

ATLANTA PUBLIC SCHOOLS
STUDENT-ATHLETE AND PARENT HANDBOOK

Atlanta Public Schools

Department of Athletics Student- Athlete Handbook

Revised 2013-2014



“Atlanta Public Schools Athletics program is committed to excellence in athletics as part of a larger commitment to excellence and education.”

MESSAGE FROM SUPERINTENDENT

Dear Student Athletes,

The opportunity to represent Atlanta Public Schools on the playing field requires determination, dedication and discipline. It demands the successful management of time and effort between academic responsibilities and athletic pursuits.

We take great pride in the accomplishments of our student-athletes, and we will continue our tradition of enriching educational and extracurricular activities for all of our students. While academic achievement is the top priority of APS, we encourage our students to take advantage of the diverse experiences that our school system offers.

I believe that athletics can be an integral part of developing well-rounded students. In fact, student-athletes typically develop a sense of pride, self-esteem, teamwork and commitment, traits that they may not realize in the classroom alone. Every coach, principal and teacher within APS understands that your participation in athletics can be an important supplement to your academic endeavors.

Thank you for participating in our athletics program and for the hard work and discipline required of you. We trust that you will commit to delivering your best efforts on the playing field and in the classroom.

Remember, representing APS in any endeavor, athletic or otherwise, is a privilege earned through hard work, determination and excellence in the classroom.

I wish you all the best for the coming year.

Sincerely,

Erroll B. Davis, Jr.

Superintendent

“Developed in 2011, reviewed each school year or as needed as rules, policies and procedures change-current for 2013-2014.”

Contents

MESSAGE FROM SUPERINTENDENT	2
MESSAGE FROM DIRECTOR OF ATHLETICS	5
DEPARTMENT OF ATHLETICS CONTACT INFORMATION	5
High School Athletic Directors.....	6
High School Play It Smart Academic Coaches	6
Middle School Athletic Directors.....	7
STUDENT GUIDE TO PROPER STUDY HABITS.....	8
Who Are Successful Students?.....	8
ATHLETIC PARTICIPATION RULES, REGULATIONS, AND GUIDELINES.....	9
Purpose of Extracurricular Activities.....	9
Teachers/Coaches.....	9
Governing Associations	9
Academic and Residence Eligibility.....	9
RECRUITING/UNDUE INFLUENCE.....	17
COLLEGE ENTRANCE REQUIREMENTS, EARNING SCHOLARSHIPS, AND NCAA ELIGIBILITY CENTER	18
Initial Eligibility.....	18
Division I Academic Eligibility.....	18
Division II Academic Eligibility	18
Amateurism Eligibility	18
NCAA Certification process.....	18
ATLANTA PUBLIC SCHOOLS ATHLETIC ASSOCIATION.....	19
Athletic Awards.....	19
Letter Jacket Guidelines.....	20
Amateur Status/Awards	21
Student-Athlete Code of Conduct	22
12. School Day Attendance Eligibility.....	25
ATLANTA PUBLIC SCHOOLS ATHLETIC PROGRAM SUBSTANCE ABUSE GUIDELINES	25
Tobacco Use and/or Possession	26
Alcohol Use and/or Possession.....	26
Illegal Drug Use/Possession.....	26

SPORTS MEDICINE ATHLETIC TRAINING INFORMATION	27
Athletic Training and Medical Treatment, Staff, Training Room.....	27
Strength and Conditioning Program.....	27
Sportsmanship.....	27
Gender Equity Policy	27
Complaint Procedures.....	28
APPENDIX: FORMS FOR PARTICIPATION (Physical and Substance Abuse).....	28
ATLANTA PUBLIC SCHOOLS ATHLETIC PROGRAM SUBSTANCE ABUSE GUIDELINES PARENT STUDENT ACKNOWLEDGEMENT FORM	35
Tobacco Use and/or Possession	35
Alcohol Use and/or Possession	35
Illegal Drug Use/Possession	35

MESSAGE FROM DIRECTOR OF ATHLETICS



WELCOME to the Atlanta Public Schools athletic program. Our Department of Athletics is extremely excited that you and your family have made the decision to participate in our interscholastic athletic and extracurricular activities program. Our goal is to provide an environment so that each of you enjoys tremendous success and opportunities with the chance to gain valuable and lifelong experiences through your association with our athletic program and all our extracurricular activities. Our responsibility is to help everyone in our athletic programs be successful. Have a great year and the best of luck to you, your family, and your team!

Jeff Beggs CMAA

Director of Athletics

Atlanta Public Schools

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STUDENT GUIDE TO PROPER STUDY HABITS

Success in the classroom must and always will be our top priority. Our teachers and coaches expect and demand ALL our student-athletes to strive for knowledge and top grades and, at the same time, develop a winning attitude in all walks of life. These are principles which we feel are important and should be continually stressed:

- Sit in the front row of each class.
- Show a good attitude toward the teacher and his/her class.
- Review each class and the material covered on a daily basis.
- Pay attention in class and take good notes.
- Ask questions! No question is a poor question.
- Ask for help when appropriate.
- Set aside a minimum of 2 hours each day to review schoolwork.

Parents can make a difference as well. How can you help your children become more successful students? Certain skills, attitudes, and behaviors characterize successful people. Helping your young adult to learn these skills can, in turn, help them to achieve their academic goals. Not all children can become Einstein or Picasso, or even straight A students, but many children can do better with a concerned amount of help, guidance and love.

Who Are Successful Students?

Successful students are **MOTIVATED** students who accept responsibility for their learning and who understand that success in all walks of life comes from their hard work and effort. These are the young men and women who consistently **ACHIEVE** in school. A successful student strives to pay attention and to concentrate on school related tasks. They can block out distractions from the environment around them that will interfere with their successful learning. Successful students work hard to develop the skills to **UNDERSTAND** the ideas that are presented in school. They are willing to get help if they have any troubles or difficulty in accepting the material. They work to **REMEMBER** the facts and ideas they need to achieve in school and work hard to prepare to perform well when tested. In addition, **SUCCESSFUL** students can do all of this in a relatively relaxed and stress free way. A successful student is one who is willing to succeed, because they are willing to **WORK**. They are concerned about doing well in school, but they do not create excessive pressure for themselves. Hard work comes from strong preparation, and being motivated to **ACHIEVE THEIR GOAL!**

Parents **PLEASE** take a concerned interest in your son or daughters school life. Know what is going on in their classes, who they are spending time at and away from school, and what is being required of them in their classes.

If your daughter or son has the goal of playing intercollegiate athletics, our goal is to prepare them in every way possible. Their goal will **NOT** be reached unless you and your child take their academic progress seriously as early as possible.

ALL of us, working together (parents, students, teachers, coaches, counselors, administrators, Play It Smart Academic Coaches, etc.), we can insure great academic success and success in life for your son and/or daughter. The two main ingredients for success in the classroom and in athletics are DEDICATION and DETERMINATION!

ATHLETIC PARTICIPATION RULES, REGULATIONS, AND GUIDELINES

*These regulations, rules, and guidelines are effective as of August 1, 2011 and are updated as needed.

