

Liza Jackson Preparatory School

**Middle School
Athletic Policy Handbook**

**For
Students and Parents
2009-2010**



Liza Jackson Preparatory School
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Ron Crawford- Athletic Director

Liza Jackson Preparatory School

Student Athletic Code Handbook

Message to Students and Parents

This booklet is presented to you because of your interest in participating in our interscholastic athletic program.

The primary purpose of the athletic program in the Liza Jackson Preparatory School is to promote the physical, mental, social, emotional and moral well being of the participants. It is the hope of Liza Jackson that athletics in our school will be a positive force in preparing our young people for an enriching and vital role in our society.

The athletic program is considered an important and integral part of the total school program and is open to participation by all students at Liza Jackson Preparatory School. Through voluntary participation, the athlete gives time, energy and loyalty to the athletic program. The student also accepts the training rules, regulations, and responsibilities that are unique to an athletic program. In order to contribute to the good of the program, the athlete must assume these obligations as the role demands sacrifices not required of other students.

In addition to the Student Athletic Code Handbook, student athletes are also governed by the discipline code of the school.

Liza Jackson Preparatory School Directory

Board of Directors

Mrs. Joan Henderson
Mrs. Annette Lee
Dr. Virginia Morgan
Mrs. Marie Marshall

Liza Jackson Preparatory School

Mrs. Terri Roberts	CEO	833-3321
Mrs. Mary Gunter	Principal	833-3321
Mrs. Phyllis Green	Assistant Principal	833-3321
Mrs. Julie Jenzen	Assistant Principal	833-3321
Mrs. Peggy Nehring	Assistant Principal	833-3321
Mrs. Loraine Robison	Secretary	833-3321
Mrs. Missy Waltman	Secretary	833-3321

Athletic Department Mission Statement

The mission for Liza Jackson Athletics is to provide a competitive and developmental athletic program, while promoting and embodying the ideals of teamwork, sportsmanship, hard work, self-discipline, and commitment. Developing the student-athlete's character through a positive and supportive environment increases self-confidence and therefore is essential to personal success.

Athletic Department Philosophy

The Liza Jackson Athletic Philosophy is one that encourages and allows for participation by all students. We aim to promote character and teach many values to our students. Among the values that help our athletes and competitors to become responsible adults include sportsmanship, leadership on and off the field, commitment to one's team, critical thinking during practice and competition, time management, self-discipline, and enjoyment. We believe that students will gain these and other values by taking part in the Liza Jackson athletic program throughout their career. Our goal is to challenge our student athletes to strive to be on and off the field. In truth, what really is important about athletics is to have fun, to fight adversity, to risk failure, to get up when you are knocked down, to compete as hard as you can, not to use excuses, and to learn how to win and lose gracefully.

Athletic Offerings

FALL

Boys' Cross Country
Girls' Cross Country
Girls' Volleyball

WINTER

Boys' Soccer
Girls' Soccer
Boys' Swimming
Girls' Swimming

SPRING

Boys' Tennis
Girls' Tennis
Boys' Golf
Girls' Golf
Boys' Track & Field
Girls' Track & Field

**Student Athletes should consider time, interests, academic responsibilities, and team requirements before committing to a team. Some middle school sports are very competitive and team selection and playing time cannot be guaranteed.

Middle School Athletic Philosophy

The role of interscholastic athletics at Liza Jackson Preparatory School is to provide educational experiences in the framework of competitive athletics. By focusing on educational outcomes and student learning, athletics can provide avenues for physical, emotional, social and intellectual growth. The educational outcomes for participation in athletics at Liza Jackson are as follows:

A. Physical Growth

1. Achieving personal fitness
2. Learning to cope with stress
3. Learning participation skills
4. Learning good health habits

B. Emotional Growth

1. Gaining self-confidence, self-worth, and self-discipline
2. Learning to accept criticism
3. Learning to accept success and failure
4. Learning a sense of pride in achievement

C. Social Growth

1. Developing interpersonal relationship skills
2. Developing a sense of responsibility to a group
3. Learning to win and lose graciously
4. Learning to work as a team
5. Learning sportsmanship and fair play
6. Learning respect for teams, opponents, coaches, and officials
7. Representing yourself, your team, and your school in a positive manner

D. Intellectual Growth

1. Learning commitment to a goal
2. Learning time management skills
3. Developing skills and strategies to support academic and athletic achievement

Athletics at Liza Jackson Preparatory School will promote participation by all members of the student body in more than one activity. The athletic programs will focus on teaching the rules of the game, and help to enhance the student's education by teaching the following principles:

Sportsmanship
Teamwork
Integrity
Discipline
Judgment
Decisiveness
Initiative
Commitment

Section I

Rules and Regulations for Athletes

It is important to recognize that while participating in interscholastic athletics, athletes are still governed by school rules and policy. Students may receive disciplinary action such as detention, suspension or expulsion for offenses committed during athletic play.

