standard of IC 20-34-8 by requiring that a student athlete experiencing symptoms of sudden cardiac arrest be removed from practice or play and they may not return to practice or play until his/her coach receives written clearance from a licensed physician.

Parent/Guardian – please read the attached fact sheets regarding concussion and sudden cardiac arrest and ensure that your student athlete has received and read these fact sheets. After reading these fact sheets, please ensure that you and your student athlete sign this form, and have your student athlete return this form to his/her coach.

As a student athlete, I have received and read both of the fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

THIS SECTION IS COMPLETED ON www.RegisterMyAthlete.com

I, as the parent or legal guardian of the above named student, have received and read both the fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

THIS SECTION IS COMPLETED ON www.RegisterMyAthlete.com



Athletic Training Consent Form

Consent to Treat

I understand that Saint Joseph Regional Medical Center, Inc. (SJPMC) contracts with the student athlete's school to provide athletic training services. These services are provided by certified athletic trainers (ATs) who practice, according to state statutes, and who assess, treat, and rehabilitate student-athletes' injuries and conditions.

I give permission for the ATs and their staff to assess, treat, and rehabilitate the student-athlete and refer the student-athlete to a physician or emergency room as appropriate. I also give permission to the AT to document such assessments, treatments, rehabilitations, and referrals in an electronic medical record called Healthy Roster where it can be shared with coaches and school administration when necessary.

Additionally, if the ATs believe the best way to assess, treat, and rehabilitate the student-athlete is through electrical stimulation or ultrasound, I authorize the ATs to utilize these methods. Electrical Stimulation is a modality/rehabilitation tool that provides currents which can reduce pain associated with an injury. Ultrasound is also a modality used primarily to produce an increase in muscle temperature.

Further, I authorize SJPMC to utilize software as part of a baseline concussion testing program and share that information with any medical personnel directly involved in the student-athlete's care for the process of making return to play decisions. I also give my permission for the ATs to contact the student-athlete through email with information regarding the administration of this test.

Acceptance of Risk and Release of Liability

I understand the risks involved in athletics range from minor to severe. I recognize the possibility that the student-athlete might die, become paralyzed, suffer from brain damage, or other serious, permanent injury as a result of participating in sports. I realize that neither the protective equipment and padding used in the sport, the safety rules and the procedures of the sport, the coaching instruction received, nor the athletic training care provided to student-athletes will guarantee safety or prevent injuries they might sustain. I further agree to accept these risks as a condition of the student-athlete's participation in sports. I agree not to hold the ATs responsible for any injury, loss, or damage that occurs to the student-athlete as a result of sports participation.

Additionally, as a condition to the ATs assessing, treating, and rehabilitating the student athlete, I hereby release SJPMC and its affiliates, directors, officers, employees, agents and contractors and any other organization(s) associated with SJPMC, together with their successors and assigns, from any liability arising from or related to the potential risks associated with the ATs assessing, treating, and rehabilitating the student-athlete.

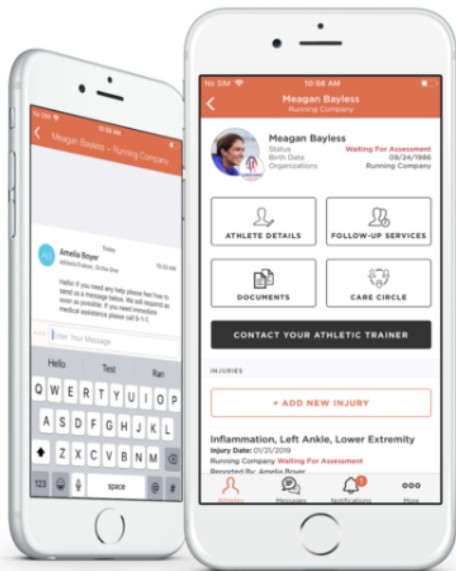
Inquires

I have been given an opportunity to ask any questions about treatment the student-athlete may receive from the ATs and my questions have been answered to my full satisfaction. I have read this form or have had it read to me if unable to do so.