Purpose of Extracurricular Activities

The purpose of the ATLANTA PUBLIC SCHOOLS DEPARTMENT OF ATHLETICS and the ATLANTA PUBLIC SCHOOLS ATHLETIC ASSOCIATION (APSAA) is to provide a positive and well-rounded learning environment that will assist in each student-athletes growth and maturity. It is our goal to develop strong character in our student-athletes and to prepare them for their future after they graduate from our school. This part of their high school experience emphasizes academic excellence, discipline, hard work, and high moral standards. As teachers and coaches of our young people, we constantly strive to build a strong foundation for our student-athletes so they will grow and mature into responsible and productive citizens.

Teachers/Coaches

The coaches who lead these young people are teachers first. They are part of the APS family because they are ALL excellent teachers who care about their students, and are willing to work hard to provide the most successful environment possible.

Governing Associations

The extracurricular activities and athletics for the Atlanta Public School System and its Department of Athletics, as with all academic and eligibility and residency rules and policies, are set forth by the State of Georgia Department of Education, The Georgia High School Association (GHSA) and the Atlanta Public Schools Board of Education.

Academic and Residence Eligibility

This information is provided by the Georgia High School Association Constitution and By-Laws and updated each year.

By-Law 1.51 To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation.

Exception 1: First semester ninth grade students.

Exception 2: A cheerleader who is academically ineligible for the spring semester may try out if she is passing ALL classes at the time of the tryout. The window of opportunity to try out under these conditions is available only during the ten (10) days set aside for tryouts that the school chooses.

1. Passing in all GHSA member schools is a grade of seventy (70).
2. Students participating in junior varsity or "B" team competition must meet all scholastic requirements.
3. If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit in the semester of the transfer, the school may petition the Executive Director for a waiver of this rule for the first semester after the transfer occurs.
4. For schools offering courses with yearlong grading, eligibility must be computed for each semester.
 1. At the end of the first semester, the school must determine that the student has a grade of 70% or higher in classes carrying at least 2.5 Carnegie Units.
 2. The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.
 3. Remediation programs designed to bring the student's first semester grade up to 70% or higher may be used (in accordance with GHSA guidelines) if the school allows such programs for all students.

By-law 1.52 Students gain or lose eligibility on the first day of the subsequent semester. The first day of the Fall semester shall be interpreted as the first date of practice for the first sport.

1. Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.
 1. Summer school is an extension of the previous semester and courses may be:
 - a. remedial in nature where a previously-taken course is repeated in its entirety with a new grade being given.
 - b. enrichment in nature where a new course is taken that results in new credit being earned.
 2. A maximum of two (2) Carnegie unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs.
 3. Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).
 4. An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.
 2. Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.
 3. Independent study courses taken during the school year must meet the criteria of 1.52 (a) 4.

By-Law 1.53 Students must **accumulate Carnegie units towards** graduation according to the following criteria:

1. **First-year students** (entering 9th grade) are eligible academically. Second semester **first-year students** must have **passed courses carrying at least 2.5 Carnegie units** the previous semester in order to participate.
2. **Second-year students** must have **accumulated five (5)** total Carnegie **units** in the first year, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
3. **Third-year students** must have **accumulated eleven (11)** Carnegie **units** in the first and second years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
4. **Fourth-year students** must have **accumulated seventeen (17)** Carnegie **units** in the first three years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
5. Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

ADVISORY NOTICE: CURRICULAR INNOVATIONS

1. BLOCK FOUR PROGRAMS:

1. The student takes four courses that are worth one (1) Carnegie unit each and the classes meet twice the number of hours per week as in the standard curricular programs.
2. To be eligible, a student must earn at least 2.5 Carnegie units.
3. Carnegie unit requirements are the same in all curricular programs.

2. BLOCK EIGHT PROGRAMS:

1. The student takes eight courses at some time during the term, and each course is worth one-half Carnegie unit.
2. To be eligible, a student must earn at least 2.5 Carnegie units during the term.
3. Carnegie unit requirements are the same in all curricular programs.

3. HYBRID SCHEDULING:

1. Definition: A student takes a combination of courses scheduled as block courses, yearlong courses and/or traditional courses.
2. To be eligible, a student must be enrolled in a combination of courses that carry at least 2.5 Carnegie units.
3. To be eligible, a student must have passed a combination of courses the previous semester that carries at least 2.5 Carnegie units.

By-Law 1.54 A Dual Enrollment program is defined as a program in which a fulltime student at a GHSA member high school takes one or more courses from a state public or private postsecondary institution and receives credit at the high school (toward graduation) and at the postsecondary institution.

1. Dual enrolled students shall take courses that are approved by the Georgia Department of Education.
2. Courses may be taken in a variety of formats (including distance learning and virtual courses) as long the courses are approved.
3. Postsecondary semester hour credit shall be converted to high school unit credit as follows:
 1. 1-2 semester hours equates to .5 unit

2. 3-5 semester hours equates to 1 unit
4. Postsecondary quarter hour credit shall be converted to high school unit credit as follows:
 1. 1-3 quarter hours equates to .5 unit
 2. 4-8 quarter hours equates to 1 unit

By-Law 1.55 Students involved in approved Dual Enrollment programs shall be eligible to participate in GHSA activities provided that academic eligibility is maintained.

1. Courses taken each semester at the high school and/or postsecondary institution must total at least 2.5 units.
2. Courses passed the previous semester at the high school and/or postsecondary institution must total at least 2.5 units
3. Students will gain or lose eligibility on the first day of each semester at the high school and a college calendar that differs from the high school calendar may cause problems.
4. Students who withdraw or are dropped from a Dual Enrollment program and are returned to the high school only, may encounter eligibility problems.
5. Students involved in Joint Enrollment programs, Early College programs, or Gateway to College programs may not be eligible at their respective high schools.
6. A student who participates on an intercollegiate athletic team may not participate in any GHSA activity.

By-Law 1.56 **Loss of Eligibility:** Students assigned to an **alternative school** or on **out-of-school suspension** for **disciplinary reasons, or adjudicated to YDC**, lose their eligibility. Suspension is considered to have ended when the student is physically readmitted to the classroom.

By-Law 1.57 **Failure to Meet Academic Standards:** When a school administrator believes that the student has failed to meet the academic eligibility requirements due to conditions that were beyond the control of the school, the student, and/or his parents, and such that none of them could have been expected reasonably to comply with the rule, he may request that the student's case be put on the agenda of the **Hardship Committee**.

1. Ignorance of the rule(s) on the part of any individual is not sufficient cause to set aside the rule(s).
2. Schools must supply all the materials requested on the Hardship Application Form on the GHSA web site.

By-Law 1.58 **Credit Recovery/Make-up Work:** Students who have academic deficiencies at the end of a semester may make up those deficiencies in programs that are available to any student in the school.

1. Credit recovery programs are short-term programs that involve a course that has been completed and a grade given. The student is given the opportunity to work on areas of deficiency.
2. Make-up programs occur when a course has not been completed and an "Incomplete" grade has been given. The student is given the opportunity to work on areas of deficiency.
3. Credit recovery and make-up work must be completed within fourteen (14) school days after the start of the next semester. The student is ineligible until such time as the work is completed and the required passing grade has been recorded. Exception: If the end-of-course test is not offered

within 14 days of the beginning of the next semester, the student may be granted a reasonable extension by the GHSA.

