

**ATHLETIC
HANDBOOK
for
STUDENT
ATHLETES**

14-

15

Spain Park High School, Hoover High School, Berry Middle School, Bumpus Middle School, Simmons Middle School

**Hoover City
Schools**

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HOOVER CITY SCHOOLS ATHLETIC HANDBOOK FOR STUDENT ATHLETES

ATHLETIC STATEMENT

This athletic handbook is designed to inform student athletes and their parents of the rules, regulations, and information that helped develop the rich tradition of competition in Hoover Athletics. Participation in athletics is a privilege which carries with it varying degrees of honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the Athletic Department and other specific coaches' rules for their sport. Each student athlete represents his/her school and student body. It is the student athlete's duty to conduct himself/herself in a manner becoming the student athlete, his/her family, Hoover City Schools, and the community.

While an attempt has been made to answer as many questions as possible and provide information on all aspects of athletic participation, it is possible that you may have some questions that are not answered here. Please contact the principal and/or athletic director this information.

The Athletic Department will enforce all rules and regulations as described in this Athletic Handbook. Parents and athletes are asked to sign an acknowledgement document located at the end of this handbook stating that they have read and understand the information in the handbook and that the athlete is subject to disciplinary measures should he/she violate the rules and regulations set forth in this Athletic Handbook.

DEPARTMENTAL PHILOSOPHY

The goal of the Athletic Department is to provide the best opportunities for student athletes to excel in teamwork, sportsmanship, self-discipline, leadership, and character. In addition to developing skill in a sport, the purpose is to provide each participant with experiences that will be positive and memorable and that help develop the capacity for commitment to a cause, acceptance of responsibility, and loyalty toward any chosen endeavor.

SPORTSMANSHIP

A policy statement from the **National Federation of State High School Associations** expresses the concept of sportsmanship as follows:

“The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.”

One of the main goals of the athletic program is to teach the concept of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators. Good sportsmanship includes showing courtesy and kindness toward your opponent as well as fellow team members. The contest is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

All AHSAA sanctioned events are a reflection of our community and school. The conduct of the team is extended to parents and fans before, during, and after athletic events.

Assault of sports officials, coaches, or administrators (SB-16): This bill became law on March 31, 2002, and creates new crimes of harassing, menacing, and assaulting sports officials, coaches, and administrators. The punishments are harsher than normal for convictions of harassment, menacing, and assault. For example, a second-degree assault can carry a sentence of up to 10 years in prison, but under the new law, a second-degree assault of a sports official, coach, or administrator could result in a sentence of up to 20 years.

ALABAMA HIGH SCHOOL ATHLETIC ELIGIBILITY: Please reference www.ahsaa.com

BEFORE THE FIRST PRACTICE

The following things are required by the student athlete **before the first practice** with any team:
1) Take and pass physical examination; 2) Receipt of parent consent form; 3) Proof of medical insurance.

The following things are required by the student athlete **before the first contest** with any team:
1) Meet academic eligibility requirements; 2) Attend parent/athlete team meeting – parent and athlete sign “Acknowledgment of Athletic Handbook” document.

HOOVER CITY SCHOOLS ATHLETIC ELIGIBILITY

Students must display qualities of good citizenship if they wish to participate in extracurricular activities. Failure to be a good citizen at all times may result in probation and/or suspension from all extracurricular activities. This includes appropriate internet usage, off campus activity, and activities that violate moral turpitude, etc. Playing athletics for Hoover City Schools is a privilege and should be treated as such.

The Alabama High School Athletic Association Constitution states:

Any pupil who is under temporary suspension or whose character or conduct is such as to reflect discredit upon the school is not eligible. A student's attendance, attitude, and classroom effort must be acceptable to the school in which the student is enrolled. Rule 1, Section 15, AHSAA By-Law

ATTENDANCE ELIGIBILITY

Students must currently be enrolled in the school's feeder pattern (a Hoover City School) to tryout or participate in extracurricular activities.

Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after-school activity he/she must be present in school on the day of the activity. If the activity is to be held on a Saturday, then the student must be in attendance in school on the preceding Friday.

To be considered in school a student may be in school at least one-half of the school day. Students are required to be in school a minimum of 3 hours and 30 minutes on said day. If he/she is not in school from that time until the end of the school day, then he/she is not to participate or be involved in any way with the activity. Practices are considered an activity. Any exceptions must have the approval of the principal. An athlete must be in school on a regular basis in order to be eligible to participate in athletics. An athlete who accumulates an excessive number of absences or tardies as designated in the student handbook will be placed on probation for a specified time period. If absences continue during this time, the athlete will then be suspended from athletic participation until it is clear that the attendance problem is resolved. An athlete who has excessive tardies to school and/or classes will be subject to restriction from athletic participation.

CONDUCT ELIGIBILITY

Banned Substance Violations

Rule 1. Student athletes shall not possess, use, transmit, or be under the influence of tobacco, alcohol, and/or other drugs such as marijuana, controlled drug substances (hallucinogens, stimulants, depressants, or any other narcotic or controlled drug) or possess, use, or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician will not constitute a violation.)

Consequence: A student violating the substance abuse rule, **on the first offense**, will be required to meet with the head coach and athletic director to evaluate the situation. The head coach must inform the athletic director of the situation and arrange a meeting to determine the consequences of the violation. With approval of the athletic director, the head coach will administer appropriate penalty. Consequences can range from a parent, student, coach, administrative conference to permanent suspension.

A student violating the substance abuse rule, **on the second offense**, will be placed on suspension from athletic competition for 50% of their scheduled contest playing dates for the season.

Before he/she can be reinstated to the team or squad or otherwise be eligible to participate in any sport or activity at the family's expense (1) he/she must test negative for all prohibited substances as a result of an approved drug test, if the violation relates to the consumption or use of a prohibited substance and the substance is capable of being detected by a drug test, (2) he/she shall have undergone mandatory counseling with Board approved counselor (when appropriate and/or available this service may be provided by a school counseling staff member) as may be reasonably necessitated by the circumstances at the discretion of the Drug Testing Coordinator.

Circumstances may warrant a longer suspension. Any **succeeding offense** may result in permanent dismissal from athletics and he/she must test negative on an approved drug test.

Rule 2. Violation of school rules, disruptive behavior, showing disrespect toward school staff, unsportsmanlike conduct, and/or committing any act that reflects negatively on the Athletic Department will not be tolerated and such action(s) will lead to eligibility restrictions. If the behavior is serious enough, the athlete may be placed on probation or suspended. An athlete who continues such behavior will be suspended from all athletic participation.

Student Athletes are expected to leave situations immediately where drugs and/or alcohol are being used. Failure to do so implies guilt and violators will be dealt with accordingly.

Rule 3. Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the student athletes by the coach at the first parent/athlete meeting of that sport.

The rules under this section are enforced twelve (12) months of the year, grades seven through twelve (7-12). The penalties listed in Rule 1 apply for all violations of this policy and/or the random drug testing (see pg. 9) and shall be cumulative from Grade 7-8, and grades 9-12.

A student who is uncooperative, i.e., sleeps in class, disrupts, refuses to complete work, etc., will be considered a discipline problem which could result in suspension from athletic competition and/or removal from athletics as possible punitive options.

CONDUCT NOTES

Consequences for off campus violations of the Code of Conduct will not be based on hearsay or rumor. When there is reasonable suspicion (a belief or opinion based on the facts or circumstances) or when there is an admission of guilt by the athlete to a violation of the Athletic Code of Conduct the Athletic Handbook rules will be enforced. Penalties for violations take effect immediately upon determination of any violation and will include games in succession; i.e. season schedule, tournaments, and state series, in order of competition.

If a violation of the Code of Conduct occurs in the last one-third (1/3) of the sport season, the student athlete will not be considered in good standing and, therefore, will forfeit all letters and awards for that sport season.

