

FAIR HAVEN UNION MIDDLE & HIGH SCHOOL



Student-Athlete and Co-Curricular Handbook (updated 7/26)

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Fair Haven Union Middle High School

Fair Haven Union Middle High School, in partnership with the community, will promote in all students the knowledge and skills necessary to become independent thinkers, lifelong learners, and responsible, productive citizens.

Introduction

Athletics and co-curricular activities play an important part in life at Fair Haven Union Middle and High School. A tradition of excellence going back many years and the continuing support of the student body, faculty, and community offer much support to FHUMHS students.

This handbook is designed to give students and parents a grasp of the Fair Haven Union Middle and High School philosophy. It should also serve as a reference manual for rules and regulations and as an outline of student and parent expectations and procedures.

District Shared Understanding

We Believe In:

- Providing for the social, emotional, and academic needs of every child so that they feel connected, safe, and respected to ensure student achievement.
- Providing a challenging and engaging atmosphere in which all members of the school community can learn and grow.
- Providing opportunities for inquiry, research, global collaboration, and communication.
- Providing varied, rich, and personalized opportunities for learning.
- Providing experiences to develop critical thinking skills that allow students to become engaged participants in their school communities and beyond.

Objectives & Philosophy

Athletics and co-curriculars are an integral part of life at FHUMHS. We are first and foremost a teaching institution. Within that framework, the goals will include but are not limited to teaching and modeling the value of integrity, teaching and learning sportsmanship and fair play, teaching and learning rules, play, and the importance of accountability. **Participation in any of these programs is a privilege that must be earned and carries with it responsibilities to the school, to the team or group, and to the students themselves.**

Sportsmanship

Sportsmanship suggestions for the coaches and advisors:

1. Make it fun. Build self-esteem in your students.
2. Always exemplify professional, positive behavior.
3. Be aware of your responsibility to the school, community, and the coaching profession you represent.
4. Unsportsmanlike tactics employed to influence the odds of winning are never worth the loss of self-respect.
5. Respect officials'/leaders' integrity and judgment.
6. Anger is a poor substitute for reason.
7. Remember that your students will mirror you.
8. Your students will rise to your expectations.
9. Treat your students the way you want them to treat you.
10. Be a good host/hostess to your guests. Treat them the way you want to be treated.
11. Provide social opportunities for ALL whenever possible.
12. Be careful of remarks made to the media. Be professional.
13. Be modest and gracious.
14. Always keep in mind, would you be proud of your actions if you were being videotaped?
15. MAKE IT MORE FUN.

Harassment, Hazing, & Bullying

The Slate Valley Unified Union School District 1 (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all Members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity, or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972 (Policy C12).

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct that constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing, and bullying according to the procedures accompanying this policy and shall take appropriate action against any person subject to the jurisdiction of the board who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

For additional information on how to prevent and report hazing, harassment, and bullying, please visit the School Board policies, which are located on the SVUSD website (policy C10).

Discipline

Team and individual student discipline is the responsibility of the coach/advisor. A meeting on the first day with the students should cover team/group rules and school rules as they apply to co-curricular activities. Clear and well-understood expectations should be detailed by the coach or advisor. It is the responsibility of the student to notify the coach or advisor before any absences, including detention and academic ineligibility.

The coach/advisor should also discuss the responsibilities of the student as a representative of FHUMHS before, during, and after a game or activity, and on their way to and from a game, activity, or practice. The student's conduct should reflect positively on the team/group and the school. Team/Group members must understand that they may be penalized for conduct unbecoming of a student, such as the use of inappropriate language, inappropriately arguing with or otherwise disagreeing with others, infraction of team/group rules, inability to control one's temper, or behaving in an unsportsmanlike/inappropriate manner. For athletes, the removal of a player from the game by an official will result in an automatic suspension based on the rules set by the Vermont Principals Association.

Disciplinary action will be determined by the administration and/or the coaching/advisor staff when deemed necessary.

At athletic events, a parent or fan ejected by an official or asked to leave a game by the administration due to profanity, inappropriate behavior, taunting, or other unsportsmanlike behavior will be banned from attending any future home FHUMHS sporting events. To regain the ability to attend home events, you must set up a meeting with the Superintendent and Principal to come up with a restorative justice and behavioral plan.

