

**DUNCAN JUNIOR HIGH SCHOOL**  
**PO BOX 710**  
**DUNCAN, ARIZONA 85534**  
**928-359 2474 – HIGH SCHOOL    928-359-2471 – ELEMENTARY**

Student Name\_\_\_\_\_ Grade\_\_\_\_\_ School Year\_\_\_\_\_

**ATHLETIC PARTICIPATION AUTHORIZATION**

I/We, the parent or legal guardian of the student listed above, hereby give permission for our son/daughter to participate in organized interscholastic athletics, realizing that such activity involves the potential for injury, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of ruled injuries are still a possibility. On rare occasions the injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. I acknowledge that I have read and understand the warning and hereby give permission for my son/daughter, named above, to participate in any athletics until such permission is rescinded by written notice. Also, I fully understand that the Duncan Schools does not provide any accident or health insurance coverage for my child while participating in interscholastic athletics. I understand that it is my responsibility to provide insurance coverage for my so/daughter. Duncan Schools has information available about athletic insurance coverage for students not presently covered by insurance. Please contact the Duncan Schools office at 928-359-2472 for further information.

\_\_\_\_\_My child is NOT presently covered by medical insurance.

\_\_\_\_\_My child is covered by medical insurance.

NAME OF COMPANY \_\_\_\_\_POLICY# \_\_\_\_\_

ADDRESS OF COMPANY \_\_\_\_\_GROUP# \_\_\_\_\_

I understand it is my responsibility to notify Duncan Schools if there are any changes in the present insurance coverage for my child. I further acknowledge that I have read and understand this insurance waiver and agree to abide by the regulations contained therein.

**EMERGENCY INFORMATION**

Parent/Guardian Name:

(Father) \_\_\_\_\_

(Mother) \_\_\_\_\_

Home address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Address (Father) \_\_\_\_\_

Work Phone \_\_\_\_\_

(Mother) \_\_\_\_\_

Work Phone \_\_\_\_\_

Student's Name \_\_\_\_\_

The Duncan School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. The Duncan School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies.

Person to be notified in an emergency-only if parents cannot be reached:

<p>Title IX Coordinator          Joann Boyd/Business Manager          108 Stadium Blvd., Duncan AZ 85534          PH: 928-359-2472 Email: jboyd@duncanschools.org</p>	<p>Section 504/ADA Coordinator          Kristi Webster / SPED Director          1 McGrath Ave, Duncan Az 85534          PH: 928-359-2474 Email: kwebster@duncanschools.org</p>
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Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

(No student will be allowed to practice or participate in any organized school athletics until all forms are completed and returned to the school office.)

**CONSENT FOR EMERGENCY CARE**

BE IT KNOWN that I, the undersigned parent/guardian of the student named above, do hereby give and grant unto any medical doctor or hospital, my consent and authorization to render such aid, treatment or care to said student as, in the judgment of said doctor or hospital may be required, on an emergency basis, in the event said student should be injured or stricken ill while participating in an interscholastic activity, sponsored or sanctioned by ARIZONA INTERSCHOLASTIC ASSOCIATION, INC. of which DUNCAN HIGH SCHOOL is a member. It is hereby understood that the consent and authorization hereby given and granted and continuing, and are intended by me to extend throughout the current school year.

DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_, at Duncan, Arizona

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Signature of School Office Witness

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Under regulations adopted by the Arizona Interscholastic Association and Duncan Unified Schools, before a student can start practice or be issued equipment, he/she must have completed the following requirements:

Verified By:

PRINCIPAL'S OFFICE:

- 1.\_\_\_\_\_Have an official copy of birth certificate or equivalent on file.
- 2.\_\_\_\_\_Athletic Fee must be paid prior to participation. \$50.00 per year for Junior High.
- 3.\_\_\_\_\_Have academic requirements completed. (See eligibility policy). Students must meet Arizona Interscholastic Association (AIA) and Duncan high School requirements.