If a violation of the Code of Conduct occurs in the last part of a sport and the violator cannot fulfill the terms of his/her consequences in that sport, the suspension **does carry over** until the suspension is fulfilled. This includes his/her next sport or the same sport next year. For example, if the suspension is for two football games with only one remaining, the student athlete must also miss his first basketball game or wrestling match or baseball game until the suspension has been paid. If a typically one sport student athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete that season in good standing.

When serving a school suspension (including intensive-school-supervision and/or New Beginnings or Second Chance at Crossroads School, the student athlete will not be eligible for all contests and practices during the suspension period.

Attendance at athletic events, whether a participant or spectator, and at practice is prohibited during the suspension period. If school rules are broken, the student athlete will be subject to the normal punishment for such misbehavior as well as subject to penalties under the Athletic Handbook. In no case will athletic rules circumvent or take the place of school rules.

AWARDS

An athletic award is a symbol of athletic accomplishment, good sportsmanship, and observance of athletic policies. Student athletes, managers, trainers, and cheerleaders are eligible to earn awards. Candidates must complete the season's play; however, this requirement may be waived in cases of physical injury. **No awards will be issued to an athlete until all equipment for his/her sport is turned in to the coach.**

INFORMATION FOR ATHLETES

Accidents/Injuries

All accidents or injuries, at home or away, are to be reported to the trainer and/or coach immediately.

Changing a Sport/Quitting a Team

If a student athlete is cut from a team, he/she may join another team or program in that sport season. A student athlete cannot quit one sport to join another sport until that sport season is concluded. For example, one cannot quit football to go out for basketball until football season is completed. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches. Appeal can be made to the athletic director if circumstances warrant consideration.

Conflicts Between Activities

Students are sometimes involved in concurrent activities, and there may be conflicts in schedules. Communication between coaches and sponsors of conflicting activities is vital. Consideration must be given to the importance of the event and the role the student athlete will play in it.

Doctor Visits

Medical expenses are the responsibility of the athlete/family. Written verification from the doctor is required when a physician removes an athlete from practices or games. Written verification from the doctor is required to return to athletic competition.

Dress

Participation in Hoover athletics is a privilege, not a right. To be successful the participant must be well disciplined and willing to put aside individualism for the benefit of the team. Conforming to a dress code is part of this process. It is very important to our team/school reputation that our student athletes dress appropriately during the school day and at all school functions. An individual coach may add additional rules related to the dress code outside of the school handbook for his or her team.

Equipment

Equipment checked out by the athlete is his/her responsibility. It is to be kept clean and in good condition. Loss of issued equipment will be the athlete's/parent's financial obligation. The athlete will not be allowed to participate in other athletic programs or receive awards until this obligation is met. Equipment includes any issued supplies from the training room.

Insurance

All Hoover student athletes are required to have medical insurance and must supply information verifying such before participating in practice and/or competition.

Intervention Counselors

Parents or student athletes seeking first-time assistance in alcohol/drug problems should contact one of Hoover City Schools' Intervention Counselors at 439-1800. These student athletes will not suffer Athletic Code of Conduct consequences.

Participation in Two Sports in One Season

Student athletes may participate in more than one sport during one season with the approval of both coaches. Practice schedules will be worked out between the coaches involved. Consideration should be given to the importance of the sport (ex. Varsity versus non-varsity, playoffs versus regular season, and the games versus practice). If contests conflicts, coaches will decide in which contest the student athlete is to complete. The student athlete must realize that extra time for practice is necessary to complete in two sports in one season. The student athlete must meet the requirements of both sports. If the requirements of one or both sports are not met, the student athlete may be cut from the sport(s).

Team Tryout Policies

Each coach of varsity sports has his/her policy on how he/she will choose his/her team. Arrangements for tryouts must be made for athletes involved in overlapping sports seasons. It is the responsibility of the student athlete to contact the coach and discuss possible conflicts well in advance of tryouts. A student athlete may be cut from a team anytime during a season for appropriate reasons.