Statement of Permission

I fully understand its terms and sign it freely and voluntarily, without inducement. With my signature below, I voluntarily give permission to the appropriate AT and/or appropriate staff to assess, treat, and rehabilitate the student-athlete as needed. I understand that this consent will be in effect as long as the student-athlete is enrolled in the school corporation. I have read and agree to all of the above statements.

HEALTHY ROSTER



Built for Sports Medicine

Healthy Roster provides patient engagement, care coordination, secure communication and outreach tools for athletic trainers and sports medicine departments. HIPAA compliant and secure, we provide best-in-class engagement tools for healthcare providers working in the field.

We provide athletic trainers with a dramatically better mobile documentation and communication platform. This allows athletic trainers to provide better care to their athletes and prove value for sports medicine.

Here's what you get with Healthy Roster:

- True Mobile Injury Documentation
- Live Chat and Video Communication
- Mobile Form Management
- Referral Management
- Research-level Reporting
- EHR Integration

For Parents

Connect and communicate with your child's Certified Athletic Trainer

Keeping Kids in the Game & Parents in the Know!

Healthy Roster is a free mobile app connecting parents with the Certified Athletic Trainers who take care of your kids while playing sports.

- + Know the moment an injury happens
- + Receive updates from your child's Athletic Trainer
- + Text/Video Chat with your Athletic Trainer

Healthy Roster wants to provide parents with tools and information that can help you manage your child's injuries better.



The Healthy Roster mobile app let's you track and communicate about injuries to your child.

I give permission to the Athletic Trainer to send an invitation to Parent/Guardian for an opt-in or opt-out option to use Healthy Roster. Please reference this link for more information about the injury tracking system, Healthy Roster. <https://www.healthyroster.com/>

THIS SECTION IS COMPLETED ON www.RegisterMyAthlete.com
THIS FORM IS TO BE COMPLETED ONLY FOR PARTICIPATION IN SCHOOL SPONSORED SPORTS

Penn Athletics & Activities Insurance & 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 \$55.00. This supplemental coverage is for medical bills from ACCIDENTS ONLY. "Accident" means a sudden, unforeseeable external event. All athletic related injuries occurring during a Penn High School activity must be reported to the supervising coach, sponsor, or athletic trainer at Penn High School as soon as possible. Claim forms should be submitted through the Athletic Office. The length of insurance coverage is 365 days.

Transportation

Students who participate in athletic and/or extracurricular activities will be assessed a fee of \$10.00 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.

(Circle One)

<u>\$65.00</u> Insurance and Transportation
<u>\$55.00</u> Insurance Only
<u>\$10.00</u> Transportation Only

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 _____

The total Insurance & Transportation fee is \$65.00 (single sport/activity)
Each additional sport or activity is assessed a transportation fee of \$10.00 per season.



Registration Checklist

If students want to compete in NCAA sports, they need to register with the NCAA Eligibility Center at eligibilitycenter.org. Students should plan to register before their freshman year of high school.

Which account type does a student need?

- 1. Profile Page Account:** Students unsure in which division they want to compete, or domestic students who plan to compete at a **Division III school**, should register for a free Profile Page account (option 1). They can **transition** their account to the required **certification account** if they wish to pursue a Division I or II path.
- 2. Academic and Amateurism Certification Account:** Students must receive an academic and amateurism certification from the Eligibility Center to compete at a Division I or II school. They must complete the Academic and Amateurism Certification account (option 2) registration (including payment or **fee waiver**) before they go on official visits, sign a **National Letter of Intent**, receive an athletics scholarship or compete at a Division I or II school.

3. Amateurism-Only Certification Account:

If they're an **international student-athlete** (first-year enrollees and transfers), they must receive an amateurism certification from the Eligibility Center to compete at a Division III school. They must register with an Amateurism-Only Certification account (option 3) and receive their final amateurism certification before they can compete at a Division III school.

This account may also be right for domestic students transferring from a two-year school to a Division I or II school who did not require an Eligibility Center academic certification. These students should check with the compliance office at the NCAA school they may attend to determine their required account type.

