Eastside Athletics



Introduction

This athletic booklet is designed as an aid and reference guide to inform athletes and their parents of the rules, regulations and information that helped develop the rich tradition of competition at Eastside High School.

Participation in athletics is a privilege which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletic competition on high school teams is a privilege and not a right, those who choose to participate will be expected to follow certain rules established by the administration as well as specific rules established by coaches for their sport. Athletes represent the Eastside community, Eastside High School, and our student body; therefore, as representatives of Eastside High School, you will be expected to display a high standard of appearance, sportsmanship, and general conduct.

If after reading and studying the contents of this handbook, you have questions please feel free to discuss them with your coach or the athletic director.

I. Athletic Participation – General Eligibility

In order to represent Eastside High School in any interscholastic competition, a student must meet all eligibility requirements as established by the Indiana High School Athletic Association (IHSAA) as well those of Eastside High School and the Dekalb County Eastern CSD.

In order to practice or compete in any contest, the following conditions must be met:

- 1. Student athletes and their parents have completed and have on file in the athletic office an IHSAA Pre-Participation Physical Evaluation form (forms are valid from April 1 to end of school year). A completed form must include the following:
 - a. Student medical history signed by student and parent/guardian.
 - b. Physician's certificate "physical" signed by physician.
 - c. Consent and Release Certificate signed by the student and parent/guardian. Parts I and II.
 - d. Any other form prescribed by IHSAA and Dekalb County Eastern CSD.
- 2. Student athletes and their parents must sign the "Eastside High School Athletic Handbook Agreement" thus indicating a willingness to abide by prescribed behavioral standards.
- 3. Student athletes and their parents must verify their financial responsibility by supplying proof of insurance.

Note on INSURANCE

NEITHER THE IHSAA NOR Dekalb County Eastern CSD CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES

Due to the nature of athletic activity accidents and injuries may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are required to sign a release form which indicates they accept the financial responsibility for athletic related accidents and injuries. The IHSAA also carries catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request in the athletic office.

- 4. Student athletes and their parents must acknowledge the inherent danger of participating in athletics by signing a waiver of responsibility.
- 5. Student athletes must meet current I.H.S.A.A. eligibility standards, as outlined in pages 3-5 of this handbook.



You are ineligible by Indiana High School Athletic Association rules if you violate any of the following:

1. <u>Age</u>

a. You are 20 before the scheduled date of the state finals in a particular sport.

2. Amateurism

- b. You play under an assumed name.
- c. You accept money or merchandise directly or indirectly from athletic participation.
- d. You sign a professional contract in that sport.

3. Awards/Gifts

- e. You receive in recognition for your athletic ability any award not approved by your principal or the IHSAA.
- f. You use or accept merchandise as an award, prize, gift, or loan or purchase such for a token sum.
- g. You accept awards, medals, gifts and/or honors from colleges/universities or their alumni.

4. Conduct/Character

- h. You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
- i. You create a disruptive influence on the discipline, good order, moral and educational environment of your school.

5. Enrollment

- j. You did not enroll in school during the first 15 days of a semester.
- k. You have been enrolled more than four consecutive years, or the equivalent (e.g. 8 semesters) beginning with grade 9.
- 1. You have represented a high school in a sport for more than four years.

6. Illness/Injury

m. You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.

7. Participation

n. During Contest Season

- i. You participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student athlete.
- ii. You participate in an organized athletic contest with or against players not belonging to your school.
- iii. You participate as an individual on any team other than your school team.
- iv. You participate as an individual without following the criteria for the outstanding student-athlete.
- v. You attend a non-school camp.
- vi. You attend or participate in a student-clinic.

o. During School Year Out -of Season

i. You participate in a team sport contest as a member of a non-school team where there are more than 3 students in basketball and volleyball, 5 students in baseball or softball, and 6 students in football and soccer who have participated in a contest the previous year as a member of one of their school teams in that sport.

ii. You receive instruction in team sports from individuals who are members of your high school coaching staff. (exception: open facilities).

p. <u>During Summer</u>

i. You attend a non-school fall camp and/or clinic after Monday of Week 4 or attend any other non-school camp and/or clinic after Monday of Week 5 for all other sports. (See the athletic director for specific dates.)