Training Room (High Schools)

The training room is available to all athletes. Athletes are offered a wide variety of services to help meet the demands of athletic competition. The following are guidelines to be followed when using the training room.

1. No student is permitted in this room without the athletic trainer or coach being with him/her.
2. Only student athletes needing treatment and/or rehabilitation of an athletic injury are allowed in this area.
3. All taping, bandaging, and treatments will be done by the athletic training staff.
4. Wear appropriate clothing. We are co-ed facility.
5. Take a shower after practice before receiving treatment.
6. Only the athletic training staff is to switch the whirlpool on or off.
7. Do not use or remove supplies without permission. No athlete may participate until all issued supplies have been returned or paid for.

Transportation

Transportation to athletic events is provided by the Athletic Department when appropriate. Parents may be called upon, at times, to help transport athletes to a contest.

Under no circumstances will an athlete transport other athletes

DRUG SCREENING POLICY STATEMENT

This policy statement should clarify our position on student athlete tobacco, drug and alcohol use. For the purposes of this policy, school sports teams and cheerleading squads are, therefore, termed student athletes by the Hoover Board of Education. In addition, all of these groups perform functions that display them as role models. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The Board reserves the right to depart from this policy where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document may be changed by the Board at any time. Students covered by this policy will be informed of changes.

POLICY OBJECTIVES

1. To create and maintain a safe, drug-free environment for all student athletes.
2. To encourage any student athlete with a dependence on or addiction to tobacco, alcohol, or other drugs to seek help in overcoming the problem.
3. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
4. To minimize the likelihood that school property will be used for illicit drug activities.
5. To protect the reputation of the school system and its students.

Substance abuse can be a serious threat to the school system, its students, visitors and employees. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to athletes. The Board earnestly solicits the understanding and cooperation of all school staff, students, and parents especially those participating in student athletics, in implementing this policy.

The Board expects all student athletes to remain tobacco, alcohol, and drug free. No student athlete shall use tobacco, alcohol, or other mood altering substances. Outside conduct of a substance abuse-related nature which affects a student athlete's sports or academic performance or reflects badly on the school is prohibited and will be addressed administratively.

Students must inform their coach/assistant coach/director when they are legitimately taking medication which may affect their ability to practice or compete, in order to avoid creating safety problems and violating this Drug and Alcohol Policy.

ENFORCEMENT

To better assure these expectations, the Board reserves the right to require all student athletes to submit to drug tests to maintain safety and security. The School Board has developed this student athletic testing program to follow, as appropriate, the process of 49 CFR Part 40 and Omnibus Transportation Employee Testing Act of 1991. The Board encourages, and may require its employees to be trained in tobacco, alcohol, and drug usage recognition skills.

Pursuant to Board policy and regulations, students participating in athletics (defined as any student, male or female, in grades seven through twelve, who is a member of any Board-sponsored school sports team and cheerleading squads) may be tested prior to beginning a seasonal activity, during the season of the activity, or on a random basis without advance notice. When Board officials (employees) have reasonable suspicion to believe a student athlete has violated its Alcohol and Drug Policy, they may require the student to undergo drug testing.

A student who has tested positive for tobacco, alcohol, and/or other drugs and who had the positive test result confirmed by the Board's Medical Review Office will be subject to discipline, including suspension from student activities. Refusal to cooperate with the Board in any test investigation will result in discipline, up to and including immediate suspension from participating in student activities.

No student athlete testing positive, refusing to cooperate with testing, or being in violation of this policy will be penalized academically. Information, including testing positive, will not be released to criminal or juvenile authorities unless under compulsion by valid state or federal laws.

DRUG SCREENING PROCEDURE

1. *General Policy*

Practical experience and research has proven that even small quantities of narcotics, abused prescription drugs, or alcohol can impair judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, this impairment can have serious results for students engaged in activities. Drug-using student athletes are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Hoover City Board of Education has adopted a policy that all student athletes must remain substance free.

2. *Prohibitions*

All student athletes are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

3. *Alcohol Use/Possession/Impairment*

All student athletes are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol.