Chain of Command

When disciplinary action is taken against a coach/advisor or student, there is a chain of command for an appeal process.

A coach/advisor will follow the following chain of command if they choose to appeal a decision made by the Athletic Director:

- Meeting with the Principal
- Meeting with the Superintendent
- Meeting with the School Board

A student will follow the following chain of command if they choose to appeal a decision made by the coach, advisor, or Athletic Director:

- Meeting with the Athletic Director (for student-athletes)
- Meeting with the Principal
- Meeting with the Superintendent
- Meeting with the School Board

Student-Athlete/Coach Ejection Policy

Any student-athlete ejected from a game for unsportsmanlike conduct or flagrant foul shall be suspended from the sport from which the student was ejected, based on the rules set forth by the Vermont Principals Association. If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time in the next sports event in which the student participates. The suspended student may not be in uniform. A student who is ejected a second time will be suspended for the remainder of the season in that sport.

A coach ejection for unsportsmanlike conduct shall receive the same suspensions given to student-athletes. If suspended, a coach may attend the contests but must be seated in the spectator area and may not give instructions to the players or to the individual(s) who have been assigned to coach the team at any time before or during the contest. A coach who has been ejected for unsportsmanlike conduct for a second time in a season shall be suspended for the remainder of that sport season.

The student or coach shall have the right to appeal under Article VIII. Enforcement and Appeals, Section 3. Appeals To The Board of Appeals.

It is the responsibility of the local school to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular-season and tournament contests.

Southern Vermont League (SVL) Sportsmanship Policy

The SVL has adopted a sportsmanship policy to be followed by all member schools. This policy requires schools to report any unsportsmanlike incidents to the Executive Secretary within 24 hours.

Incidents would include, but not be limited to, the following:

- Technical Foul
- Yellow or Red Cards
- Unsportsmanlike Behavior Resulting in Ejection
- Fighting (Players or Fans) Pre or Post-Game
- Any Disqualifications
- Verbal Taunting of Opponent Prior, During, or After Contest
- Any Fan Who is Removed by Game Administration

THIS POLICY APPLIES TO PLAYERS, COACHES, AND FANS!

When an incident does occur, the coach must inform the Athletic Director within 24 hours with written documentation describing the situation.

Vermont Principals' Association Rules

Fair Haven Union Middle High School will adhere to all rules set forth by the VPA. For more information regarding VPA rules, please visit: <https://www.vpaonline.org/>

Player Participation

One of the eternal problems facing coaches is deciding who should be on a team and how much time should be allotted to each player. It is the policy of FHUMHS to provide the maximum practical number of activities so that each student will have an opportunity to participate on an athletic team. Accordingly, every effort is made to follow a “no-cut” policy at the Freshman or JV level. This policy is followed in all Freshman and JV teams with the exception of basketball and cheerleading. When more students try out than can practically be carried as team members, the coach must endeavor to:

- Give each candidate ample opportunity to demonstrate their skills and potential before making cuts.
- Explain to all candidates the necessity for cuts and offer suggestions on how they may increase their chances of making the team if they wish to try again.
- Make the candidates aware of other options that might be available, such as a manager or scorekeeper, or going out for another sport if offered in that season.

Below the varsity level, the focus of instruction should be on basic techniques, rules, and the principles of sportsmanship and teamwork. For some students, this will be the end of their athletic careers, and they should feel the satisfaction of playing on an interscholastic team.

The win-loss record on the Middle School, Freshman, and Junior Varsity levels is secondary to the goals mentioned above. The expectation is that each player will receive playing time under game conditions, although it may not be equal. If a student-athlete has missed practice or been disciplined for any reason, a consequence of zero playing time for the infraction may occur. Sub-varsity coaches must remember that the broad participation of players is an important part of the job.

Varsity Athletics represent the highest level of competition within the school program and reflect a strong mastery of the sport's fundamentals, rules, and skills. Participation at the varsity level is generally determined by each athlete's demonstrated ability, while also taking into consideration game situations and team needs.

Athletic Eligibility for Co-Curricular Activities (VPA)

To participate in a district athletic program/team, the Vermont Principals' Association standards apply:

1. For high school sports, the student must be fully enrolled but not beyond the eighth semester of high school. The consequences of non-compliance will be immediate suspension from the team.
2. The student must meet the prescribed competitive eligibility standards of the Vermont Principals' Association (amateur standing and age limitation). The consequence for non-compliance could mean immediate removal from the team and loss of eligibility for any other team.