8. Practice

q. You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest (5 for girl's golf). (In most cases this number will be "10" unless coming directly from another season.)

9. Scholarship

- r. You did not pass five (5) full credit subjects or the equivalent in your previous grading period. Semester grades take preference.
- s. You are not currently passing five (5) full credit subjects or the equivalent.
- t. Scholastic eligibility is determined on the certification date that is determined each year by the principal.
- u. Any course being taken for a better grade and passed the first time it was taken will not be counted as a credit to meet the three credit requirement.

10. Transfer

- v. You transfer from one school to another primarily for athletic reasons.
- w. You were not enrolled in your present high school your last semester or at a junior high school from which your high school receives it's students unless:
 - i. You are entering the 9th grade for the first time.
 - ii. You were not enrolled in your present high school your last semester or at a junior high school from which your high school receives its students unless-
 - 1. You are entering the 9th grade for the first time.
 - 2. You are transferring from a school district or territory with a bona fide move by your parents.
 - 3. You are a ward of the court.
 - 4. You are an orphan.
 - 5. You reside with a parent with legal custody.
 - 6. Your former school closed.
 - 7. Your former school is not an IHSAA member school and is not accredited by the state accrediting agency in the state where the school is located.
 - iii. Your transfer was pursuant to school board mandate.
 - iv. You are a foreign exchange student attending under an approved CSIET program.
 - v. You did not participate in any contests as a representative of another school after you completed your 8th grade year.
 - vi. You are emancipated.

11. Undue Influence

x. You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

12. <u>IF YOU CANNOT CHECK ALL 10 ITEMS BELOW, SEE THE ATHLETIC DIRECTOR.</u>

- y. You will not or have not turned 20 before the IHSAA State Finals.
- z. You are currently enrolled in and currently passing five (5) full credit subjects.

- aa. You have had a physical examination between April 1 and your first practice each year.
- bb. You have filed with the athletic department the Consent and Release Certificate that has been signed by your parent/s or legal guardian/s.
- cc. You have not changed schools without a corresponding move by your parent/s or guardian/s.
- dd. You have not participated in non-school contests in your sport after having reported to your school team.
- ee. You have never dropped out of school.
- ff. You have had 10 practices in your sport preceding participation in a contest (5 for girl's golf).
- gg. You enrolled in your school during the first 15 days of the semester.

You have never received money or merchandise directly or indirectly for your athletic participation

II. Athletic Disciplinary Policy

The athletic disciplinary policy shall be administered by the athletic director. In the event of his absence, it shall be administered by another district administrator from the DeKalb County Eastern Community School District, selected by the athletic director, or in his absence, the superintendent of schools. In either event, the officiating administrator shall conduct a closed hearing within three school days after he notifies the student athlete of the charge.

The following list of offenses is to serve as a guideline and is not intended to be totally inclusive. Other offenses may be considered and lesser punishments may be assigned. However, the listed offenses shall be treated as defined herein.

The <u>Athletic Council</u> consists of the Principal, Athletic Director, and head coaches in all IHSAA sponsored sports. The Athletic Council is chaired by the Athletic Director, with meetings called as needed. The council acts as an advisory board. This council will have responsibilities in the areas of approving athletic policy, deciding special awards, acting upon an appeal made by an athlete concerning the code of conduct, and taking care of any unusual circumstances that may arise. A two-thirds vote of those present is needed to have a decision. All voting will be done by secret ballot.

MINOR OFFENSES

- A. Minor offenses shall include violations of team rules and coach's rules not covered in this handbook.
- B. Any student athlete formally assigned to the Confined Classroom by an administrator, will be required to sit out the next scheduled athletic contest in the sport in which the infraction occurred. The student will also not be allowed to practice the day(s) the penalty is served.
- C. The status of any student athlete who receives any other type of disciplinary penalty should be addressed in each coach's team rules.