4. *After School Hours Conduct*

After school hours use of tobacco, drugs, alcohol, or any other prohibited substances is illegal. Student athletes should realize that these regulations prohibit all illicit drug use during and away from school activities.

5. *Prescription Drugs Procedure*

The Board prohibits the misuse of prescribed or over-the-counter medications and requires all student athletes using prescribed drugs or over-the-counter medications to notify their coach/director if these drugs may affect their performance, (i.e., causing drowsiness, etc.)

A. *All Current Student Athletes*

1. *Random Testing*

The Board will conduct random unannounced screening of student athletes. The drug testing agency will provide computerized random sample lists to the Drug Testing Coordinator. The list of student athletes in the random pool will be updated periodically. Student athletes will be required to report to the designated collection site for testing immediately.

2. **Return to Participation Testing**
All student athletes who undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing for at least a twelve month period.

B. Testing Procedures

1. **General Guidelines**
The School Board and its lab shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures For Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C. F. R. Parts 382, 391, 392 and 395.
2. **Substances Tested For**
Student athletes may be randomly tested for alcohol, amphetamines, cannabinoids, cocaine, opiates, and other substances, such as, but not limited to, steroids, tobacco, barbiturates, and benzodiazepines without advance notice as part of tests performed by the School Board for safety purposes. Such tests will be coordinated with the Drug Testing Coordinator.
3. **Testing Procedure**
The Board reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Urinalysis will be utilized in random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS)

C. Collection Sites

The School Board will designate collection sites where individuals may provide specimens. For the most part, collections will be conducted on-site at the appropriate designated school.

D. Collection Procedures

The Hoover City Board of Education and the laboratory have developed and will maintain a documented procedure for collecting, shipping, and accessing urine specimens. The Board and the laboratory will utilize a standard Urine Custody and Control Form for all student athletes testing. The Company and the laboratory will utilize a standard Breath Alcohol Testing Form for all student alcohol testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT). Where the School Board has an employee collect the specimen, the School Board will provide instruction and training to that employee.

E. Evaluations and Return of Results to the School Board

The laboratory will transmit by fax, mail, or computer, but not orally the results of all tests to the School Board MRO's. The MRO will be responsible for reviewing

test results of student athletes. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone.

The MRO shall then promptly tell the Drug Testing Coordinator which student athletes or applicants test positive. The Board designee will then schedule a conference between the student and parents or legal guardians to discuss the positive test result and appropriate consequences.

F. Request for Retest

Where a split specimen has been collected, a student athlete may request a retest of the split specimen within 72 hours of notification of the final test result. Where a single specimen is submitted for testing, the student athlete may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the MRO.

The student athlete will be required to pay the associated costs of retest in advance but will be reimbursed if the result of the retest is negative.

G. Release of Test Results

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

However, all student athletes will be required to execute a Policy Consent/Release Form permitting the School Board to release test results and related information to the school officials who have a need to know.

Parents or guardians will be informed of confirmed positive test results by the School Superintendent or Board designee. The MRO shall retain the individual test results for five (5) years.

H. Reasonable Suspicion

When there are observable circumstances, which provide reasonable suspicion to believe a student athlete has used tobacco, alcohol, and/or other drugs a student athlete may be required to submit to drug testing. Determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the student athlete.

The school official requiring testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing or before the results of the tests are released, whichever is earlier. While a certified employee may recommend a reasonable cause test, he or she should, when possible, obtain a second school official's opinion as a witness.

*****See pages 5-6 for banned substance violation consequences*****

Frequently Asked Questions on Initial Collegiate Eligibility

What requirements do I need to be able to practice, play and get a scholarship at a Division I or Division II school?

You need to complete the following:

- Graduate from high school;
- Complete a minimum of 14* core courses;
- Present a minimum grade-point average (GPA) in those 14* core courses; and
- Present a qualifying test score on either the ACT or SAT test.

** In division I, the minimum number of core courses is 16 for students who enter a Division I school August 1, 2008, and after.*

How do I know if the courses I'm taking will count as core courses?