NCAA ELIGIBILITY CENTER ACCOUNT TYPES

In which division does the student plan to compete?	Academic and Amateurism Certification Account	Amateurism-Only Certification Account	Profile Page* Account
Division I			
Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.	✓		
Transferring from a two- or four-year college or university. Check with the compliance office at the school they may attend.	✓	OR ✓	
Division II			
Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.	✓		
Transferring from a two- or four-year college or university. Check with the compliance office at the school they may attend.	✓	OR ✓	
Division III			
Recent high school graduate (domestic only), first-time enrolling at NCAA school.			✓
Recent high school graduate who maintains a permanent residence outside of the U.S.		✓	
Recent high school graduate who attended high school or college outside of the U.S. for any time (excluding U.S.-based students who study abroad).	✓	OR ✓	OR ✓
Recent high school graduate (international only), first-time enrolling at NCAA school.		✓	
Recent high school graduate who competed outside of the U.S.		✓	
Transferring from a two- or four-year college or university, attended domestic high school(s) only .			✓
Transferring from a two- or four-year college or university, attended at least one international high school (U.S. territories are considered domestic).		✓	
Division Undecided/Unknown			
Never enrolled full time at a two- or four-year college or university. Best for younger students or before recruiting begins. Can be transitioned to a certification account when needed.			✓

Once students have determined the right account for them, they should visit eligibilitycenter.org to register. A list of information they will need to complete their account is outlined on below. For a Profile Page account, allow 15 minutes to complete. For certification accounts, allow between 30 and 45 minutes to complete. If they need to exit and come back at a later time, they can save and exit once their account is created.

***Unsure which account type is right for a student?** Have all students start with our [free Profile Page account](#), then check with the compliance office at the NCAA school they may attend. If the student needs additional assistance, have them contact the Eligibility Center's Customer Service team at 877-262-1492, 9 a.m. to 5 p.m. Eastern time Monday-Friday for assistance. International students (including Quebec) should use the [International Contact Form](#) to submit questions.

ELIGIBILITY CENTER REGISTRATION ESSENTIALS

Below are some items a student should have with them as they create an account at eligibilitycenter.org:

☐ **Valid Email for Student**

To register, students need a valid email address that they check regularly and will have access to after high school. The Eligibility Center uses email to update students about their account throughout the process. **Note:** If they have a sibling who has previously registered, the student will need to use a different email address than the one in their sibling's account.

☐ **Basic Student Personal Information**

This includes information such as their name, gender, date of birth, primary and secondary contact information, address and mobile number for texting.

☐ **Basic Student Education History**

We will ask them to provide details about all secondary and high schools and additional programs they attend in the U.S. and internationally. Be sure they include all schools, regardless of whether they received grades or credits. If they attended ninth grade at a junior high school located in the same school system in which they later attended high school, do not list the ninth-grade school.

☐ **Student Sports Participation History**

Students should select the sport(s) they plan to participate in at an NCAA school. For [certification accounts](#), we will ask them to provide details for

any expenses or awards they received, any teams they have practiced or played with, and certain events in which they participated. We also ask about any individuals who have advised them or marketed their skills in a particular sport. This information helps the Eligibility Center certify their amateur status once they [request their final amateurism certification](#).

☐ **Payment (Certification Accounts Only)**

Registration for the Academic and Amateurism or Amateurism-Only Certification account is complete only after their registration fee is paid (or upon requesting a [fee waiver](#), if eligible). Students may pay online by debit, credit card or echeck. For the Academic and Amateurism Certification account, the fee for college-bound student-athletes attending a high school in the U.S., [U.S. territories](#) or Canada is \$100; the fee for international students is \$160. For students for which an Amateurism-Only Certification account is the right choice, the fee for all students is \$70. Profile Page accounts do not have a fee.

All fees are nonrefundable 30 days after the certification account fee is paid. If a student completed a duplicate registration and paid their registration fee twice, they may be eligible for a refund. To receive a refund, they will need to complete and submit an [NCAA refund form](#).

Unsure if they've already created an account?

Encourage the student to contact Customer Service at 877-262-1492 prior to creating a new account to avoid duplicate account issues during recruiting.