MAJOR OFFENSES

A. Athletes shall not commit felonies or misdemeanors.

Consequence: Any athlete arrested or detained as a juvenile or adult on such a charge will be suspended from participation pending investigation of the incident.

Conviction of a felony at any time shall exclude the athlete from athletic participation for one full year (12 months) from the day the violation is confirmed.

Succeeding felony convictions will disqualify an athlete from any participation for the remainder of his/her high school career.

Succeeding major offense violation will bring an athletic suspension for one calendar year.

Conviction of a misdemeanor shall be subject to athletic suspension for (25%) one-quarter of the contests for the season on the first offense with practice at the discretion of each coach. If out of season, the punishment will carry over to the next sports season that the student participates in.

Succeeding major offense violation will bring an athletic suspension for one calendar year. The penalty will be administered by the athletic council

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B. Alcohol, tobacco products, drugs (use of or association) and/or lookalikes will be handled in the following manner:

Consequence: The student athlete will be suspended from one-fifth (20%) to one-half (50%) for the season on the **first offense** with practice at the discretion of each coach. If out of season, the punishment will carry over to the next sports season that the student participates in.

Succeeding major offense violation will bring an athletic suspension for one calendar year.

C. General Conduct rule of IHSAA--Vandalism, Theft, Acts of disrespect, Hazing, or acts of delinquency and actions unbecoming of an athlete.

Consequence: Any athlete not arrested or detained as a juvenile or adult on such a charge will be suspended 15 or 20 % the contests for the season on the **first offense** with practice at the discretion of each coach. If out of season, the punishment will carry over to the next sports season that the student participates in.

Succeeding major offense violation will bring an athletic suspension for one calendar year.

The penalty is to be determined by the Athletic Director.

The IHSAA rule on "Conduct, Character, Discipline" states as follows:

Contestants conduct, in and out of school, shall be such as

- (1) not to reflect discredit upon their school or the Association
- (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment.

"Hazing" or any type of "initiation rite" will be considered a violation of the General Conduct rules and will be dealt with as a serious matter. Coaches, the Athletic Director, and the administration will determine if an incident is considered hazing. If so determined, these officials will consider it a serious disciplinary infraction of both the Athletic and Student Handbooks.

Conduct unbecoming of a student-athlete may include:

- 1. Stealing
- 2. Flagrant misbehavior in class/school
- 3. Disrespectful attitude toward school personnel (insubordination, repeated referrals)
- 4. Conduct which adversely affects and impedes the sage and effective management of the school environment and it's occupants, including disorderly conduct as defined by state law
- 5. Harassment or hazing
- 6. Acts of vandalism
- 7. Representation of themselves or others, inappropriately or unlawfully on the Internet. (See Social Networking Sites below)
- 8. Any CASE or Out of school suspension assignment
- 9. Conduct contrary to the ideals, principles and standards of the Dekalb County Eastern CSD, the North East Corner conference, and the IHSAA.

SOCIAL NETWORKING SITES:

Student-athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Face book, You Tube, My Space). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and the DeKalb County Community School District.

Texting, tweeting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of an Eastside student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Honor Code or other policy, will be considered in violation and subject to athletic discipline or suspension.

Appeals/Hearing:

A student athlete and his/her parent(s) or guardian(s) have the right to a hearing with the Athletic Council on the removal from participation by notifying the Eastside athletic director by phone or in writing within three (3) school days after the removal. The right of appeal is forfeited if this is not requested within this three (3) school day limit. The purpose of the appeal hearing is to inquire into the student athlete's alleged violation and allow the student athlete and parents or guardians to present evidence on behalf of the student athlete. The removal from participation will remain in effect during the appeal process.