Eligibility for Co-Curricular Activities (FHUMHS)

Attendance

For students to be eligible to participate daily in co-curricular events, they must be present for their entire scheduled school day. Therefore, **students are not eligible to participate if they cut classes, arrive at school late, or leave school early.** Students will be eligible to participate if they miss part of the school day due to an appointment (with appropriate documentation).

Code of Conduct

If a student chooses to participate in athletics or co-curricular activities, they agree to meet the following Standards of the Code of Conduct. This will begin with the team or club's first meeting and end with its last meeting, practice, contest, or event. Failing to engage in good school conduct will result in co-curricular consequences, which may include, but are not limited to, immediate suspension or expulsion from the team or club.

Academic Standard

The Athletic Director and Administration will address significant academic concerns with the support of the student's teachers, parents/guardians, coaches, and advisors. Learning is the priority for all of our students and is the focal point in all school-related activities, including athletics and clubs. When a student does not meet the academic standard, they may be suspended from participating in co-curricular events, particularly for any potential missed class time due to early dismissal. Led by the Athletic Director and Administrators, the student-athlete's or club's support team will determine when a student may be reinstated based on improved academic progress, taking into account the reasonable time needed for a teacher to assess the student's progress. More specifically:

- With Proficiency-Based Learning, we have moved away from quarters to better reflect the continual learning that occurs in our classrooms. We will, however, take "snapshots" of students' grades to process eligibility. The grade "snapshots" will occur on **September 25th, October 30th, December 11th, January 22nd, March 5th, April 2nd, May 7th, and June 14th**. The final "snapshot" of the year will count for eligibility during the Fall of 2027.
- A student must be fully enrolled and not failing (below 2.5) more than one class at the time of the "snapshot." Ineligible students may remain eligible for athletic and club practice only if they attend the Academic Success Program. It is required that a student attend the Academic Success Program for 45 minutes per day for a minimum of 8 school days to remain eligible for practice or club. Ineligible students will be able to fully participate in co-curricular activities once they meet the eligibility requirements stated above. **Ineligible students may not travel, dress (wear any part of a uniform), sit with, or assist the team/club during any game or performance.**
- If an ineligible student elects not to participate in the Academic Success Program, they will not be allowed to practice and/or attend games or events, but may request a review of their eligibility status at the next designated "snapshot" date.

- Fall sports eligibility is determined by the final grades from the previous school year. Due to a change in the school year, Fall ineligibility will follow different requirements. **Ineligible students will be allowed to fully participate but will need to complete weekly check-ins with their counselor to review current grades for a period of 4 weeks from the first day of school.** The student may be deemed ineligible during this time period using the requirements above.

Importance of Daily Attendance

When a student is absent:

Parents/Guardians are expected to contact the school by 8:15 am with a verbal reason for the absence. If the school does not receive a call or receives a call but there is no reason for the absence, it is considered unexcused or truant until we receive an acceptable excuse for that absence (ie, a doctor's note). The building principal determines whether an absence is excused or unexcused.

Based upon State law (§ 1121), a parent/guardian is responsible for their child attending school, unless the child: (1) is mentally or physically unable to attend; or (2) has completed the tenth grade; or (3) is excused by the superintendent or a majority of the school directors. (The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for not more than ten consecutive school days and only for emergencies or for absence from town).

Parents/Guardians must obtain prior approval from the Superintendent for any extended leave due to emergencies or absence from town.

If a child has not arrived at school and we have not received a phone call, a designated school employee will call the home every day the student is out. If there is no answer, we will contact the emergency number you have provided. This procedure is designed to ensure that a child is safe if they do not arrive at school.

If a student has an unexcused absence from school, they will not be allowed to participate in any school-sponsored after-school functions, such as a game, concert, club, etc.

Written Excuses:

A doctor's written excuse is required after three consecutive days of absences due to illness for those absences to be considered excused absences.

After a total of 10 days of absences due to illness, a doctor's written excuse is required for each additional absence due to illness. If a doctor's written excuse is not provided, the absences will be deemed unexcused.

Tardiness:

Punctuality at school is extremely important. All students arriving after the building's start time will be considered tardy. Any student arriving late to school must check into the office to obtain a pass to class.