A. Governing Rules

The rules of the Florida High School Activities Association (FHSAA) must be followed as minimal regulations where more stringent district, league, school or team rules are not specified.

B. Duration of the Athletic Code

The rules and regulations in this code shall apply to any violations from the time that a student-athlete becomes eligible for participation in athletic contests sponsored by the school until the student-athlete leaves Liza Jackson. The code of conduct for athletes is in effect 7 days a week, 24 hours a day, year round.

C. Supplemental Rules and Regulations

Supplemental rules and regulations unique to a given sport may be implemented upon the approval of the principal and athletic director provided that they are not in conflict with the athletic or student codes. These rules will be presented to participants in writing prior to the start of the season, except under special circumstances as approved by the athletic director.

Violation of these rules may be cause for disciplinary action by the coach or principal.

D. Conduct of the Athlete

Any civil law infraction, arrest, vandalism associated with athletic equipment and facilities or conduct by a student-athlete that is determined by school administration to be detrimental to the athletic program, school, or school district can result in disciplinary action as severe as dismissal from the team.

E. Hazing

Liza Jackson Preparatory School and the Liza Jackson Athletic Department do not condone, nor will we tolerate the hazing of students involved in any athletic activity on or off of school property.

Any reported incident of hazing will be investigated on an individual basis. Any student who is found to have participated in the hazing of another student will be disciplined. The disciplinary action will include a meeting with the student and their parent/guardian and may be as severe as expulsion from school and a permanent loss of athletic privileges at Liza Jackson Preparatory School.

Hazing is defined as any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

F. Sportsmanship/Language/Conduct

Student-athletes must exhibit good sportsmanship both in and out of competition. They are to show respect for all opponents, officials, coaches and other people that they may come into contact with.

The use of vulgar or profane language is unacceptable anywhere and at anytime.

Fighting, taunting or otherwise provoking conflict with opponents or spectators will not be tolerated.

Any actions or behavior by student athletes that are judged to be inappropriate by coaches or school administration may also result in disciplinary action.

Any student who is ejected from a contest will be ineligible for participation in the next contest. Athletes may be subject to additional discipline deemed appropriate by the athletic director.

G. Alcohol, Drug and Tobacco Use

The possession or use of alcoholic beverages, drugs, or tobacco products shall fall under the following regulations which pertain to all students involved on an athletic team. (*Note: Student-athletes are expected to avoid association at activities where the illegal use of alcohol or drugs is present. The student-athlete must make a conscious effort to leave the area or situation when they realize that a controlled substance is being used or is in their presence.*)

1. Athletes will be disciplined whenever referral made to the coach and/or school administration based on (1) being caught in the act by school personnel, parents or authorities, (2) police report or court action brought to the attention of school personnel, (3) self-admittance resulting from investigation of an incident.
2. Violation of the rule involving the possession, association with, or use of alcoholic beverages, drugs, or tobacco products will result in the following:
 - a. **First Offense:** Dismissal from the athletic team. The dismissal may be waived at a reinstatement hearing set by the building principal or their designee involving the athlete, the parent or guardian. The athlete and parents must have enrolled the student-athlete in a school-approved program providing assessment and treatment for substance abuse related problems. The school district will not be financially responsible for enrollment in this program. Upon notification of enrollment in an approved program by one of the program's counselors, the athlete may be reinstated to team membership status after serving a suspension from all team activities for a period of 14 days. There will be no guarantee of playing time upon the athlete's return from suspension.
 - b. **Second Offense:** An athlete involved in a second offense will be suspended from athletic participation for one calendar year.

H. Student-Athlete Conduct in School

Student-athletes are expected to adhere to all school rules and regulations. Failure to comply with school and individual classroom rules may result in disciplinary action by the athletic department, coach or principal.