Additional Policies:

- 1. An IHSAA sanctioned scrimmage will constitute one athletic contest.
- 2. If a suspension period includes a fraction of an athletic contest and that fraction is .5 or higher, the athlete will **not** be allowed to participate in any part of that contest. If the fraction is lower than .5, then the athlete will be allowed to participate in the entire contest.
- 3. Practice during the period of suspension will be up to the individual coach involved and dependent upon whether or not the athlete will be capable of "regaining" eligibility for a remainder of the season OR for future seasons (i.e. an underclassman who could play next year as opposed to a senior who would not be able to play) provided the athlete submits documentation from a medical doctor that participation does not pose a health risk to the student.
- 4. An athlete's suspension will carry over to the next sport in which he/she participates regardless of when he/she was suspended. For example: if an athlete has a 30% suspension from football and only has one game left, then 20% of his/her next participation season would be suspended. In order that the suspension time be credited and the athlete regain full eligibility, he/she must complete the season of suspension time in good standing.
- 5. Junior High School student athletes are under the same policy; however, they are considered a separate group. A second offense under *Major Offenses* Section of this policy may result in a penalty which will carry over into the athlete's high school career.
- 6. In the judgment of the administration, any student athlete who admits to a violation may receive consideration of less than the maximum penalty as a mitigating circumstance.
- 7. In non IHSAA tournaments the maximum number of contests will be counted in the suspension.
- 8. The IHSAA tournament will be counted as one contest when figuring suspensions. However, if the suspension ends during the IHSAA tournament, the athlete will be allowed to participate. ie. a football player receives a 50% suspension. The athlete is suspended for 5 contests which includes the last four regular season contests and the first round of the sectional. The athlete will be eligible for the second round of the sectional.
- 9. An athlete will be required to practice for the duration of the season when that suspension will be fulfilled during the current season.
- 10. The cause of suspension will be established by charges by law enforcement officials or agencies, observation by members of the administration, faculty, athletic staff, or by the admission of the athlete.
- 11. Cheerleading will be considered as one sport for the entire year.

- 12. If an athlete participates in two sports during the same season (ie. cheerleading and volleyball), the penalty will be assessed in each sport. For example, a 50% penalty for such an athlete would suspend the athlete from 50% of the volleyball season as well as 50% of the cheerleading season
- 14. All suspensions will be based on contests at which level the athlete participates. The athlete will not participate at any level until the suspension is completed.
- 15. An athlete will not be able to participate in a sport they have never participated in prior to suspension in order to circumvent the rule. ie. the athlete has participated in football in the fall, basketball in the winter, and nothing in the spring. During the basketball season the athlete violates the code for the first career offense. The athlete receives a 50% suspension from contests. There were 20 contests scheduled which includes the sectional. There were five contests remaining including one sectional contest which we lost. The athlete therefore has missed 5 of the 20 basketball contests or 25%. The athlete still has 25% of a penalty remaining which will be served when football season arrives in the fall because he/she participated in fall golf and not in a spring sport the previous year.
- 16. Seasons Defined- The first day of practice prescribed by the IHSAA in a respective sport until one week after the end of the last contest.

III. Junior High Academic Policy

This policy is designed to elevate the level of expectation placed on students for participation in any school-sponsored activity that requires practice, rehearsal, performance, or competition outside the normal school day, including activities that take place on weekends.