ATHLETIC DIRECTOR:

- 4.\_\_\_\_\_Have an Athletic Physical/Consent Form completed  
**Required** – Darkened Areas on card
  - (a) Physical exam by doctor
  - (b) Student Name/Signature
  - (c) Parent Signature (Notarized)
- 5.\_\_\_\_\_Student Participation/Commitment Form – (Student Signature Required)
- 6.\_\_\_\_\_Obtain a release card from the Athletic Director/Designee verifying the requirements have been completed.

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Athletic Director/Designee

SUBMIT COMPLETED DOCUMENTS TO PRINCIPAL'S OFFICE

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**Eligibility Guidelines  
Academic Guidelines**

Extra or co-curricular activities are not a requirement for graduation and, as such, participation in these activities is not required, rather participation is elected by the student as a privilege, not a right. Therefore, the following guidelines will apply.

Good grades are stressed for those entering and participating in co or extracurricular activities and will be checked at prescribed intervals. Failure to meet standards will render a student ineligible. Students will have a grace period of one week to bring up grades.

Students must meet the Arizona State Law and Duncan School District requirements to be eligible to participate in any extra or co-curricular activities. These requirements consist of:

- A. Grades will be checked on a weekly basis throughout the school year.
- B. Students must pass all courses (including college courses. with a 65% or higher to participate.
- C. A student is deemed “ineligible” for competition when he/she has a 64% or lower. However, students are still eligible to practice. (Exception: Refer to E).
- D. A student will be placed on the “pending ineligibility” list when his/her grade drops to a 64% or lower. The counselor and/or advising teacher will notify the student, and have the student sign a deficiency notification, acknowledging his/her “pending ineligibility”.
- E. A student will be placed on the “ineligibility” list after his/her second consecutive week of a 64% or lower. The counselor and/or advising teacher will notify the student, and have the student sign a deficiency notification, acknowledging his/her “ineligibility”.
- F. If a student is declared ineligible (59% or lower) three consecutive weeks during the season of sport (start of practice to conclusion of competition) she/he will be dismissed from the team to concentrate on academic requirements

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G. A student is required to attend all practice sessions during the ineligible period, unless permission is granted by the sponsor/coach for the student to attend tutoring and/or work to improve his/her grade, if the student wishes to remain part of that program.

H. Failure in one or more courses will cause the student to be ineligible for the following week. Ineligibility will start on the Monday following the grade check and extend for one full week, including Saturday and Sunday. 56

I. The Student should check with his/her individual teachers if a doubt exists as to whether or not he/she is currently passing a course. At all times it is the student and parents' responsibility to keep track of the student's grades. This can be done on the computer. Deficiencies cannot be made up once a student is notified of his/her ineligible status. The deficiency can only be corrected during the next prescribed interval

J. If the student feels the grade is incorrect he/she may discuss the matter with the teacher awarding the grade. Arizona law allows only the teacher awarding the grade to change such grade. Therefore, the teacher's decision stands as valid.

K. It shall be the responsibility of the Athletic Director and/or group sponsors to check and enforce eligibility regulations. It shall be the responsibility of the administration to require sponsors and coaches to enforce eligibility regulations.

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**Behavior Guidelines**

I. BEHAVIOR AND CONDUCT

A. Students are required to maintain a standard of conduct in keeping with the behavior guidelines outlined in the student handbook.

B. Failure to comply with the behavior guideline may result in ineligibility. The length of the ineligibility will depend upon the severity of the offense. Any student whose general behavior presents a problem or jeopardizes general school discipline will be restrained from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

C. Misconduct may also result in loss of a leadership position and/or participating in any extra co-curricular activity sponsored by the school.

II. DESTROYING PUBLIC OR PRIVATE PROPERTY

A. Athletes are expected to respect and take good care of all equipment and other property. All equipment issued which is lost or not returned shall be paid for by the athlete. Athletes shall pay for any property damaged.

B. This rule applies to the property of others as well, including the schools you may be visiting.

C. Violations may result in dismissal or other disciplinary actions as deemed appropriate by the coach or administration.

III. SHOPLIFTING OR STEALING

A. Students are not to steal.

B. Students taken into custody by authorities may require their parents to secure their release.

C. Any violation in this area subjects the student to dismissal from the program or activity for the remainder of that activity, season, or longer depending upon severity of act.