I. Suspension From School

Athletes suspended from school are not permitted to attend practices or games at any facility, home or away, during the period of their suspension.

J. Team Travel

Athletes must travel to and from contests away from Liza Jackson in transportation provided by the school in most cases. In some cases, parents will be required to transport teams to their contest depending on bus availability. The athletic director will transport as many teams to contests as possible. The athletic director will bus students to out of town contests and back to Liza Jackson after the contest has ended. Parents should pick up students promptly after the bus arrives at Liza Jackson after a contest. If the contest is being played in Ft. Walton Beach, parents will pick up their child at the contest site. The only exceptions to this rule are:

1. Injury to the participant which requires alternative transportation.
2. Prior written arrangement between the parents, coach and the athletic director at least 24 hours prior to the contest.
3. Parents will not be allowed to transport students other than their own without written arrangement from the other student's parents, the coach, and the athletic director at least 24 hours prior to the contest.

Matters of convenience are not considered acceptable reason for granting waiver to the school policy. Repeated disregard to this policy may result in disciplinary action against the student athlete.

Parents/Guardians must understand that their signature on a release form waives their child's coverage through school insurance plans.

K. School Attendance on Day of Contest

Students must be in school at least half the day of a contest in order to participate in that contest. Prior arrangement must be made with the athletic director if a student must be absent any part of the day of a contest before the player is permitted to participate.

L. Attendance at Mandatory Practices

Unexcused absence or tardiness to practice will be handled by the coach of each sport and could result in suspension or, in persistent cases, dismissal from the team. **A student must be in attendance at school for a minimum of 3 hours to participate in a practice.** The coach of each sport will decide the practice time for each sport, usually ending between 5:00 and 5:30. Parents should be prompt in picking their child up at the end of practice.

M. Sunday/Holiday Practices

Sundays should remain a day free of student activities. Athletic teams will not practice on Sunday.

Practices scheduled during holidays will be considered non-mandatory.

N. Practices on Inclement Weather Days

At no time will the Liza Jackson Athletic Department demand that an athlete place their safety or the safety of anyone else in jeopardy. Practice sessions will not be held on days that school has been cancelled because of inclement weather unless the athletic director has given clearance. If practice is allowed, it will be considered non-mandatory.

O. Participation in More Than One Sport

Once an athlete has started practicing in a sport, they may not change to another sport during that season without permission from the athletic director and both coaches. If an athlete is cut from a team in one sport, they are able to try out for a team in another sport.

A student may not participate in more than one sport in the same sport season.

In the event that there are overlapping seasons, a student must complete their obligation to the prior sport's season before beginning the next season. Under no circumstances will any student be forced to try-out for a team until their current season has ended.

P. Fundraising

Fundraising by individual athletic teams is **PROHIBITED** at Liza Jackson Preparatory School. Students will not be asked to sell individual items under any circumstance. Persons interested in fund-raising should contact the Athletic Director.

Q. Cell Phones

Cell phones are to be used for emergencies only. Cell phone use is prohibited in all areas of the school building. Failure to abide will result in the confiscation of the phone and possible disciplinary action by the coach, Athletic Director, and/or Principal.

R. School Equipment

It is the responsibility of the student athlete to return all school issued equipment to the appropriate coach within one week of the last team event. Equipment should be returned clean and any needed repairs noted at the time of return. Any lost, stolen, damaged or non-returned equipment and uniforms are the financial responsibility of the student. They will not be permitted to participate in any other extra-curricular activity until equipment is returned or reimbursement is made.

Section II

Eligibility for Participants

A. Enrollment

A student must be enrolled at Liza Jackson Preparatory School. There are exceptions to this rule; home-schooled students would be one example. The student must also live in the home of the parent or guardian.

B. Okaloosa County Middle School Eligibility Requirements

Middle school students must meet the eligibility and participation guidelines listed below to be eligible to participate in interscholastic competition in volleyball, football, cross country, basketball, soccer, baseball, softball, track, tennis, golf, swimming, cheerleading and other interscholastic athletic activities which may from time to time be offered by the board.

1. Eligibility of athletes will be reported by the principal to the Superintendent's designee five (5) school days prior to the first contest of the season. Once a student has been reported for eligibility in a particular activity, he/she may not become eligible in any other activity until the season for the activity in which he/she was reported eligible has ended.