- A. All junior high students will be evaluated every 4 ½ weeks using the midterm progress report and/or nine-week report card.
- B. Students who receive one "F" will be required to miss 15% of the events scheduled for a sport or activity. Students may, however, continue to practice.
 - a. Should the 15% calculation result in a partial event, that partial event will be rounded to the nearest complete event, using standard rounding procedures.
 - b. Multiple events, activities, contests, or matches held during a single day shall be counted as one event for the purpose of calculating the penalty.
 - c. If one season ends prior to the completion of a player's suspension, the remainder of the suspension will carry over to the beginning of the next season in which the student participates. Any carryover from one season to the next will be treated as one event equals one event. No recalculation of the length of the suspension will occur. This carryover will not apply if a student regains eligibility prior to the start of the next activity.
 - d. Any suspension imposed will apply to both athletic and extracurricular activities in which a student may be participating.
- C. Students who receive two or more "F's" will be ineligible for all activities until the next midterm progress report/report card. Spring semester grades for all 7th grade students will carry over to the 8th grade to determine eligibility for participation in all fall activities during the subsequent school year. Those students who have been retained in the 7th or 8th grade will be ineligible for the first 4 ½ week evaluation period or until they become eligible under the guidelines set forth in this policy.
- D. The athletic director, each 4 ½ weeks, will compile a list showing all junior high students receiving one or more failing grades. The list will be kept in the Athletic Director's office for review by all pertinent coaches and sponsors. The assistant principal will also have a copy of the list.
- E. Each student will be given a copy of the academic policy along with the other documents included in the information packet provided by the coach/sponsor. Parents will be required to sign and return this policy along with other related documents necessary for participation.
- F. The high school head coach will be responsible for ensuring that each coach in their junior high program is aware of and enforces this policy. All other clubs and organizations will be responsible for implementing and enforcing this policy within their programs.

IV. Awards

- A. Lettering requirements are established by the head coach of each sport and the athletic director. Team members will be supplied with copies of lettering standards at the start of the season.
- B. All Eastside student athletes must meet the following requirements at the time that the award is announced to qualify for awards:
 - 1. Meet I.H.S.A.A., NECC, and Eastside eligibility rules.
 - 2. Display satisfactory attendance.
 - 3. Display proper conduct at all times toward other players, coaches, officials, teammates, and fans.
 - 4. Meet all team rules and expectations established by the individual coach.
 - 5. Be free of any administrative penalty under the provisions of this handbook.
- C. The coach, with the approval of the athletic director, may use his discretion in awarding letters at the end of the season. Any student athlete who meets the established requirements must also be recommended by the coach and accepted by the athletic director before he/she will receive an award.
- D. Transfer students will be given credit for letters earned at another school if proof of credit has been sent from the student athlete's previous school.
- E. A single letter will represent all sports. If a student athlete earns more than one letter, a certificate and a bar will be issued.
- F. An "Outstanding Athlete" plaque is awarded to any student athlete who has earned nine or more letters in his/her high school career. The award will be presented during the senior year.
- G. Athletic letters can only be earned by high school student athletes.
- H. Patches will be awarded to any student athlete who is selected All-Conference, or who wins a Sectional, Regional, Semi-State, or State championship. Patches will also be awarded to team members and managers of <u>teams</u> that win conference championships or are champions at any level of the state tournament series.

V. Individual and Team Honors

- A. A student athlete will qualify for the "Honored Athlete" wall if one of the following criteria is met:
 - 1. All-Conference selection
 - 2. All-State selection
 - 3. Individual Sectional, Regional, Semi-State, or State Champion
- B. Pictures will not be displayed until the student athlete has graduated.
- C. A team picture will be displayed in the hallway for those teams that win a championship in a state tournament (Sectional, Regional, Semi-State, or State), or win a conference championship (league or tournament).
- D. An individual picture of anyone who wins a state championship in an I.H.S.A.A. recognized sport will be displayed in the hallway.

VI. <u>Travel Involving Athletic Teams</u>

- A. All athletic teams must travel to and from games by school bus. Any exceptions to this rule must be outlined in team policy and approved by the athletic director or principal.
- B. All athletic teams are expected to display exemplary behavior on bus trips. Busses should be left in as good or better condition than when boarded.

VII. School Owned Equipment and Supplies

School owned equipment will be cared for by the student athlete. Any issued equipment which is lost, stolen, or damaged will be the responsibility of the student athlete. In such instances, the coach will provide and collect an appropriate replacement cost.