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IV. ILLEGAL OR DEGRADING ACTIONS

A. Students are expected to conduct themselves in a proper manner at all times. Courtesy, sportsmanship and good manners are characteristic of the educational process.

B. Any violation of the rules observed or reported by a responsible citizen are subject to review for appropriate disciplinary actions.

C. Any action that occurs while on a trip or participating in an extracurricular activity that brings shame or disgrace to our school or community will result in swift and severe punishment as determined by the administrator in charge of that activity.

**Disciplinary Actions**

A. Any violation of the district disciplinary guidelines or as may be defined in the student handbook and/or the AIA Constitution and Bylaws may result in ineligibility for extra or co-curricular activities depending upon the severity.

1. **MISCONDUCT:** Any violation of school disciplinary guidelines may subject a student to loss of eligibility depending upon the severity or repletion of such misconduct.

2. **SUSPENSION:** A student under any suspension for violation of school rules shall be ineligible for a number of days equal to those of the suspension or longer.

B. In addition to regular school policy disciplinary actions and/or the AIA regulations, the following ineligibility guidelines apply to all extra and co-curricular participation.

**Note: In all offenses involving Drugs, Alcohol, or Tobacco, the discipline or ineligibility will begin on the day that the infraction is made known to a school official, regardless of when or where the infraction actually occurred. Notification to the school may result from individual confession, parent notification, police or probation notification, or a report of visual verification by an adult who was at the scene of the infraction.**

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**1. DRUGS:** Possession, use, sale transaction or providing any prescription or non-prescription drug to another, whether or not on school premises. 1st Offense...Loss of eligibility for up to one year from the date the infraction is made known to a school official.

**2. ALCOHOL:** Possession, use sale transaction or providing of to another, whether or not on school premises. 1st Offense... (During the season of sport)-Dismissal from that sport. (Outside the season of sport)-up to Four (4) weeks ineligibility beginning when the next sport they play can legally begin. 2nd Offense... Loss of eligibility for remainder of the school year.

**3. TOBACCO:** Possession, use sale, transaction or providing of to another whether or not on school premises. This includes e-cigs.

1st Offense...Two (2) weeks ineligibility for all extracurricular activities.

2nd Offense...Four (4) weeks ineligibility for all extracurricular activities.

3rd Offense...Loss of eligibility for remainder of the school year.

In cases where eligibility is taken for the “remainder of the school year” due to alcohol or tobacco misuse, the ineligibility may carry over to the following school year if the offense occurs at the end of the year or during a summer event. This will allow for a minimum of one season of ineligibility. In addition, a two- or four-week suspension may carry over to the following school year. Other than these carry-over circumstances, students will be given a clean slate at the beginning of each school year.

**4. WEAPONS:** Use or possession of any weapon defined as dangerous by law or school policy while on school premises or at school sponsored/related events.

1st Offense...Four (4) weeks ineligibility or longer depending upon severity of violation and probationary status.

2nd Offense...Loss of eligibility for the remainder of the school year.

Any students involved in drug (or) alcohol related problems are subject to removal from leadership office, restrain from extracurricular participation and possible dismissal from extra-curricular programs.

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**Attendance Guidelines**

- A. Students must be present for at least half of the day in order to participate in that day's event. In addition, the portion of the day that is missed must be verified as an excused absence in order for the student to participate.
  
- B. If a student is absent from school, the student will not participate in any extra-curricular function the evening or night of the day the absence occurred, unless excused by the Athletic Director and/or school administrator under extenuating circumstances.
  
- C. Any student absent from school on Thursday will not be eligible to compete in a Friday or Saturday activity. Any exception to this rule must be cleared through the principal's office by the coach/sponsor, if special circumstances exist.
  
- D. Participation in a weeknight game is not an excuse for absence the day following the game.

**Practice Guidelines**

- A. Students should not miss practice without good reason. If the student must miss practice, the student or parent should notify the head coach or assistant coach before the absence. The coach has the right to restrict play due to unexcused absences.
  