2. The limit of eligibility for each student shall be six (6) consecutive semesters from the time the student enters the sixth grade. Three (3) years from the date the student enters the sixth grade the student shall become ineligible for further interscholastic athletic competition. For fifth grade students who are enrolled in a middle school, the limit of eligibility for each student shall be eight (8) consecutive semesters from the time the student initially enters the fifth grade.
3. All middle school students who participate in extracurricular activities must maintain a minimum 2.0 grade point average (GPA) on a 4.0 scale or its equivalent and pass five (5) grading period immediately preceding participation; except that, student eligibility for the first grading period of each new school year shall be based on passing five (5) subjects and maintaining the required GPA for the previous school year. Elementary student's initially entering middle school will have their eligibility determined by their first grading period. Eligibility requirements for honor clubs may be determined by their respective national charters. Schools may elect to use more rigorous academic criteria for the selection and continued participation of students in any extracurricular activity, including but not limited to athletics. Such additional criteria must be reviewed and approved by the School Advisory Council at each school on an annual basis.
4. Any student who becomes fifteen years of age on or after September 1 may participate in interscholastic athletics during the entire school year so far as age is concerned. However, any student who becomes fifteen on or before August 31 shall be ineligible for further participation in interscholastic activities.
5. Middle school students in the eighth grade will be prohibited from participating in senior high school athletic meetings, practice sessions, inter-squad games or any other senior high school athletic activities before the last day of school for students.

C. Liza Jackson Eligibility Requirements

1. Students must maintain a "C" (not a "C average") or better in every class in order to participate in any extracurricular activities. Eligibility is determined by the previous nine-week grading period.
2. Students wishing to participate in extracurricular activities must have the approval of all their classroom teachers regarding conduct, work habits, suitability to serve as a role model for others, etc. Athletes will not be allowed to participate in events without turning in a weekly progress report reflecting good conduct and work habits.
3. Ineligible students are expected to attend mandatory practices and team meetings, but will not be permitted to dress, sit or travel with the team during contests.
4. Students may be removed from the team/activity at any time, including during the season, upon the determination of the principal that either grades or conduct are deteriorating.

D. Physical Examinations

A student-athlete must have a current physical on file in the athletic office prior to competing in any athletic practice or contest. There are no exceptions to this rule. Physical examinations for athletics shall be the responsibility of the parents and must be signed by a medical doctor after May 15th of the previous school year. The physical will be good for one year only; ***a new one is required each year.*** Physicals are good for all sports for the entire school year.

E. Parent Permission and Emergency Medical Authorization

A student-athlete must have a current notarized parent permission and emergency medical form on file with the athletic director prior to competing in any athletic practice or contest. This form is good for all sports for the entire school year.

Section III

Athletic Awards

A. Students cannot accept any award for athletic performance other than an emblematic award. The value of an award may not exceed \$15.00.

B. School awards for athletic participation are as follows:

Freshman Award:	Certificate
Junior Varsity Award:	Certificate
Varsity Award:	Certificate MVP Most Improved Lion Heart Award

C. Any athlete dropped from team membership for disciplinary reasons will not be eligible to receive any awards established for members of the team. Athletes dismissed from the team will not be considered to have completed the season in good standing or to have met the awards requirements.

Section IV

Appeals Procedure for Athletes

A. In cases of dispute, athletes and parents are asked to consult with the coach involved to resolve the dispute.

B. Decisions by the coach should be appealed to the athletic director if there is not relief received in consulting with the coach.

C. Decisions of the athletic director may be appealed to the principal.

D. All decisions of the principal are final in matters pertaining to athletics.

Section V

Participation Fees

All students participating in extracurricular activities at Liza Jackson will be required to pay a participation fee. This fee will apply one time per student per sport.

Fees for the current school year are as follows:

\$50.00 for each sport played at the school

Individual participation fees must be paid by the end of the 2nd week of official practice for each team. Fees will be collected in the athletic office during regular school hours. Students who have not paid their fees will not be able to participate in a contest until their fees have been paid.

Fees are not refundable unless a student has been cut from a team. Voluntary withdrawal, lack of playing time, academic ineligibility, or disciplinary actions taken by the coach or administration will not be the basis for refunding fees.