You need to look at your high school's list of NCAA-approved core courses. Follow these steps:

- Go to the NCAA Initial-Eligibility Clearinghouse Web site
- Click on "General Information"
- Click on "List of Approved Core Courses"
- Input your high school's code (if you know it) or search by your high school's name and state.
- Review the list

Very important: If a core course you took is not on the list, it won't be used in your eligibility determination. Courses that appear on your transcript must exactly match what is on the list.

What do I do if a core course I took isn't on the list?

See your high school counselor immediately. Someone at your high school is responsible for keeping your high school's list updated. It is important that they do this every year to make sure the core courses you are taking appear on the list.

May a correspondence or independent study course be used to meet the 14 core-course requirements?

Yes. Independent study, Internet or correspondence courses may be used as core courses if the following conditions are met:

- They meet all requirements for a core course;
- The instructor and student have access to one another during the course for the purpose of teaching, evaluating and providing assistance to the student;
- Evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the high school's established academic policies; and
- The course is acceptable for any student and is placed on the high school transcript.

May courses taken in the eighth grade that are high-school core courses (e.g., Algebra 1, Spanish 1, Freshmen Composition) be used to meet the 14 core-course requirements?

Courses taken in the eighth grade may not be used to satisfy the core-curriculum requirements regardless of the course content or level. However, in the rare event that students need to have courses taken in the eighth grade considered for eligibility purposes, there is a waiver process available.

How is the NCAA core grade-point average different from a student's overall grade-point average?

The NCAA core-course grade-point average is calculated using only NCAA-approved core courses in the required 14 core units. High-school grade-point averages generally include the grades from most or all courses attempted in grades nine through twelve.

Can weighted grades for honors or advanced placement courses be factored into the calculation of the student's core grade-point average?

A school's normal practice of weighting honors or advanced courses may be used as long as the weighting is used for computing grade-point averages. Weighting cannot be used if the high school weights grades for the purpose of determining class rank. Additionally, in no instance may the student receive greater than 1.000 additional quality points for purposes of calculating the grade-point average for initial eligibility.

What options are available to students who do not meet the NCAA initial-eligibility standards?

Students who do not meet the initial-eligibility standards may be granted a waiver of their deficiency through an NCAA initial-eligibility waiver. NCAA academic committees have the authority to authorize waivers of the initial-eligibility requirements based on objective evidence that demonstrates circumstances in which a student's overall academic record warrants the waiver of the normal application of the legislation. The waiver must be filed by an NCAA institution (college or university) on behalf of the student.

May students use courses taken after high school graduation?

Generally, students who enroll in a Division I institution may not use courses taken after high school graduation to meet the NCAA core-curriculum requirements. Students who return after graduation to the high school from which they graduated may take courses to meet the core-course requirements. These students cannot enroll in college and participate in intercollegiate athletics until the following fall. Students enrolling in Division II institutions and students with disabilities (enrolling either Division I or II) may use core courses taken after high school graduation to meet the NCAA core-curriculum requirements, provided the courses are completed before full-time enrollment in a college or university. Please note that, for Division I, students with disabilities must have the required documentation: (a) a signed copy of a professional evaluation report that states the diagnosis of the student's disability; and (b) a copy of the student's Individualized Education Plan (IEP), Individual Transition Plan (TP) or section 504 Plan or statement that relates to accommodations received by the student with the disability. The NCAA national office, not the clearinghouse, processes the information.

May a student who has graduated repeat a course taken in grades nine through twelve and use the repeated course for purposes of meeting NCAA initial-eligibility requirements?

Courses taken in grades nine through twelve may be repeated after graduation to meet NCAA Division I initial-eligibility core-course requirements, provided the courses are repeated at the high school from which the student graduated. If core courses are completed beyond the eight semester, a student's initial full-time college enrollment cannot occur until the next academic year.

For Division II student-athletes, courses completed in grades nine through twelve may be repeated to meet initial-eligibility core-course requirements, provided the courses are repeated before initial full-time collegiate enrollment.