*Students arriving after the start of the school day without a valid excuse approved by the Principal will not be able to participate in after-school or evening activities.

Chronic tardiness may impact academic proficiency. Students with chronic tardiness will be referred to the truancy coordinator and administration to initiate a meeting with the intervention team as needed.

Skiping:

Students who skip class time (when a significant portion of a class is missed without a pass or legitimate excuse) will not be able to participate in extracurricular activities for that day and will be subject to disciplinary consequences as stated in the Family and Student Handbook.

Early Dismissal/Signing Out of School:

If students need to leave school, parents/guardians must come into the building to sign their child out. If the parent is sending a designated adult to pick up their child, the person must be identified on the emergency contact card, or the parent/ guardian must call the school with the name and relationship of the person picking up their child. This person will be required to provide valid identification.

Students who are dismissed early must provide appropriate documentation to be eligible for participation in extracurricular activities on that day. Excused absences, such as planned medical or dental appointments, DMV appointments, or bereavement, require documentation. Students dismissed due to personal illness are ineligible to participate in any extracurricular activities for the remainder of the day.

At the high school level, seniors who are academically eligible and meet the guidelines for senior privileges can sign out in the main office. Seniors must be on time and attend classes regardless of senior privileges (senior privileges do not excuse tardies or skipping mandatory classes).

Practice, Game, & Event Schedules

Practice time and place are set by the Coach, Advisor, and Athletic Director. We will make every effort to have the practices for younger-aged teams or clubs early, so that those students can utilize the late bus when possible. Coaches and advisors are asked to make every effort to keep practice within a timeframe so transportation does not become an issue with students and families.

The School Board has adopted the following policy regarding Sunday practices:

1. All co-curricular teams and activities are to meet informally or formally no more than 6 days a week.
2. Sub-Varsity sports and activities are not to meet on Sundays.
3. Sunday Varsity practices can only occur in the event of a game or contest on the following Monday. Note: Item #1 must still be followed, but Sunday practice can be scheduled during the postseason.
4. Sunday practices can not begin until 1:00 pm.
5. Students are excused from days on which religious commitments conflict without penalty.
6. No practice will be called on major holidays as indicated on the FHUMHS calendar.
7. Deviation from the above-noted procedure must be approved by the Athletic Director and building administration.

Illegal Use Including Alcohol/Cigarettes/Tobacco/Vaping:

Use of alcohol or unauthorized use of controlled substances is inconsistent with participation in athletics. When the student is found to be using, possessing, selling, or furnishing drugs or alcohol or drug paraphernalia (as referred to in policy C2) outside of school or its functions, the following will apply:

Students suspected of using alcohol, tobacco/vaping, or drugs may be searched, as referenced in **Policy C21** - Search and Seizure of Students by School Personnel, and referred to the school nurse for screening.

Students found to be under the influence of alcohol, tobacco/vaping, and/or drugs will be treated primarily as ill students. As part of the clinical evaluation, a search of a person, bags/purses, locker, and/or vehicle may be performed to determine what substance may have been ingested, and the student's parent(s)/guardian(s) will be notified and the student sent home. In crises, the matter will be handled as a medical emergency, and accordingly, the school officials will involve ambulance and police assistance as appropriate.

Students who violate this policy will be disciplined under the school's disciplinary procedure as referenced in the Family/Student Handbook. Additional co-curricular discipline may apply as follows (parents/guardians will be notified):

1. First Offense - the student will be suspended from participating in co-curricular activities for the equivalent of one-fourth ($\frac{1}{4}$) of a full season. If less than one-fourth of a season remains, the suspension will carry over into the next season of participation. The student must also complete three meetings with our school SAP (Student Assistance Program). In addition, the student must perform ten hours of community service, which must be approved by the Administration or Athletic Director. If the student voluntarily admits to the violation, the suspension will be reduced by one-eighth ($\frac{1}{8}$) of a full season.
2. Second Offense - the student will be suspended from participating in co-curricular activities for the equivalent of one-half ($\frac{1}{2}$) of a full season. If less than one-half of a season remains, the suspension will carry over into the next season of participation. The student must also complete five meetings with our school SAP (Student Assistance Program). In addition, the student must perform twenty hours of community service, which must be approved by the Administration or Athletic Director.
3. Third Offense - the student will be suspended from participating in all co-curricular activities for the equivalent of one school year from the date of the offense. The student must also complete seven meetings with our school SAP (Student Assistance Program). In addition, the student must perform ten hours of additional community service, which must be approved by the Administration or Athletic Director.