4. The GHSA Executive Director shall be authorized to approve credit recovery or make-up work completed later than fourteen days after the start of the next semester if he finds that the:
 1. timeframe was not met due to circumstances outside the control of the student, his parent(s), and the school, AND
 2. work was completed as soon as reasonably possible, AND
 3. allowance for such a delay is offered on the same basis to all students in the school.
5. Credit recovery programs operated during the summer or in intersessions shall be completed within fourteen days of the beginning of the new semester. Students using those credits to gain eligibility are ineligible until the course is completed successfully. Credit recovery is used for remedial work only, and no new credit courses may be applied under this provision.
6. Students using credit recovery or make-up programs must have their eligibility submitted to the GHSA office on a "Form C."

1.59 **Students with disabilities:**

1. A student with disabilities who is enrolled in a special education program which is not physically located at the parent school (example: psycho-education center, regional occupation center, community-based instruction class, etc.) shall be eligible to participate, practice, and/or try out in interscholastic activities at the parent school if IEP (Individual Education Program) requirements are met.
2. Schools with students having to meet only IEP requirements for course credit must establish an accounting process for the number of courses passed each semester, and for the awarding of Carnegie units. Requirements for the date of entry into the ninth grade and for age apply to students with IEPs without variation.
3. Competitive interscholastic activities administered through local **special education programs** shall follow Georgia Department of Education guidelines and procedures for special education, and are exempt from GHSA requirements.

By-Law 1.60 - SCHOOL SERVICE AREAS / TRANSFER / MIGRANT STUDENTS / MIGRATORY WAIVER

1.61 School **service areas** for member public schools are those attendance boundaries established by local boards of education from which a school normally draws its students. The school service area for a member private school is the county in which the private school is located. The school service area for a startup or converted charter school will be the same as the school from which the charter school draws its students.

By-Law 1.62 A **transfer student** who has established eligibility at a former school in grades 9-12 shall be **immediately eligible** at the new school **if**:

1. The student moved simultaneously with the entire parental unit or persons he/she resided with at the former school, and the student and parent(s) or persons residing with the student live in the service area of the new school This is known as a "**bona fide move.**"
1. The student may choose the public or private school serving that area.
2. It must be apparent that the parent(s) or the persons residing with the student and the student have relinquished the residence in the former service area and have occupied a residence in the new service area.
3. Relinquishment of the former residence may be met by one of the following procedures: selling the residence; having the residence listed with a real estate agent for sale at a fair market value; having a contract with a buyer; having a lease agreement at a fair market value; or abandoning the house and shutting off unnecessary utilities. When a family claims multiple residences, the residence for which they apply for a homestead exemption will be declared the primary residence.
4. The bona fide move is validated when the student's family maintains the new residence for at least one calendar year. A return to the previous residence within that year renders the student to be a migrant student. All hardship appeal processes are available.
2. The student was enrolled in a **private school or a magnet school** and has a bona fide move from one public school service area to another public school service area. A student in this situation may attend either the public school or a private school serving his area of residence.
3. The student was enrolled in a **non-member private school in Georgia or was boarded at a school out of state** and, without a bona fide move, transferred to a GHSA-member school that serves his area of residence as long as:
 1. The student was enrolled at the high school serving his/her area of residence in grades 9-12 before attending the non-member school, OR
 2. The student has not yet established eligibility at grades 9-12 at a member school serving his area of residence, OR
 3. the student has previously established his attendance at a school other than the school serving his area of residence, and chooses to return to that school, AND
 4. it is the initial move of the student from a non-member school to a member school serving his area of residence.
4. The student transfers from a non-member home school and the receiving school grants credit so that the student has accumulated sufficient Carnegie units. At the time such credit is given, the student must also have passed a minimum of at least 2.5 units the previous semester. The student becomes eligible when credit is awarded officially.
5. The student is involved in a **foreign exchange program** that is approved and published on the "Advisory List of International Educational Travel and Exchange Programs" published by the Council on Standards for International Educational Travel (CSIET). This list is found on the GHSA web site.
 1. The student shall be considered eligible for a maximum period of one calendar year.
 2. The student shall not be a graduate of a secondary school in his home country.
 3. The student must maintain eligibility requirements at the member school.
 4. The foreign exchange program must assign students to schools by a method that insures that no student, school, or other interested party may influence the assignment for athletic purposes.

5. All eligibility forms (Form B) for foreign exchange students must be accompanied by documentation from the CSJET-approved foreign exchange program showing that the student has been placed according to the normal procedures for that agency.
6. If one of his/her parents or the custodial parent is a certified teacher or administrator teaching at the receiving school. This opportunity is available one time only at any given school.
7. The student has one of the following family-related situations that produces a **waiver of the bona fide move rule**:
 1. There is a Superior Court or Juvenile Court awarded **change of permanent custody** and the student moves to the residence of the parent receiving custody.
 - (a) The student must attend the member school serving that area of residence.
 - (b) A copy of the court order must accompany the eligibility forms.
 - (c) NOTE: Temporary guardianship papers issued by a Probate Court are not valid for eligibility.
 2. There is a Superior Court or Juvenile Court final order awarding permanent **joint custody** to the parents and the student moves to a residence of his or her parent outside the service area of the previous school.
 - (a) This waiver may be made one time during a calendar year.
 - (b) A copy of the court order must accompany the eligibility forms.
 3. There is a **death of a custodial parent** and the student moves to live with the other natural parent in a new school service area.

NOTE: A copy of the death certificate shall be submitted with the eligibility papers.
 4. There is a military transfer of one or both custodial parents that creates a change of residence that is not a bona fide move. NOTE: A copy of the deployment order shall be submitted with the eligibility form.
 - (h) Students who are U.S. citizens **returning from a foreign country** shall be eligible as long as they meet all other requirements of eligibility.
 - (i) Students who are transferred from one school attendance area to another school attendance area by a **mandate of the local board of education** maintain their eligibility.
 - (j) **Married students** setting up a household (domicile) shall be eligible in the school of their residence provided they meet all other requirements of eligibility.
 - (k) Students at the Atlanta School for the Deaf will be eligible at the school serving their area of residence provided they meet all other eligibility requirements.
 - (l) The migratory rule (See 1.63) will be waived **one time** for **students entering the following boarding schools**:

Ben Franklin Academy, Rabun Gap School, Riverside Military Academy, Tallulah Falls School

Exception: Students from foreign countries not on an approved foreign exchange program are not eligible.

(m) Students entering a school as an "unaccompanied youth" under the conditions of the McKinney-Vento Act must go through the hardship appeal process to become eligible.

By-Law 1.63 A "**migrant student**" is a student who transfers into a GHSA school without a bona fide move or without one of the exceptions listed in by-law 1.62. The student may practice or compete at the sub-varsity level, but may not compete at the varsity level for one calendar year from the date of his entry into the new school.

By-Law 1.64 A student who is not eligible because of GHSA rules at the former school, and then transfers to a new school, cannot regain eligibility by the transfer. Ineligible students cannot gain eligibility by being adjudicated to YDC and subsequently returning to their resident school with earned credit.