When should a student register with the NCAA Initial-Eligibility Clearinghouse?

Students should register with the clearinghouse after the completion of their junior year in high school. At this time, a transcript, which includes six semesters of grades, should be sent to the clearinghouse *from the high school*. Additionally, students should have their SAT or ACT test scores forwarded directly to the clearinghouse whenever they take the exam.

May courses taken at a local college be used to meet the 14 core-course requirements?

College courses may be used to satisfy core-curriculum requirements if the courses are accepted and awarded credit by the high school for any student and, meet all other requirements for core courses. For NCAA Division I only, such courses must be placed on the student's high-school transcript. Courses taken at a college will NOT appear on the high school's list of Approved Core Courses. The high school's list of NCAA Approved Core Courses will include only those courses taught/offered by the high school.

Can students with a diagnosed disability use courses that are designated for students with a disability to meet NCAA core-course requirements?

Students with appropriately diagnosed disabilities may use courses for students with disabilities for the purpose of meeting NCAA core-course requirements. Courses for students with disabilities must appear on the high school's list of NCAA Approved Core Courses in order for a student to receive NCAA credit for the course.

May a nonstandard ACT/SAT be used for initial eligibility?

Yes. Students with diagnosed disabilities may take a nonstandard ACT or SAT. The test score must still be provided to the clearinghouse, just as any other test.

Does the prohibition against special education, remedial or compensatory courses apply to students with disabilities?

No. In order for courses designated for students with disabilities to be approved, the course must be substantially comparable, qualitatively and quantitatively, as a regular core course offered in that academic area.

Are vocational courses acceptable?

Traditional vocational courses are not acceptable. These include courses such as agriculture, auto mechanics, accounting and health.

What if a student's final high school transcript contains an error or the student has grade changes that are not included on the first final transcript mailed to the clearinghouse?

Once the clearinghouse has received all required documentation including a final high school transcript for a student, they are able to produce a final certification report. If a high school sends a revised transcript, the clearinghouse will not be able to use the changes. Instead, any changes to a student's final high school transcript must be approved through the initial-eligibility waiver process.

May courses taken at a high school "A" be accepted if they appear on high school "B's" transcript?

No. High school "A" may provide the clearinghouse with an official copy of high school "B's" transcript, but grades from one high school cannot be accepted on another high school's transcript.

How are students prioritized for processing at the clearinghouse?

Students who have their status requested by an NCAA institution are prioritized by the clearinghouse for processing. If a student's eligibility status is never requested by member institution, the clearinghouse may not process such a student's status.

[NOTE: This is not a complete list of NCAA regulations regarding initial eligibility. Please call or write the NCAA Web site if you have specific questions.]

NCAA

Membership Services

P.O. Box 6222

Indianapolis, IN 46206-6222

317-917-6222 (phone)

317-917-6622 (fax)

800-638-3731 (NCAA Hotline)

www.ncaa.org

Frequently Asked Questions Concerning Students With Disabilities

Do the standards for initial eligibility change for students with disabilities?

No. All students must satisfy the same standards in order to compete in NCAA Divisions I and II athletics.

Will member institutions have access to my child's records?

No. Information submitted to NCAA Disability Services is not released to member institutions.

What are the accommodations provided to students with disabilities?

- Use courses for students with disabilities that are designated on the high school's list of NCAA-Approved Core Courses;
- Use approved core courses taken before the student enrolls in college, including courses taken in the summer after high school graduation;
- Use ACT and/or SAT scores achieved during nonstandard administrations.

When should a student document his or her disability with the NCAA?

The only time disability documentation needs to be sent to the NCAA is if a student with a disability would like to use core courses taken after high school graduation. The student should submit his or her disability documentation to NCAA Disability Services by submitting the following information:

- A signed copy of the most recent professional evaluation report diagnosing the student's disability, including the diagnostic test results (completed within the last three years); and
- A copy of the student's most recent Individual Education Plan (IEP), Section 504 Plan, or for private high schools, a statement on the high school's letterhead describing the accommodations, if any, received by the student because of the disability.

