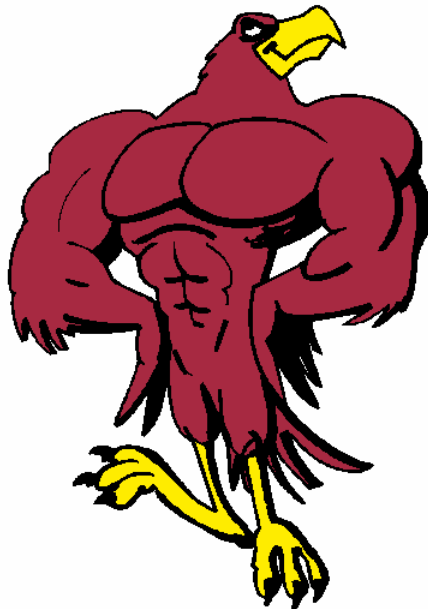


Athletic Department  
Vilseck High School

# Falcons



# Student-Athlete Handbook

*2009-2010*

**Athletic Department  
Vilseck High School**

**1. General:** Based on DoDEA Regulation 2740.2 (August 16, 1996), the Vilseck High School Student/Parent handbook, and in cooperation with the Coaching Staff, the Athletic Director and the Administration of VHS the following Athletic Code is established. This Athletic Code consists of time honored philosophies and practices as well as regulations that all participants in interscholastic athletics are expected to adhere to 24 hours a day while in training and during a sport season. Athletes at the VHS are considered both leaders and role models within the community. As such they are expected to conduct themselves accordingly.

- A. Each coach may establish additional requirements for team membership.
- B. These additional requirements will be in writing and will be consistent with this code.
- C. The student/athlete and his/her sponsor **must** sign the attached athletic team code/athletic contract and return the signatures through the coach to the Athletic Director before they will be allowed to practice or participate.

**2. Philosophy of Athletics:** Inter-scholastic athletics at Vilseck High School are an integral part of the overall educational program. VHS offers a well-rounded, inter-scholastic athletic program in the DoDDS Division II League. Close professional supervision will be maintained to insure that participants receive adequate instruction for safe, effective participation. These inter-scholastic programs will:

- A. Enhance the physical, mental, social, and emotional growth of each participant.
- B. Involve students in wholesome, healthy competition.
- C. Teach respect for rules and authority.
- D. Develop self-discipline through rigorous training.
- E. Develop sportsmanship through winning and losing in competition.
- F. Teach the fundamentals of each sport.
- G. Develop the individual athlete to his/her fullest potential.
- H. Teach the value of working with others as a team.
- I. Develop the attributes of cooperation and social adjustment.

**3. DoDEA Policies:** A student **must**:

- A. Be less than 19 years of age on 31 August of the current school year.
- B. Submit a completed Physical Examination/Parental Consent for Interscholastic Sports form for the current year *prior* to the first practice. This form must be on file at the High School nurses office. (This form is only valid for one year.)
- C. Realize that he/she cannot change team membership following the opening contest of each sport season. A student does not have to participate in that contest, only be listed as a member of the team roster.
- D. Meet the requirements and expectations of the respective team coaches during the sports season. Each team coach will cover these requirements.
- E. **NOT** carry, transport, possess or use, alcohol, tobacco, and drugs.
- F. Team managers are considered members of the team and as such must meet all of the same criteria that an athlete does. Head coaches will establish working requirements for team managers.

**\*\*\*NOTE\*\*\* No athlete will be eligible to participate if he/she has not “cleared” a previous season’s sport.**

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**4. Academic Eligibility:** In accordance with DoDDS-E Policy and the student/parent handbook academic eligibility will be reported by teachers to the Athletic Director on Tuesday of each week.

- A. All athletes who do not have more than one (F) failing grade and are carrying a GPA of *not less than 2.0* will be eligible until the next reporting period.
- B. Athletes having more than one (F) failing grade, no matter what the GPA, are ineligible and will not be allowed to compete.
- C. Athletes with less than a 2.0 GPA will be checked again in three weeks. If any athlete continues to carry a GPA of less than a 2.0 they will be removed from the team.
- D. The F letter grade is based on the current quarter grading period.
- E. The GPA is based on the previous semesters grading period.
- F. All teachers will submit academic eligibility reports to the Athletic Director by COB Tuesday.
- G. The list of ineligible students/athletes will be given to administration by Thursday.
- H. Any student/athlete that fails to meet academic eligibility for three consecutive weeks will be automatically removed from the team.
- I. Athletes that are currently serving any type of suspension are ineligible to practice during the suspension and will not compete in the next competition.
- J. Scholastic eligibility may be waived for students at the discretion of the Principal, if the Case Study Committee identifies the student as a “special needs” and an Individual Education Program (IEP) is on file. All other eligibility requirements, i.e., age, number of semesters, etc., must be met.
- K. A student declared ineligible will practice but **WILL NOT** participate, be in the school uniform at a scheduled event, sit on the “team bench” at a home event or travel with the team to any away event, until regaining eligibility.