By-Law 1.65 Students whose transfers from member school to member school have been approved by the GHSA office after the end of regular season play or during post-season play are not eligible for participation in GHSA sponsored tournaments and/or playoffs in that particular sport for the school year of transfer.

By-Law 1.66 A student who is not eligible at one school because of **suspension or expulsion** and then transfers to a member school cannot regain eligibility by such a transfer, for the length of the suspension or one calendar year, whichever is less.

By-Law 1.67 A **permissive transfer** is defined as an allowance by a local board of education for students and/or their parents to choose a school to attend without regard to the location of residence.

1. A student transferring from member school to member school on a permissive transfer is considered a migrant student.
2. A student transferring to or from a school housing a system-wide, singular academic or vocation program or a magnet program on a permissive transfer is considered a migrant student.
 1. The offering of an individual course or series of courses by one school in a system does not provide inherent justification to grant GHSA eligibility.
 2. Special options offered by a school system that allow students to attend a school outside their area of residence do not provide inherent justification to grant GHSA eligibility.
 3. Any such permissive transfer issue may be brought before the GHSA Hardship Committee.
 3. Students transferring under the provisions of Federal or State academic accountability regulations must be processed through the normal hardship appeals process.
4. When a military base is located in two school districts, a student moving onto the base for the first time may choose to attend either school district, and that district will place the student appropriately. Any transfer after the initial move will be subject to standard eligibility regulations.

By-Law 1.68 **Hardship Applications** may be filed to attempt to establish eligibility in the following situations:

1. A student who changes schools because of a **temporary custody transfer** from a parent to a guardian, or from one guardian to another (See Article IV, Section 5, in the GHSA Constitution).
2. A student whose transfer is based upon his being **emancipated**, homeless, a child from a broken home, a **ward of the DFACS**, or a **ward of a Court** (See Article IV, Section 5, in the GHSA Constitution).
3. In order for a hardship appeal based on a financial hardship to be approved, the new school must provide proof that the family attempted to address the financial problem at the previous school, and that the need-based financial aid was non-existent or insufficient to resolve the problem. Increases in tuition or other costs at a private school do not create an automatic reason to grant the appeal, because such fee increases are considered foreseeable and not unavoidable. Documentation of the financial problem is required.

By-Law 1.69 When a new school opens, student eligibility shall be determined as follows:

1. When a school district mandates an attendance area for a new school for all grades enrolled at the new school, all students living within the mandated attendance area in those grades are immediately eligible. All students living outside the mandated attendance area who desire to attend the new school are considered migrant students and are ineligible for one year. Hardship appeals may be filed if conditions warrant.
2. When a school district mandates some students to attend the new school, allows some students to stay at their present school, and permits some students to transfer to the new school, the school shall set a deadline for students living in the attendance area of the new school to decide whether they will move to the new school, or stay at the present school. The decisions exercised at the deadline date are binding. Subsequent changes render the student to be a migrant student with the one-year period of ineligibility. Students who are granted permissive transfers to enroll at the new school from other schools within the system are considered to be migrant students. Hardship appeals may be filed if conditions warrant.

RECRUITING/UNDUE INFLUENCE-This information is from the Georgia High School Association Constitution and By-Laws

By-Law 1.72 A student athlete transferring from one member school to another shall be ruled ineligible for one year because of "undue influence" if it is proven that:

1. The coach of the receiving school coached an out-of-school team or all-star team on which the athlete played prior to the transfer; OR
2. The coach at the receiving school acted as a private athletic instructor for the transferring athlete, regardless of whether the coach was paid for his services and/or expertise; OR
3. The student participated in a sports camp or clinic run by a member school and/or its coach(es).
4. The player who played for a coach at a former GHSA school followed that coach when he/she moved to another GHSA school. (This is not applicable to dependent children of the coach.)
5. The situations cited in this by-law are considered to be violations even if a bona fide move has occurred, and the hardship appeal procedures are available for the demonstration that undue influence has not occurred.

6. No athletic coach or other persons affiliated with a school may contact in any way a student from another school about transferring to the receiving school to participate in a sports activity or be part of a sports team at the receiving school. This includes AAU coaches in any sport that can be proven they have an affiliation with the receiving school.

By-Law 1.73 A booster shall be considered to be an extension of the school and must abide by all rules applied to coaches and other school personnel. The following persons or groups may be considered boosters: members of the school's Booster Club; alumni; parents; guardians; or relatives of a student or former student; financial donors; or donors of time and effort.

COLLEGE ENTRANCE REQUIREMENTS, EARNING SCHOLARSHIPS, AND NCAA ELIGIBILITY CENTER

Initial Eligibility

Division I Academic Eligibility

To participate in Division I athletics or receive an athletic scholarship during the first year of college, each student-athlete must register at his/her school with the NCAA Eligibility Center. The guidance counselor and/or Athletic Director at your school can help you with the registration process.

- It is imperative that potential student-athletes take and make a qualifying score on the SAT or the ACT by the end of a student's junior year in high school. If not, potential college bound student-athletes will be unable to make official visits to colleges and universities.

Division II Academic Eligibility

If you enroll in a Division II college, and want to participate in athletics or receive an athletic scholarship during your first year, again, please register with the NCAA Eligibility Center and review the necessary requirements for enrollment into a Division II college or university.

Amateurism Eligibility

All incoming student-athletes must be certified as an amateur student-athlete. With global recruiting becoming more common, determining the amateur status of college-bound student-athletes can be challenging. All college-bound student-athletes, including international students, need to adhere to NCAA amateurism requirements in order to preserve their eligibility for NCAA intercollegiate athletics.

NCAA Certification process

All college-bound student-athletes must have an academic and amateurism certification from the NCAA Eligibility Center.

For the staff at the NCAA Eligibility Center to certify your amateur status, you must answer a questionnaire during registration. The questionnaire covers the following pre-collegiate enrollment activities:

- Contracts with professional teams
- Salary for participating in athletics
- Prize money
- Play with professionals
- Tryouts, practice or competition with a professional team
- Benefits from an agent or prospective agent

Agreement to not be represented by an agent

If this is not completed, it will delay initial full-time collegiate enrollment to participate in organized sports competition at the collegiate level.

The Guide for the College-Bound Student-Athlete contains more detailed information about initial academic and amateurism eligibility. This is available at each high school.

ATLANTA PUBLIC SCHOOLS ATHLETIC ASSOCIATION

The Atlanta Public Schools Athletic Association (APSAA) is an organization set up to govern the activities of the athletic department of the high schools and middle schools of Atlanta Public Schools. This association is an umbrella organization of which all individual schools and booster clubs for each sport fall under.

The purpose of this organization is:

1. To promote and support the mission and purpose of each high school and middle school and the Atlanta community.
2. To support in every way possible the total athletic program of Atlanta Public Schools.
3. To promote and encourage the highest level of integrity and sportsmanship among coaches, athletes, students, faculty and parents.
4. To always strive keep the best interests of the participants and student-athletes of Atlanta Public Schools in all of their decisions and endeavors.
5. To represent all high schools and middle schools in the policy decisions or administration of the school's athletic program or of the Atlanta Public School System.