Disability documentation should be sent to the following address:

**NCAA Disability Services
P.O. Box 6222
Indianapolis, IN 46206-6222**

What if a student with disabilities receives a final Initial-Eligibility Certification Report that indicates the student is NOT CERTIFIED after he or she has received all of the disability accommodations?

The student athlete's institution where he or she has been regularly admitted may file an initial-eligibility waiver on behalf of the student athlete. All required waiver information must be submitted to the NCAA. In considering a waiver of the initial-eligibility standards, the following may be considered:

- Extent to which the student's failure to meet the initial-eligibility standards is attributable to a disability;
- Whether non-core courses taken by the student were specified in the student's IEP, satisfied graduation requirements and/or prepared the student to complete successfully a planned course of study at a particular collegiate institution;
- Student's overall academic record, including performance on standardized tests;
- Assessments of high school personnel attesting to the likelihood of the student's academic success in college while participating in athletics;
- Other factors useful in assessing the student's preparedness to succeed in college.

Are accommodations available for students with disabilities once they enroll in college or university?

Many collegiate institutions provide accommodations to students with disabilities. However, it is the student's responsibility to approach his or her college to determine if accommodations are available. Additionally, a student with a disability who was a non-qualifier out of high school may earn a fourth season of competition.

***It is important to note that NCAA academic requirements are the same for all students, including students with a disability.**

Hoover City Schools

2810 Metropolitan Way
Hoover, Alabama 35243

439-1000



HOOVER BOARD OF EDUCATION

MRS. DONNA FRAZIER, PRESIDENT
MR. DERRICK MURPHY, VICE-PRESIDENT
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MR. STEPHEN PRESLEY

Mr. Andy Craig,
Superintendent



ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK & MEDIA RELEASE

I acknowledge receipt of a copy of the Athletic Handbook for Student Athletes and have read the rules concerning eligibility and conduct for Hoover student athletes. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program and with any other specific rules of my coaches.

We, the undersigned, agree that we have been given the following information and understand it fully.

- I. The school agrees to provide:
 - A. Supervision
 - B. Instruction
 - C. Proper equipment (This excludes equipment or uniforms provided by the participant)
 - D. Proper safety precautions.
- II. The student athlete agrees to abide by all written rules regarding behavior and safety.
- III. The student athlete and parent/guardian acknowledge that participating in athletics may cause serious injury or death.
- IV. Policy Consent/Release Form
I have read the above statement of policy and agree to abide by the Board's tobacco, alcohol and drug expectations. I agree to submit to tobacco, alcohol, and drug tests at any time as a condition for my initial or continued participation in student activities. I authorize any laboratory or medical provider to release test results to the Hoover City Schools Board and its Medical Review Officer. I authorize the Medical Review Officer to release final test results to my parent/guardian and the HCS Board.

I also expressly authorize the HCS Board or its MRO to release any test-related information, including positive results:

- (a) As directed by my specific, written consent authorizing release of the information to an identified person.
- (b) To my decision maker in a lawsuit, grievance, or other proceeding initiated by me or on my behalf. I understand that this agreement in no way limits my right to terminate or to be terminated from student activity participation. I understand that unless my parent or guardian contacts the Drug Testing Coordinator after the first year, and makes a formal request to remove my name and social security number from the testing pool, my name will automatically be re-entered into the testing pool each year.

Signature of Student Athlete Date PRINTED Name of Student

Signature of Parent/Guardian ** Date PRINTED Name of Parent

**** By signing this Acknowledgement of Athletic Handbook** I also give Hoover City Schools permission to use my student athlete's name/photo/video/audio tape in publication and/or on the website or web broadcasts for publicity/promotion purposes. I waive any right to inspect and/or approve the finished product, release Hoover City Schools from any liability by virtue of distortion by processing, and agree that they can be used w/out reservation or fee. **If you DO NOT wish for your student's photo to be used, please sign and date below this clause.**