**5. Educational Attendance Requirement:** DoDEA regulations require that a student participate in 10 practice days before they can compete in a game/event.

- A. In accordance with DoDEA and VHS school policy, all participants must be in attendance for the entire day on the day of the activity. If the activity is on a weekend, the participant must be in attendance for the entire school day preceding the activity.
- B. If the activity requires travel during a school day, the participants must be in attendance for all the class periods before travel starts.
- C. Excuses may be granted for **VERIFIED** medical or dental appointments and **VERIFIED** religious ceremonies with the approval of the coach and administration.
- D. Failure to meet the attendance requirements precludes participation in the activity.
- E. Exceptions to this policy will be made by the Principal only, on an individual basis.
- F. In general, if a student is too sick to attend classes they are too sick to participate in the activity.
- G. Athletes will make up all schoolwork missed due to travel, practice and or games/matches. All athletes are expected to bring schoolbooks and homework with them on away trips. There is no excess for falling behind in academic studies.
- H. Athletes are expected to be in class the day following a “night” game/match that takes place in the Vilseck community area.

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**6. Practices and games/matches or events are mandatory:** If an athlete cannot attend practice, game/match or event, they are letting down the team and may need to consider an individual activity.

- A. All athletic practices at VHS start at 1515 (3:15 PM) each weekday that there is school. Every athlete is expected to be on time and in the proper uniform when practice **starts**. Tardiness will not be tolerated.
- B. Individual team coaches may deal with tardiness in the following manner (this list is not all inclusive):
  - 1) Deny the athlete a Varsity letter.
  - 2) Not allow the athlete to dress or compete in the next event.
  - 3) Move the athlete to a J.V. team.
  - 4) Removal from the team.
- C. Absences from practice, games/matches or events will be excused for:
  - 1) Emergency or Block Leave; must be verified by parent or guardian. Baby sitting, Haircut and or nail appointments are not emergencies!
  - 2) Practices, games/matches or events missed due to an athlete serving a detention or suspension, will be counted as an **unexcused absence**.
  - 3) Medical and Dental appointments must be verified by parent or guardian or preferable a note from the doctors office.
  - 4) VHS sponsored activities, (Student Council, JROTC, NHS, etc) will be excused only if the coach is notified in advance by the athlete when they will miss or be late to practice. The athlete must bring a pass from the activity sponsor.
- D. In the event of unexcused absences, the following actions will be taken:
  - 1) 1<sup>st</sup> infraction---notify parent/guardian.
  - 2) 2<sup>nd</sup> infraction---notify the Athletic Director and the parent/guardian and unable to compete in the next game/match will not earn a Varsity Letter.
  - 3) 3<sup>rd</sup> infraction---removal from the team.

**7. Behavior:** There is a very good chance that the only knowledge some community members will have of our school is by coming out to watch our athletic teams compete. To these people, the athletes **are** Vilseck High School. That is why it is important for all sports participants to realize that they represent our school and community and that their behavior both on and off the field/court will be used to judge our school and community. With this in mind the following standards of behavior to be displayed at all times:

- A. Athletes must demonstrate satisfactory citizenship in all classes.
- B. Athletes are expected to display only commonly accepted social behavior at all times. The phrases "Please" and "Thank You" are timeless and do much to build and maintain a positive reputation for our school and the Vilseck community.
- C. In the classroom, hallways, cafeteria, school grounds, and in German-American communities, all athletes are expected to set an example that reflects credit on their country, their school, their parents, and most importantly themselves.
- D. Disrespect for other players, coaches or referees will not be tolerated and will be grounds for immediate dismissal from the team.
- E. Inappropriate language, (cussing, racial slurs, ethnic slurs, etc.) will not be tolerated.
- F. Stealing, cheating on exams, falsifying grades, vandalism and other criminal behavior will be grounds for immediate dismissal from the team.

**Athletic Department  
Vilseck High School**

- G. On overnight trips, breaking curfew will be grounds for immediate dismissal from the team.
- H. Players removed from a competition by officials for inappropriate behavior will be counseled and may be grounds for dismissal from the team.
- I. Fighting is grounds for automatic removal from the team.

**8. Lettering Criteria:** The following are the minimum standard requirements that an athlete must meet to be eligible for a Varsity Letter at VHS.