*Please see the Atlanta Public Schools Athletic Association Constitution and By-Laws for additional information.

Athletic Awards

The Atlanta Public Schools Athletic Association will hold school level awards night's presentations during each sport's season and each school year, as well as system wide awards that are presented

at the Monk Jones Lecture Series in April of each year. Each will be held in conjunction with the end of each sports season (Fall, Winter and Spring). Each of that sports season's participants and teams are invited to and will participate in each season's awards night presentations.

Each Awards Night will consist of team recognitions as well as individual recognitions. Awards night recognitions will consist of team achievements, senior achievements (season and/or career), academic achievements (by class), and honorary and memorial awards that are established within the APSAA.

Individual schools, sports and their booster clubs may choose to hold individual team banquets, picnics, or team gatherings for their respective teams, coaches, and participants.

For benefits/awards a student-athlete may receive as a result of participation in a GHSA sponsored sport, activity, or event, please check with the Athletic Director.

The Georgia High School Association will allow only customary certificates, trophies, plaques, and awards letters. Any item beyond that may not be purchased for any athlete by the school, school system or any organization that represents the school. Also, a student -athlete may receive one (1) school sweater or letterman's jacket during his/her 8 semesters of eligibility.

Letter Jacket Guidelines

Every athlete has the opportunity to earn a letter and the opportunity to purchase a letter jacket/sweater during their athletic career at their school within APS. It must be understood, however, that only one (1) jacket may be awarded during a career. After receiving a jacket, an athlete may thereafter be awarded bars, certificates, or whatever is appropriate for that sport, to be decided upon by the building level Athletic Director and Principal. EVERYTHING (letters, team achievement patches, etc.) that goes on a jacket must be approved by the building level Athletic Director. This policy is in accordance with GHSA rules. Jackets may be awarded to sophomores, juniors, and seniors after the end of their second year in a sport. The student is responsible for the purchase of jackets.

Guidelines for earning a letter and the opportunity to order a letter jacket are as follows:

A letter is awarded after 2 years of participation in a particular sport, of which one must be varsity competition. This level of participation begins in the 9th grade and runs from grades 9-12.

If participation is in the 9th and 10th grade year, a letter will be awarded at the conclusion of the 10th grade sports season.

For participation beginning the 2nd year of high school, a letter will be awarded at the end of the student's third year sport's season in high school to be presented at the appropriate school's sports banquet or awards night.

For participation in a sport beginning in the third year, a letter will be awarded after qualifying during the sport's season of the fourth year, which is the second year of participation in that sport. The letter would be presented at the appropriate school's sports awards night.

A senior who comes out for a sport, and stays the entire year, and remains loyal and faithful in his/her practice and program attendance, may earn a letter. That decision will be made through the Head Coach of the sport and the building level Athletic Director

If a student participates in a sport for one season and does not continue the next season, but re-enters a following year, the letter will be awarded after the completion of the qualifying time necessary for lettering for that sport's season. **EXAMPLE:** A student participates in a sport as a freshman, does not go out as a sophomore, re-enters that same sport as a junior and plays varsity, the letter will be awarded at the end of that particular sports season, after having met lettering qualifications.

The Head Coach will determine what he/she considers varsity competition and participation. It is also the responsibility of the head coach of each sport to compile and present the list of letterman's candidates to the Athletic Director at the corresponding times reflected by the above lettering policy. For example, the Head Boys Soccer coach will present names to the Athletic Director of all boys' soccer team members who have completed two years at the conclusion of their 2nd year within the sport, one of which must meet the criteria of varsity competition.

The building level Athletic Director will keep and compile a database of all student-athletes in his/her school who have been awarded varsity letters.

Amateur Status/Awards

A student who represents a school in interscholastic competition shall be an AMATEUR in that activity.

An amateur athlete is one that engages in athletic competition solely for the physical, mental, social and pleasure benefits derived there from.

Accepting nominal, standard fees or salary for instructing, supervising or officiating in an organized Youth sports program or recreation, playground or camp activity, shall not jeopardize an athlete's amateur status.

Reasonable compensation derived from private lessons in a sport is permissible.

An athlete **FORFEITS AMATEUR STATUS** in a sport by:

- Competing for money or other monetary compensations except for reasonable allowances for travel, meals and lodging.
- Receiving any award or prize of monetary value which has not been approved by the GHSA.
- Capitalizing on athletic fame by receiving money or gifts with monetary value except athletic scholarships.

- Signing a professional playing contract in any sport, or hiring an agent to manage his/her athletic career.

* If there is ever any question about this, please speak with your high school coach or the Athletic Director.

Student-Athlete Code of Conduct

Student-athletes who participate in the athletic program of the Atlanta Public Schools are expected to be positive leaders and role models in their school and community. Participation is a privilege, not a right and with that comes responsibility to lead on and off the field and court. We all understand that, due to your involvement with your athletic team, your name and face will be familiar with the vast majority of your school's student body as well as in your community. Because of that, you are expected to be on your best behavior, in and out of school. The following addresses all Atlanta Public Schools student-athletes "Code of Conduct" in school, with their respective team, during and out of season and away from school.

1. Application and Additional Program and Team Rules

The rules, regulations, and guidelines of this handbook are applicable to any student-athlete within the Atlanta Public School System. The Head Coach of a particular sport may also make additional requirements and this is encouraged by the APS Department of Athletics, Principal and building level Athletic Director.

2. Traveling To and From Contests

All teams and team members will travel to and from away games, contests, and matches by transportation provided by the Atlanta Public School System. The general rule is that if you leave with the team, you return with the team. Exceptions include:

- A serious emergency situation arises, by which the athlete AND his/her parents must give written permission to the coach in charge.
- The parents are traveling from the contest site to another destination OUTSIDE of the City of Atlanta. In this event, the athlete must present written permission from the parents before the game or contest and the parents are present to escort the athlete to their vehicle after speaking with the coach in charge.

3. Traveling To and From Practice

We have many of our venues for practice and contests at off-campus sites. It is the student/parents responsibility to transport, or arrange transportation for your son/daughter to and from practice at our off-campus sites. These include Cross Country, Baseball, Fast-Pitch Softball, Competitive Cheerleading, Swimming, Golf, and Tennis. APS may make alternate travel arrangements as needed.

4. Fines, Loss of Uniforms and Issued Equipment

All athletes must return all issued and designated uniforms and equipment issued by the Head Coach of the sport of their participation. All indebtedness must be cleared. It is the responsibility of the student-athlete to either return the equipment, uniform, etc., or the athlete will be charged for the amount of the equipment lost and or not returned. Once again, athletes are responsible for ALL materials issued to them.

5. Radios, Music Boxes, Etc.

In accordance with school system rules, no radios, iPods, music boxes, cell phones, etc. will be allowed on athletic travel busses or in facilities where Atlanta Public Schools High School athletic events are being held. The ONE exception will be a system where headphones are used so that any sound or music will not and cannot be heard by anyone else. A cell phone may be used upon arrival home to arrange a ride and/or pick up from the school.