- B. Any student that misses practice without prior notification of the coach or advisor, or misses practice on a regular basis is subject to appropriate disciplinary action by the coach or advisor. Such action may include probation or dismissal when appropriate.

**Multi-Sport Participation Guidelines**

- A. If a student athlete desires to participate in more than one sport at a time, the student athlete must have mutual consent of both involved coaches. However, student athletes must designate "one" sport as the primary participation area, in case of a conflict of events, and must attend that designated sports daily practices and contests.

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- B. The secondary sport should be an individual sport where the lack of daily practice would not negatively impact the team. Attendance at these secondary sports practices or contests should never interfere with participation in the primary sport.
- C. Students transferring from one sport to another must have the consent of both sports coaches.

**Dismissal or Quitting a Team**

- A. Any student who quits or is dismissed from a team will not be permitted to go out for another sport until the sport from which he/she quit, or was 60 dismissed from, is completed. A coach may release the athlete to another sport if the reason is appropriate. There must be mutual agreement of both coaches involved.
- B. A student not completing the season due to dismissal or quitting will not letter: neither will that student be eligible for any honors or awards associated with that activity.

**Injury Guidelines**

- 1. A "Report of Injury" should be filed immediately by the head coach with the Athletic Director whether the injury requires medical attention or not. This report should be as accurate and comprehensive as possible.
- 2. If a student suspects that they have an injury or concussion, whether the injury occurred as a result of the sport or activity (on or off school premises), they have the responsibility to tell their coach and parents immediately. Students should not attempt to participate if injured.

**Dress and Appearance Guidelines**

- A. Each student represents not only themselves, but also the school and community.
- B. Reasonable and appropriate attire will be worn as directed by the coach or advisor. Clothing or travel attire should be clean and in good repair. Collared dress or knit shirts, slacks (new type jeans are acceptable), and nice shoes should be worn to events, home or away. Clothing must comply with the student dress code.
- C. Male and female athletes will keep hair well-groomed. Male and female athletes must ensure that hair is out of the face and controlled during participation. Facial hair must be well-groomed.

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D. Personal jewelry, rings, necklaces, earrings, etc. shall not be worn during participation for the safety of the player and also the opponents.

**Team (or) Group Travel Guidelines**

A. Students will ride to and from all activities in a school-authorized vehicle.

B. Students must return home with the team unless written, parental permission is granted and given to the head coach or advisor.

C. Students will be released only to the parents or another adult authorized by the parent.

D. Under no circumstances will students be released to a minor.

E. If the student is released to the parent or adult authorized by the parent, the school is released from all liability and responsibility for the student(s) in granting the parent's request.

F. Advisors/coaches/sponsors will determine curfew. Students of the opposite sex are not allowed in each other's rooms.

**School Issued Equipment/Uniforms & Facilities**

1. No student participating in athletics will attempt to withhold, or wear off of the school premises any equipment/uniform belonging to the high school, except for approved practices or interscholastic contests.

2. No student will be permitted to check out athletic equipment until he has obtained a clearance slip from the Athletic Director and/or school administrator.

3. The athletic training room will be used only for preventative injury measures, treatment and care of athletic injuries.

4. No player or manager will enter the Coach's Office without permission of a coach, the athletic director, or school administrator.

5. Students are not to park on the south side of the gym at any time.

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**A.I.A. Guidelines for Athletics**

- I. A student who becomes 19 years of age on or before September 1 is not eligible for any part of that school year.
- II. A student must show proof of age by birth certificate or the acceptable substitutes as listed below: A. A hospital certificate of birth B. A department of Commerce certificate. C. A Bureau of Immigration certificate. D. A Department of Justice certificate. E. An Arizona State Health Department certificate.
- III. A student must have a physical examination after May 1 and by the start of his or her chosen sport, and parents' permission to participate.
- IV. A student must purchase school insurance or provide an Insurance waiver signed by his/her parents.
- V. Further eligibility information may be found in the Athletic Office, also see extra-co-curricular eligibility guidelines.
- VI. Lettering criteria will be determined by each sport or department. (See Athletic Packet Guidelines).