At each incident, the Athletic/Activities Director (following a meeting with the student, an administrator, and the coach/advisor) will notify the student's parent/guardian. Any appeal must be made to the building Principal.

Electronic Communication Policy

As referred to in [Policy B8](#), all school employees must follow electronic communication expectations to ensure a safe educational environment. All employees must review Policy B8 (linked above).

Buses and Transportation

Coaches and advisors are expected to have their students behave in a manner that will not be distracting to the driver. Regular bus rules apply to the trips, which include having all bus passengers seated. Bus etiquette includes having the passengers clean and pick up trash, bottles, etc., before leaving the bus. This is the responsibility of the team/club - not the bus driver.

The Slate Valley Modified Unified Union School District believes (referred to in policy C40) that students should travel to and from co-curricular and athletic events using school transportation. The primary concern for the students' transportation is ensuring the safety of the students and minimizing the school's exposure to a possible negligence claim. No student will be permitted to ride with any other adult or student, or to drive themselves to and from away activities, unless prior authorization is obtained through the administration. All bus regulations will be followed. Exceptions to this policy are as follows:

Students may be allowed to leave an event with their Parent/Guardian/Designated Adult with timely advanced notice to the coach or Athletic Director.

Any parent/guardian wishing to take their child/children home from an away event must Communicate their request to the coach or athletic director promptly. For grades 5th - 12th, all athletes must be signed out by an approved parent or guardian.

A parent/guardian/designated adult will sign for their child ONLY unless there has been prior approval to transport another athlete.

Coaches/Advisors may allow students to be dropped off in Benson/Orwell on return trips from the north with prior notification from parents to coaches and bus drivers.

Special Athletic Transportation

Championship Game Buses, other than school buses, may be used in situations where the team makes it to the Barre Auditorium or a championship game. The Booster Club can help with paying for special transportation. The school will continue to pay a reasonable difference from the actual cost.

Equipment/Inventory

Each coach/advisor is responsible for the care, condition, and cataloging of the equipment and uniforms at the beginning of each season and must develop a sign-out sheet for all uniforms and/or equipment assigned to them and will be held accountable for their return.

All student-athletes must hand in their complete uniforms and equipment to FHUMHS before finishing their season. Failure to do so will result in an invoice being sent home in the amount of the missing inventory. Our goal is not to charge families for missing uniforms. All we want is the uniforms back!

Athletic Physicals

Candidates for FHUMHS teams must have a physical completed every 24 months. FHUMHS recommends yearly physicals for all athletes. **Parents are responsible for knowing the due date and making the appointments on time so as not to disrupt the child's practice and playing time.** Some provider offices book up to 4-6 weeks out for physicals. Forms for physicals (Well Exam - Sports Participation Clearance Form) are available on the Slate Valley website and should be completed by the parents or guardians before the student goes to the doctor for their physical. **Physicals must be completed and the forms returned to the nurse or AD before the athlete will be permitted to participate in a practice or game.**

Co-Curricular Permission Forms

Co-curricular forms must be completed by the parent or guardian before a student commences practice and must be kept in a place easily accessible at all times during the season. The med kit has been a convenient place to keep these forms. These forms contain a waiver that permits immediate treatment of the student by a physician or medical facility if warranted, even if the parents or guardians are unavailable. These forms are available from the online registration platform, FormReleaf.

Arbiter Registration

All student-athletes must complete the registration process for each season through FormReleaf. Failure to do so before the cutoff date determined by the Athletic Director may forfeit the student's right to participate in sports that season. Information on how to register is located below.

Website: <https://students.arbitersports.com/programs/athletic-registration-sy26-27>

Instructions: [Click Here](#)

Injuries

Despite the best precautions, the possibility of an injury occurring during a game or practice is very real.

FHUMHS employs a Certified Athletic Trainer (ATC) on a part-time basis. Although the ATC makes every effort to be at home sporting contests, most practices are not covered by the ATC.

In the event of an injury, the ATC will determine the proper course of action to manage the injury.