6. Athletic Team Dress and Behavior

Atlanta Public Schools High School athletic teams will dress appropriately when traveling to away games and contests. The Head coach of the sport will determine dress while representing Atlanta Public Schools at a contest or team function. Sloppy and outrageous attire will not be worn by Atlanta Public Schools student-athletes when traveling to and from away games. Pants will be worn at the waist and no hats except for baseball and softball. Team members will conduct themselves as responsible young gentlemen and young ladies and follow ALL school rules. In all athletic practices and contests, jewelry CANNOT be worn, in accordance with the Georgia High School Association and the National High School Federation rules and by-laws. This includes watches, necklaces, earrings, body piercing of any manner, etc.

7. Dismissal From a Team and/or Activity

Whether a student-athlete's behavior, attitude or other circumstances warrant his/her removal from an athletic team, this is left to the discretion of the Head Coach of that particular sport, the Athletic Director and/or the Principal.

If a student-athlete is dismissed from a team because of discipline problems or infractions of team rules, he/she may appeal to the Head Coach of the particular sport and the Athletic Director for reinstatement. Some form of sincerity must be shown for reinstatement to be considered. Any possible form of reinstatement may also be accompanied by conditions as set forth by the Head coach for restitution or insurance of sincerity.

Any conduct that is detrimental to the team, as considered by the Head Coach and/or the Leadership of the school may result in removal from the team and/or the Athletic Program. Disciplinary action MAY be taken from the school pending on the nature of the offense.

8. Quitting a Sport

Once a student goes out for a sport, we strongly encourage them to complete their responsibility to their teammates and that sport. Any student-athlete, who quits that sport before the end of the

respective season, may NOT try out or practice with another sport until the original sport season is completed. The only exception to that is the Head Coach of the original sport has the option to release them from their obligation to the original sports and its team.

9. Discipline Away From School and Off Campus

All student-athletes are subject to disciplinary action and/or dismissal from the athletic program for any violation of the Atlanta Public School System or Atlanta Public School Systems' Code of Conduct not just while participating in school activities and functions, but OFF CAMPUS and AWAY FROM SCHOOL activities as well. If any student-athlete has legal charges filed against them, the Atlanta Public School System and each of its schools athletic programs reserves the right to withhold that student from participation until those charges are adjudicated. Our student-athletes are participating in an extracurricular activity that represents not only themselves, but their family, school and community as well. Each student-athlete is responsible to this program in regards to their actions at all times.

10. Discipline During School

The Department of Athletics of the Atlanta Public School System, its coaches and teachers, expects and demands all of its student-athletes to be students first. Along with this requirement, it is expected that your discipline and behavior in the classroom must be of the highest respect and honor at ALL times. Athletes should be the people who set the best example for the remainder of the student body in the classroom. All student-athletes are expected to follow the APS Student Code of Conduct. The Athletic Department reserves the right to punish school-time discipline problems caused by its athletes over and above the normal school system disciplinary procedures.

11. Missing Practice-Excused, Unexcused Absences/Checking In and Out

Practice for any sport is extremely important. It is the responsibility of the student-athlete to be at each and every practice. If, because of emergency, illness, or some other crucial situation, an athlete cannot be at practice, he/she must notify the Head Coach of the particular sport BEFORE the practice session is held.

Definitions and procedures:

- Excused absences-Any absence about which the Head Coach of the particular sport is notified BEFORE a practice session occurs. Any makeup for the missed practice is left to the discretion of the Head Coach of the sport.
- Unexcused Absence-Only two (2) unexcused absences are allowed per athlete per season. An unexcused absence is defined as any absence from practice about which the Head Coach of the particular sport is NOT notified verbally before the practice session begins. This rule refers to any reason a student-athlete can not be at practice and includes; after school detention, test make-ups, another after school meeting, absent from school that day, doctor's appointments, checking out from school that day, etc.

- Checking In/Checking Out during the season-It is the responsibility of the student-athlete to be at school at all times. The Athletic Department staff does not want any student out of school or classes for any reason. If the situation arises for which the student-athlete may not be in school for whatever reason, the student athlete and/or parent MUST notify the Head coach of the sport before each Check in and/or Check Out.
- Missed Practices Regulations:
 1. 1st Unexcused Absence from Practice-Make-up practice and any stipulations at the discretion of The Head Coach.
 2. 2nd Unexcused Absence from practice-Make-up practice and any stipulations at the discretion of Head Coach, 1 game or contest suspension
 3. 3rd Unexcused absence from practice-Removal from team and activity for remainder of the season.

***These are Athletic Department regulations. The Head coach of the particular sport may impose additional rules above these and the Athletic Director encourages this.

12. School Day Attendance Eligibility

A student must be in attendance in school the day of a game and/or contest a minimum of one half of the school day (3 full periods on a traditional schedule, 2 full periods on the 4X4 block) to be eligible to participate in that days contest.

13. Simultaneous Sports Activities

No Atlanta Public School System student-athlete may participate in another GHSA sanctioned sport's practices or games until the original sports season is complete (unless approved by the two sport's Head Coaches and the building level Athletic Director). This rule covers overlapping seasons. No APS student-athlete may compete simultaneously on a high school team (in one sport) and a recreation or outside team (or other organization outside the school) in another sport simultaneously without the approval of the high school coach of the particular sport involved and the Athletic Director.

ATLANTA PUBLIC SCHOOLS ATHLETIC PROGRAM SUBSTANCE ABUSE GUIDELINES

The use of any alcohol, tobacco products, or illegal chemical substances will not be tolerated or allowed by any student-athlete of Atlanta Public Schools either on campus or off campus. Upon report of such substances of use or abuse, the Head Coach of the sport for which the student - athlete is currently involved and the Athletic Director will investigate; and, institute such punishment as may be deemed necessary by policy. If the student-athlete involved in the instance of substance abuse is not participating in a sport currently in-season, then the Head coach(s) of the sport(s) on which he/she participates will follow the same process along with the Athletic Director. Appropriate discipline will be administered with respect to the severity of the offense.

*This guideline will not supersede the Atlanta Public School System Student Code of Conduct, when applicable.

Tobacco Use and/or Possession

- 1st Offense-Game or Contest suspension, Must attend practice, Counseling recommended
- 2nd Offense-Suspended 25% of schedule or number of contests remaining in season, Must attend practice, Counseling Required
- 3rd Offense-Suspended for 50% of schedule or number of contests remaining in season, Must attend practice, Counseling Required
- 4th Offense-Suspended for remainder of that sport's season, Counseling required to return to participate in other sports

Alcohol Use and/or Possession

- 1st Offense-Suspended 50% of schedule for current sport, must practice each day with coach's discretion, Counseling Recommended
- 2nd Offense-Suspended for the remainder of that sport's season, Counseling Required
- 3rd Offense-Suspended from the Athletic Program for 1 year, Counseling Required

Illegal Drug Use/Possession

- 1st Offense-Suspended for remainder (100%) of that sports season, must practice each day with coaches discretion, Counseling required (at parents expense) to return to participate, Will submit to one random drug test, at parent's expense, before return to full active status as a player. Will also submit to one random drug test, at parent's expense at Head Coach's, Athletic Director's and/or Principal's discretion It is also the Head Coach's, Athletic Director's and/or Principal's discretion as to player's return for remainder of season based on Completion of aforementioned responsibilities, remorseful conduct and cooperative attitude.
- 2nd Offense-1 year suspension from ALL Atlanta Public School System School Athletics, Counseling Required, Drug Testing required at parent's expense, Cooperation with law enforcement
- 3rd Offense-Career suspension from ALL Atlanta Public Schools Athletics involvement and/or participation

*Parents will be notified at each offense by Head Coach, Athletic Director and/or Principal.