Division I Academic Standards

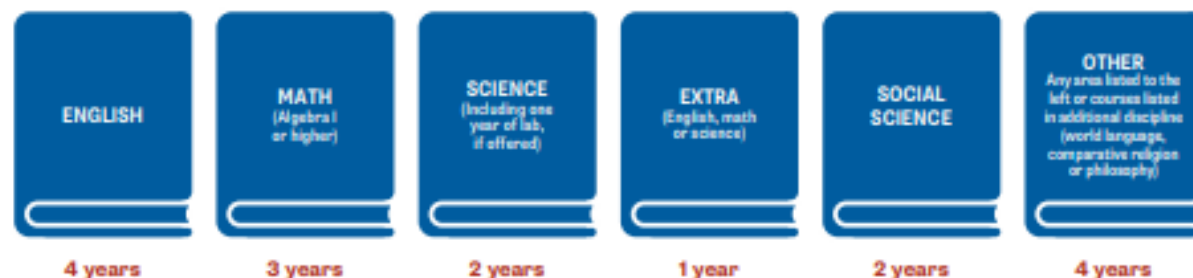
Division I schools require your student-athletes to meet academic standards.

To be eligible to practice, compete and receive an athletics scholarship in their first year of full-time enrollment, students must meet the following requirements:

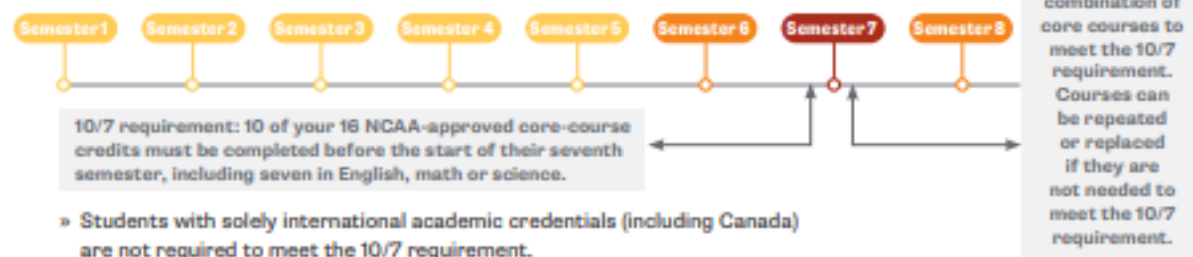


DIVISION I

1. Earn 16 NCAA-approved core-course credits in the following areas:



2. Complete 10 of their 16 NCAA-approved core-course credits, including seven in English, math or science, before the start of their seventh semester. Once they begin their seventh semester, any course that is needed to meet the 10/7 requirement cannot be replaced or repeated.



3. Complete their 16 NCAA-approved core-course credits in eight academic semesters or four consecutive academic years from the start of ninth grade. If they graduate from high school early, they still must meet core-course requirements.
4. Earn a minimum 2.3 core-course GPA.
5. Ask their high school counselor to upload their final official transcript with proof of graduation to their Eligibility Center account.

How to plan high school courses to meet the 16 core-course requirement:

$$4 \times 4 = 16$$

9th
GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

10th
GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

11th
GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

12th
GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

**PARENT/STUDENT CERTIFICATE
INFORMED CONSENT
THE FIRST STEP TO PARTICIPATION
IN STUDENT ACTIVITIES**

“ATHLETICS & ACTIVITIES CODE & DRUG TESTING PROGRAM CONSENT”

I have read and understand the rules and regulations as stated in this booklet pertaining to the Athletics & Activities Code. 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. I understand that I will enter the testing pool at the start of my participation in an activity at Penn and will remain in the testing pool through 12th grade graduation.

I accept the method of obtaining samples by urinalysis, 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.

THIS SECTION IS COMPLETED ON www.RegisterMyAthlete.com

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 Athletics & Activities Code 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 Athletics & Activities Code in effect for the next calendar year. I understand that my child will enter the testing pool at the start of his or her participation in an activity at Penn and will remain in the testing pool through 12th grade graduation. A parent or guardian may request, in writing to the Athletic Director, to have their child's name removed from the testing pool at the end of the school year if they are no longer participating in school activities.

THIS SECTION IS COMPLETED ON www.RegisterMyAthlete.com

Please Note: This form must be completed online before any student will be allowed to participate in any student activity, which extends beyond the regular curricular offerings.