- A. Remain academically eligible throughout the season.
- B. Two (2) or more unexcused absences from practice preclude varsity lettering.
- C. No unexcused absence from any game/match or event.
- D. Be eligible to compete in all events.
- E. Finish the season and remain in good standing.
- F. If the team or individual qualifies for a European level event, attendance at that event is mandatory.
- G. Student/Athlete GPAs will be checked at the start of the season and at the end of the season. They must have a GPA of 2.0 or higher at the start and end of the season in order to letter.
- H. The individual Head Coach will determine all additional lettering criteria for his or her sport and athletes, and all JV lettering criteria. The individual coach will advise his or her team of these criteria in writing.
- I. Injury default is considered on a case-by-case basis in conjunction with the coaches, athletic director, and the principal.

**9. Equipment:** Issued equipment is property of Vilseck High School Athletic Department. All issued equipment is the responsibility of the individual athlete, and must be turned in when the season is complete, regardless of the state of repair. Damaged equipment must be brought to the attention of the coach for exchange. Players not returning equipment within one week of the close of the season **Will Not Letter**. If the equipment is not returned, this information is turned over to the Athletic Director and further steps will be taken to recover the equipment or reimbursement. The Athletic Director can:

- A. Notify the sponsor.
- B. Notify the sponsor's chain of command.
- C. Prevent the athlete from clearing the school upon PCS/ETS..

**10. Travel Requirements:** Athletes must always remember that they are in a foreign country. Europeans are very sensitive to gestures and tend to be less demonstrative than Americans. It is important that we respect the culture of Germany and other countries in which we travel. Therefore all athletes and members of teams will refrain from waving at and gesturing to passing vehicles. Male and Female students are not allowed to sit together while traveling to and from athletic events.

A. Acceptable Behaviors:

- 1) Quiet talking to the people next to you.
- 2) Studying.
- 3) Reading.
- 4) Sleeping.
- 5) Listing to your electronic device (iPod, etc).
- 6) Watching your personal DVD player with headphones.

**Athletic Department  
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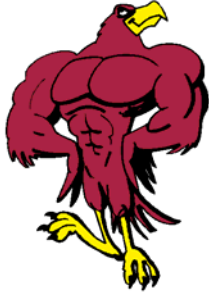
- 7) Helping keep the bus neat and clean.
- B. Unacceptable Behaviors:
  - 1) Loud talking or yelling.
  - 2) Loud laughter (You are not going to a party, you have serious business to attend to and you are not on the bus to be entertained or to entertain others).
  - 3) Gambling.
  - 4) Throwing anything in the air or on the floor.
  - 5) Not using the garbage bag for your trash.
  - 6) Needing to be asked more than once by any coach to cease a behavior that the coach finds offensive.
  - 7) Carrying, transporting, possessing or using, alcohol, tobacco, illegal drugs or pornography.
- C. No "Boom Boxes" or devices using external speakers. iPods, MP3's, discmans and personal DVD players with individual headsets are acceptable.
- D. Only personal coolers that fit in your lap will be allowed. The aisle cannot be blocked.
- E. Dress will be appropriate for a community representative. Collared shirt and tie (for males), skirt and blouse or dress outfit (for females), at a minimum. No jeans, sweats, or shorts are allowed. Bagging, Sagging, Dragging and otherwise oversized clothing will not be tolerated. Athletes are traveling to compete. Impress people with your outstanding play and sportsmanship, not your dress. Should an athlete choose not to comply with this or the school dress code, they will not be able to participate in the next event or be allowed to travel. This will affect the athletes' ability to earn a letter.
- F. Conduct will be that of a community representative. Inappropriate conduct can result in your removal from the team.
- G. Athletes will observe curfew regulations as they pertain to "in the room" and "lights out".
- H. Athletes are responsible for their personal belongings at all times.
- I. The bus is the responsibility of the team and must be cleaned of any debris. All athletes are expected to help with the cleaning of the bus.
- J. Coaches are responsible for all athletes until they are picked up by a parent/guardian. If an athlete wants to return home using transportation other than the team bus, then their parents must notify the coach in person or in writing. This will release the coach from the responsibility of the athletes' safety and behavior.
- K. In the event, that upon returning from an away game/match, there is no parent/guardian available to pick up the athlete from the VHS, and no arrangements have been made in advance for picking up the athlete, the coach may contact the M.P. station to have the athlete picked up and taken to the MP station until the parent/guardian can be contacted by the MP's.
- L. If a coach decides to stay in a hotel, parents and team will have advance notice. Hotels are a non-DoDDS expense.