*Must be seen or caught by school system employee or Law Enforcement.

*These punishments are minimal. Head Coaches have the discretion for punishment above any beyond these guidelines.

*Student-athlete will also be subject to school corrective actions as delineated in the Atlanta Public Schools Student Code of Conduct.

SPORTS MEDICINE ATHLETIC TRAINING INFORMATION

Athletic Training and Medical Treatment, Staff, Training Room

The APS sports medicine program's goal is to become one of the best in the country at the high school level.

EMS services are provided at all stadium meets.

Once a student has been treated by a physician, our coaches and certified athletic training staff can help in rehabilitation, and written permission from the doctor is required to return to the activity.

Strength and Conditioning Program

All athletes, male and female, are strongly encouraged to participate in the APS Strength and Conditioning program. Each high school will have an instructor who is a nationally certified strength and conditioning instructor (by the fall of 2013). Our program is designed to develop strength, speed, quickness, flexibility, and agility as well as reduce the risk of injury. It assists ALL athletes in improving in their particular sport. Students may participate in school time classes as well as before and after school time. Contact your building level Athletic Director or instructor for more information.

Sportsmanship

It is the responsibility of all participants in a contest, to include but not limited to, players, managers, trainers, coaches, administrators, parents, fans, etc. to conduct themselves in such a way and to use every means possible to promote and value good sportsmanship in our practices, team activities, games, events and contests.

Gender Equity Policy

In accordance with federal and state law, the Atlanta Public School System prohibits discrimination on the basis of gender in its interscholastic athletic programs. No student in the Atlanta Public School System shall be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against on the basis of gender in any interscholastic athletic program offered by the Atlanta Public School System. Separate teams will be offered for male and female students only where selection for such teams is based on competitive skills or the activity involved is a contact sport. As used in this policy, the term "contact sport" includes basketball, football, boxing, ice hockey, rugby, wrestling, and any other sport in which the purpose or major activity involves bodily contact.

The Atlanta Public School System shall undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. The school system Sports Equity Coordinator shall

ensure that the school system regularly assesses its athletic programs to determine whether there are equal athletic opportunities for members of both genders.

An equity in sports grievance procedure is hereby adopted that provides for prompt and equitable resolution of written student complaints alleging any action that would be a violation of the pertinent Code section, including those brought by a parent or guardian on behalf of a minor child who is a student. The grievance procedure shall be as follows:

Complaint Procedures

The following complaint procedure shall be used for prompt and equitable resolution of complaints alleging a violation of this policy or of state or federal gender discrimination laws.

1. Any complaint regarding this policy shall be submitted in writing to the building level Athletic Director, Principal and/or the Program Director of Athletics at the school by a student or by a parent or guardian of a minor student.
2. The school level Athletic Director, Principal and/or Program Director of Athletics shall render a decision in writing no later than 10 days after receipt of the complaint. The decision shall set forth the essential facts and rationale for the decision.
3. A copy of the decision shall be provided to the complainant within five days of the date of the decision.
4. A complainant shall have the right to appeal the decision to the Director of Athletics, Jeff Beggs within 10 days of the date of the decision.
5. A complainant may appeal a decision to the Board of Education, or the Office of Student Relations in accordance within 10 days using procedures specified in O.C.G.A. §20-20-1160.

Atlanta Public School System, Sports Equity Coordinator Jeff Beggs, CMAA, Director of Athletics,
404-802-5575

APPENDIX: FORMS FOR PARTICIPATION (Physical and Substance Abuse)

Attached are forms that must be completed for your son/daughter to participate in the Atlanta Public Schools athletic program. Please read this booklet and all forms thoroughly, sign and date each form, and return all to the Head Coach of the sport or the building level Athletic Director at the middle school or High School your son or daughter attends.

1. Physical exam form-all athletes must have a physical exam by a licensed medical physician. This completed exam is good for one calendar year. All exams must be on the mandated GHSA attached form.

2. Emergency Treatment Form-This form allows our athletic trainer and/or coaches to make the decision to transport your son/daughter and allow hospital staff to treat your son/daughter in the event you cannot be contacted.
3. Permission to Participate-This form gives your son/daughter your permission to participate in our athletic program. Within that, you voluntarily and knowingly assume the risk inherent in all athletic activities.
4. Insurance Waiver-This form states that your son/daughter is adequately covered by your personal accidental insurance in case of accident and/or injury. Regular purchased school insurance covers all school sponsored sports activities, except for tackle football. See your coach and/or the athletic Director for more information. We encourage ALL families to take out the school time insurance, available through your school, in addition to your regular family insurance. This form also allows you to provide your personal insurance information to be used only if necessary and in an emergency situation.
5. Substance Abuse Guidelines form- This form outlines the penalties for substance abuse, which may include tobacco, alcohol and or illegal drug possession or abuse.
6. Read and Received form-This form acknowledges that you have received and read the Atlanta Public Schools Student Athlete Handbook.

ATLANTA PUBLIC SCHOOLS ATHLETICS

Please read and complete each section of this document. Form must be completed before students are cleared to participate.

Part I PARENT CONSENT FOR ATHLETIC PARTICIPATION AND EMERGENCY MEDICAL TREATMENT

I, _____, parent or guardian, hereby gives consent for my child or ward, _____ to compete in middle school or high school athletics for _____ Middle/High School. Should at any time I desire said student to refrain from participating, I will notify the athletic director or head coach of said school in writing. I fully understand insurance coverage and limitations. Also, in consideration of my son's/daughter's opportunity to participate in interscholastic activities, I hereby consent to emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of the above-named child, by a physician, qualified nurse, and/or hospital, in the event of injury or illness during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity team or group, and hereby waive on behalf of myself and the above-named child any liability of The Atlanta Board of Education, any of its agents or employees, arising out of such medical treatment.

WARNING: BY ITS NATURE, PARTICIPATION IN INTERSCHOLASTIC ATHLETICS INCLUDES A RISK OF INJURY WHICH MAY RANGE IN SEVERITY FROM MINOR TO LONG-TERM CATASTROPHIC, INCLUDING PERMANENT PARALYSIS FROM THE NECK DOWN OR DEATH. PARENTS OR STUDENTS WHO DO NOT WISH TO ACCEPT THE RISKS DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM.

By signing this Form, I acknowledge that I have read and understand this warning and consent for participation and emergency medical treatment.

Parent's or Guardian's Signature _____ Date _____

Part II

PLEASE CHECK ONE OF THE FOLLOWING INSURANCE OPTIONS

OPTION NO. 1: I hereby certify that my child or ward, (name) _____ is a member of a group or to her private hospital and medical plan and/or Medicaid and is covered by that policy or plan for injuries, which may occur from athletic participation. Coverage there under is provided by (name of Company) _____, under Policy No. _____. I understand and affirm that, in light of my selection of this Option, the Atlanta Board of Education has relied upon this certification by me in allowing my child or ward to participate in middle/high school athletics. I will notify the Atlanta Board of Education in writing of any changes in coverage within ten (10) days of said change.