**\*\*\* AIA SPORTSMANSHIP RULE \*\*\***

**Ejection from a Contest** – If an AIA contest official determines that a coach or player has acted in an unsportsmanlike manner during either a period or intermission, the coach or player may be ordered to leave the contest.

**Penalties for Ejection** – A coach or player ejected from a contest for any reason shall be subject to the following without appeal:

**First Violation** – Ineligible for the next regularly scheduled contest at that level of competition and all other contests during that interim at any level. Any person ejected from a contest shall not participate the remainder of that day.

**Second Violation** – Ineligible for the next two regularly scheduled contests at that level of competition and all other contests during that interim at any level. Any person ejected from a contest shall not participate the remainder of that day.

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**Third Violation** – A similar infraction by the same player during the same season will result in cessation of the season for the player concerned.

**End –of – Season Violation** – If a penalty is imposed at the end of the sport season and no contest remains, the penalty shall be enforced at the beginning of the subsequent season of competition in which the coach or player participates, regardless of the sport.

**Leaving Bench Area** – When two or more persons (including coaches, non playing contestants and nonparticipation school personnel) leave their team’s bench area to initiate a confrontation, or during an altercation in progress, the following shall occur without appeal:

The contest officials shall eject any person they determine to be in violation of the above paragraph.

The contest officials may terminate the contest. If the contest is terminated, the team(s) that left the bench area must forfeit the contest and record a loss.

If the contest is terminated during a tournament or post-season play, the offending team(s) will be removed from further tournament or post-season competition.

Further penalties may be imposed against the offending team(s) by the AIA Executive Board, as set forth in Article 16.1 of the AIA Bylaws.

### Disciplinary Action

Student participants are required to comply with all school conduct guidelines in addition to those that may apply specifically to the athletic or extra-curricular program. The ranges of disciplinary actions are discussed in the eligibility section of this document, the AIA Constitution and Bylaws, and the “Student Conduct” section of this handbook.

### Due Process (or) Appeal

Certain disciplinary actions may be brought before the Athletic/Activity Council for review at the student’s or parent’s request. This request must be presented to the head coach or advisor within five (5) school days of the disciplinary action to be reviewed. A request form may be obtained from the Athletic Director. The decision of the review council is final at the high school level of appeals.

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The Athletic/Activity Council may consider loss of eligibility for reasons other than academic or request for reinstatement of eligibility. The Athletic Director will assist students or parents with the correct appeal procedure and application.

**ATHLETIC/EXTRA-CURRICULAR**

**REVIEW COUNCIL**

The Council shall consist of:

1. Community Member
2. Teacher
3. Sponsor/Coach Not Involved in Program
4. Student Body President 5. Principal's Designee

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ATHLETIC EXTRA-CURRICULAR  
APPEAL REQUEST

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Ineligible period: \_\_\_\_\_ to \_\_\_\_\_

Reason for Ineligibility: Academic \_\_\_\_\_ Conduct \_\_\_\_\_

Other \_\_\_\_\_ (explain)

Hearing Board Request Date: \_\_\_\_\_ Time: \_\_\_\_\_

Council Members Agreed to by the Student and Principal:

Community Member: \_\_\_\_\_

Teacher: \_\_\_\_\_

Sponsor/Coach Not Involved in Program: \_\_\_\_\_

Other Council Members:

Student Body President: \_\_\_\_\_

Principal's Designee: \_\_\_\_\_

Principal will conduct the meeting and issue findings of the appeal process.

Please write in your own words the reason you are requesting the appeal. (Use additional paper as necessary.)

The Duncan School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. The Duncan School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies.

<p>Title IX Coordinator Joann Boyd/Business Manager 108 Stadium Blvd., Duncan AZ 85534 PH: 928-359-2472 Email: jboyd@duncanschools.org</p>	<p>Section 504/ADA Coordinator Kristi Webster / SPED Director 1 McGrath Ave, Duncan Az 85534 PH: 928-359-2474 Email: kwebster@duncanschools.org</p>
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