**11. Parental Support of VHS Athletics:** The coaching staff of VHS understands that child rearing in this day and age is difficult at best. We respectfully request that you do not make VHS Athletics part of your discipline plan. If you place restrictions on your child that prevent him or her from practicing or competing in games/matches or events not only do you punish your child but you inadvertently affect the coach's game plan for the team. This will also affect your child's standing on the team and their ability to earn a letter.

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**12. Contract and Medical Power of Attorney:** After reading and reviewing this document with your son/daughter please sign and return the attached Athletic Contract and Medical Power of Attorney. Have your son/daughter return these documents to their coach. They will not be allowed to practice or compete until the coach has these signed documents.

**13.** Point of contact concerning this document is the undersigned. Please feel free to contact the school during school hours at DSN 476-2435.



Athletic Director  
Vilseck High School

**Building Tomorrow's Leaders Today Through Athletics!**

**Athletic Department  
Vilseck High School**

**ATHLETIC CODE CONTRACT**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Contract:**

I have read and fully understand the policies for participation on a Vilseck High School Athletic Team. I understand that I must comply with the athletic code for Vilseck High School. Furthermore, I recognize that my failure to follow these guidelines will result in my removal from the team.

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

**Parent/Sponsor Contract:**

I have read and discussed with my son/daughter the policies required for my son/daughter to participate on a Vilseck High School Athletic Team. I will assist in the compliance of the athletic code and give my permission for participation. I will assist in the return of all school issued equipment. Although I may not agree with every guiding principle set forth in this document, I understand the purpose and reserve the right to discuss these policies with the Athletic Director.

**Parent/Sponsor Printed Name:** \_\_\_\_\_

**Parent/Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TEAM SPORT:** \_\_\_\_\_

**COACH:** \_\_\_\_\_

This form is required for participation on all Athletic Teams at Vilseck High School.



**Athletic Department  
Vilseck High School**

**PHYSICAL EXAMINATION/PARENTAL CONSENT FOR INTERSCHOLASTIC ATHLETICS**

Please Print: \_\_\_\_\_  
Student's                      Last Name      First              Name              Middle              Initial

Date of Birth (Mo/Day/Year) \_\_\_\_\_ Place of Birth \_\_\_\_\_.

Height (in inches) \_\_\_\_\_ Weight (in pounds) \_\_\_\_\_

**TO BE COMPLETED BY EXAMINING PHYSICIAN**

1. HEART:              Satisfactory/Unsatisfactory              (cross out one)
2. LUNGS:              Satisfactory/Unsatisfactory              (cross out one)
3. Is there evidence of Hernia? \_\_\_\_\_ Would athletic competition likely  
be injurious? \_\_\_\_\_
4. Is the general condition of FEET, EARS, EYES, and NOSE satisfactory?  
\_\_\_\_\_
5. Are there apparent cavities in any TEETH? \_\_\_\_\_  
Is there a BRIDGE or FALSE TEETH? \_\_\_\_\_

I certify that I have on this date examined the above individual and recommend him/her as being physically capable to compete in supervised athletic activities that are NOT crossed out below:

BASEBALL	BASKETBALL	L	CHEE	RLEADING	CROSS COUNTRY
DRILL	FOOTBALL		GOLF		RIFLE
SOCCER	SOFTBALL		TENNIS	TRACK	& FIELD
VOLLEYBALL	WRESTLING				

\_\_\_\_\_  
Date                      Signature                      of Examining Physician

NOTE: This form must be fully completed and then filed with the School Nurse prior to participation in any of the above listed sports. One copy will be maintained by the sport coach with a copy of the Power of Attorney.

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Vilseck High School**

**VILSECK HIGH SCHOOL**

**PARTICIPATION STATEMENT**

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

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

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

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

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

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

_____	_____	_____
Date	Applica	nt's Signature
_____	_____	_____
Sport	Printed	Name

**PARENT OR GUARDIAN APPROVAL**

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

_____	_____	_____
Date	Signature	of Parent or Guardian
GRADE _____		

**Athletic Department  
Vilseck High School**

**MEDICAL POWER OF ATTORNEY**

In the event that my dependent (NAME \_\_\_\_\_), is injured or becomes ill, necessitating immediate medical examination or care, while under the supervision or while participating in any activities sponsored by VILSECK HIGH SCHOOL, Unit 28041, APO AE 09112, I authorize and release to any agent or employee of VILSECK HIGH SCHOOL, Vilseck, Germany to take my dependent to any U.S. military facility or any civilian hospital if deemed necessary by the above referenced individual.

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

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

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

**Athletic Department  
Vilseck High School**

**STUDENT BEHAVIOR EXPECTATIONS  
DoDDS-EUROPE Student Activities  
VILSECK HIGH SCHOOL**

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

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

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

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

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

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

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

**Date** \_\_\_\_\_

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

**Date** \_\_\_\_\_