OPTION NO. 2: I hereby certify that my child or ward, _____ is not a member of a group or other private hospital and medical plan, including Medicaid, and is not covered by any policy or plan for injuries which may occur from athletic participation. I understand the Atlanta Public School System will make available *limited* excess medical coverage as per insurance outline/overview for my child or ward in consideration for premium in the amount of \$12.00 for Varsity, Jr. Varsity and Middle School Athletics paid by me on behalf of my child or ward. I further understand that no payment will be made for any medical expense incurred after the policy period expires on June 30, 2012, regardless of the date of my child's/ward's injury. All medical expenses incurred must be submitted no later than June 1, 2012. All medical expenses are excess over any other valid insurance including Medicaid. I understand that I am responsible for the filing of any and/or all medical claims. I have read and understand the benefits and exclusions.

NOTE: THERE CAN BE NO PARTICIPATION IN THE ATHLETIC PROGRAMS OF THE ATLANTA PUBLIC SCHOOLS UNLESS THE STUDENT IS COVERED BY A GROUP PLAN, MEDICAID OR IN THE EVENT OF NO INSURANCE, THE LIMITED EXCESS BENEFIT PLAN MADE AVAILABLE THROUGH THE ATLANTA PUBLIC SCHOOLS.

I understand and affirm my selection of this option.

Parent's or Guardian's Signature _____ Date _____

Part III

STUDENT MEDIA RELEASE FORM

I hereby agree to allow my child, _____, to be photographed, videotaped and/or voice recorded and for his/her name, image, likeness and voice to be used APS approved photographs, videos, publications, news media and web pages for special projects or publicity aimed at promoting school activities and sound teaching practices.

I am aware that my child may be asked a variety of questions concerning school and school-related activities and programs, and that the contents of the interview may be published or aired publicly. I understand that my child will be under the supervision of a school staff member during the interview or photo session, though not if the photographs or video or voice recordings are part of a general background scene in which my child is not identified.

My child reserves the right to refuse to answer any questions or participate in any discussions that make him/her feel uncomfortable or embarrassed. Additionally, my child and/or the supervising school agent reserves the right to terminate the interview, photo or video session at any time if said activities cause embarrassment or discomfort to my child.

I understand that neither APS, nor the news media, has any obligation to air or publish the image, photos, videotape and/or voice of my child. I also understand that neither my child nor I will receive any monetary compensation for the rights granted herein. And I understand that my child's appearance or the use of his/her voice in any publication, photo or televised form does not confer any ownership rights on my child or me.

If by reason of my child's statements and actions in the interview, photos, images, videotape and/or voice recording, or the materials furnished to my child for the same, there is any claim or litigation involving any charge by third parties of violation or infringement of their right, I agree to indemnify and hold harmless Atlanta Public Schools, its staff and its licensees, and assigns from liability, loss or expenses arising from such claim or litigation.

Parent's or Guardian's Signature _____ Date _____

PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____
 Name _____ Date of birth _____
 Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? Yes No If yes, please identify specific allergy below.

Medicines Pollens Food Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

■ PREPARTICIPATION PHYSICAL EVALUATION

THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "yes" answers here

Please indicate if you have ever had any of the following.

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height _____	Weight _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP _____ / _____ (_____ / _____)	Pulse _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/ears/nose/throat • Pupils equal • Hearing		
Lymph nodes		
Heart ^a • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Lungs		
Abdomen		
Genitourinary (males only) ^b		
Skin • HSV, lesions suggestive of MRSA, tinea corporis		
Neurologic ^c		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

^aConsider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
^bConsider GU exam if in private setting. Having third party present is recommended.
^cConsider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____
- Not cleared
- Pending further evaluation
- For any sports
- For certain sports _____
- Reason _____
- Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____
 Address _____ Phone _____
 Signature of physician _____, MD or DO

■ PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

Name _____ Sex M F Age _____ Date of birth _____

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

Not cleared

Pending further evaluation

For any sports

For certain sports _____

Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

EMERGENCY INFORMATION

Allergies _____

Other information _____

ATLANTA PUBLIC SCHOOLS ATHLETIC PROGRAM SUBSTANCE ABUSE GUIDELINES PARENT STUDENT ACKNOWLEDGEMENT FORM

The use of any alcohol, tobacco products, or illegal chemical substances will not be tolerated or allowed by any student-athlete of Atlanta Public Schools either on campus or off campus. Upon report of such substances of use or abuse, the Head Coach of the sport for which the student - athlete is currently involved and the Athletic Director will investigate; and, institute such punishment as may be deemed necessary by policy. If the student-athlete involved in the instance of substance abuse is not participating in a sport currently in-season, then the Head coach(s) of the sport(s) on which he/she participates will follow the same process along with the Athletic Director. Appropriate discipline will be administered with respect to the severity of the offense.

*This guideline will not supersede the Atlanta Public School System Student Code of Conduct, when applicable.

Tobacco Use and/or Possession

- 1st Offense-Game or Contest suspension, Must attend practice, Counseling recommended
- 2nd Offense-Suspended 25% of schedule or number of contests remaining in season, Must attend practice, Counseling Required
- 3rd Offense-Suspended for 50% of schedule or number of contests remaining in season, Must attend practice, Counseling Required
- 4th Offense-Suspended for remainder of that sport's season, Counseling required to return to participate in other sports

Alcohol Use and/or Possession

- 1st Offense-Suspended 50% of schedule for current sport, must practice each day with coach's discretion, Counseling Recommended
- 2nd Offense-Suspended for the remainder of that sport's season, Counseling Required
- 3rd Offense-Suspended from the Athletic Program for 1 year, Counseling Required

Illegal Drug Use/Possession

- 1st Offense-Suspended for remainder (100%) of that sports season, must practice each day with coaches discretion, Counseling required (at parents expense) to return to participate, Will submit to one random drug test, at parent's expense, before return to full active status as a player. Will also submit to one random drug test, at parent's expense at Head Coach's, Athletic Director's and/or Principal's discretion It is also the Head Coach's, Athletic Director's and/or Principal's discretion as to player's return for remainder of season based on Completion of aforementioned responsibilities, remorseful conduct and cooperative attitude.
- 2nd Offense-1 year suspension from ALL Atlanta Public School System School Athletics, Counseling Required, Drug Testing required at parent's expense, Cooperation with law enforcement

- 3rd Offense-Career suspension from ALL Atlanta Public Schools Athletics involvement and/or participation

*Parents will be notified at each offense by Head Coach, Athletic Director and/or Principal.

*Must be seen or caught by school system employee or Law Enforcement.

*These punishments are minimal. Head Coaches have the discretion for punishment above any beyond these guidelines.

*Student-athlete will also be subject to school corrective actions as delineated in the Atlanta Public Schools Student Code of Conduct.

*****By signing the document below, both parent and student acknowledge understanding and receipt of above policies, guidelines, and penalties.

Student Print Name

Student Signature

Date

Parent Print Name

Parent Signature

Date