If a student's family has financial difficulty in paying participation fees, that student will not be denied the opportunity of participation. Any student who wishes to participate but is unable to because of financial hardship should contact the athletic director. Fees can be delayed or partially or fully waived in exchange for services provided to the athletic department as an event worker.

Section VI

Parent/Coach Communication

A. The Parent Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the student. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach.

B. Communication You Should Expect from Your Child's Coach

1. Expectations the coach has for your child as well as all players on the squad.
2. Locations and times of practices and contests.
3. Team requirements such as fees, special equipment and off-season conditioning.
4. Procedures should your child be injured during practice or competition.
5. Written team rules and guidelines.

C. Communication Coaches Expect from Athletes

1. Notification of any schedule conflicts in advance.
2. Special concerns in regards to a coach's philosophy and/or expectations. As our student athletes become involved in the athletic programs at Liza Jackson, they will experience some of the most rewarding moments of their lives. It is important to understand that there will also be times when things do not go the way the student would like. At these times, discussion with the coach is encouraged.

D. Appropriate Concerns to Discuss with Coaches

1. The physical and mental treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept that your child is not playing as much as you may hope. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as the following must be left to the discretion of the coach.

E. Issues Not Appropriate to Discuss with Coaches

1. Playing Time
2. Team Strategy
3. Play Selection
4. Other Student Athletes

There are situations that may require a conference between the coach and the parent. These meetings are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

F. Conferences with Coaching Staff

1. Call to set up an appointment.
2. If the coach cannot be reached, call the athletic director. He will set up a meeting for you.
3. Please **DO NOT** attempt to confront a coach before or after a contest or practice. These can be emotional times for parent, athlete and coach. Meetings of this nature seldom promote positive resolutions.

G. What Can a Parent do if the Meeting with the Coach Did Not Provide a Satisfactory Resolution ?

1. Call and set up an appointment with the athletic director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

2007-2008 Coaches

Boys & Girls Cross Country

Kristy James
Mike Ammons
Lynn Clark

Girls Volleyball

Jona Friedman
Tucker Handley

Boys Soccer

Kelly Fernandez
Jose Fernandez

Girls Soccer

Kristy James
Lynn Clark

Boys & Girls Swimming

Pam Braseth
Sandy Cain

Boys & Girls Tennis

Jennifer Armbruster

Boys Track & Field

Mike Ammons

Girls Track & Field

Zo Carlson

Photo Release Form

Students participating in sports will be photographed. These team photos **will** be posted on the LJPS web site, as well as published in the LJPS yearbook. If you do not want your student's photo to appear as part of the team photo, please note that below by marking the appropriate response. In this case two team photos will be taken, so your child does not appear in these publications. Additionally, if you do not wish for your student's individual photo or name to be posted on the web site, please note that below.

Please detach this form and return it to the coach.

_____ I do not want my student's photo to be included in team photographs.

_____ I do not want my student's individual photo to be used on the LJPS web site.

_____ I do not want my student's name posted on the LJPS web site.

_____ My student's photo and name may be used in any LJPS publications, including the school web site.

Student's Name _____

Parent's Name _____

Parent's Signature _____

Date _____

Acknowledgement of Receipt

I have read and understand the information provided in this document. I understand that this handbook is meant to provide a framework for policy in the Liza Jackson Preparatory School and is not all encompassing. Situations that may arise will be dealt with on an individual basis.

By participating in athletic programs at Liza Jackson, I agree to adhere to the rules of my school, my team, and the athletic department.

Failure to read and understand this document does not excuse me from violation of district, school, team, or athletic department policy.

Code of Conduct

I hereby accept my responsibility for participation in Liza Jackson Preparatory School Athletics by following this player's code of conduct:

1. I will display good sportsmanship at every game and practice.
2. I will attend every practice and game that I can and notify my coach if I cannot.
3. I will show my coaches respect by listening and learning from them.
4. I will treat my coaches, other players, officials, and spectators with respect and I will expect to be treated accordingly.
5. I will remember that sports are an opportunity to learn and have fun.
6. I am a team player and will commit myself to the team, the sport, and a full season's participation.
7. I will be responsible for all equipment issued to me and return it to the coach or athletic director within one week of the last contest of the sport season.
8. I will be a role model for other students during athletics and in the classroom.

Please detach this form and return it to the coach.

Student Name (printed):

Student Signature:

Parent Signature:

Date: _____