VIII. Attendance and Participation

Student athletes may not participate in a practice or game if they are not in attendance at school on the day of the activity. Students who are dismissed early from school due to illness should not be in attendance at practice or games on the same day, unless permission has been granted in advance by the athletic director. Students who come to school late because of illness must be in attendance at least the last four periods of the day to participate in an activity. Student athlete absences because of extenuating circumstances (e.g., funerals) will be judged by the athletic director or the principal. Saturday games will be given special consideration by the principal or athletic director concerning Friday's attendance.

IX. Injuries

- A. Should a serious injury occur, attempts will be made to contact a parent or guardian to inform them of the condition of the student athlete.
- B. If the coach feels that the injury makes it necessary to take the student athlete to the hospital, the EMS will be contacted and the parents will be contacted by a school representative as soon as possible. When in doubt, coaches are instructed to contact the EMS.

X. Transfer of Communicable Diseases

As a member of the I.H.S.A.A., Eastside Jr./Sr. High School subscribes to all I.H.S.A.A. and appropriate National Federation guidelines. To comply with National Federation and I.H.S.A.A. rules, any Eastside student athlete who is bleeding, has an open wound, or whose uniform has excessive amounts of blood on it will be removed from a contest until the student is medically treated and/or the uniform is changed. The same requirements will be adhered to at all practice sessions.

XI. Non-Discrimination

It is the policy of DeKalb County Eastern Community School District and Eastside Jr./Sr. High School not to discriminate in the educational programming of activities regardless of a student's abilities, race, color, sex, national origin, creed, or otherwise qualified individuals with a disability.

XII. Sexual Harassment

- A. It is the policy of DeKalb County Eastern Community School District to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any member of the DeKalb County Eastern Community School District staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section C. It shall also be a violation of this policy for students to harass other students through conduct defined in Section C.
- C. **Definition**: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student toward a staff member when:
 - 1. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or education, or:
 - 2. Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or:
 - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

- D. Sexual harassment, as set forth in Section XII-A, may include but is not limited to the following:
 - verbal harassment or abuse
 - pressure for sexual activity
 - repeated remarks to a person, with sexual or demeaning implications
 - unwelcome touching
 - suggesting or demanding sexual involvement accompanied by implied explicit threats concerning one's grades, job, etc.

SPORTSMANSHIP

An entire community takes pride in the success of a local sports program. All persons—coaches, players, parents, school personnel and fans—recognize that such success results from a lot of hard work and a commitment to a number of goals. Primary among those goals has to be the development of good sportsmanship among all people involved. Schools can take justifiable pride in the fact that few coaches or players lose sight of good sportsmanship even during the stress of a hard-fought game. Fans, however, are often another issue. Few, if any, fans would dare admit they didn't support good sportsmanship - as a concept. It is in practicing that concept that the sportsmanship goal sometimes leaves much to be desired.

Good sportsmanship is not an inborn quality, but it can be developed by following just a few simple guidelines. The basic fundamentals of good sportsmanship include:

- 1. Knowing and understanding the rules of the contest.
- 2. Showing respect for the officials, including accepting their decisions.
- 3. Showing respect for opponents at all times
- 4. Recognizing and appreciating the skills of all students participating in the contest.
- 5. Maintaining self-control at all times.
- 6. Showing a positive attitude in cheering.

Perhaps the most common type of inappropriate behavior shown by fans is trying to intimidate the opposing team. Unfortunately, college and professional game crowds lead the way in this area. In high school athletics, however, any means in which spectators make fun of or disrupt the other team or officials is not appropriate. The coaches and/or players get fouls called on them for such actions. Should fans be exempt?

As a reminder	to parents and athletes, the following forms are needed on file for
participation.	Please read this carefully.

 I.H.S.A.A. physical and consent form (Please complete this section very thoroughly.)
 Emergency Information Card
 Potential Hazard Form
 Policy Agreement Voucher
 I.H.S.A.A. Notice of Disclosure

All of these forms may be obtained in the Athletic Office or from your coach.

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