If a student is injured when the ATC is not present, the coach/advisor should proceed slowly and cautiously in the assessment. Common sense and caution are of paramount importance. Coaches/Advisors should limit their treatment to those injuries which they feel capable of treating: abrasions, mat burns, contusions, and minor sprains. If there is any suspicion of any type of neck or spinal injury, if a limb is broken or dislocated, or if the student is unconscious or complaining of severe pain, the EMS system should be activated. Activation of the EMS system is as simple as calling 911 from any working telephone.

The 911 operator will need to know: (1) the name of the caller and where the call is coming from, (2) the nature of the injury, and (3) the student's name, sex, and age. This procedure is designed for team practices at Fair Haven.

An ATC must be present during all collision sporting events per Vermont State Law. Collision sports include Football, Ice Hockey, Wrestling, and Lacrosse. Contact sports include Soccer, Basketball, Baseball, Softball, and Field Hockey. Non-contact sports include Cross-Country, Track & Field, Bowling, Tennis, and Golf. Unfortunately, many Vermont High Schools do not have an ATC present during contact or non-contact sports contests. While it is customary for the host school ATC to communicate with the visiting team coach before the start of a contest, this may not occur even though an ATC is present. When significant injuries occur at away games, the host coach or athletic director will assist the Fair Haven coach in activating EMS.

With non-life-threatening injuries that occur at practices or at away contests, the coach should contact the ATC or school nurse at the end of an away contest or practice for further examination and to initiate treatments to facilitate prompt return to participation. An accident report should be filed with the Athletic Director or the school nurse within 24 hours. Per Vermont State Law, any athlete who is suspected of having a concussion must be promptly removed from the sporting contest and may not return

that same day. Students suffering a concussion must complete the return to play protocol and be cleared by the ATC or a physician before returning to play. In the absence of a physician, the ATC has the final say regarding returning to play after any injury.

First aid kits will be provided to all teams. It is the responsibility of each team coach to contact the ATC to keep their kits equipped and stocked as the season progresses.

Mike Finnegan, ATC, PT (W) 468-5555 (C) 345-8793
Castleton Family Health Center 468-5641

Bloodborne Pathogens and Universal Precautions

Bloodborne Pathogens include Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).

Universal Precautions guidelines: Body fluids of all persons should be considered potentially infectious. Body fluids include blood drainage from wounds, vomit, urine, feces, semen, and vaginal secretions.

When treating an injured player, the following steps must be taken:

1. Always use disposable gloves or other barriers when treating any bloody injury, i.e., cuts, abrasions, bloody noses. Cuts and abrasions must be covered with bandages before returning to play.
2. Disposable gloves should be in every first aid kit at games and practices.
3. If one comes into contact with blood, thorough hand washing is essential.
4. Athletes should not wear blood-stained uniforms during practices or games. Extra clothing should be available to change into.
5. Any blood-soaked dressings, gloves, and first aid materials must be bagged in plastic bags and disposed of in containers.
6. Sports equipment such as helmets, face masks, gloves, sticks, etc., which may have blood on them, should be cleaned by using a solution of one part bleach to ten parts water.

Locker Rooms and Building Security

Locker Room use by MS and HS athletes will be staggered. It is the responsibility of the coaching staff to oversee the use of the locker room. A coach should be the first one in a locker room and the last one to leave. After practice or a game, the head coach must make sure that all equipment is put away. If mats were used in the gymnasium for a pregame meeting, they must be folded and returned to their storage area following the game.

All lights should be turned off. The shower room should be inspected to make sure the faucets are turned off.

UPON LEAVING THE BUILDING AFTER A GAME, EVENT, OR PRACTICE, MAKE SURE THAT ALL DOORS - LOCKER ROOM, TRAINING ROOM, GYMNASIUM, PE OFFICES, AND OUTSIDE DOORS ARE LOCKED AND SECURED.

IF A TEAM OR CLUB RETURNS TO SCHOOL AFTER A WEEKEND GAME/EVENT OR AFTER 10 PM ON A WEEKDAY OR IF THERE IS A WEEKEND PRACTICE, THERE WILL BE NO CUSTODIANS TO SECURE OR CHECK ON SECURITY IN THE BUILDING. BUILDING SECURITY DEPENDS ON THE COACHING STAFF.

Students are prohibited from leaving the building through unauthorized exits. Emergency exits should only be used in cases of emergency. **Doors may never be propped open or left ajar for security reasons.**